

## **WORK SESSION – Tuesday, August 16, 2022**

**Minutes of the Huntsville Town Council work session held at the Huntsville Town Maintenance Office, 165 South 7500 East on Tuesday, August 16, 2022, at 7:00 p.m. This work session addressed the questions Town Council Members had about a new town hall/community center, the bid process for professional services and financial obligations for a new building. TCM Artie Powell proposed questions to the Town Council and bid selection committee regarding the project. The questions were answered in writing and in person at this work session by Wendy McKay, project manager and head of the bid selection committee for the new Town Hall. The Request for Qualifications/Request for Proposal (RFSQ/RFP), the presentation of the winning bid by Sanders and Wadman, the questions from TCM Artie Powell and responses from Wendy McKay are attached to these work session minutes.**

**Attending:** TCM Sandy Hunter, TCM Artie Powell, TCM Kevin Anderson, Mayor Sorensen, Wendy McKay, Beckki Endicott-Clerk, Gail Ahlstrom, Ron Gault

**Zoom:** TCM Bruce Ahlstrom

Mayor Sorensen called the meeting to order. He turned the time over to Wendy McKay to help address the questions that Artie Powell proposed.

Wendy McKay addressed questions the Town Council Members had regarding why the Town Hall was sold and not just expanded on its footprint and remodeled. Wendy McKay was the Town Council Member in charge of the bids for an expansion of the Town Hall in 2018-2019. Wendy McKay arranged for three bids which ranged between \$400,000 and \$480,000 for an extension off the back of the old Town Hall. The expansion proposed was 20 feet by 40 feet. The total square footage would have provided a conference room. It did not affect the office space which was inadequate. At the same time, the Town Council was looking at a new home for the history library. The history library housed storage facilities that were inadequate, and the bathroom and structure were showing its age. The bid for repair and remodel of the old square building adding a new bathroom was around \$300,000. Since the total cost of both remodels seemed very high, the Town Council at the time started seeking additional solutions for both buildings.

Grants were sought for CDBG. A RAMP grant was identified for the history library. The CDBG grant was awarded to Huntsville Town in the amount of \$428,000. The grant is a multi-year grant. The deadline for spending the money is December 31, 2022, and the money must be spent on construction. The CDBG grant can not be used for municipal offices. The payment of funds will be paid out based on the percentage of municipal offices to the community center. Once the design is done, a RAMP grant will be applied for based on the design of the history library which will be housed in the new Huntsville Town Community Center.

Wendy McKay turned to TCM Artie Powell's questions. He clarified that he wanted the answers in writing so that there would not be any misunderstanding going forward. He stated the selling of the old Town Hall was premature. In his opinion, there should have been more done in terms of getting a design and contractor prior to selling the Town Hall.

Beckki stated when CDBG was applied for, Huntsville Town was advised by the CDBG to put the money requested from CDBG into design and engineering for the first year of the grant. The CDBG team that advised Huntsville Town during the preapplication phase then retired. When the grant was awarded 6 months later, the new CDBG team did not want the funds to go toward design and engineering. The CDBG team wanted the monies from them to go towards construction. At that point, Huntsville Town was on a deadline for the CDBG funds. The sale of the old Town Hall was necessary to fund the \$125,000 for design and engineering of the new Community Center.

In response to the question and answer given to TCM Artie Powell's question number 1, TCM Powell responded he didn't believe the scope of work needed to include dedicated office space for the mayor of the town or other staff members. A conference room is sufficient for meeting with people. He also questions the need for a reception area. He would like to reduce the office space to reduce the cost of the building.

Gail Ahlstrom pointed out that the new building might need some forethought. With all the incorporation movements in the valley, a new town hall would be very helpful in organizing. If Ogden Valley becomes its own county with its own cities, it is very possible a good building to serve the Community will be needed.

TCM Sandy Hunter and Wendy McKay addressed the written questions and the written answers for numbers 1-6.

TCM Artie Powell stated the RFQ would have greatly benefited from a review by the Town Council prior to going out to bid. He stated there are fundamental flaws in the RFQ and the way that it was written. The document would have been better if the Town Council would have reviewed and commented on the document. It is not clear to TC Powell what the role of the Town Council is in this process, and he stated they should have the final say in what work goes forward. Wendy McKay agreed the Town Council is the final decision-making body.

