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# Idaho State Capitol Commission

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## Official Minutes September 20, 2001

A meeting of the Idaho State Capitol Commission was held on this date in the Senate Caucus Room, #350, Idaho State Capitol Building. Chairman Roy Lewis Eiguren called the meeting to order at 9:05 a.m.

### **Attendees**

#### **Members Present:**

Roy Lewis Eiguren, Chairman

Pam Ahrens, Director, Department of Administration, and Secretary/Ex-Officio Member

Carl Bianchi, Director, Legislative Services Office, and Ex-Officio Member

Andrew Erstad

Steve Guerber, Director, State Historical Society, & Ex-Officio Member (via conference call)

Stephen Hartgen (via conference call)

Sandy Patano (via conference call)

Will Storey (via conference call)

#### **Members Absent:**

Skip Smyser

#### **Others Present:**

Jeff Shneider, CSHQA Architects

Jerry Lowe, CSHQA Architects

Allison McClintick, Policy Adviser, Office of the Governor

Brian Whitlock, Division of Financial Management

Jan Frew, Design/Construction Manager, Div. of Public Works, Dept. of Administration

Tim Mason, State Facilities Manager, Division of Public Works, Department of Administration

Rick Thompson, Administrator, Div. of Internal Management Systems, Dept. of Administration

Jan Cox, Division of Purchasing, Department of Administration

Jennifer Carrington, Analyst, Legislative Services Office

## **Approval of Minutes**

**MOTION:** Commissioner Storey moved and Commissioner Patano seconded that the minutes of the July 17, 2001 Idaho State Capitol Commission meeting be approved as written. The motion unanimously passed. Commissioner Erstad was absent from voting.

## **Design/Construction**

### **Project Management – *Organization Charts***

Chairman Eiguren noted that he, along with Commissioners Ahrens, Storey, Erstad, and Bianchi, have been working to develop the attached project organizational charts, Project Manager Request for Proposals, and job descriptions for both the Commission Coordinator and Assistant.

Commissioner Ahrens reviewed individuals and agencies involved in the Capitol Building Restoration Project. The chart observes all governmental entities with any kind of activity or decision making for the restoration project, she said. It begins at the top with Idaho Taxpayers. Below, it names Governor Kempthorne and the Idaho Legislature. The Department of Administration (DOA), the State Land Board, and the Idaho State Building Authority (ISBA) make up the third hierarchical level. DOA has the responsibility for securing the facility lease and implementing the Master Plan; the Land Board approves the ground lease; and, the ISBA's role is to arrange financing and oversee construction.

The next level on the chart lists both the Division of Building Safety and the Permanent Building Fund Advisory Council to review and approve plans and specifications; the Division of Public Works (DPW) reviews and approves plans and specifications, and provides construction inspection; and, the Idaho Capitol Commission approves the master plan, all proposals, hires the capitol architect, and expends operational funds.

Noted solely on the next organizational level is the Project Manager. This position is linked to DPW, the Capitol Commission and the ISBA. Responsibilities entail overseeing construction on behalf of the owner (the state) and supervising architects and the general contractor. Below the Project Manager is CSHQA, the general contractor and subcontractors.

Commissioner Guerber requested the State Historical Society be included on the fourth level for review of historical design elements. Commissioner Ahrens agreed to add the agency to the chart. Ms. Frew commented that in addition to the

Capitol Architect's review of the schematic design, Don Watts from the State Preservation Office reviewed the design as well. In fact, she said, everything done on the Capitol Building goes through the State Historical Society.

Chairman Eiguren noted as the Plan goes into the design phase, any deviation from the original Master Plan is a Commission issue. Commissioner Bianchi has identified aspects that have risen out of the legislative space allocation process, he said, and will need to bring those to the attention of the Commission at its October 15<sup>th</sup> meeting.

### **Project Management** – *Project Manager RFP*

Commissioner Storey, who chaired the subcommittee on Project Management, explained the Commission needs someone to deal with the day-to-day issues of this project, to carry out orders, and to coordinate between all entities involved. An RFP is ready to be issued upon approval of the Commission for a Project Manager. He noted the proposed selection committee would be made up of a representative from the Capitol Commission, ISBA, and DPW. Chairman Eiguren noted that there will also be two public members invited to participate.

