



CITY OF CHARLESTON WEST VIRGINIA



COUNCIL MEMBER AT LARGE

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Planning Committee, Chairperson
Planning Commission
Human Rights Commission
Facilities Committee
Riverfront Committee, Chairperson

Minutes

Riverfront Committee Meeting

City Council Chamber, 4:00 pm

May 5, 2005

Mary Jean Davis, Chairperson, called the meeting to order at 4:00 pm in the Council Chamber.

Committee Members Present: Mary Jean Davis
Tom Lane
Charlie Loeb
Bobbie Reishman
Marc Weintraub
Ed Talkington

Others Present: Susie Salisbury
Allan Twaddle
Dan Vriendt
Mayor Danny Jones
David Molgaard
Rosemary Meek

Chairperson Mary Jean Davis moved to approve the minutes from the January 11, 2005 meeting and Member Tom Lane seconded the motion. A voice vote was taken and the motion carried.

Inasmuch as all present were familiar with the activities of the Committee to date, members decided to forego the brief review of the Committee as listed on the agenda.

Susie Salisbury and David Molgaard provided an overview of the Riverfront Committee's process in selecting a design team for development of the Riverfront. Of

19 eligible proposals received from prospective designers, the Committee then narrowed the list to seven firms they wanted to interview. The Selection Committee further reduced the list of contenders, choosing their top two finalists. Members unanimously chose Sasaki Associates, Inc. as their first choice for design consultant and the Committee saw this as positive reinforcement for their choice.

Susie Salisbury briefly detailed the process of selection, stating that generating RFQ's (requests for qualifications) was the first step. The Committee utilized the internet to perform a national search in order to obtain proposals from the greatest number of qualified consultants and to ensure a good sampling of the services available.

A pre-proposal meeting was held for those interested in learning more about the project. Committee members were impressed with the presentations and the wealth of experience brought to the meeting. Participants were provided with Tom Heywood's summarization of the results of the November "Think Tank" where community members gave their input.

Potential design consultants were then allowed 2 – 3 weeks to mull over the information and prepare their proposals for submission to the Selection Committee.

In addition to providing consultants with a clear outline of the City's ideas for the Riverfront area, David Molgaard also followed up with each one individually in order to thank them for their interest and further develop an interactive relationship with them.

He spoke at length with Allistar McIntosh, the Principal for Sasaki Associates, Inc., a planning and urban design firm with offices in Boston and San Francisco. Sasaki proposed to provide their services and complete the work within a timeframe of approximately five months. Within this five-month period, Sasaki's scope of work would accomplish three overall tasks, one building upon the other.

Task #1 is the Analysis Phase where Sasaki will hold "kick-off" meetings with city officials to discuss general expectations. They will interview business owners and riverbank property owners, hold a public meeting, review existing maps, studies and other information. This phase is expected to last 1 month.

Task #2 is the Master Plan Design Alternatives Phase and will take 1 – 2 months. Information gathered during Task #1 will be used to prepare two alternative master plans for the area. The City will review both and choose aspects they like. This phase will also include a public hearing.

Task #3 is the Final Master Plan and is expected to take 1 – 2 months to complete. This phase will incorporate all information from earlier phases as well as include research for possible sources of funding to put the master plan into effect. This stage, as in the others, will include a public hearing.

Sasaki proposed to complete Charleston's master plan for a fee of \$120,000 plus reimbursable amounts of approximately 12-15% of that amount, or an additional \$18,000. Further discussion showed the reimbursable amounts to include travel, copying, etc., with the City asking Sasaki to include all personnel costs in the flat contract amount of \$120,000.

While there are points in the proposed contract to be negotiated, Sasaki's proposal was deemed very favorable relative to the quality of their work and the depth of their experience. All terms and conditions are negotiable at this point and David Molgaard intends to request revisions of several items in the proposed contract. Items to be revised include Sasaki's claim to have ownership rights to the completed proposal, a provision for delays, and a requirement that Sasaki's name be used in all instances of media exposure regarding the project.

Sasaki Associates impressed the Selection Committee with not only their proposal presentation and reputation, but also their openness to working with the people of the City in order to provide what the citizens want. Each phase of the project is to include public hearings in order to establish an ongoing dialogue with the community regarding their concepts for the riverfront. Flexibility and sensitivity throughout the creative process is extremely important.

Susie Salisbury noted that the Selection Committee reviewed some of Sasaki's previous work and obtained references from former clients. They have an excellent reputation and another city that hired them as a consultant subsequently asked them to complete the project they designed.

Sasaki expressed an interest in working with local companies once they have determined their needs for the project. The City can provide some assistance to them should the contract be approved, by identifying local firms and stakeholders with whom they should collaborate.

The proposed compensation schedule for the design contract would be based upon the completion of the various tasks as follows: 20% to be paid upon execution of the contract at which point Task #1 is undertaken. Another 40% would be payable at the beginning of Task #2, and the 40% balance due upon presentation of the completed Master Plan during Task #3.

David Molgaard stated that the City brought forward a surplus amount of \$125,000 in its professional services fund that, along with additional monies earmarked for the Riverfront project, bring the total funds currently available for the project to more than \$200,000.

Bobby Reishman made a motion that the Riverfront Committee create a resolution to go before the May 16, 2005 City Council meeting, enabling them to hire Sasaki as design consultant. Marc Weintraub seconded the motion and the motion carried.

There being no further business to conduct, motion was made by Committee Member Lane to adjourn the meeting. Chairperson Davis seconded the motion and the meeting adjourned at 4:35 p m.

cc: Rod Blackstone, Susie Salisbury, Dan Vriendt

MJD/lgj