

DATE: November 1, 2010

SUBJECT: November 1, 2010 DESC Meeting Summary

PREPARED BY:

Members present Vicky Mello, Bob Kline, and Charlotte Behm. Also present were Sonny Chickering, ODOT, Douglas Beauchamp, Arts Consultant, Larry Fox OBEC and John Lively, CAWOOD.

The agenda for the meeting included the following:

- Finalize summary information to send out from Oct. 25 meeting
- Review and approve process outline/timeline for ADT 1, 2 and 3
- Additional stakeholders for all ADT's

Meeting Summary

Larry handed out an updated list of those who have requested the full ADT 1 RFP. The list totals 77 requests.

1. Finalize summary information from October 25 meeting.
 - a. Vicky asked if questions from the tour are going to be included. Douglas did not feel anything new was discussed on the tour.
 - b. Charlotte suggested that the information from the session with Esther and David should just be her summary. It was agreed to keep the questions and refer people to the summary prepared by Charlotte for the answers.
 - c. Discussion on why more local artists are not applying. The requirements of the RFP, final proposals requirements, long term maintenance, durability, and other are a lot for small local artists who tend to work alone.
 - d. The draft of the questions and answers was reviewed with revisions proposed for:
 - i. Page 1 question 1 – Clarify information regarding sign bridge and where enhancements could be installed. Drake McKee had provided clarification.
 - ii. Page 1 question 8 – Clarify that OBEC will only be reviewing engineering work contracted by the artists before submitting final plans.
 - iii. Page 4 question 12 – Sonny clarified that putting the bridge name on the artwork was acceptable. No changes to the standard bridge naming signs, other than location if not needed where art piece is installed.

Page Two
DESC meeting notes Nov. 1, 2010

- iv. Page 4 question 15 – Artists are responsible for the artwork being installed. They will collaborate with the general contractor on items such as foundations and other issues, but will ultimately hire and coordinate the installation.
 - e. It was agreed that the pictures from David's earlier presentation would be made available on the WRB website. The page showing a canoe and other coastal tribe items would be replaced with one of the pictures provided by Charlotte from Esther. Douglas to update the pictures and John will work to have them put on the website. Information sent on the Oct. 25 meeting will include a reference to the website to see the pictures.
 - f. When OBEC sends out the follow-up information from the Oct. 25 meeting they will include a cover letter (e-mail) with the names of those on the selection committee. It was agreed that the notes from the Oct. 25 meeting would become an addendum to the RFP.
2. Review and approve process/timeline for ADT 1, 2 and 3
- a. Sonny emphasized his efforts to get a schedule formalized are intended to get all the ADT's back at the same point when Phase II starts. Larry and others agreed with the goal.
 - b. Charlotte noted that on the schedule it calls for sending the information from Oct. 25 to ADT 2 and 3. General discussion about making sure they have the new criteria (Douglas sent complete RFP packets) and the clarifications/information from Oct. 25
 - c. Larry emphasized that Litus and Greenworks do not at this time have a contract to proceed with work. It would be best to provide a scope of work and timeline to them, and then get input from them on next steps to help define the changed process.
 - d. It was agreed that meeting separately with ADT 2 and 3 with a scope, the timeline, and the new criteria was important to do ASAP. Even with the suggested timing, Larry is concerned that the December date for contracts with them is unrealistic.
 - e. The interpretative work added to Greenworks contract is in amendment 11 with ODOT, which is under review by the state. Not likely to get approved until next year. Larry suggested other options might be available to speed this timeline up if needed.
 - f. Bob asked about what ADT 2 and 3 would be willing to do without a new contract. Larry thought some funds might be available to allow meeting with the DESC regarding steps moving forward. They are not going to start doing any re-work until they have clearly defined

scopes, timing, who will be involved and agreed to expectations and a new contract.

Page Three

DESC meeting notes Nov. 1, 2010

- g. DESC needs to decide the scope of work, how many meetings, how many people will they be required to interact with, schedule and timing for final approval. A question remains on how much is available to spend for final artwork.
- h. It was agreed that the DESC would set aside 1-½ hours for meeting with ADT 2 and 3 separately.
- i. Based on what happened the first time, Larry emphasized clearly defining the stakeholders and the schedule for when and how often the ADT's will be expected to meet with them.
- j. Sonny reported hearing from the PI group a concern over no opportunity for public input in the new process proposed. Members discussed the value and timing of a public open house or similar and agreed to build it into a revised schedule.
- k. A general discussion amongst members and staff followed regarding the timing of each, how many stakeholder meetings, who makes the final decisions, the role of the DESC, Selection Committee and the CAG/PDT, getting contracts in place and ultimately taking the time needed to not repeat what happened in the first round.
- l. Based on all the discussions Charlotte outlined a new process schedule for all ADT's on the whiteboard with projected dates, timing, approvals and other steps. It was agreed that the process is likely to move contracts out until March 2011.
- m. More information is still needed on the interpretative information Greenworks is working on for the Southbank. Larry will work with ODOT to clarify budget, expectations, who will decide if what is proposed meets the requirements and other issues.
- n. A proposed meeting with ADT 2 and 3 was set for November 29 from 1:00 to 2:30 p.m. and 2:30 to 4 p.m. Larry to follow-up and confirm with Litus and Greenworks.
- o. The schedule for ADT 1 RFP responses was reviewed. Selection committee meeting is set for December 6. DESC members did not feel it necessary for senior staff to be in the meeting, but should be available.