

TALLAHASSEE-LEON COUNTY
BLUEPRINT 2000 INTERGOVERNMENTAL AGENCY

Meeting Minutes

May 19, 2003, 1:30 PM

City Commission Chambers, City Hall, 2nd Floor

MEMBERS PRESENT

County

Commissioner Tony Grippa
Commissioner Rudy Maloy
Commissioner Bill Proctor
Commissioner Bob Rackleff
Commissioner Jane Sauls
Commissioner Cliff Thaell
Commissioner Dan Winchester

City

Commissioner Andrew Gillum
Commissioner Allan Katz
Commissioner Debbie Lightsey
Mayor John Marks
Commissioner Mark Mustian

CITY/ COUNTY STAFF

Mr. DeLane Adams, County Commission
Mr. Parwez Alam, County Administrator
Mr. Jim Davis, Director Blueprint 2000
Mr. Bruce Barrett, MPO
Mr. David Bright, Blueprint 2000
Mr. Greg Burke, TLC Planning
Ms. DeShaun Carter, Blueprint 2000
Ms. Paula Cook, City Treasurer Clerk Office
Mr. James A. Cooke, IV, City Treas. Clerk Office
Ms. Anita Davis, County Commission
Mr. Jim English, City Attorney
Ms. Shelonda Gay, Blueprint 2000
Ms. Val Hubbard, TLC Planning
Mr. James Johnson, TLC Planning

Mr. Jack Kostrzewa, TLC Planning
Mr. Vince Long, County Administration
Mr. Gabriel Menendez, City Public Works
Mr. Tony Park, County Public Works
Mr. Anil Panicker, TLC Planning
Mr. David Reid, City DMA
Mr. Daniel Rigo, County Atty. Office
Mr. Alan Rosenzweig, County OMB
Mr. Allen Secreast, City Traffic Engineer
Ms. Debra Schiro, City Atty. Office
Mr. Herb Thiele, County Attorney
Ms. Erin VanSickle, County Commission
Mr. Michael Wright, City Manager Office
Mr. Bill Woolery, City Engineering

OTHERS PRESENT

Mr. Rao Angara, MACTEC
Ms. Kathy Archibald, BP2K CAC
Mr. Rick Bateman, BH
Mr. Dan Beaty, PBS&J
Ms. Katherine Beck, Citizen
Mr. Eric K. Carl, Raymond James & Associates
Mr. Keith Dantin, Arvida, St. Joe
Mr. Paco de la Fuente, Citizen
Mr. Chuck Duggar, The LPA Group
Mr. Bryan Estock, Parson Brinckerhoff
Mr. John Gard, G&O
Ms. Phyllis Gray, Greenhorne & O'Mara
Mr. Mike Flanagan, Jacobs Engineering
Mr. John L. Forney, Raymond James & Assoc.
Ms. Sharlene Francis, Quest Corporation
Mr. Steve Fregger, Baskerville-Donovan, Inc.
Ms. Carlana Hoffman, Quest Corporation

Ann Howard, WCTV
Mr. George Knight, League of Women Voters
Mr. Bill Little, Jacobs Civil Inc.
Mark Llewellyn, Genesis Group
Mohsen Mohammadi, The LPA Group
Mr. Dan Pennington, 1000 FOF
Bonnie Pfuntner, The LPA Group
Mr. Rob Palmer, RPA Group
Mr. William V. Sheppard, The LPA Group
Ms. Jean Weekley, FDOT
Ms. Arlen White, Wilson Miller, Inc.
Mr. Thorton Williams, Williams, Wilson
Mr. Ben Witmeier, MACTEC
George Urse, Citizen
Harold Uzzell, Uzzell Group, Inc.
Greg Xanders, Jacobs Engineering

CALL TO ORDER

The meeting was called to order by Vice-Chairman Dan Winchester at 1:35 PM. He stated that the first item on the agenda following the agenda modifications would be the election of a new Chairperson and that the new Chairperson would preside over the remaining portion of the meeting.

I. AGENDA MODIFICATIONS

Mr. Davis stated that he had submitted a modification to add a new Item #11, Prioritization of Segments of Capital Circle and to move the previous Item #11, which was re-titled, Capital Circle SE Funding and Typical Section Approval, to Item #12. He further stated that Item #6, Appointment to Citizen's Advisory Committee, would be deleted and readdressed at the next meeting due to the requirement to obtain several names for the appointment.

Commissioner Grippa requested that Item #8 be pulled from consent for further discussion.

Election of Officers

Commissioner Mustian nominated Commissioner Rackleff as the Chairman. He further nominated himself for the Vice-Chairman. Mayor Marks seconded the motion.

