

ATTACHMENT 1

BACKGROUND

A citywide call for nominations to the Task Force was issued for highly-qualified individuals who would provide expertise in fields related to the Task Force mission including Architecture, Engineering, Urban Planning Education, Facilities Planning, Asset Management, Construction, Finance, Business, Real Estate Development and Legal. The City Manager conducted the review of submissions as specified in the Resolution, and with input from ACPS regarding its three (3) nominees, appointed the following members:

- Lynn Hampton (Chair), Consultant; former CEO, Metropolitan Washington Airports Authority
- Mignon Anthony*, Executive Director, 21st Century Buildings Program, Baltimore City Public Schools
- Elliott Branch, Deputy Assistant Secretary of the Navy for Acquisition and Procurement
- Micheline Castan-Smith, Senior Project Manager, Paradigm Development Company
- Marshall Cook*, Former President, Education Association of Alexandria
- Dwight Dunton, Founder and President, Bonaventure Realty Group, LLC
- Amy Liu*, Vice President and Director of the Metropolitan Policy Program and Adeline M. and Alfred I. Johnson Chair of Urban and Metropolitan Policy, The Brookings Institution
- Dave Millard, Principal, Avison Young; Treasurer, AEDP Board; Board Member and Former Chair, Campagna Center
- Eric Wagner, Executive Vice President for Insurance and Diversified Operations, MedStar Health; former Chair, Alexandria Planning Commission

*ACPS appointees

Subcommittees

Upon engagement, the following subcommittees were formed:

- 1) Capital Planning and Implementation (management and governance of capital project planning and delivery)
 - a. Chair: Elliott Branch
 - b. Members: Marshall Cook and Eric Wagner
- 2) Alternative Project Delivery Methods (public private partnerships, historic preservation tax credits, etc.)
 - a. Chair: Mignon Anthony
 - b. Members: Dwight Dunton and David Millard

- 3) Facility Maintenance and Operations (facility maintenance practices and standards)
 - a. Chair: Amy Liu
 - b. Members: Micheline Castan-Smith and Lynn Hampton

Additionally, each subcommittee is considering co-location and civic engagement principles as applicable to their specific topic.

Facilitation and Coordination

The Task Force is staffed by City Department of Planning and Zoning with assistance from other City and ACPS departments, providing meeting coordination support and background information on process to date and projects being reviewed.

Additional assistance has been provided by a consultant team led by Brailsford & Dunlavey, Inc. (“B&D”) with support from A2 Services, Inc. (“A2”) on the topic of facility maintenance. The consultant team supported the Task Force with meeting facilitation, technical expertise, and industry best practices in capital improvement planning, but did not direct prioritization recommendations.

Meetings

Task Force members began meeting in June 2017 and at the time of the issuance of this memo on November 3, 2017, have met a total of seven (7) times.

- Meeting #1 June 27, 2017 (introductions)
- Meeting #2 July 11, 2017 (general capital improvement program best practices)
- Meeting #3 September 7, 2017 (criteria and prioritization approach)
- Meeting #4 September 21, 2017 (draft application of criteria and prioritization approach to projects)
- Meeting #5 October 5, 2017 (work session to develop FCIP)
- Meeting #6 October 19, 2017 (work session to further develop FCIP)
- Meeting #7 November 2, 2017 (refinement and summary of FCIP recommendations)

The first two meetings supported the orientation and onboarding process. Discussions regarding prioritization criteria were initiated and information on the candidate facility projects provided. The Task Force was provided supporting documents from City and ACPS staff related to the facility projects and program-level initiatives as well as responses to requested questions. In August, site tours were coordinated across two days for the facilities being reviewed for prioritization. In September, the Task Force began meeting every two weeks with focused deliberative discussions on criteria and an approach to prioritizing projects.