

**WRB Design Enhancements Panel
Meeting #6– SYNOPSIS [DRAFT]**

Thursday, August 6, 2009
Midtown Arts Center
5:30 p.m. to 8:00 p.m.

Panel Attendees: Charlotte Behm, Eric Gunderson, Bob Kline, Annie Loe, Vicky Mello, Randy Nishimura, John Rose, Scott Wylie
Absent: No one

Staff: Don Kahle, Facilitator; Megan Banks; Douglas Beauchamp; Larry Fox; Justin Lanphear

Don stated that the primary goal of tonight's meeting was a final Request for Services (RFS) or someone authorized to complete the RFS.

Don acknowledged that Vicky had asked about why there was such a hurry. Larry responded that the schedule on page 2 of the packet gave some context, although it had not been updated recently. Larry stated that depending on what the Art and Design Teams come up with, there may be more of a cushion for timing but won't know until designs are generated.

Eric added that Larry has been consistent with trying to move forward quickly. He added that ideas and review can take multiple cycles. Don clarified that the rush is not to get the enhancements implemented, but to get them designed, permitted, a budget established and create a cohesive whole—the purpose of the panel in the first place was maintaining the “whole.” Vicky added that the majority of the park elements were already designed and were pretty far along. Bob stated that he trusted the professionals who have been at this for a long time and that he hoped Larry would share if time was not crunched. Vicky added that the panel also represents the community; remember they are weighing in also.

Related to the matrix, Scott observed that the constraints should be written so that opportunities can be derived by the teams. Randy echoed Scott's comments about the constraints and requested the wording be changed to be less negative. Larry concurred with Randy and Scott that modifying the text will help ensure people are not “scared away.”

Douglas stated that the schedule is like an accordion; how will it be shaped with the April deadline. He noted that he was concerned with the Phase 1 Conceptual Design and Production proposals being due December 15 with Notice to Proceed on December 30 because those are holiday weeks. Larry proposed moving the Notice to Proceed to January 6, 2010, and the panel agreed.

The panel agreed to put railings back into the matrix.

John asked for a clarification about the sound walls since the panel had been against them. Larry responded that there needs to be consistency between what is offered and the general neighborhood process.

John noted that the Bundle map should be included since the matrix refers to it. Randy thought it would be appropriate to clarify at the pre-proposal meeting that the panel is not intending the workshop or Jiri's drawings to be overly prescriptive.

Vicky suggested that a link to the Whilamut Natural Area (WNA) website be added to the RFS.

Don added that this appendix was more precise and prescriptive than others. John stated that he felt it was too detailed for this stage. Vicky responded that there were three groups tasked with planning and plans for the WNA, and this would help proposers realize that Bundle 3 was different. Don asked if the information might be more appropriate to be shared later.

Randy stated that he did not want to squelch surprises and discoveries; things that the panel hasn't thought of. Scott stated that this is such a diverse place. The WNA and the woods are very cared for environments, and this should be taken into account when considering Bundle 3. Randy responded that he could still imagine being surprised by something that might be proposed for Bundle 3. Larry and Douglas both suggested a line in the matrix that alerts people to these issues.

Regarding selection criteria and scoring, Larry said that categories—cover letter, etc.—should be included. Eric proposed an outline of categories: 1) management and technical skills; 2) ability to collaborate with stakeholders; 3) experience with similar projects; 4) project understanding and management experience; and 5) ability to inspire.

Don and Eric responded that assigning points is a necessity. Larry added that proposers should be able to review the scoring upon request. Don asked about the points for a local team and the panel agreed this should be added.

Bob and Don clarified that the selection criteria were to be used. Staff added that a consistent approach/road map was needed to equally evaluate the proposals. Bob noted that he thought proposers should have to make their own judgment calls on what was important. Larry stated that a scoring matrix was necessary. Douglas added that the selection criteria set the tone; scoring is based on the responses that proposers are providing. Larry added a number could be assigned to each bullet under "selection criteria" for scoring. Don stated and the panel confirmed that local would be worth points under the cover letter section. It was agreed that Eric's list of categories would not be used.

Larry suggested pushing everything out a week with the RFS distribution date not changing from August 11. He said it will be published in The Oregonian, Daily Journal of Commerce and The Register-Guard. Charlotte requested that it be published in the Springfield newspaper and Larry agreed.

Charlotte asked for clarity about who attends the pre-proposal meeting, and echoed her earlier comment that it should be planned soon. Randy stated that the pre-proposal meeting is not led by the panel; it is led by one or two people. It is very structured and everyone has to hear the same thing. Charlotte responded that a panel person should be part of the presentation.

Don stated that subject to the proposed edits, the RFS is basically finished.

Vicky and Bob agreed to provide a panel and design enhancements update at the joint CAG-PDT meeting, with support from other panel members as needed.

Staff reminded people that once the RFS is out, if anyone on the panel (or staff) is contacted about questions, they need to refer the proposer to the question hotline.

It was agreed that Randy, as the panel representative, and Larry would lead the pre-proposal meeting.