Ron Gault stated he believed this process should be much like his process with the culinary water system. He stated he meets with the Town Council and gives them updates and decision-making power over the major items and expensive items. Ron pointed out that there are milestones of decisions along the way for the new building that will need to be made by the Town Council, including approving expenses.

Wendy McKay stated the TC would have to approve the contract and milestones along the way. There was discussion about what the approval process would look like.

It was discussed about whether the Town would rent the community space of the new building for private events.

TCM Artie Powell would like to see the size of the building scaled back to make the new building more energy efficient.

TCM Anderson thanked TCM Powell for raising the questions for discussion. He expressed his thanks to the committee for seeing this process through.

There was additional discussion regarding the possibility of requesting an extension on the CDBG contract.

**TCM Sandy Hunter motioned to adjourn the meeting.** TCM Kevin Anderson seconded the motion. All votes Aye. Motion passed.

**Meeting adjourned at 8:30 p.m.**



Beckki Endicott, Huntsville Town Clerk



## **HUNTSVILLE TOWN RECREATION & MUNICIPAL BUILDING**

### **DESIGN / PRE CONSTRUCTION PROPOSAL**

Beckki Endicott  
Huntsville Town Clerk  
801-745-3420  
7381 East 200 South  
bendicott@huntsvilletown.com

08/08/2022

Wadman Corporation hereby proposes our proposed costs for the services outlined below.

#### **Design & Architectural Meetings**

Services will include bi-weekly pre-construction meeting attendance which would include one or all of the following people (Spencer Bradley, Bradon Martin, and Others as necessary)

#### **COST BUDGETING:**

Cost Budgeting & Preconstruction Services \$ 6,700.00

- Estimates at SD, DD, and CD drawings

#### **DESIGN FEES:**

Architectural	
Programming / Architectural Design	\$ 65,000.00
Bidding / City Plan Review	\$ 3,000.00
Construction Administration	\$ 13,500.00
Structural Design	\$ 9,000.00
Mechanical/Plumbing Design	\$ 8,500.00
Electrical/Technology Design	\$ 8,500.00
Site Design provided by City	Not Included
Landscape Planting & Sprinkler	\$ 5,000.00
Geotechnical Report (City may order this direct)	\$ 5,800.00

**TOTAL \$125,000.00**

Sincerely,

A handwritten signature in blue ink that reads 'Bradon Martin'.

Bradon Martin  
Chief Estimator  
[bmartin@wadman.com](mailto:bmartin@wadman.com)

## Answers to Councilman Artie Powell's Questions regarding the NTHCC build:

Process Moving forward:

1. Because we chose to go with a Design Build company instead of getting a design first and sending that design, it does feel like putting the cart before the horse. It was helpful that we gave each company a lot of information of what we need before they bid for it. At this point we are awaiting the design and scale. Once we have that we can adjust to meet the budget and proceed from there.

### Request for Proposals

1. The NTHCC (NTH/Community Center) primary functions are 3 fold and will have 3 different sources of funding. The Community Center, funded primarily from the CDBG grant. The History department and Library, funded primarily from the RAMP grant which will be applied for this year and the Municiple Offices which will be funded by the sale of the town properties. To meet the budget, the 3 different areas could be scaled. The History could be eliminated if we are not awarded the RAMP grant. The Community center will remain as it is the focal point and main reason for the build. It's size also allows us to increase the size of the municle function of the Chamber area.

The Community center will be an open area approximately 40 by 70 feet but could be scaled to 30 feet by 60 feet. This will not only accommodate a full size Pickleball court for bad weather use, but other sport activies as well. It will also be used collectiely and publicly by our quarterly CERT trainings and triage, exercise classes open to the public, various 12 step programs, town dinners, quilting bees, 4<sup>th</sup> of July and Huntsville Marathon organizing committees, Patriotic Program rehearsals, Elections, political party meetings, Boys Scouts and 4-H and much more. Privately the uses would be many and varied. To avoid conflict with exhisting town businesses, the price charged for **similar** activities could be comparable.