Commissioner Grippa nominated Commissioner Thael as the Chairman. Commissioner Maloy seconded the motion. Commissioner Thael withdrew his name from the nominations.

Commissioner Grippa nominated Commissioner Rackleff as the Chairman. He further nominated Commissioner Mustian for the Vice-Chairman. Commissioner Sauls seconded the motion. The nominations were closed. The motion carried unanimously 12-0.

Mr. Davis stated that the staff needed clarification regarding the terms of the election. He stated that previously the initial Chairman and the Vice-Chairman would rotate positions at the end of the first year of service. He further stated that this meant that this would be a two-year term.

Commissioner Lightsey suggested that the Agency follow the MPO's process of having the current Vice-Chairman move into the Chairman position and elect a new Vice Chair each year. She stated that this allowed training for the person who is elected in the Vice-Chair position to make a smoother transition into the Chairman position.

Commissioner Lightsey moved to elect a Chairperson to serve a one-year term and the Vice-Chairman would automatically move into the Chairman position the following year. Commissioner Thael seconded the motion. The motion carried unanimously 12-0.

II. INFORMATIONAL ITEMS

- a. **Blueprint 2000 Employee - Update**
- b. **Blueprint 2000 Website**

- c. **Springhill Road**
- d. **Right of Way funding for Capital Circle NW - Update.**

Commissioner Rackleff stated that these items were provided to the Committee prior to the meeting to review.

III. CONSENT ITEMS

- 1. **February 17, 2003 Intergovernmental Agency Meeting Minutes**
- 2. **Request to Issue an RFP for Performance Audit**
- 3. **Relocation of the Blueprint Office**
- 4. **Approval of Appropriation of Bond Proceeds**
- 5. **Sensitive Lands Working Group**
- 7. **General Engineering Consultant: Request to Negotiate**

Commissioner Grippa requested that consent item #8 be pulled. Commissioner Sauls moved approval of consent items 1, 2, 3, 4, 5, & 7. Commissioner Lightsey seconded the motion. The motion carried unanimously 12-0.

CONSENT ITEMS PULLED FOR DISCUSSION

- 8. **Approval of Blueprint 2000 Investment Banking Team**

Commissioner Grippa that that he would like to clarify that the bid for this item was a negotiated bid instead of a competitive bid for this item. Commissioner Grippa asked where the revenues that were collected from the Sales Tax would be deposited. Mr. Rosenzweig stated that the monies were currently invested with the State Board of Administration. Commissioner Grippa stated that the because of the amount of money that would be involved with the Blueprint 2000 Program that there should be an RFP for Commercial Banking Services.

Commissioner Proctor stated that he would not support approval of the Investment Banking Team. He stated that the monies should be reinvested in the local community.

RECOMMENDED ACTION:

Option 1: Approve Selection Committee's recommendation of the five top-ranked firms.

ACTION TAKEN: Commissioner Grippa moved approval of the staff's recommendation and to issue a Request for Proposal for Commercial Banking Services. Commissioner Katz seconded the motion. Commissioner Mustian stated that he would abstain from voting on this issue because his law firm represented many of the potential banking firms.

There was further discussion of the Minority Business Enterprise (MBE) goals for this RFP. Mr. Davis stated that during the contracting with each of the Investment Banking Firms, negotiations would take place to insure that each company complies with the Agency's MBE goals. He further stated that throughout the course of the contract Blueprint staff would verify that the firms are complying with the MBE goals. Commissioner Proctor stated that there needed to be an MBE compliance officer for the Blueprint 2000 program. He stated that it was important that this is addressed as soon as possible. Mayor Marks asked how the MBE policy was applied to the RFPs that were being reviewed at the meeting. Mr. Davis stated that staff had followed the County's MBE policy for the items up for review. He further explained the criteria used to select each the Team. Commissioner Maloy asked if there were any minority firms that submitted an RFP for the Investment Banking Services. Mr. Davis stated that there were no firms that meet the local MBE criteria, however there were MBE firms that submitted proposal based out of Miami and Tampa. He further stated that the selection committee determined that neither of those firms was best qualified. Commissioner Maloy asked if there were any local minority firms that provided Investment Banking Service. Mr. Davis stated that he was not aware of any local minority investment banking firms. He further stated that the committee was also looking for a firm with large nationwide contacts and large experience in the state and exterior to the state to be able to sell the bonds and that a small local firm may not be able to provide this service.

The motion carried unanimously 11-0.

Mayor Marks moved approval to reconsider Item #7, General Engineering Consultant: Request to Negotiate. Commissioner Grippa seconded the motion. The motion to reconsider carried unanimously 12-0.

