

## Blueprint 2000 TCC Meeting Minutes

Monday, February 2, 2004  
Ellis Building – Koger Center  
2:00 pm

**Gabriel Menendez**, Chairperson, called meeting to order at 2:00 pm.

### Attendees: (TCC Members in Bold)

Angela Baratta  
David Bright  
**Rodney Cassidy**  
Shelonda Gay  
Phyllis Gray  
**Theresa Heiker**  
**Jack Kostrzewa**  
**James M. Lee Jr.**  
Bill Little  
Dr. Don Long  
Phil Maher  
Steve Martin

Chris Merritt  
**Tony Park**  
Bonnie Pfunter  
Debra Schiro  
**Wayne Tedder**  
Harold Uzzell  
**Jim Davis**  
**John Kraynak**  
**Gabe Menendez**  
Bill Woolery  
**Michael Wright**

### Agenda Modifications

Mr. Maher asked to take the election of the officers out of order and elect officers for 2004. Mr. Maher stated that elections were originally scheduled for the November 2003 meeting that had been cancelled. The election of officers was opened for nominations. Ms. Heiker nominated Tony Park for chair and Jack Kostrzewa as the vice chair. The motion was seconded. No other nominations were made. The vote passed unanimously.

A number of agenda modifications were presented. The Capital Circle Northwest/Southwest EPD&E contract award item was modified to increase the dollar amount to \$2 million plus contingencies for additional analysis components that were added to the PD&E. The general engineering consultants letter of authorization item was increased \$7,000 for LOA 1, which brought the total to \$801,000. In the Capital Circle Southeast Design Build item the stipend was increased from \$30,000 to an amount not to exceed \$60,000. Also an additional agenda item for the Capital Circle SE Aesthetic Design guidelines was added.

### Informational Items

#### **Item #a: State Infrastructure Bank Loan (SIB) Award**

Phil Maher gave update that since the last meeting, Blueprint 2000 was awarded a \$22.6 million SIB loan from FDOT to construct Capital Circle Northwest from I-10 to US 90. This was a 2% loan for a 15-year term. The financial advisor has estimated a savings of \$4 million.

#### **Item #b: Still Property Acquisition, Capital Circle Southwest**

Phil Maher stated that since the last TCC meeting, Blueprint acquired 2.73 acres on Capital Circle Southwest which is the first addition to the Blueprint land bank. Theresa Heiker asked about specifics on the purchased parcel, was it just the single piece on the north side. Phil Maher

indicated that it was. Dave Bright discussed that single piece on the south side, when viewed it looked wet enough that development was not a concern. Road alignment will likely be to the north of the current centerline, so that is where acquisition was started. Suggestion was made by Wayne Tedder that when specific parcels are being discussed that a map be provided to help with familiarization of the area under discussion. Question by Jack Kostrzewa about Capital Circle Northwest portion of the Blueprint project. Since dollars are now available from the state infrastructure bank, there's a move at the MPO to have that removed as the #1 priority and put Mahan Dr. in the #1 priority. He asked how solid is the project moving forward as being a committed project and what are the implication of having that happen and not seeing another dollar from the state go towards that project. Mr. Maher responded that the award was a tentative award based on the State's bond sale, so a JPA has not been signed yet. Second, several grants were put in and bases of the grants were that it was the #1 priority.

A question was asked by Jack Kostrzewa on when the execution of the JPA was expected to occur. Mr. Maher stated that it was hoped in the next several months. Further discussion followed.

#### **Item #c: New Blueprint 2000 Website**

Mr. Maher introduced Harold Uzzell of Uzzell Advertising to give a presentation on the revised Blueprint web site. Mr. Uzzell discussed how the Blueprint 2000 web site was made more user friendly, was given new organization, and aesthetics were improved. There was then a demonstration of the new site for the attendees. It was stated that it was hoped the site would be functional 60 days from 2/16/04, they were shooting for completion before the April IA meeting. Dave Bright wanted wording on site to state "making way for Tallahassee – **Leon County's** Future" where it previously just mentioned the city.

#### **Item #d: 2003 Performance Audit Report**

Phil Maher stated that Blueprint's first performance audit was completed for fiscal year 2003. Dr. Don Long from MGT of America was present and gave highlights of the report. An informational packet will be provided to IA and CAC at their next meetings.

#### **Consent Items**

Gabe Menendez asked for a motion to approve the Consent Item. Tony Park made a motion and it was second by Jack Kostrzewa, and it passed unanimously by the Committee.