The municipal offices function should allow for situations that the pandemic put us in. The office staff need to work and asking them to come in at irregular times to avoid each other is problematic. We believe we need an office for the Mayor to meet with people, and 3-4 staff offices. One of those would be in reception to help visitors with their needs. We felt like we needed a conference room for the many work meetings each month rather than constantly setting up tables and chairs in the Chambers room and putting them away. Those too can be scaled. There is the posibility of open space and dividers, but that would not work in a pandemic situation. This space would also have a men's and women's bathroom.

The History Library would have a separate entrance on the side and have specific hours to be open. We have a lot of precious photos and histories that are being digitized but we also desire to have the hard originals kept and maintained. We could still have the existing building remodeled and add a new working bathroom, but the renovations came in around \$300,000.

2. I don't know this exact answer, but I know we discussed around \$200,000 fin case of overages.
3. Future expansion was for, if funds allowed, adding an exterior bowery with seating for 50 and if possible a senior outdoor workout area with fixed machines. We have an outdoor grant

opportunity there that would pay for 50% of the equipment.

4. We and Wadman corp believe we have ample on-street parking. This will be a huge savings that was included in the RFP.

5. This would be the NTHCC Committee which has representatives from the Town Council, Planning commission, project manager, town engineer and a few others as members. This committee has been formed at the will of the TC and in such a way as to be representative of each quorum. Every member of the those groups cannot sit on every committee and be involved in every decision. Time would not allow. That is why a group from each quorum and designers and planners were chosen to get this job done. They will primarily be tasked with getting the project to work on time and on budget and present everything for the TC approval along the way.

6. As it would be impossible and burdensome in the timeline for completion, all of the entities; TC, PC, NTHCC committee, and town residents cannot be intimately involved in every detail of the building design. That would be too many opinions and changes and render the process to bring this project in on time (thus allowing us to use the CDBG funds) useless. As above this will be primarily the NTHCC committee with final approval from the TC.

7. In this case, it is not an arbitrary time line at all. The CDBG grant has a specific timeline of spending that we have to meet. We have to spend half the money this year by Dec 31<sup>st</sup> and half the money by Dec 31<sup>st</sup> 2023. I think the residents would be very happy to know that we are receiving almost half a million dollars for free, rather than taking our time to really think things over. I believe much due diligence has been put in to this process by many people and two town councils. We have an approved budget and will bring it in on time. We chose a company that we feel can do that.

8. As part of the RFP each team was given a conceptual floor plan from Huntsville Town and all the requirements and budget we desired. As it was not an actual plan, but just an idea of what we were looking at, they had to come up with a proposal based on that for us to choose one of them. Yes this conceptual plan will not look like the final plan that the TC will be approving.

9. Yes, the Agreement and Contract are the same. The parties to the contract will be with our chosen team: Wadman Corp & Sanders and Huntsville Town.

#### Scope and Scale of the New Town Hall

1. The Community center will be an open area approximately 40 by 70 feet but could be scaled to 30 feet by 60 feet. This will not only accommodate a full size Pickleball court for bad weather use, but other sport activities as well. It will also be used collectively and publicly by our quarterly CERT trainings and triage, exercise classes open to the public, various 12 step programs, town dinners, quilting bees, 4<sup>th</sup> of July and Huntsville Marathon organizing committees, Patriotic Program rehearsals, Elections, political party meetings, Boys Scouts and 4-H and much more. Privately the uses would be many and varied. To avoid conflict with existing town businesses, the price charged for **similar** activities could be comparable.
2. I envision and hope that the community will really use it to enhance their lives. I hope to see exercise classes and sports there daily.
3. Yes and no. I think any private event or out of towners should be charged a fee. I think any activity for the town should not have a cost: CERT, Town Dinners or activities, etc...
4. For activities open to the town public, they should only incur a minimal charge. If there is a way

to figure the cost of electricity for a given time for that percentage of space (pretty minimal) I think a small fee could be charged. Like a punchpass for Pickleball that is \$1-\$2 to play.) Everyone would be expected to keep it spotless or incur a fee. If the activity competes with a business, charge comparably to that business.

