

## Blueprint 2000 TCC Meeting Minutes

Tuesday, April 8, 2003

Amtrak Station

2:00 pm – 5:00 pm

Meeting called to order at 2:05 pm by Tony Park, Vice Chairperson.

Attendees: (TCC members in bold.)

Kathy Archibald

**Bruce Barrett**

David Bright

**John Buss**

**Jim Davis**

Shelonda Gay

Phyllis Gray

Dinah Hart

**Theresa Heiker**

**Val Hubbard**

Jack Kostrzewa

**Tony Park**

Arthur Pla, Sr.

Debra Schiro

**Grady Underwood**

Bill Woolery

**Michael Wright**

### Agenda Modifications

Mr. Davis stated that Consent - Item # 3: Request to issue an RFP for Financial Audit had been removed from the agenda.

### Informational Items

Mr. Park asked if there were any questions regarding the informational items.

Jim Davis stated that DeShaun Carter will begin as Secretary IV in the Blueprint 2000 office on Monday, April 14<sup>th</sup>. Mr. Davis also announced that of the seven (7) applicants that were qualified, three (3) were interviewed for the Program / Financial Manager position, none were selected. The position will be re-advertised for two weeks starting today. The question was posed regarding the qualifications for the position, which Mr. Davis answered. The applicant should have strong financial, real estate, contracting, and program/project management backgrounds.

Jim Davis announced that the Blueprint 2000 office will likely be relocating. The building under analysis to house the Blueprint Office is located on Capital Circle Northeast and was once used as the FDOT construction office for the Capital Circle Northeast widening project. This building is the only location currently being considered. Mr. Davis also gave the committee a brief overview of the building and the cost savings for the office, which shows an approximate savings of \$600,000 over a five (5) year period.

Mr. Davis discussed the new Blueprint 2000 website. The new address is [www.blueprint2000.org](http://www.blueprint2000.org) and will replace the old site [www.salestaxupdate.com](http://www.salestaxupdate.com). The old site address will be valid for another year to make the transition smoother.

Jim Davis announced the success of the Blueprint 2000 Bond sales. He stated the interest rate of 3.58% on \$70 Million was great and actually grossed \$75 Million off the total sale. He thanked all the people who worked hard on the project, including Dinah Hart, the finance committee, Bond Counsel, and the Bond Disclosure Counsel. He announced that the monies from this sale allowed us to pay FDOT \$22.5 Million to start the Right-of-Way acquisitions. Michael Wright asked if the \$22.5 million was enough to cover the ROW acquisitions. Jim stated that it probably would not, however there was a 10% contingency in the initial agenda item that will help cover extra costs. Mr. Wright also wanted a list of the projects that will be funded by the Bond sales. Jim directed him to agenda item #4, which is the Approval of Appropriation of Bond Proceeds. Jim Davis discussed the Capital Circle Northwest ROW plan, and that he is working with FDOT about modifications to the landscaping and stormwater plans to accommodate the Blueprint concept, versus the design used on other portions of Capital Circle. He stated that they prefer to acquire land to expand a proposed pond instead of making two (2) small ponds.

#### Consent Items

**Item #1: February 3, 2003 TCC Meeting Minutes**

**Item #2: Request to Issue an RFP for Performance Audit**

Mr. Park asked if there were any questions regarding the consent items.

Mr. Wright moved the Consent Agenda. Ms. Heiker seconded the motion and it passed unanimously.

Mr. John Buss stated that it was discussed in a previous meeting that the Performance Audit would not be done this year, instead would take place next year. Jim Davis acknowledged that he was correct and that a Performance audit is hard to do unless you have something to measure.

#### Presentations/Action

**Item #4: Approval of Appropriation of Bond Proceeds**

Dinah Hart discussed the parameters regarding the use of the monies from the bond sales. She stated that before Blueprint 2000 can spend any of the money, the Intergovernmental Agency and the City and County Commissions must appropriate the funds. Ms. Hart also discussed debt service and operating funds must also be set aside and authorized prior to use of the money. The advance funds provided by the city and county for additional operations will be repaid out of the operating funds. Dinah Hart also discussed the ROW funds for Capital Circle Northwest were released due to allowance granted at a previous meeting although the monies were not formally appropriated. Michael Wright asked if the \$75 million will fund the projects for this year and the \$34 million in reserve will fund future capital projects and will be reflected next budget year. Jim Davis answered yes. The committee also questioned the \$1 million for City and County Water quality. Jim Davis explained the money was set-aside to aide in any projects the city and/or county were doing that is outside of the initial plan. Michael Wright wanted to ensure

