

## MINUTES

Grand Junction Housing Authority  
Board of Commissioners' Meeting  
**Special Meeting**

Thursday, August 6, 2009  
Housing Authority Offices  
1011 North Tenth Street  
4:30 p.m.

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### **1. Call to Order**

Those attending the special Grand Junction Housing Authority (GJHA) Board Meeting on August 6<sup>th</sup> included Board Members Teresa Coons, Erin Ginter, Steve Heinemann, and Paul Marx; and staff members Executive Director Jody Kole, Executive Assistant Kristine Franz, and Development Director Don Hartman. This Meeting was called to order at 4:35 p.m. by Vice Chair Erin Ginter.

### **2. Discuss and Request Approval of Expanded Contract for Services by Blythe Group for Walnut Park**

Prior to the presentation, Don thanked Erin and Steve for joining him in attending the meeting with Roy Blythe on July 31<sup>st</sup> to obtain clarification of the Blythe proposal. The group obtained a good understanding of the proposal by the end of the meeting.

Documents distributed to Board Members included the July 24<sup>th</sup> Blythe Group Contract (Contract), GJHA's proposed funding sheet, and the "Quick and Dirty" Housing Feasibility Analyzer.

For further clarification, Don addressed the following items:

- The \$1,272,843 project budget amount referenced in the Contract is only an estimate prepared by Parametrix on behalf of Blythe. The estimated project budget amount was requested by Don to be included for informational purposes only.
- The hard construction costs are yet to go out to bid, as the site plan, floor plans, and construction documents are still being finalized.
- On Page 2 of the Blythe Contract, the fees listed under the "basic services for architectural and engineering" represent the costs from Blythe, including the professional services by Blythe's team, with one exception. Don requested River City Consultants for the civil engineering and site survey services because of anticipated cost savings. Due to their prior involvement with a previous Walnut Park survey, it was hoped that the previous survey could be utilized.

## **Minutes (contd.)**

### **Page 2**

- One accounting change was noted. In the previous document dated July 20<sup>th</sup>, the cost for the schematic design under “City Submittals/Additional Services” was shown as \$15,274. That figure was changed in the July 24<sup>th</sup> document to \$16,000, reflecting the amount that GJHA had already paid for that service.

Steve commented that with a better understanding of the scope of work, he wasn't as concerned with the proposed fees and cost ratios as he previously expressed during the July 27<sup>th</sup> Board Meeting. Don communicated the invitation extended to all Board Members from Roy Blythe for further explanations if desired.

Erin expressed her difference of opinion regarding the “team submittal” concept as opposed to giving other contractors the opportunity to bid. It was noted that there were approximately 10 submittals received for GJHA's Request for Qualifications (RFQ) for the Walnut design work. The Blythe Group will facilitate the bidding for the construction phase, requesting competitive bids. Pre-qualifying bidders was also discussed.

With questions answered, the Board unanimously approved the Blythe Contract for services for the Walnut Park expansion with a motion from Steve and a second from Teresa.

### **3. Other Business**

#### Bunting Property

Jody announced that staff is working on grants for additional funding to be used for improvements at the Bunting property. One of the requirements of grant funders is that there needs to be 100% participation from Board Members. With a 30% local match and 100% participation from Board Members, Jody believes it is possible to obtain \$60K from two foundations to use for a playground, landscaping, staircase improvements, and parking lot asphalt.

Erin requested that a reminder note be attached to the August Board Packet so Board Members remember their checkbooks/cash.

### **4. Adjourn**

With business complete, the Special August Board Meeting was adjourned at 4:48 p.m. with a motion by Teresa, a second by Steve, and a unanimous vote.

