Heritage Square RFP Working Group Meeting Minutes

Meeting No.: 18

Meeting Date:

March 11, 2010

Attendees: Charles Nelson, Ishmael Trone, Ralph Poole, Maria Isenberg, Vincent Gonzalez, Jim Wong, Bill Huang, Brad Fuller, Steve Wright, Mark Dubinsky, Arturo Snider, Vanessa Delgado

Old Business:

- 3.3 **RFP timeline.** Bill distributed an updated timeline. **ACTION:** Bill to revise RFP timeline as needed.
- 4.2. Review of RFP Criteria. Bill presented revised criteria that incorporates HUD's proposed budget for their 202 program for 2011. ACTION: Bill will continue to refine selection and scoring criteria to require applicants to submit proformas for both a HUD 202 with tax exempt bonds and 4% credits and a 9% tax credit scenario. Target date to complete the draft RFP is 3/11 and the final draft is 4/8.
- 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. Good faith language will not be able to be removed from the bid documents. ACTION: Tentative milestones are as follows: 1.) Release bid for demo and asbestos on 3/25. 2.) Mandatory job walk for demo and asbestos on 4/5. 3.) Bid opening for demo and asbestos in mid-April. 4.) City Council approval of demo and asbestos award of contract at end of April. 5.) Start demo and asbestos work in early June. 6.) 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: The date will be confirmed or moved depending on the progress of the draft RFP.

- 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.
- 15.3 Commercial Developer Guest Speaker. Arturo Snider and Vanessa Delgado of Primestor Development provided their insight into the development of the commercial portion of the site. ACTION: John Given from CIM Group will attend the Working Group meeting on 3/25/10 to provide his perspective.
- 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:

- 17.1 Approval of Meeting Minutes #17. ACTION: Moved by I.T., seconded by R.P., unanimously approved.
- 17.2 Next Meeting. April 8, 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; whuang@cityofpasadena.net) in a timely fashion.