## Heritage Square RFP Working Group Meeting Minutes

Meeting No.: 20

**Meeting Date:** 

April 8, 2010

Attendees: Charles Nelson, Ishmael Trone, Ralph Poole, Maria Isenberg, Vincent Gonzalez, Jim Wong, Bill Huang, Brad Fuller, John Given (guest)

## Old Business:

- 3.3 **RFP timeline.** Bill distributed an updated timeline. **ACTION:** Bill to revise RFP timeline as needed.
- 4.3 Heritage Square Name. ACTION: To be further discussed by the Working Group.
- 6.4 **Decker House.** A draft RFP for the Decker House was distributed for review. **ACTION:** The Working Group will provide input to the draft RFP after December 5, 2009.
- 6.5 Church Demo. Bid was released. ACTION: Tentative milestones are as follows: 1.) Mandatory job walk for demo and asbestos on 4/5. 2.) Bid opening for demo and asbestos in mid-April. 3.) City Council approval of demo and asbestos award of contract at end of April. 4.) Start demo and asbestos work in early June. 5.) Fence and landscaping procurement in May.
- 7.3 Commercial Financial Economic Feasibility Study. ACTION: Vincent will present the findings to Working Group at a future meeting to be determined.
- 14.2 Next Community Meeting. The tentative date for the next community meeting is April 24, 2010. ACTION: Bill to prepare PowerPoint presentation. Housing and Planning & Development to coordinate outreach.
- 14.3 Consultant RFP's. We will issue consultant RFP's for a development consultant and a design consultant. ACTION: Jim will prepare the RFP's for review by 3/25/10.
- 15.4 Commercial RFP Working Group. ACTION: Vincent will outreach for one or two residents with commercial development expertise to be invited to join the Commercial RFP Working Group.

## New Business:

- 20.1 Approval of Meeting Minutes #17. ACTION: Moved by I.T., seconded by M.I., unanimously approved.
- 20.2 Commercial Developer Guest Speaker. John Given from CIM Group gave his recommendations for how to proceed with the commercial site. His main recommendation was to use an RFQ process instead of an RFP process.
  ACTION: The RFP Working Group agreed to recommend an RFQ process for the commercial site.
- 20.3 Review of RFP Criteria. Draft RFP PowerPoint presentation was presented. ACTION: Bill to make minor modifications to PowerPoint.
- 20.4 Next Meeting. April 22, 2010 at 4 pm at the Housing Department. ACTION: Bill to prepare meeting agenda.

These meeting minutes are considered to be an accurate record of the meeting unless revisions are requested of the preparer (Bill Huang, 626/744-8320; <a href="https://www.whuang@cityofpasadena.net">whuang@cityofpasadena.net</a>) in a timely fashion.