

Memphis Zoo Parking Project

Steering Committee Meeting Minutes

October 13, 2016

Steering Committee (SC) Members Present:

John Conroy, Memphis Zoo
Robert Knecht, City Public Works
Maria Munoz-Blanco or Mike Flowers, City Parks and Neighborhoods
Michael Rowland, Community representative
Tina Sullivan (or alternate), Overton Park Conservancy
Mary Wilder, Overton Park Alliance
Manny Belen, City Engineering
Jack Stevenson, City Engineering

Attendance:

Kyle Veazey, City Communications Office

The following is a summary of the first steering committee meeting on Oct. 13, 2016.

1. Manny Belen welcomed everyone to the meeting. He asked everyone to initial off on the sign in sheet. He then asked everyone to introduce themselves. Each committee members were provided a folder containing (4) four documents: an agenda, draft RFQ, draft schedule and SC ground rules. It was noted that previously electronic version of the ground rules is superseded by the attached hard copy.
2. <ACTION> First order of business was to elect a Chair and Vice Chair. Manny Belen made a motion for Doug McGowen to be Chair, the committee voted unanimously. Manny Belen made a second motion for Maria Munoz-Blanco to be Vice-Chair, the committee voted unanimously. Floor was turned over to Vice-Chair to continue meeting.
3. Vice-Chair Munoz-Blanco resumed with agenda item III. to discuss sharing ideas about the project. Vice-Chair acknowledges Mary Wilder who raised the question about option of possibly looking at number of parking spaces as it relates to the type of vehicles. Manny Belen shared that it is early in the process to have this type of discussion, but opportunity for evaluation and discussion will happen during the request for proposal (RFP) phase of the process. The question regarding the parking stall size of 10'x20' was mentioned and whether it can be changed. It was noted that the stall dimension of 10'x20' were approved per City Council Resolution.
4. <ACTION> Draft RFQ was discussed the design team responsibility and factors in selection of design team. The committee voted unanimously to approve, with two amendments:

- a. Include design team having the expertise to evaluate and analyze drainage patterns in the surrounding area.
 - b. Include design team having the expertise to evaluate low impact development (LID).
5. For establishing selection factor, committee member asked that a typical weighted rating form be distributed electronically to all members for review. Engineering will email to all members.
6. Draft schedule was reviewed. Committee members expressed concerns about some of the dates shown on the schedule particularly dates around the holidays. It was noted that schedule will be continuously updated to account for holidays. The MS Project software does not include preset holidays.
7. Kyle Veazey discussed established website and informed committee members that signing up for email notification is available if and when website is updated. The committee's consensus is to have the meetings open to the public. Members of the public will be able to offer their input via a tool that will be developed for the web page. The committee will explore a different venue with video/archiving capabilities for future meetings.
8. Adjourn

Attachment:

- Agenda
- Draft RFQ
- Draft Schedule
- SC Ground Rules
- Sign in sheet

**Memphis Zoo Parking Project
Steering Committee Kickoff Meeting**

AGENDA

Thursday, October 13, 2016 3:30PM
Engineering Conference Room 644
125 N. Main St. Memphis, TN 38103

- I. **Welcome and Introductions** (5 min)

- II. **Review of Agenda/Creating Guidelines for Good Meetings** (5 min)
 - A. A group environment for open discussion.
 - B. For clarity purposes, only one person should speak at a time.
 - C. Limit meeting no longer than an hour.

- III. **Visioning: Sharing ideas about the project** (5 min)

- IV. **Draft Request for Qualification (RFQ)** (10 min)
 - A. Review/Discuss scope of work
 - B. Factors in selection of Design Team
 - C. Agree on final RFQ

- V. **Review/Discuss Draft schedule** (10 min)

- VI. **Discuss Communication Plan** (10 min)

- VII. **Goals by next meeting** (10 min)
 - A. Advertise and received RFQ documents
 - B. Develop weighted rating for selection
 - C. Open dialogue regarding funding

- VIII. **Close** (5 min)

**REQUEST FOR QUALIFICATIONS
FOR
DESIGN FOR THE EXPANSION OF THE MEMPHIS ZOO PARKING LOT
FOR THE
CITY OF MEMPHIS**

Purpose: The City of Memphis, Tennessee, an Equal Opportunity, Affirmative Action Employer, seeks to obtain statements of qualifications from Engineering firms interested in the preparation of plans and specifications for the expansion of the Memphis Zoo parking lot and other parking in Overton Park.

