

Fuller Road Station (FRS)  
AAPAC Task Force

April 7, 2011 Synopsis and Notes

Attendance: Doug Koepsell - Project design mgr ( U of M)  
Larry Cressman - U of M representative  
Connie Pulcifer - A2city representative  
Connie Rizzolo Brown - AAPAC representative  
Cathy Gendron - AAPAC representative

Missing: Dave Dykman - (A2city proj mgr)  
Angela Pierro - Public representative

The meeting ran from 1:00pm – 3:00 pm and was held at the 4<sup>th</sup> floor meeting room of City Hall.

Connie began the meeting by outlining the goals and drawing a graph for a process timeline. With the assumption that the selection process needs to be completed by the end of December 2011, the meeting discussions centered on the type of selection process and establishing a timeline for that process.

We began the discussion with the pool of candidates. With the idea of “just doing the right thing”, the group all felt that drawing from a local pool was preferred to a broader call. We discussed the options of staying within the city of Ann Arbor, broadening it to a more regional area or extending it statewide. Doug offered that the University’s field of potential developers was statewide. It made sense to all of us to use the same parameters for choosing an artist. Additionally, it was felt that it was a benefit to have a larger group from which to choose the artist/artists.

Next we talked about the process. All felt that an RFQ system was preferred and that it would be unfair to ask artists to submit designs (as in an RFP process) without compensation. It was decided that after the distribution of the RFQ, the task force would narrow the field to 3-5 candidates. Those candidates would be invited to an informational meeting outlining the project in greater detail. The candidates would be asked to submit proposals for the visual design, proof of their knowledge of materials and technical competency and a cost estimate. These candidates would be paid a stipend for their design proposals. The task force would then interview the candidates and review their proposals. A decision would be made and forwarded to AAPAC for vote.

We discussed the budget at length. Discussions included the source of the funding: Is the \$250, 000 to come entirely from AAPAC? Does a portion come from UM or is it already built into the \$250,000? Is there additional funding available from UM? It was decided to review the budget thoroughly before these kinds of questions could be addressed in depth. Doug and Dave were given the task of reviewing the budget questions and answering in time for our next meeting.

More on the budget: It was proposed that based on the selected artist’s proposal, the task force might want the flexibility to adjust the project budget upward if necessary (for example, an extraordinary idea that suggested a broader vision). A discussion ensued regarding cost overruns. The group felt that it made sense to set aside not only an admin percentage but also a contingency fund. The percentages for each were discussed but no decision was made as to the amounts.

It was mentioned that the specific locations for art could mean several different approaches and/or materials. Could it mean selecting more than one artist? Perhaps one artist might suggest several different pieces for the site. Given the budget, were three pieces too ambitious? Should we limit it to two? No decision was made. How and when to communicate the project budget to the public was discussed. It was decided to include the amount up front in the RFQ.

## Proposed timeline

05/16/11 ..... Call for artists/RFQ goes out  
06/06/11 ..... Artists' RFQ responses due to Venita  
06/30/11 ..... RFQ response reviews completed/Notification out to small pool of 3-5 artists  
Artists to be paid stipend for proposals  
07/13/11 ..... Informational meeting for small selected pool of 3-5 artists  
Artists asked to submit proposals  
Artist proposals to include:

- Visual description
- Demonstration of knowledge of materials and technical competency
- Cost estimate

08/17/11 ..... Proposals due/Interviews and artists' concept presentations  
09/14/11 ..... Artist selected by task force  
09/28/11 ..... Selected artist and proposal presented to AAPAC for vote  
10/17/11 or 11/07/11 ..... AAPAC approved candidate forwarded to Council for approval  
12/11 ..... Negotiate contract

### Actions required by next meeting:

Doug and Dave to tighten the budget details and provide answers to the above mentioned questions.

Cathy to work with Larry and Angela to research other calls for artists and develop wording for RFQ

Connie to forward West Park RFQ to Cathy

### Next Steps

Next Meeting: Thursday April 28, 9:00-11:00 AM in the 4<sup>th</sup> floor workroom at City Hall.

Finalize budget. Discuss and approve parameters for project RFQ.

Thank-you

Cathy Gendron