#### **Item #1 August 8, 2003 TCC Minutes**

#### **Presentations/Discussion/Action**

#### **Item #3: Consultant Selection Expanded PD&E US 90 to Orange Avenue: Contract Award**

Phil Maher introduced this item. Jim Davis explained that the Capital Circle NW/SW EPD&E was put out for qualification statements and noted members of the selection committee included

Bill Woolery, John Kraynak, Tony Park, Dwight Arnold, & Jim Davis. Nine firms responded to the letter of qualification. Four firms were short-listed; H.W. Lochner, Kimley-Horn, PBS&J, & Hatch Mott MacDonald. Evaluation of proposals was completed and the recommendation of the selection committee was H.W. Lochner.

Right-of-way maps and environmental permit applications were made a part of the expanded PD&E and this will cut up to one year off of the standard design and permitting process. 45% of the right-of way design drawing is required so the cost went up as a result. This design would eventually be needed so the cost would have been an eventual expenditure and should provide for a reduced design contract cost. This was a re-phasing of the money. Question was raised that since H.W. Lochner is doing this preliminary design now, will they automatically continue as the design consultant when the time comes. Mr. Davis said that it did not mean that, they would negotiate with them a deliverable, that is a design that is done to 45% completion and from that point forward there is an option in the contract that they can continue the design and follow the traditional design-bid-build concept or the 45% level of design can be taken with a design build done from that point. Mr. Davis stated there is no guarantee for Lochner, they are to do the expanded PD&E, which includes right-of-way maps, permits, etc. and that's were it stops. Further discussion followed.

Tony Park made a motion to approve Option 1, Theresa Heiker seconded, and the committee passed it unanimously.

### **Option 1.**

1. Authorize the Intergovernmental Management Committee to negotiate and award a contract with H.W. Lochner, Inc., the number 1 ranked firm.
2. Approve an amended budget of \$2,200,000 including contingencies for this project

### **Item #4: General Engineering Consultant Letter of Authorization**

Jim Davis described the original concept of Blueprint being run with a small core staff, currently 5 members, and then a general engineering consultant would be hired to constitute staff augmentation. This would give program management skills and engineering and technical skills that come from the general engineering consultant and would provide flexibility to adjust skill sets as required based upon the multiple projects that were ongoing at any given time. The contract was written with the GEC to where the GEC can do anything that's associated with bringing the program to fruition. It's flexible, all inclusive, with many tasks in it. An overarching contract was written and specific projects and tasks are executed using letters of authorization. The contract itself has no money in it, the letters of authorization have money. Blueprint is currently trying to get letters of authorization approved. Question was asked if there were specific budgeted amounts for each of the letters. The answer is no, except for one.

Mr. Davis further explained and gave more detail into the process of the Letters of Authorization. The cost associated with consultants in the short run, and how salary, benefits, office space, etc. was explained and city multipliers were used in calculations.

Each letter of authorization (6) was briefly described:

LOA 1, General Program Management and Support

LOA 2, Capital Cascade Trail

LOA 3, Capital Circle Northwest (I-10 to SR 20 and Orange Ave.)

LOA 4, Capital Circle Southeast (Connie Drive to Tram Road)

LOA 5, Capital Circle Southwest (SR 20 and Orange Avenue to Crawfordville Road)

LOA 6, Sensitive Lands: Land Acquisition

Question was asked if fees were flat rates or hourly. Mr. Davis answered they were budgetary upscale leverages. The agenda item asks for the Blueprint director to have the authority to be able to move funds around and since it's the first time this has been done and there is no history to fall back on. The numbers are the best estimates. All the numbers are auditable.

Wayne Tedder asked the question of with the increase in cost, how that would affect the long-term budget in providing for other projects down the road. It was reworded by Mr. Davis to, "does this increase the shortfall?" The more spent on the GEC the more it will increase the shortfall. The more that is saved by the process though, the more it will decrease the shortfall. A GEC advantage is an accelerated schedule. Looking at the time and money connection, it will save money.

Michael Wright made a motion to approve Option 1, Tony Park seconded, and the committee passed it unanimously.

Option 1. Authorize the Blueprint Director to execute the Letters of Authorization and to direct the General Engineering Consultant to commence work on the aforementioned projects, and the appropriation of a budget of \$ 1,601,624 for LOA's 2 thru 6.

