



**Town of Atherton  
CIVIC CENTER ADVISORY COMMITTEE  
OCTOBER 6, 2014  
4:30 P.M.  
Council Chambers  
94 Ashfield Road  
Atherton, California  
Regular Meeting  
MINUTES**

**1. ROLL CALL**

CCAC Members present: Dostart, Hau, Lively, Merredew, Tonelli (4:39), David, Absent: Fisher  
Councilmember Liaisons: DeGolia (4:55), Lewis  
Staff: Rodericks, Siebert, Beamer

**2. PUBLIC COMMENTS – none**

**3. APPROVAL OF MINUTES (August 11) Motion/second by David/Merredew (5-0)**

**4. REGULAR AGENDA**

**4a. Review SOQ's for Civic Center Project Design**

Phil Lively described the review process using a scoring matrix based on one that he developed, as revised by Gordon. Steve will develop and send a scoring summary sheet to Gordon for distribution to the CCAC. The CCAC will review design teams' SOQ's for the Civic Center Design beginning on October 15, continuing through October 17 & 20, and scheduled for completion no later than November 3

**4b. Naming Change of Sustainability Ad-hoc Committee**

The CCAC discussed the change of the ad-hoc committee name to Green Building Ad-hoc Committee. The CCAC had no objection.

**4c. Review of Design RFP**

The CCAC established an ad-hoc committee with Lewis, Dostart and Merredew to review and recommend the RFP to the full CCAC at their November 3 meeting. Assuming CCAC approval, the City Council could have the RFP for approval at their November 5 meeting. The due date for the RFP is to be 11/26 at noon. Thereafter, the CCAC would interview finalists on 12/9, 10 & 11 (as needed) and recommend a top firm that staff would negotiate with to obtain an agreement for review on 1/5. The CCAC recommendation would be reported to Town Council on 1/7/15 if possible, or on 1/21/15.

**5. AD HOC COMMITTEES REPORTS**

**5a. Library Ad Hoc Committee/Recommendations**

No report

**5b. Outreach Ad Hoc Committee/Recommendations**

No report

**5c. Budget Ad Hoc Committee/Recommendations**

No report

**5d. Project Management Ad-Hoc Committee/Recommendations**

No report

**5e. Green Building Ad-Hoc Committee/Recommendations**

No report

**6. Project Schedule**

6a. Review Schedule

The CCAC set additional Adjourned Meetings to complete tasks 4a and 4c.

6b. Review next month's tasks

This was done in setting meetings for items 4a and 4c.

**7. Committee & Staff Member Comments - none**

**8. ADJOURN**

Motion/second by Merredew/Tonelli (6-0) to adjourn to an Adjourned Meeting on October 15, 2014 at noon.

Next meeting is scheduled for: October 15 at noon.

Meeting Schedule for Calendar Year 2014:

October 17 (1-3 pm), 20 (4:30- 6:30 pm),

November 3, 4:30 Regular Meeting, December 8, 4:30 Regular Meeting, Adjourned Meeting December 9, 11 am to 5 pm, December 10, 11 am to 5 pm, December 11, 9 to 11 am