

Playground and Outdoor Learning Space

Meeting Minutes Dec 6th :

Jolene, James, and Karen in attendance. Shannon and Vincent not able to attend but sent comments via email

1. Project Method: Karen and James had a very thorough discussion reviewing all options, proc, conc, etc. Options discussed included putting a request for proposal (RFP) out for design-build as per discussion at our last meeting in November and a second option of putting a RFP out for only detailed design - but not for construction. To clarify (and please James and Karen correct me here) a RFP for detailed design still allows us to review and choose the design that we like but then allows the designer to put out the RFP for construction. The major difference in these options is that in design build, we are hiring the designer and builder all at once and with the second option we are only hiring the designer - the designer then hires the builder.
2. Goal RFP to be sent out Jan 15th at the latest. Will allow for 3 weeks to accept potential bids. Will arrange a non-mandatory site meeting.
3. Community engagement - plans to inform our stakeholders of the play structure process. utilize social media via ACES. Put out advertising in the Rocky mountain outlook to engage larger community in support: donations, materials, labor, etc.
4. Question posed to CRPS from previous meetings including permitting, utilities, emergency access, etc. *ACES was not able to provide an update from their conversations with CRPS. I have sent an email to arrange a meeting with CRPS facilities manager myself - hopefully before Christmas. I will send this meeting to our group in case anyone else is available to attend along with me.*
5. Concerns that we will not be able to get the playstructure we would like for this budget. *Request made to ACES council Dec 11th for increase in budget to total \$100000 - this request was denied. The response I received was that the budget was already set for the year. The ACES meeting minutes I have reviewed from Dec 11th indicate that the ACES president will commit to writing for one grant request in the month of December as a goal. There is a huge potential for grant funding for our project.*
6. Options moving forward:
 - *is there anyone within our committee with grant writing exposure or experience? I am on crutches for the next 6 weeks and thus will have the capacity to write for some grants on our behalf - just will likely need support to do so.*

ACTION ITEMS

1. Karen to gather intel on volunteers and liability/insurance. Karen to report to Jolene for my meeting with CRPS facilities
2. Jolene to set up meeting with CRPS facilities before Christmas break
3. James to create CAD site plan

4. Goal RFP to be sent out by Jan 15th. *Playground Committee Deadline Proposed for Jan 8th allowing ACES 1 weeks turnaround time*
5. EVERYONE - review designers you would specifically like to invite to bid. Please send them to myself and I can let them know about our project and gather momentum/excitement to encourage bids.
6. EVERYONE - review points on budget and grant writing - meeting to discuss before Christmas to make sure are all on the same page so that we do not waste time or energy.
7. Jolene to engage larger community in support and donations once we have more clear project timelines