

TOWNSHIP OF LOWER MAKEFIELD
AD HOC PROPERTY COMMITTEE
MINUTES – OCTOBER 13, 2022

The regular meeting of the Ad Hoc Property Committee of the Township of Lower Makefield was held remotely on October 13, 2022.

Mr. Steadman stated the Agenda is focused on the Patterson Farm Master Plan Development, and Ms. Stark has made a proposal to help develop the Master Plan. The Board of Supervisors has asked the Committee to develop a Master Plan which was one of the recommendations made by the Ad Hoc Committee on March 2. The Supervisors have earmarked funds for that Plan Development.

The Summary of the Recommendations made to the Board of Supervisors was noted and are based on agriculture to continue at Patterson Farm which has been continuously farmed for three hundred years, to preserve the historic properties owned by the Township to be enjoyed by the community, and every building needs to have a purpose. The decision making of the Committee will be guided by striking a balance of preservation of history and agriculture, assuring community use and enjoyment, and being fiscally responsible. This is the aim of any Master Plan developed.

Mr. Steadman called the meeting to order at 7:35 p.m.

Those present:

Ad Hoc Property Committee: Dennis Steadman, Chair
Fred Childs, Vice Chair and Acting Secretary
John Mohan, Member
Jim Scott, Member

Absent: Bette Sovinee, Secretary
Joe Camaratta, Member
Sarah Daubert, Member
James McCartney, Supervisor Liaison
Fredric K. Weiss, Supervisor Liaison

APPROVAL OF MINUTES: Mr. Childs

Mr. Mohan moved, Mr. Scott seconded and it was unanimously carried to approve the Minutes of September 15, 2022 as written.

PROJECT MANAGEMENT PROPOSAL FOR PATTERSON FARM MASTER PLAN DEVELOPMENT

Ms. Jennifer Stark, Vice President of Project Management, Avison Young, Inc. was present. Mr. Steadman stated Ms. Stark is a Lower Makefield resident and known professional in our area. She is a licensed architect in Pennsylvania and New Jersey, has a Master's in Historic Preservation, meets the Secretary of Interior's Code of Federal Regulations 36 and 61, and is a Certified Sustainable Building Advisor. She is currently the Secretary of the Historical Architectural Review Board. Her firm has submitted a proposal to help with the development of the Master Plan.

Ms. Stark presented slides of the proposal that had been submitted. She stated they will assist with the selection of the qualified team that will be preparing the Master Plan, and they will facilitate how that team interfaces with the Ad Hoc Committee and all stakeholders that are identified in the Township who will participate as the Master Plan is developed. She stated there will be stakeholder meetings, public meetings, intermittent meetings at milestone decision points, and 100% draft review meetings as well. She stated this document will be a dynamic enterprise with full participation.

Ms. Stark stated there will be three phases. Phase 1 is the project start which could take up to three months. She has laid out in the proposal of what she feels will happen during each of those months. She stated in month one they will be drafting the Request for Proposals for the qualified professionals to respond to. She stated there will be a pre-proposal site visit so that they can walk through the site, and there will be a question and answer period.

Ms. Stark stated the proposals will be received in month two. They will be evaluated and compared as to the fee, relevant experience, project approach; and there will be interviews. In month three there will be a recommendation prepared to present to the Board of Supervisors. Ms. Stark stated once the Board of Supervisors has awarded a contract, there will be a project schedule and a project budget established since the proposal will have included the timeline and the fee proposal.

Ms. Stark stated Avison Young's role will be to track the schedule against the milestones that the design team has set up and also to track the amount spent monthly.

Ms. Stark stated she envisions the design team needing to be multi-disciplinary so they could have a historic preservation architect, a structural engineer, a historic landscape architect, a traffic engineer to look at ingress and circulation around the site, possibly an archeologist, and possibly a materials conservator. She stated it will be whomever the lead architect thinks they need to put together the proper resources so that they can fully look at our project.

Ms. Stark stated the RFP will include the goals that the Township has established for the site which Mr. Steadman has mentioned. She stated we are looking at staying with the agricultural function, preserving the homesteads, relevancy in the community for community use, and fiscal responsibility. She stated those are the items that will be told to the design team that need to be addressed.

Ms. Stark stated she feels it will take five months to construct the Master Plan. She stated during that time period, progress meetings with the design team will be held, and the design team will be holding interviews, talking to stakeholders, and developing scenarios. She stated she would like to get up to three scenarios from them and we will be asking for phasing recommendations and costing for three scenarios. She stated she would like the three scenarios to be “pretty different” from each other so that the Committee can envision which adaptive use function makes sense.

Ms. Stark stated month eight is when she feels we will have a 100% draft which will go through a process of presentations at different levels so that there is feedback. The Plan will be 100% completed in month nine. Ms. Stark stated once the design team is on board and starts working, the timeline might be accelerated or it could take more time examining what has been suggested.

Ms. Stark stated with regard to Tech and Reporting this would be tracking the expenditures – the budget for what we are paying the professionals and the timeline. She stated she does real-time data gathering, and she has a reporting technique where she can create a dashboard. An example of the dashboard was shown. Ms. Stark stated the Committee will get this, it can be shared with the Board of Supervisors, and it will become part of the record for the project and how it progressed. She stated the project will be archived.

Mr. Mohan asked how many people will the RFP be sent out to or will it be posted on a public site for people to find. Ms. Stark stated she would like to do

a qualified short list. She stated she has identified five firms in New Jersey and Pennsylvania all of which have extensive, relevant, historic preservation experience and historic planning experience. She stated she would review those entities with the Ad Hoc Committee to make sure that everyone has reviewed their qualifications and agrees that they should be part of the qualified short list. She stated if there is some other entity that they would want to consider, they should be pulled in for that vetting as well.

