



# Dane County

## Minutes - Final-revised

### Alliant Energy Center Comprehensive Master Plan Oversight Committee

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Monday, November 27, 2017

3:00 PM Alliant Energy Center Conference Room, 1919 Alliant Energy Center Way

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Alliant Energy Center Conference Room, 1919 Alliant Energy Center Way

#### A. Call To Order

*The meeting was called to order by Chair, Corrigan at 3:00 p.m.*

- Present** 6 - SHARON CORRIGAN, ARLYN HALVORSON, SHERI CARTER, ROBIN SCHMIDT, BREWER STOUFFER, and ROBERT CRAIN
- Excused** 6 - SHELIA STUBBS, TOM DECHANT, JONATHAN BECKER, DEB ARCHER, ZACH BRANDON, and NATALIE ERDMAN

*Others present: M. Clarke, B. Franz, P. Nelson, K. Peterson Thurlow, S. Harrington, L. Alvarez and T. Violante.*

#### B. Consideration of Minutes

1. [2017 MIN-407](#) Minutes of the 9/11/17 AEC Comprehensive Master Plan Oversight Committee Meeting

**Attachments:** [2017 MIN-407](#)  
[9-11-17 AEC Meeting Registrations](#)

A motion was made by SCHMIDT, seconded by HALVORSON, that the minutes be approved. The motion carried by a voice vote.

#### C. Action Items

*None*

#### D. Presentations

*None*

#### E. Reports to Committee

**2017**                      REGISTRATION BEFORE COUNTY COMMITTEE - AEC MTG  
**DISC-017**

Attachments: 2017 DISC-017 Registration before county committee - AEC 11-27-17

1. Status Update of Master Plan RFP

*S. Harrington provided an overview, focusing on the objective of the master plan. The RFP will include a scope of services, will require a plan for every building, and also a plan for the campus as a whole. Vandewalle could assist with public engagement. There needs to be a discussion regarding how to allocate the funds.*

*S. Harrington also reviewed the evaluation criteria and how points will be assigned in evaluating the proposals in response to the EFP. He emphasized the importance of a strong project manager. He asked for the committee's thoughts.*

*Schmidt asked, 'how does the master plan RFP relate to community outreach?'*

*S. Harrington stated that the consultants will use the vision document as a foundation. This document is built on community engagement. The kick-off meeting will review common themes. The consultant will lead at least two public presentations. Vandewalle will use the consultant's materials to complete additional outreach.*

*Carter asked, 'will all meeting information be communicated to consultants?' S. Harrington indicated that it would be.*

*Discussion ensued regarding the purchasing process. All RFP questions will funnel through the county's purchasing division.*

*Crain indicated that, given the sensitivities at play, project approach should have a high point value.*

*Schmidt expressed concern that the persons named in the RFP actually spend adequate time. She also wondered about the core competencies of those who apply. We could ask for project understanding and approach.*

*Schmidt wants to be sure the consultant understands the core of what the committee has been working on.*

*The RFP will require consultants provide descriptions of relevant experience, organizational capabilities, and details of who will be doing what on the project. A group of five will evaluate the proposals.*

*R. Shutvet spoke as a member of the public. He expressed concern with the degree of public input. He wants the consultant to do the public input. He was also wondering if consultant was only for the campus alone or also surrounding areas. He also want to be sure the already collected public opinion is shared. He is concerned about noise.*

## 2. Committee Roles and Responsibilities

*Corrigan discussed the role of this committee in working with the consultant.*

*Discussion ensued regarding timelines.*

*Harrington indicated RFP would be out by mid Dec. Usually a consultant will want 12 months to complete the study. The County Board may want some results in time for the budget. Most of the building use work should be done by the end of summer.*

*Discussion ensued. Stouffer wondered about regional transportation links. Corrigan indicated there is funding for an area wide plan. Stouffer wanted to know the master plan will be acceptable to the City of Madison. Corrigan stated that this committee serves as a forum, with members representing the City.*

*Stouffer wants a reference to area wide plan specified in the RFP and discussed at one of the meetings with the consultant. Harrington said the area wide plan could be simultaneous with master plan process.*

*S. Harrington indicated that this committee will need to do three things*

- 1. Determine priorities*
- 2. Address funding and governance*
- 3. Manage the overall public/stakeholder process*

*Committee members wondered how these processes blend together. The committee will need to have a master schedule. Schmidt requested a time frame and activity list.*

*Carter asked for better organization of public comment to date. Would it be possible to meet with the consultant prior to a draft? S. Harrington pointed out that the six common themes of the vision document were driven by public input.*

## F. Future Meeting Items and Dates

*The next meeting will be held Monday, January 22 at 3:00 p.m.*

## G. Public Comment on Items not on the Agenda

*There was no public comments on items not on the agenda.*

## H. Such Other Business as Allowed by Law

*There was no other business as allowed by law.*

## I. Adjourn

**A motion was made by SCHMIDT, seconded by CARTER, that the meeting be adjourned at 4:30 p.m. The motion carried by a voice vote.**

*Minutes respectfully submitted by Janice Lee, subject to committee approval.*