

Downtown Action Plan Advisory Committee (DAPAC)

Meeting 18 Minutes

Friday, April 8, 2016 1:30 pm – 3:30 pm

North Miami Police City Hall Council Chambers

	Name	Present	Excused	Absent
1	Jason James Chair	X		
2	Fred Stock Vice Chair		X	
3	Lynda Westin	X		
4	Suzanne Isa	X		
5	Alexis Sanfield		X	
6	Max Wolfe Sturman			X
7	Alexandra Barbot			X
8	Mayor John Stembridge		X	
9	Stuart Grant		X	
10	Clark Reynolds		X	

1. Call to Order

- Welcome message and opening remarks by Jason James at 1:48pm.

2. Roll Call

- Ms. Brittni Duria, Board Secretary

3. Approval of Minutes

- No quorum. Item will be voted on at next meeting

4. Discussion Items

- **Amendment to the agenda was made to have the Redevelopment Management Association (RMA) staff, Sharon McCormick, present her item last.**
- **Scope of Work for NE 125th Street Liberty Park Gardens with Linda Julien, Assistant Purchasing Director**
 - Linda Julien explained the procurement process for the NE 125 Street Liberty Park Gardens project.*
 - The Chair asked who the department in control of the project is. Ms. Tanya Wilson-Sejour answered that the Community Planning & Development Department as well as Public Works will be partnering on the work for the NE 125th Street Liberty Park Gardens project.*
 - Ms. Isa asked if there was a Budget and staff clarified that the Committee was given money from several sources.*
 - Ms. Sejour asked what exactly was needed for the procurement process. Ms. Julien explained that they needed specific detailed requests but public art is exempted from this process.*
 - The Chair asked if there should be an RFQ for the architecture and design and a separate one for art.*
 - *Mr. Alberto Destrade, Purchasing Director, stepped in and further explained the procurement process, scope requirements and solicitation. He also recommended that the scope for architecture and design be separate from the art. He also mentioned that there is a list of architects and other consultants they have to assist with the process.*

- Sam Blatt, Economic Development Manager, added that local business owners should be encouraged to submit for the art proposal.
- vi. The Chair asked staff how are they to solicit artists and how the Downtown Call for Ideas was administered. Ms. Sejour stated that we had reached out to all local universities architecture programs.
- vii. The Chair stated local preference but Ms. Isa stated that based on the time frame for the use of funds, we should reach out county-wide. She also wanted the clarification of the budget. Staff indicated:
 - CDBG for Landscaping - \$30,000
 - Councilwoman Keys for Public Art - \$10-\$20 thousand
 - John O'Brien for bus shelter - \$35,000
 - CRA for the remaining balance (amount to be determined)
- viii. Ms. Lynda Westin stated that we should get the renderings of the North Miami bus shelters. Ms. Isa explained that we were given permission to create a bus shelter given that we meet the FDOT standards. She also questioned if we could create a work order to extend the time frame for landscaping.
- ix. The Chair asked if the landscape funding included hardscape and irrigation. He also mentioned that he will take the initiative to start creating the scope of work. Ms. Sejour said yes for irrigation but hardscaping would have to be clarified with the CDBG Manager.
- x. Ms. Isa requested that we use a previous scope for an outdoor project to help with our process.
- xi. Mr. Kent Walia, Sustainability Administrator made a suggestion for "upcycle" ideas.
- **Dixie Green Trail potential scope proposal by Kent Walia, Sustainability Administrator**
 - i. Kent Walia stated that the trail will be done based on design-bid-build process. It would include lighting, street furniture, monuments, sculptures, crosswalks, native landscaping, pervious paving and sidewalks; all CRA funded.
 - ii. The Chair asked if the right-of-way would remain limited and if the wide areas would be designated for pedestrians. Mr. Walia explained that the pedestrian areas would be 30' wide with landscape ceiling and once the scope is created, it would be in bullet format. The Chair then requested that the DAPAC see the final scope for reference.
- **Presentation on the branding and marketing initiative through Redevelopment Management Association (RMA) by Sharon West McCormick, Director of Business Attraction and Marketing**
 - i. Sharon West McCormick introduced herself and advertises her book.
 - ii. Presentation for CRA Downtown marketing initiative.
 - Focus on film, restaurants, stores and local businesses

5. Closing Remarks

- Meeting adjourned at 3:44 pm.

6. Next Scheduled Meeting: May 13, 2016 at 1:30 pm, DAPAC Meeting 19 (Location: Council Chambers).

- Brittni Duria will send an outlook invitation to all members and staff.

Staff Attended:

Tanya Wilson-Sejour, Planning Manager
 Sam Blatt, Economic Development Manager
 Brittni Duria, Senior Planning Technician
 Kent Walia, Sustainability Administrator
 Linda Julien, Assistant Purchasing Director
 Alberto Destrade, Purchasing Director

Minutes prepared by: Brittni Duria

Online Resource: All agendas, minutes and reports are available online at <http://northmiamifl.gov/Departments/cpd/nomidowntown.aspx>