

WICOMICO SHORES GOLF COURSE ADVISORY BOARD

**Wednesday, August 4, 2004
Meeting Minutes**

MEMBERS PRESENT: Merrill "Chico" Rivers, Chairperson, Jim Hodges, Wayne Petitt, Robert Richardson, Richard Smith and Gloria Tippet.

OTHERS ATTENDING: Phil Rollins, Director, St. Mary's County Department of Recreation, Parks and Community Services; Pat Meyers, Golf Course Manager; and Chris Bologna, CSBI.

CALL TO ORDER

The Wicomico Shores Golf Course Advisory Board meeting was called to order at 6:00 p.m. at the Golf Course Clubhouse by Chairperson, Chico Rivers.

APPROVAL OF MINUTES

Jim Hodges motioned, second by Rick Smith, to approve the minutes of June 30, 2004 and July 21, 2004. Motion carried 6-0.

DISCUSSION AND RECOMMENDATION FOR THE CLUBHOUSE PROJECT

The Wicomico Shores Golf Course (WSGC) Advisory Board again reviewed the four options for the Clubhouse project.

Option 1: New construction – the Board members agreed that new construction, as previously designed, would not be feasible due to the costs associated with a new building.

Option 2: New construction with a scaled back, smaller Clubhouse facility design – the Board determined this option was also not feasible since the costs associated with demolition, storm water management and site work have been estimated at approximately \$500,000 and that new design would not significantly reduce the costs.

Option 3: Renovate to address building code and ADA issues and relocate the pro-shop, snack bar area, and kitchen to the upper level of the building to address programmatic needs.

Option 4: Renovate and leave building layout as is - this would correct current building code problems, replace the kitchen; replace mechanical and electrical systems, address ADA issues, and make minor cosmetic improvements to the interior.

Director Phil Rollins stated that if renovation is pursued, the County would probably solicit the project as a design/build project and could pursue a combination of options 3 & 4. The County would work with the contractor and their architect to design the improvements within the project budget. Under this scenario, the architect works for the contractor, not the County.

Mr. Rollins stated that he has met with Linda Bronsdon, Project Manager for the Department of Public Works and Transportation, regarding a design build approach for the Clubhouse. Ms. Bronsdon has prior experience with design build projects with her former employer, Prince George's County Government. She will assist staff and the Board in developing the Request for Proposal (RFP) for the project. Alternates can be added to obtain pricing for items that can be done later with priorities in mind for the project. The RFP would specify that the project should be designed for a specified amount; the contingency would only be used for unforeseen conditions or the County makes a programmatic change. Architectural errors are the responsibility of the general contractor.

Mr. Hodges stated that he now supports completing the Clubhouse project all at once and not phasing the project. Mr. Pettit stated that there are two primary standards that need to be met – ADA upgrades and building code standards. Chairman Rivers asked about the building foundation unknowns; Chris Bologna stated the contingency could cover unanticipated costs for items not previously identified.

Mr. Rollins stated that the project was originally budgeted at about \$1.5 million; the County has already spent about \$140,000 of that on architectural fees and structural engineering reports. That leaves just under \$1.4 million on hand for the project; at least \$75,000 should be reserved for inspections, trailer rental and other miscellaneous expenses. Therefore, staff recommends the project budget should be established at a maximum of \$1.2 million (keeping about \$100,000 on hand for contingencies). The solicitation would include mandatory bids for both renovation options as the award would be based on best value and not necessarily the low bid.

Chairman Rivers wanted to make sure the Advisory Board has the opportunity to review the draft RFP and has time to offer comments on the draft. The Board will also make a recommendation to the BOCC on the response to the RFP; the BOCC will award the final contract.

Jim Hodges motioned, seconded by Bob Richardson, that the Wicomico Shores Golf Course Advisory Board recommend to the BOCC that the Wicomico Shores Golf Course Clubhouse be renovated through a design build renovation process and that the project budget be established at a maximum of \$1.2 million to include all design, engineering and construction. Request for proposals should be solicited from qualified

contactors that encourage creative and cost effective proposals that meet programmatic needs identified in previously approved construction drawings and maximize uses of the existing facility and views of the Golf Course. The motion was withdrawn.

Further discussion resulted in a new motion. Jim Hodges motioned, seconded by Bob Richardson, that the Wicomico Shores Golf Course Advisory Board recommend to the BOCC that the Wicomico Shores Golf Course Clubhouse be renovated through a design build renovation process and that the construction award not exceed a maximum of \$1.2 million to include all design, engineering and construction costs. Request for proposals should be solicited from qualified contactors that encourage creative and cost effective proposals that meet programmatic needs identified in previously approved construction drawings and maximize uses of the existing facility and views of the Golf Course. Motion carried 6-0.

The next step would be for the WSGC Advisory Board to present recommendations to the BOCC for the design build renovation and obtain their concurrence to proceed. In the meantime, staff can begin preparing the draft RFP.

Chairman Rivers thanked staff from the Department of Recreation, Parks & Community Services for assistance and providing all information requested to the Board.

SCHEDULING OF NEXT MEETING

The next meeting of the WSGC Advisory Board is scheduled for Tuesday, September 7, 2004 at 11:30 A.M. in the Recreation, Parks & Community Services main office, 23150 Leonard Hall Drive, in Leonardtown. After the next meeting, meetings will be held on a quarterly basis beginning on Wednesday, December 8, 2004, at 6:00 P.M., at the Golf Course Clubhouse.

The meeting concluded at approximately 7:45 P.M.

Kathy Bailey, Recorder