7. General Engineering Consultant: Request to Negotiate

Mayor Marks stated that the firm selected, LPA Group, did not receive any MBE points, however, they were the firm recommended by the evaluation committee. He stated that LPA's MBE firms were certified after the evaluation committee had selected them and that the process for scoring the MBE points was consistent for all of the Request for Proposals being considered. Mayor Marks stated that he also felt that there needed to be an MBE compliance officer. Commissioner Gillum stated that he had the same concerns.

Commissioner Lightsey stated that the firm that was recommended for the General Engineering Services (the LPA Group) was thirteen (13) points ahead of the second place firm even without any MBE points. She further stated that although the MBEs were certified after the fact, additional points would have placed LPA Group even further ahead of the second place firm. Commissioner Lightsey stated that the Agency needed to be on very sound ground with any MBE policy that is implemented.

Commissioner Maloy moved that a MBE compliance officer from City or County staff be assigned to monitor compliance for the Blueprint projects. Commissioner Proctor seconded the motion. Commissioner Grippa stated that since the Agency was using the City's purchasing system they would be by default using the City's MBE policy. Mr. Davis stated that Blueprint was using both City and County MBE policy. Mr. Jim English stated that Blueprint was using

the City's policy, however they were using the County's local market area preference and that Blueprint had an MBE goal of 15.5%. He further stated that the City's MBE officer was the Blueprint 2000 compliance officer. (This item was not voted on.)

Mayor Marks moved approval of the General Engineering Consultant rankings and authorize the Intergovernmental Management Committee to negotiate and award the General Engineering contract. Commissioner Katz seconded the motion. The motion carried unanimously 12-0.

IV. PRESENTATIONS/ACTIONS

9. Agency General Counsel - Request for Proposal

Mr. Jim English stated that the evaluation criterion was outlined in the proposed request for proposal and that it was consistent with both the City and County's policy.

RECOMMENDED ACTION:

Option 1.

- a. Authorize the staff to release the attached RFP.
- b. Authorize the Intergovernmental Management Committee to negotiate and award a contract.
- c. Approve a budget amendment authorizing not more than \$30,000 per year for General Counsel. (\$24,000 retainer, \$6,000 contingency)

ACTION TAKEN: Commissioner Thael moved option 1. Commissioner Lightsey seconded the motion. **Commissioner Katz stated that he would like to amend the motion to increase the budget for this item to \$60,000 and to shorten the contract to a three-year contract.** Commissioner Thael accepted the amendment to the motion. Commissioner Lightsey seconded the motion. Commissioner Grippa stated that he would also like the legal staff to review the insurance requirements, such as the worker's compensation requirement, auto insurance coverage. Commissioner Katz recommended a \$5 Million professional liability insurance coverage requirement, and a review of other insurance coverage as well. Commissioner Thael accepted the amendments to the motion. Commissioner Lightsey seconded the amended motion. There was further discussion of the MBE scoring criteria. The motion carried unanimously.

10. St. Augustine Branch Stormwater Management Master Plan/Capital Cascade Trail Consultant Selection

There was no discussion of this item.

RECOMMENDED ACTION:

Option 2:

Per the RFP, combine Phase 1 and Phase 2 tasks into the contract being developed with Genesis Group.

Authorize a Phase 1 and Phase 2 contract to be signed not to exceed \$1,400,000, plus a 10 percent contingency (\$140,000).

Authorize advance funding for the Land Use Sector Study to be conducted by a consultant to the Planning Department, not to exceed \$150,000 plus a 10 percent contingency (\$15,000), and to be reimbursed at a future date.

ACTION TAKEN: Commissioner Grippa moved option 1.

Option 1:

Award Phase 1 only (Stormwater Existing Conditions Study) not to exceed \$600,000 with a 10 percent contingency (\$60,000).

Authorize advance funding for the Land Use Sector Study to be conducted by a consultant to the Planning Department, not to exceed \$150,000 plus a 10 percent contingency (\$15,000), and to be reimbursed at a future date. Commissioner Thael seconded the motion. The motion carried unanimously 12-0.