that the \$10 million earmarked for Frenchtown will be incorporated in Blueprint 2000's future expenditures. The committee discussed the availableness of the funds and whether or not it was invested. The committee also questioned the layout of the funds per Fiscal Year. Dinah Hart explained that the money in the Reserve Fund was being invested, and any money needed by the city or county for projects can be appropriated through the capital fund. She also explained that the monies would need to be approved by both commissions and can take some time. Tony Park questioned whether or not it was necessary for the money to be appropriated now for projects that are in the very near future. He spoke specifically to the Okeeheepkee/Woodmont Pond project, which is scheduled to begin construction (bid) in four to five months. Jim Davis stated that he didn't see the need to allocate money for projects now, especially since they were pre-approved. He asked that when funds are needed for projects that the Blueprint 2000 Office is allowed adequate time to process the transfer. He assured the committee that the funds will be available within reasonable time, however to notify the office of the project and when the money is needed so it can be reflected in that year's budget. Jim Davis reiterated that funds for any projects must be approved by the Intergovernmental Agency prior to use. Mr. Davis asked Dinah Hart to change the line item for City and County water Quality to \$2 million instead of \$1 million to cover any issues that were addressed. The extra \$1 million for that line item will come out of the Reserve Fund.

Michael Wright moved approval of Item #4 as amended. Bill Woolery seconded the motion, and the committee approved it unanimously.

#### **Item #5: St. Augustine Branch Stormwater Management Master Plan/Capital Cascade Trail Consultant Selection**

David Bright briefed the committee on the selection process for a consultant to conduct the study regarding Capital Cascade Stormwater project. After careful evaluation, the committee selected Genesis Group to conduct the study. The other two groups who submitted proposals were RPA Group and URS Corporation. The study will be conducted in three (3) phases, with the initial RFP process focusing primarily on the stormwater management plan issues. The RFP requested the consultants submit a plan that will advance phase 2 and 3 tasks of the project. Phase 2 focuses on the corridor planning and concept design of the trail/park and Phase 3 focuses on the technical design and construction documents for the stormwater, trail, and park improvements. Mr. Bright indicated that because both phases were proposed being done by the same firm, that reduced or eliminated any issues regarding the loss of information/coordination between phases. Genesis Group's plan included a guideline that will combine Phase 1 and 2 to shorten the study by up to a year. David also stated Genesis' plan will reduce cost and save time for Blueprint 2000 staff, the consultants, and citizens.

There was further discussion about the process of the study and the components within.

John Buss made the motion to award the contract to the highest ranked firm (Genesis Group) without the inclusion of other firms, unless necessary. Bruce Barrett seconded the motion and the committee passed it unanimously.

**Item #6: General Engineering Consultant: Request to Negotiate**

Jim Davis discussed the GEC selection process with the committee. He explained that the only potential problem with the selected firm is the MBE issue. Jim stated that although the spreadsheet reflected a zero (0) point balance for the firm there were circumstances behind this. He explained that the highest ranked firm, LPA Group Incorporated, did submit with their plan seven MBE firms, but only 3 were certified and therefore LPA was penalized and given zero points. He also stated that the other firms submitted three MBE firms and were awarded the ten (10) points. The LPA Group also was the only firm with a 20% MBE goal and a program geared to aide minority interns. Mr. Davis also pointed out to the committee that LPA Group had a considerable technical score margin over the other firms without the inclusion of the MBE points. Michael Wright asked Jim to ask Michael Parker, Director of City Economic Development Office, in their next meeting if the proposal was void due to the the firm not meeting MBE qualifications. Jim said he would do so.

There was further discussion by the committee.

Michael Wright made the motion with the recommendation that in future contracts that the Agency has the right to terminate a contract if the firm does not meet MBE standards. Bill Woolery seconded and the committee passed it unanimously.

**Additional Items**

Vice Chair Tony Park asked if there were any additional items. Bill Woolery asked the committee if there was anything they wanted him to take to the next CAC meeting regarding CCSE. There was none.

Jim Davis reminded the Vice Chair about adding changes to the by-laws that would allow the public to speak.

Bill Woolery also updated the committee on the Capital Circle Phase 4 bid. He stated that the bids were really good and M, Inc. of Tallahassee won with their \$6.7 million bid. The estimated cost was set between \$9-\$11 Million. The savings was outstanding.

Shelonda Gay introduced Arthur Pla, Director of Leon County Transportation, as a guest at today's meeting.

**V. Adjournment**

The meeting was adjourned by Vice Chair Tony Park at 3:27 pm.