5. The Church cannot be considered a town event center. Many of our town do not feel comfortable walking in there. Many would never ask to use it and it is Locked up. The Mercantile and Compass Rose are private businesses. The Library has many restrictions that do not meet the needs of many of our town residents. I envision the community center to be gathered in and loved like they do our outdoor parks. I would not like to see it become a possession that is restrictive and unusable because of costs.
6. I believe the businesses will not be hurt if, for those activities, the community center fees are comparable to the private venues.
7. I believe this is like question 1 above.
8. The events will be funded the same way they have in the past... with the annual budget.
9. I believe the CC will break even or be a net source. If not, we adjust fees.
10. No way to know at this point as the design in not in.
11. This has been asked and answered pretty well in your above quires.

## Beckki Endicott

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**From:** Artie Powell  
**Sent:** Monday, August 8, 2022 6:54 AM  
**To:** Richard Sorensen  
**Cc:** Beckki Endicott  
**Subject:** Town Hall  
**Attachments:** Questions About the New Town Hall.pdf

Richard,

I am sorry but I misunderstood what the Town Council was being asked to approve the other night. I thought that we were approving the decision of the committee that one Team was more qualified than the others. Which would mean that what was reviewed by the committee were responses to a Request for Qualifications, with the intent that the winning bidder would then work with the Town to create a satisfactory proposal. After rereading the Request it dawns on me that this is not entirely correct -- this is literally, as it is titled, a Request for Proposals and described therein as proposals for "design and construction." At this point, it is unclear to me what the Town Council has approved.

Several months ago when the Town Council approved a resolution to sell the old Town Hall, I reluctantly voted yes. After reviewing the real estate contract, and discussing the issue among the Council and with our realtor, I felt that short of a breach of contract, which would open the town to potential financial burdens or penalties, the Council's hands were tied. I am concerned that if either the Notice of Award or Notice to Proceed specified in Section 7 of the RFP is issued it will put the Town Council in a similar situation. Namely, the Town Council may face a decision to either breach a contract or move forward with a plan that may not meet the town's needs or finances.

The RFP and the subsequent Notice to Proceed may allow some adjustments to the final scope and scale of the New Town Hall but I am concerned that the tentative schedule presented in the RFP is overly aggressive and will lead to further complications. Also, as I am simultaneously rereading Section 7 of the RFP and writing this email, I see no explicit role for the Town Council in approving what the winning Team may start either in planning and design or construction of the new Town Hall or its final scope, scale, and design.

I opposed the sale of the old Town Hall not just because it was a bad idea, but because I thought it was a bad idea out of time or sequence -- it was like putting the cart before the horse. I wonder if we are in some sense repeating the same mistake. Once the Town Council decided a new Town Hall was warranted, final plans for the new Town Hall, financing, and a contractor should have been obtained before selling the Town Hall. This may have meant



# Questions About the New Town Hall

Artie Powell August 2022

As I understand, the new Town Hall (“NTH”) and Community Center will be approximately 6,000 to 10,000 square feet. To put that in perspective, the old Town Hall (“OTH”) is approximately 2,688 square feet.<sup>1</sup>

The development of the NTH is moving quickly. The NTH eight-member committee evaluated responses to a request for proposals (“RFP”) and chose an architect and developer (the “Team”), which the Town Council approved on August 4, 2022. The RFP anticipates that the Planning Commission will review and approve a site plan at its regular August 25, 2022, meeting,<sup>2</sup> and a final contract within 20 days of this approval.<sup>3</sup>

After reviewing the RFP and the winning Team’s bid, I present to the NTH committee the following questions for a verbal response (except as indicated) in a regular Town Council meeting. This list is not meant as exhaustive of the questions I have about the NTH.

## Process Moving Forward

1. Please provide in writing a step-by-step explanation of the anticipated process from this point forward to the beginning of construction. Include in your response significant and minor milestones, the parties or entities involved in each step, the necessary approvals, and those providing such approvals. See the following questions for further guidance in responding to this first question.