**Motion: Commissioner Storey moved and Commissioner Guerber seconded that the Commission approve the RFP for the Project Manager and authorize DOA to proceed with the RFP process. The Commission passed it unanimously. Commissioner Erstad was absent from voting.**

### **Project Management** – *Commission Coordinator*

Chairman Eiguren pointed out that the person or firm chosen as Coordinator would have an independent contractual arrangement with the Commission. This position will provide one point of contact for each of the entities involved in the project, and assist with fundraising. It will be DOA's responsibility, Commissioner Ahrens said, to make sure agreed-upon performance elements are met, and within budget, such as the Coordinator's list of tasks, deliverables, and timelines. DOA will go through the competitive process to seek these professional services, and the selection will be based upon capabilities, rather than lowest bid.

For the October meeting, Chairman Eiguren asked Commissioner Storey's subcommittee to propose a funding level for this position and how the selection might be made. The Fundraising Subcommittee, chaired by Commissioner Patano, will also need to consider how this position will assist in fundraising endeavors.

**Motion: Commissioner Storey moved and seconded by Commissioner Patano that the members approve the Commission Coordinator position subject to the allocation of dollars. The members passed it unanimously.**

#### **Project Management – *Commission Assistant***

A clerical assistant position is proposed to support the work of the Commission. Commissioner Ahrens pointed out that DOA has a .5 FTP position that is not currently filled, which could be used for this function. This assistant would, therefore, be a DOA employee provided a workstation and asked to report directly to the Director's Office. This person would be paid with personnel costs allocated to the Commission of about \$29,500 including benefits and hourly wage. The Commission's administrative support funds would provide for a computer and workstation, for example.

**Motion: Commissioner Storey moved and seconded by Commissioner Erstad that the members approve the Commission Assistant position as submitted. The Commission passed it unanimously.**

#### **Status of Design Development Contract**

The final version of the design development contract has been sent to CSHQA for signature, Commissioner Erstad said, and adjustments have been made to the language of the contract as requested by the ISBA.

## **Communications/Outreach**

#### **Update on Communications Plan**

Commissioner Patano noted she has been in communication with es/drake who has put together a draft press release announcing the Commission license plates. The plates, she said, will be approved at the October Commission meeting, along with the next steps for the communication outreach program.

On a different subject, she said she has had conversations with members of the Idaho Heritage Trust about potential grants ranging from \$5,000 to \$10,000. Commissioner Guerber volunteered to assist with submitting the applications.

Chairman Eiguren noted an article appeared in the Idaho Statesman erroneously reporting a complete cleaning of the exterior of the Capitol. Ms. Frew clarified that after consultants reviewed the test spots where cleaning methods were applied, it was recommended that only spot cleaning be done of biological growth and of other prominent spots. Three methods will be used—the sponge jet

method will be used for the majority of the cleaning because it is the least damaging to the stone. In addition, an acid will be utilized to remove more prominent staining, and finally typical household bleach will be applied.

## **General Commission Business**

### **Proposed Monthly Commission Teleconference Calls through 2001**

Chairman Euguren noted during development of the restoration management structure, monthly meetings of the Commission are necessary for the balance of this year. One will be scheduled for November and one for December.

### **2% Holdback**

Since the Governor has directed all governmental entities to implement a 2% holdback of general fund moneys, Commissioner Ahrens said, it would be very appropriate for the Commission to apply this request to its dedicated operating budget. This would amount to a reduction of about \$4,700.

**Motion: Commissioner Patano moved and seconded by Commissioner Hartgen that the members take 2% out of the Commission operating budget across the board. The Commission passed it unanimously.**

### **Relocation out of the Capitol**

Commissioner Ahrens reported DOA is currently coming up with relocation scenarios in the Ada County area for the State Legislature to meet in 2004, and for year-around tenants of the Capitol who will need temporary office space for about 26 months. Cost figures, which could be about \$3.5 million, for moving and for leasing space are being developed and will be placed in DOA's budget in FY03. The first effort would be to look at properties the taxpayer already owns so any improvements would remain with the State.

# Adjournment

The September 20, 2001 Idaho Capitol Commission meeting adjourned 10:05 am.

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Roy Lewis Eiguren, Chairman  
Idaho State Capitol Commission

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Diane K. Blume, Management Assistant  
Department of Administration