

Vaughan Mall Blue Ribbon Committee
Meeting Notes
September 27, 2019

Members Present: Doug Roberts, City Councilor; Ned Raynolds, City Councilor; Bryan Murphy; Ellen Fineberg; Sam Winebaum

Excused: Nancy Pearson, City Councilor; Peter Vandermark

Staff: Peter Rice, Public Works Director; Jacob Levenson, Solid Waste Sustainability Coordinator; Nancy Carmer, Economic Development Manager

Discussion of project statement/Strategy for short-term project design and implementation

Following on the September 20, 2019 site visit to Vaughan Mall, the committee discussed how to proceed with solicitation of design services for improvements to the mall and how to maximize input from the committee regarding desired work that the committee has discussed at prior meetings.

Mr. Murphy suggested that the Committee think of the project like a “temporary art installation” since the work will be restricted to above ground features and that soliciting professional services for design configuration and cost estimates would be an appropriate way to proceed. Committee members concurred. Features such as lighting, landscaping, public art and flex seating were mentioned by committee members as examples of the desired elements to be included in the design.

The budget for the work is \$25,000. Mr. Rice stated that, given the small project budget, the design should be more conceptual and that a reasonable design fee would be in the range of \$5,000. The City’s procurement policies allows for solicitation of three quotes for projects ≤\$16,000. City staff could prepare and invitation for qualifications including work examples from three professionals for Committee to review and conduct interviews.

A tentative timeline was discussed as follows:

- October 2019: Prepare, review and approve invitation for qualifications packet
- November 2019 - Solicit design proposals
- December 2019 – Proposal deadline
- January-February 2020 –Designers interviews (by Committee)/final selection/ contract execution
- March 2020 – Design preparation and preliminary review by Committee
- April 2020 – Final design approval and contractor solicitation (if needed)
- May –August 2020 - Contractor selection and design implementation

Review/acceptance of August 13, 2019 and August 20, 2019 meeting notes

August 13th Meeting Notes On a motion by Bryan Murphy, seconded by Councilor Ned Raynolds, the draft meeting notes August 13, 2019 were unanimously approved.

Review/acceptance of July 12, 2019 meeting notes

On a motion by Bryan Murphy, seconded by Ellen Fineberg, the draft meeting notes of September 20, 2019 were approved. Sam Winebaum abstained due to meeting absence.

Next meeting - October 18, 2019 at 7:45 AM in Conference Room A at City Hall.

The meeting ended at 8:40 AM.