## Heritage Square RFP Working Group Meeting Minutes

Meeting No.: 17

**Meeting Date:** 

February 25, 2010

Attendees: Charles Nelson, Ishmael Trone, Ralph Poole, Jim Wong, Bill Huang, Brad Fuller, Mark Dubinsky

## 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. ACTION:** Purchase orders will be used for the landscaping, fencing, and possibly abatement portions of the work. Steve will attend the March 11, 2010 RFP Working Group meeting to provide an update including the target date to open the bidding process.
- 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.

- 15.3 Commercial Developer Guest Speaker. ACTION: Arturo Snieder of Primestor Development to speak to the group to give his opinion on what is viable for the site at the March 11, 2010 meeting.
- 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:

- 16.1 **Approval of Meeting Minutes #16. ACTION:** Moved by I.T., seconded by R.P., unanimously approved.
- 16.2 **Next Meeting.** March 25, 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.