#### **Item #5: Capital Circle Southeast Design Build (Connie Drive to Tram Road)**

Jim Davis discussed a past presentation on design build and what design build entails. Blueprint is looking for a design firm and a construction firm to team up and bid the project. The PD&E will provide an approximate 30% design plan, and the firms will be asked to complete the design plan and also build the project. Mr. Davis stated that design build is now the current trend in the country, and it avoids any potential claims and conflicts between the designer and the construction company. Also, once permits are pulled, construction can start many early phases before the final design is through, so there is the potential to save a lot of time. The advantage is not to save money but time, yet as time equals money, there is a savings associated. Mr. Davis explained how there are certain projects better suited for design build, the more variables you can eliminate, the better suited it is for design-build. The biggest variable is right-of-way. Ideally Blueprint is going to own almost all the right-of-way, before the contract is awarded. So this is seen as a great candidate for design build. This could save a year in the contracting methodology and the construction of the road. There is a requirement for the SouthWood DRI that says as part of the DRI, Capital Circle, down to Tram Road must be widened, and construction must commence no later than January 2006. With design build, it is hoped construction will start mid 2005.

Mr. Davis discussed that design teams, since they are submitting at least a 30% completed design, the submitted proposals will cost each team in excess of \$100,000. DOT has recognized this as an additional cost and they instituted a stipend program. DOT has a formula for those short-listed and asked to provide a full proposal, attempts will be made to defray some of the proposal cost via a stipend. With the stipend, when the contract is awarded, all the intellectual property of all the proposals would be owned by Blueprint. For example, if firm A's landscape plan is great but firm B win's the contract, firm A's design can be given to B to use since the idea was paid for by the stipend. For Capital Circle Southeast this is very important since it is the corridor project that will set the precedence for the rest of the roadway. Option 1 was outlined by Mr. Davis and was the recommendation of staff.

Further Discussion followed concerning clarification for right-of-way, time frames, and funding.

Michael Wright made a motion to approve Option 1, removing the first sentence in section d, "That the intergovernmental Management Committee be authorized to negotiate and execute a Design Build contract with the winning team", Wayne Tedder seconded, and the committee passed it unanimously.

### **Option 1**

- a. Authorize the Blueprint 2000 Director to initiate a Design-Build contract for Capital Circle Southeast through the intersection of Tram Rd. That the shortlist be restricted to not more than three (3) teams.
- b. Authorize the Director to pay a stipend to each losing proposer, not more than 2, and that the stipend be calculated in accordance with the FDOT guidelines, not to exceed \$60,000 per losing proposer.
- c. That the Agency approve a budget for this project of \$35,699,428 plus a 10% contingency to be paid from existing bond proceeds or other funds that may become available. This amount may have to be amended in the future based on the concept report to be developed by the general engineering consultant.
- d. That the evaluation criteria for local preference be designated for either the design firm or the construction firm.
- e. That the selection process includes a technical evaluation committee and a selection committee.

### **Item #6: Aesthetic Design Guidelines**

Dave Bright went over this item requested that several interested CAC and TCC members be appointed to a working group to assist in the development of Aesthetic Design Guidelines for the CCSE project, as well as the other Blueprint 2000 projects. Some of the design criterion will be very technical such as design speed, lane width, pavement thickness, etc. but other design items are related to aesthetics. Blueprint wants to develop a working group of the CAC, TCC, EECC and others to help provide input into the aesthetic design guidelines, which will be included in the overall design criteria package developed for the project. Some items the working group may look at would be median and edge landscaping, stormwater pond design, sidewalks/trails, street furniture, utility strips, guardrail, bridge abutments, retaining walls, streetlights, signage, and overhead/underground utilities. Positions in the areas of: Public Works/Streets and Drainage

(maintenance and landscaping issues); Environmental Staff; Growth Management staff; Utility provider representation; Planning Department, and the MPO-bicycle/pedestrian issues were recommended.

Michael Wright made a motion to approve the Recommended Action, Tony Park seconded, and the committee passed it unanimously.

Recommended Action: Working Group include representation in the areas of: Public Works/Streets and Drainage (maintenance and landscaping issues); Environmental Staff; Growth Management staff; Utility provider representation; Planning Department (Dan Donovan), and the MPO-bicycle/pedestrian issues (Jennifer Carver).

#### Items from Members of the Committee

There were none.

#### Citizens to be Heard

There were none.

#### Adjournment

There being no further business, Gabriel Menendez, Chairperson, adjourned the meeting at approximately 3:30.