Mr. Steadman stated he likes that Ms. Stark's experience provides her with insight on the quality and capabilities of some of these potential suppliers.

Mr. Mohan asked Ms. Stark how she scores the proposals, and he asked if there is a mathematical equation. Ms. Stark stated she does not do "score card leveling," and stated it will be combination of what their fee is, what their project approach is, and whether they "mesh with their attitude and personality" since we will be working closely with them. She stated it is not necessarily going to be the lowest qualified bidder, and it might be the second lowest if the lowest does not meet the other criteria for a good fit. Mr. Mohan stated he agrees that the lowest bid does not always give the best return on investment.

Mr. Childs stated as he mentioned when they first received the proposal, he has concerns about the timing and the man hours involved especially in Phase 1 for three months; and he is not sure that is adequate given the fact that they have to go through the proposals and make a recommendation between the Ad Hoc Property Committee's meeting and getting it on the Board of Supervisors' Agenda. He stated he feels it is possible that will take a lot longer than three months. He stated he feels the man hours are "slim" for the entire project given the number of meetings and reviews that could be involved.

Mr. Childs stated he agrees with Mr. Mohan with how the recommendation will be developed, and asked if the Committee will have some insight and discussion about those criteria. Ms. Stark stated the Committee will have discussion about the criteria. She stated that she has looked at the man hours, and she made it lean. She stated she has been a Township volunteer for many years and she knows how the Township operates. She stated she feels they will be able to do what is needed. She stated she provided a lump sum; and the risk of doing it as is a lump sum is that "you could end up losing some money." She stated if she had done it time and materials, it would cover her entirely,

but she could not give a fixed number; and she knows that for budgeting purposes and approval purposes, it is better to have a fixed number. She stated she will stand behind what was given.

Mr. Childs stated while he understands what Ms. Stark has stated, he does not want the Committee in the position where they have to go back to the Board of Supervisors multiple times indicating that the project is more involved and took longer, and we need another approval of the cost.

Ms. Stark stated if they end up “looking at a time period that is very well over extended, she feels the Ad Hoc Committee and Avison Young can talk about what is fair, and she does not feel the Supervisors would begrudge them if they came back and advised that this is an investment that is well beyond what we originally intended.” Ms. Stark stated she is not interested in “going to the well multiple times.”

Mr. Steadman stated the Committee will keep the Board of Supervisors informed as we proceed. He stated this proposal will have to go to the Board of Supervisors for their approval, and it is on their Agenda for October 19 since the Ad Hoc Committee has recommended moving forward with this proposal. He stated we will go to the Board of Supervisors for approval on expenditures, and we will keep the Board of Supervisors informed of interim steps to see if they have input or guidance for the Committee. He stated he does not see needing a lot of approvals from the Board of Supervisors beyond the actual approval of a specific proposal from a specific vendor so that should not delay the schedule too much.

Mr. Scott asked who will be the primary point of contact, and he asked if it would be the vendor chosen or Ms. Stark; and he asked how deeply she would be involved through the process. Ms. Stark stated the design team that gets selected will become the leader, and her firm will be monitoring the process. She stated her firm will attend virtual or real-time physical meetings. She stated as a resident of the Township, it would be easy for her to attend meetings in the Township. She stated a lot of this efficiency was built into the way she put together the fee. Ms. Stark stated with regard to communication, she would pick a point of contact from the Committee, the lead architect, and “cc Avison Young in.”

Mr. Steadman stated this proposal was circulated to the full Committee a few weeks ago, and they had an opportunity to review it via e-mail; and via e-mail exchanges, they had a short dialogue. He stated the Committee has approved it to go to the Board of Supervisors for their approval on October 19. He stated based on communications with the Committee Liaisons, he expects that this project will be approved by the them; and he is anxious to get the estimated nine-month project underway.

Mr. Steadman asked Ms. Stark if this is approved by the Board of Supervisors on October 19 what would be the first steps the Committee should be ready for. Ms. Stark stated she will share the draft of the Request for Proposals. She stated there is a timeline in there for when she would propose to put the bids out and have the pre-bid site visit. She stated she would like to coordinate with the Committee and make sure that we are all in agreement with the roll out of the proposal, how many people can come to the site visit, and have the Committee part of this process. Ms. Stark stated they will be working together to on-board the selected professional.

Mr. Steadman thanked Ms. Stark adding that we are fortunate to have her in our community and appreciate her willingness to make this proposal. Ms. Stark thanked the Committee for inviting her. She stated she was part of the Elm Lowne Preservation Committee many years ago, and she is happy to add this to her experience with the Township.

PUBLIC COMMENT

There was no one from the public wishing to speak at this time.

Mr. Steadman stated he feels the Committee will have to discuss how we will engage on a more rapid basis with Sub-Committees, etc. to keep the project going. He stated he is optimistic with the experience of Avison Young, the Committee, and Ms. Stark, that this will be started shortly; and he is looking forward to creating a true plan for this important community asset. He stated the Township had the wisdom and foresight to purchase this 220 acre property almost twenty-five years ago; and while they were not sure what they were going to do with it, they knew it would not be another Subdivision. Mr. Steadman stated we have an opportunity to create something special in Lower Makefield with this asset, and he is looking forward to that.

October 13, 2022

Ad Hoc Property Committee

ACTION ITEMS AND ASSIGNMENTS: Mr. Childs

1. Follow up with the Board of Supervisors on the October 19 meeting
2. Ms. Stark – Kick Off with Ad Hoc Property Committee, review of draft RFP, and pre-Bid meeting

There being no further business, Mr. Childs moved, Mr. Mohan seconded and it was unanimously carried to adjourn the meeting at 8:05 p.m.

Respectfully Submitted,

Fred Childs, Acting Secretary