

APPROVED 2/20/08

**BLUE RIBBON COMMITTEE ON
AFRICAN BURIAL GROUND
(CHESTNUT STREET)**

Tuesday, October 23, 2007

At 4:30 p.m.

Held at

Conference Room A, City Hall

1. Call to order:

Meeting commenced at 4:30 p.m.

Members in attendance were: Councilor John W. Hynes, Chair; Mary Bailey; Valerie Cunningham; Vernis Jackson; Councilor Laura Pantelakos; and Jack McGee.

Also in attendance were: Steve Parkinson, and Suzanne M. Woodland (Ex-officio members); Cindy Hayden, Deputy City Manager; and David Moore of the Community Development Department.

Also attending Robbi Woodburn of Woodburn and Company.

Vernis Jackson made a motion to adopt the minutes of the meeting on August 28, 2007. Motion was seconded by Councilor Pantelakos and all concurred.

Councilor Pantelakos made a motion to go into non-public session for the purposes of discussing the qualifications of the artists which were submitted in response to RFQ 12-08. All concurred with the motion.

David Moore summarized the RFQ process and the responses received from artists. The Committee's task is to choose 3 to 5 artists, who would then be asked to submit proposals to the City. The chosen artists will receive a stipend for their proposals and reimbursement as may be appropriate for their travel expenses.

Cindy Hayden suggested that the Committee identify the three best candidates and ask them to submit proposals, while holding two additional candidates in reserve in the event that one of the three preferred candidates elects not to continue to participate in the process.

After discussion, there was consensus to check references and send request for proposals to Fern Cunningham, Ed Dwight and Jerome Meadows. Should the proposals from the three candidates be insufficient for the Committee to

choose an artist, the Committee could evaluate an additional two candidates (Smith and Morelli).

Councilor Pantelakos made a motion to go back into public session, which was seconded and all concurred.

Jack McGee made a motion for City staff to check the references for the top three candidates and, assuming those references are favorable, to proceed to issue a Request for Proposals to those three candidates. This motion was seconded by Councilor Pantelakos and all concurred.

In follow-up to committee questions, David Moore and Cindy Hayden explained that the initial contract with the artist will be to work with the design team, the committee and the public to complete the design of the African Burial Ground site. The initial contract will not be to build and install a piece of particular artwork.

Valerie Cunningham asked what criteria staff used to determine that five of the qualification packages did not meet minimum submittal criteria. Staff explained that they used the minimum criteria listed in the RFQ relative to experience with the design, fabrication and installation of outdoor public art with similar scale, size and complexity as this project. Staff provided these five qualifications packages to the committee at the same time as the other qualifications packages in the event a member disagreed with City staff assessments.

David Moore indicated that after proposals are received from the three artists they will be provided to the Committee and the Committee can decide which of the three to interview.

There was discussion about future funding. Cindy Hayden explained that per discussion at the City Council at the invitation of Councilor Pantelakos, Urban Development Action Grant (UDAG) monies may be made available. Those funds would be matched by private donations. She indicated that there may be some small grants available, but in her experience is that there is not a lot of money available for such projects.

Councilor Hynes thanked staff for their work.

Motion to adjourn made by Councilor Pantelakos and seconded by Vernis Jackson, all concurred.

Meeting adjourned at 6:20 p.m.

Submitted by Assistant City Attorney Suzanne M. Woodland