## Request for Proposals

1. The RFP variously describes the NTH as the “Huntsville Recreation and Municipal Building,” the “new community center,” the “community center” and

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<sup>1</sup> The OTH dimensions taken from the real estate listing, <https://www.mountainluxury.com/blog/7300-e-200-s-huntsville-utah-84317.html>, accessed August 6, 2022.

<sup>2</sup> RFP, Section 8, item 6.

<sup>3</sup> Ibid., item 8. The RFP does not clearly specify the date from which to begin counting the 20 days.

“municipal offices,” among others. Please explain in writing the primary and secondary, tertiary (etc.) functions of the NTH. If the NTH is significantly reduced in scope or scale, please prioritize the reduction of the functions. For example, would the functions be scaled proportionally, or would some functions be scaled or eliminated before others?

2. Under the Project Summary section, paragraph 4, please reconcile the cost accounting or math:  $\$900,000 + \$1,300,000 = \$2,200,000$  not  $\$2,400,000$ . Is this intentional or is there  $\$200,000$  in costs not captured under the RFP? If intentional, what is the source of these unexplained costs?
3. In Section 1. Introduction, paragraphs 1 and 2 include the phrase, “with future expansion.” Please explain what is intended by this phrase.
4. In the same section, an item under paragraph 1 reads, “Parking area and associated facilities.” Will parking be on-site, off-street, or will parking be on the adjacent streets?
5. Under Section 2. Scope of Work, the second paragraph in part reads, “It is anticipated that the actual building areas will be adjusted, based upon final recommendations from the parties involved.” Please explain in writing who is intended by “parties” and how each party will be involved in the adjustment of the scale or scope of the “actual building areas.”
6. Section 3. Objectives and Tasks. Paragraph 4 in part reads, “Building design to be completed, based upon the final parameters defined by the Town.” Please explain what is meant by “the Town” in this instance. Is this the NTH review committee, the Planning Commission, the Town Council, residents of the Town, or some combination of the above?
7. Section 6. EVALUATION PROCEDURE/CRITERIA FOR SELECTING CONTRACTOR. Please explain the reasoning for the assigned points for scoring. Why is the cost component assigned half the points of qualifications and even less than the ability to meet time constraints? What component do you think would matter more to residents of Huntsville, meeting an arbitrary deadline or bringing the project in on or under budget?

8. The last unnumbered paragraph in Section 6 reads in part, “ability to supply a satisfactory conceptual plan.” What is meant by a conceptual plan in the context of this paragraph? Is this different from the actual plan to be approved at some point?
9. Section 7. AUTHORIZATION TO BEGIN WORK, the first paragraph reads in part, “Following site plan approval, an Agreement for providing the General Contractor/Architectural Design Plans will be entered. Provided both parties consent to the terms of the contract, a Notice to Proceed will [be issued] to the Contractor/Architect to commence work.” Please clarify the following.  
“Agreement” is capitalized in the first sentence but has not been defined. Are the “Agreement” and the “contract” in the subsequent sentence the same? Who are the parties to the contract?

### Scope and Scale of the New Town Hall

1. What is the anticipated use of the community/recreation/senior center? What type of activities are anticipated to be held in the center?
2. How often will these events be held in the center?
3. Will the Town charge a rental fee for events? Which events?
4. If the Town is charging a rental fee, how will the fee be structured?
5. Huntsville potentially has four event centers in Town: the Mercantile, Jeff Hyde’s venue, the library, and the Church of Jesus Christ of Latter-day Saints building. Additionally, the Town has a stage and two pavilions in the park. Does Huntsville need and can it support another event center?
6. Will the Community Center be in direct competition with the private venues in Town?
7. What kind or type of events will the Town sponsor in the Community Center?
8. If the Town sponsors an event, how will the event be funded?
9. Is it anticipated that the Community Center will be a net revenue source or cost for the Town?
10. What are the projected operations and maintenance (O&M) costs for the NTH?

11. Given that some businesses and government agencies are adopting shared workspace as a measure to decrease costs or boost efficiency, please explain the intent, reasoning, and use of each space in the NTH as depicted in the conceptual drawing provided in the RFP.