

Heritage Square RFP Working Group Meeting Minutes

Meeting No.: 12

Meeting Date: December 3, 2009

Attendees: Charles Nelson, Maria Isenberg, Jim Wong, Ishmael Trone, Ralph Poole, Bill Huang, Brad Fuller, visitors Steve Kuchenski and Dale Brown

Old Business:

- 3.3 **RFP timeline.** Bill distributed an updated timeline. **ACTION:** Bill to revise RFP timeline as needed.
- 4.2. **Review of RFP Criteria.** Reviewed two conceptual site plans and determined they were sufficient to present to the community on 12/5/09. **ACTION:** Debrief on community input on the conceptual site plans.
- 4.3 **Heritage Square Name.** **ACTION:** To be further discussed by the Working Group.
- 6.4 **Decker House.** A draft RFP for the Decker House was distributed for review. **ACTION:** The Working Group will provide input to the draft RFP after December 5, 2009.
- 6.5 **Church Demo.** **ACTION:** Public Works will project manage the church demo. The Working Group will review the rough and final drafts of the bid package before it is let out to bid.
- 7.2 **RFP Consultants.** **ACTION:** Jim will prepare a draft RFP for consultants for the Working Group's review.
- 7.3 **Commercial Financial Economic Feasibility Study.** **ACTION:** Vincent will present the findings to Working Group at a future meeting to be determined.

New Business:

- 12.1 **Approval of Meeting Minutes #11.** **ACTION:** Approval with one minor edit moved by M.I., seconded by I.T., unanimously approved.
- 12.2 **Next Meeting.** December 10, 2009 at 4 pm at the Housing Department. **ACTION:** Bill to prepare meeting agenda.

These meeting minutes are considered to be an accurate record of the meeting unless revisions are requested of the preparer (Bill Huang, 626/744-8320; whuang@cityofpasadena.net) in a timely fashion.