11. Prioritization of Segments of Capital Circle

Mr. Davis stated that this agenda item was not intended to exclude anything from the Blueprint program, however it is intended to show which projects can be funded from currently anticipated dollars. He further stated that the MPO must develop and approve all transportation project priorities. Mr. Davis provided the Board with a map of Tallahassee and Leon County that outlined the segments of Capital Circle and a possible alternate route, shown in the Blueprint report, for Capital Circle Southwest. The maps showed the current volume of traffic, projected volume of traffic in 2020, the estimated cost of the project (PD&E, design, ROW, and construction) and the next phase for each segment. Mr. Davis reviewed this map and pointed out the segments that were anticipated to be funded in Tier 1 of the Blueprint program. He stated that the maps were intended to show the average daily trips (ADT) for each segment and to provide the Board with a tool to help prioritize the segments. He further stated that he had provided the Board with two options, noted on the spreadsheets and maps. The spreadsheets showed the expected gross revenues of the sales tax funds, and deducted expenses to be paid, greenway and stormwater funding, Capital Cascade Trail funding and the estimated costs for the Capital Circle projects. The Option 1 spreadsheet showed all items approved by the taxpayers listed in Tier 1 but did not include Springhill Road in Tier 1. Option 2 listed all of the items in Option 1, however it included Springhill Road. Option 2 deleted a segment of Capital Circle south of SR 20. Mr. Davis further stated that until the PD&E was completed from the vicinity of Highway 20 to Crawfordville Road no route for Capital Circle SW would be established. He further stated that there was \$25M set aside for a grade-separated interchange at Capital Circle and Blountstown Highway. Mr. Davis noted that Springhill Road was currently proposed to be included in the PD&E Study for the Capital Circle Segment from SR 20 to Crawfordville Road, and that improvements to Springhill might be included with the proposed alternative alignment. This would not be known until the PD&E was underway.

Commissioner Mustian stated that he could not support Option 2. He stated that he agreed that the City needed a better Gateway into the City from the Airport, however he would like to see the data to support adding this to Tier 1. He stated that he was concerned that before any money was actually collected from the sales tax extension, that the Board was changing what the voters approved. Commissioner Mustian stated that he would like to form a subcommittee to make recommendations to the full Board after the options were reviewed.

RECOMMENDED ACTION:

Staff made no recommendation on this issue as the Agenda item had not been reviewed by the Technical Coordinating Committee or the Citizens Advisory Committee

ACTION TAKEN: **Comm. Mustian moved approval of Option 1 as provided and to form a subcommittee to prioritize the projects and review the addition of Springhill Road to Tier 1.** Commissioner Lightsey seconded the motion. [**Option 1: Establish the priority for Capital Circle based on ADT as reflected at attachments #2 and #3.**] Commissioner Grippa stated that he would urge a commitment to adding Springhill Road to Tier 1 because Springhill Road is a gateway to the City and because there was a signed commitment to the community to move this project into Tier 1. He further stated that this would also be a gateway into Florida A&M University. He stated that the Board should commit the funds to Tier 1. Commissioner Rackleff stated that Capital Circle needed to be completed first. Commissioner Gillum stated that the Board could look into using the 10% City or County share to fund Springhill Road. Commissioner Proctor stated that Springhill Road needed to be widened to 4-lanes as access to the airport. He further stated that this census tract needed improvements. The motion carried 10-2; Commissioner Proctor and Commissioner Maloy cast the dissenting votes.

Commissioner Lightsey stated that it is important that any policy or priority issue developed by the subcommittee be reviewed by the Citizens Advisory Committee before coming to the Board.

Mayor Marks, Commissioner Proctor, Commissioner Rackleff and Commissioner Mustian agreed to sit on the subcommittee.

12. Capital Circle SE Funding and Typical Section Approval

RECOMMENDED ACTION:

Option 1: The Intergovernmental Agency approve funding of Capital Circle Southeast from Connie Drive through the Tram Road intersection so that construction may begin by February 2006.

Option 2: Approve the 6-lane cross-section.

ACTION TAKEN: **Comm. Katz moved Option 1 and Option 2.** Mayor Marks seconded the motion. Commissioner Grippa asked how much right of way would be purchased for this section of Capital Circle. Mr. Gabe Menendez stated that SouthWood would be donating approximately 22 acres and the cross-section would be 230 feet wide. Some additional ROW would be needed at certain locations. He stated that the roadway would be this wide because of the holistic philosophy of the Blueprint program. Mr. Davis stated that the right-of-way cost in this area was minimal because of the donated right of way. Commissioner Grippa stated that bus service should be provided from SouthWood to the Airport and there should be a study of the need for alternate transportation routes along this segment. He stated that funding road segments this wide takes money from providing bike lanes to the schools and colleges. Commissioner Grippa

asked for a list of the items that St. Joe has paid to the City for this road segment and how this money has been offset. The motion carried 11-1, with Commissioner Proctor voting no.

VII. ADJOURNMENT

The meeting was adjourned at 3:10 p.m.

APPROVED:

ATTEST:

Bob Rackleff
Chairman of Blueprint 2000 IA

Shelonda Gay
Secretary to Blueprint 2000 IA