

Unapproved Minutes

Business Improvement District No. 2 Board
Friday January 31, 2020 at 11:00 a.m.

The meeting of the City's Business Improvement District No. 2 Board was called to order on the 1st Floor Small Conference Room at City Hall on January 31, 2020 at 11:00 a.m.

1) Roll Call

- a) Present: James Waters, Michelle Maloney, Martin Prendergast
- b) Absent: Patrick Morrison, Phyllis Packard
- c) Staff Present: Jose Dominguez (City Engineer), John Prescott (City Manager), James Purdy (Assistant City Manager)

2) Approval of the Minutes

- a) September 18, 2019 minutes
Moved by Maloney to adopt September 18, 2019 regular meeting minutes as written, seconded by Prendergast. Motion carried 3-0.

3) Adoption of Agenda

Moved by Maloney to adopt the agenda as printed, seconded by Prendergast. Motion carried 3-0.

4) Visitors to be Heard

No comments given.

5) Old Business

None.

6) New Business

- a) Discussion of request for quotation (RFQ) for the Downtown Streetscape Improvement Project.
Dominguez, City Engineer, presented a draft of the proposed RFQ for the Downtown Streetscape Improvement Project. Dominguez asked if the Board had questions that needed answering, or if there were any changes that the Board wanted on the document being discussed.

Maloney asked for clarification regarding the extent of the pavement reconstruction with the project. Dominguez explained that the only pavement to be worked on would be due to any of the curb repairs, or with the bump-out construction. Dominguez also explained that the document being discussed does not go into specifics, and that each of those specific items will be discussed at a later time with the chosen consultant.

Maloney asked if the proposed timeline on the RFQ allowed for extra time during construction for weather related events. Dominguez explained that the proposed substantial completion (sidewalks opened to the public) is September 2021. The proposed schedule also allows the contractor to start as early as possible. Schedules generally do not take into consideration

rain events because they are unpredictable, and depending on the severity can have lasting effects. Dominguez also explained that the schedule is very aggressive and that it will require the Board, the consultant, the contractor, and City Staff to work very closely and efficiently.

Purdy, Assistant City Manager, asked if the RFQ included meetings during construction. Dominguez answered no, and explained that those meetings would be something that could be required from the contractor through the contract specifications. However, the consultant providing a proposal can describe a process to be followed during construction. This process could include progress meetings during the construction phase of the project.

Maloney asked if we can specifically ask if one of the questions to score the consultants can require the consultant provide a list of the five most recent and similar projects, the desired construction completion date, the actual completion date, and a brief explanation for any delays. Dominguez answered that that can be required, and that question number one would be changed to include her additions.

Purdy, asked if the RFQ would be the appropriate time to include any work that the City may complete. Dominguez answered that the RFQ is not the document for this. Dominguez also stated that any proposed City work will be outlined that during the creation of the scope of engineering work or the construction documents.

Discussion followed.

7) Adjourn

a) Meeting adjourned at 11:33 a.m.