

## Meeting Minutes

### Streetscape Master Plan Review Committee

3:00 pm, Wednesday, November 13, 2013 -- 2<sup>nd</sup> Floor Conference Room, City Hall

Members present:

Anne Stedman, Mary Bess Lawing, Max Sigler, Collette Touchette, Wilce Martin

Members absent: Natalie Kincaid, Melinda Herzog, Betsy Mantak, Jeremy Petty

Staff present: Rob Powell

- I. Call to order 3:10 PM. A quorum was established.
- II. Minutes from the September 10th, 2013 meeting were not yet available.

#### III. Old Business – Statesville Visit

Two dates were suggested for the Statesville streetscape trip. Mayor Stedman cannot attend at either time but recommended that the committee go anyway. The earliest date was selected – Nov 26. Mayor Stedman suggested that other Council members be invited including Councilman elect John Stiver.

Streetscape Designer Rating Method – Rob Powell presented a suggested scoring method for evaluating the 5 designers who responded to our Request for Qualifications, along with a preliminary score for each firm. The Committee decided to start the review process by reviewing the proposals from the firms with the top preliminary score from the scoring method as presented. The Statements of Qualifications from the 5 design firms were reviewed on the projection screen.

Review of Qualifications and Designer Evaluation - After reviewing the Statements of Qualifications and after some discussion, two firms were eliminated - Teague and McBride/Hess – as being less qualified than the other three. No clear leader could be identified from the top three firms (LandDesign, Platt, Stewart). Mary Bess Lawing suggested that references be checked on the top 3 firms. The Committee requested that staff contact at least one client reference of each of the top 3 firms and ask these questions:

*How easy to work with this firm?*

*Did firm help with search for grants?*

*Would they have done anything different in the design phase?*

*Did the design project continue into construction?*

*Did firm show knowledge of utility issues?*

*If firm was used in construction phase, did firm exhibit good planning for the construction issues?*

*Would they have done anything different in the construction phase?*

The Committee will meet again on December 4<sup>th</sup> to review the information collected from the telephone interviews of the design firm references. (Note: next meeting date later changed to December 11<sup>th</sup>)

IV. New Business - 2014 Meeting Dates –

The Committee decided that regular meetings for 2014 should be held at 4:00 PM on these dates: Wednesdays – January 8th; March 12th; June 11th; September 10<sup>th</sup>.

V. Adjournment – The meeting adjourned at 4:30 PM.

Submitted by Rob Powell, Secretary



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