Project Description:

This project is being undertaken as a result of the agreement reached between the Memphis Zoo and the Overton Park Conservancy. This agreement was reached after several months of mediation resulted in an impasse, and the Mayor announced a parking plan for Overton Park. Subsequently, the Memphis Zoo and Overton Park Conservancy came to a consensus on a parking plan to provide additional parking for Memphis Zoo patrons and permanently end parking on the Greensward, which is supported by the Mayor, and supported and reduced to writing by City Council per a Resolution on July 19, 2016. Therefore, the project will be required to conform to the agreed upon conditions and boundaries, as stated in the City Council Resolution, which will be provided to the selected firm prior to scope and fee negotiations. The design will include the expansion of the existing main parking lot and also the expansion of the existing lot that fronts along Prentiss Place to provide an additional 415 parking spaces. The design of the expanded parking lot will be ADA compliant.

The Consultant's design team responsibilities include, but are not limited to:

- Topographic survey
- Tree survey
- Civil Engineering
- Geotechnical engineering
- Development of revised parking lot design
- Drainage design of existing parking lots and expanded parking areas
- Landscaping and irrigation design
- Design of a relocated guard house
- Design of a parking management system
- Pavement design
- Structural design
- Public involvement and stakeholder meetings
- Analysis and circulation plans
- Utility coordination, including parking lot lighting plan

- Development of Plans/Documents suitable for public bidding.
- Distribution of bid document/participation in analysis of bid submittals
- Construction administration services
- ADA
- Estimate of probable cost

Factors in Selection:

- Evaluation of the proposer's approach to providing the required services.
- Relevant Experience – identification of at least three (3) projects similar in scope and complexity within the last five (5) years
- Overall capability and experience of design team members.
- Specific experience and position in the firm of key individuals to be involved with the project.
- Identification of minority and women owned certified EBO firms included on the design team and a description of their respective roles in the project. This contract will be subject to the requirements of the City's Ordinance #5384 which establishes the Equal Business Opportunity ("EBO") Program. It is up to the Consultant to verify their certification as a City of Memphis certified EBO firm. Confirmation can be found on the home page of the City of Memphis web site under "doing business with the City".
- Adherence to the requirements of this RFQ

Design Contract Conditions:

- The successful submittal and consultant team will be expected to sign a City of Memphis negotiated contract on a lump sum basis

Format/Content of Proposals:

- Format - Submittals should be on 8 ½ x 11 sheets (fold-out sheets permitted) contained in one loose-leaf binder no greater than 1 ½" in thickness. Five (5) copies shall be submitted. Proposals will not be returned. Proposals not conforming to the required format will not be considered.
- Content - As a minimum, proposals should contain the following:
 1. Organization chart showing the team's member firms. If only one firm is involved, the chart should show the individuals who will be team members.
 2. Information on the member firms, discussing their experience with the design criteria noted above and the role each shall play.
 3. A one-page resume on individual team members.

4. A description of the proposed approach the team will take in providing specific design services requested and the proposed staffing of the various phases of the project, in terms of full- time and part-time team members.
5. Firms submitting qualifications are not expected to include cost information at this time.

Submittal Schedule: Proposals should be addressed to:

Mr. Jack Stevenson, P.E.
Administrator, Land Development/Budget
Division of Engineering
125 N. Main Street – Room 644
Memphis, TN 38103

and received not later than 3:00 p.m. on XXXXXX XX, 2016

Method of Selection: Submittals will be reviewed by the Owner's representatives, who will make a recommendation for selection. Consultants may be asked to submit a proposal and/or invited for an interview, if that is considered necessary. All proposers will be advised when selection has been made.

Reservations: The City of Memphis reserves the right to reject any and all proposals, to waive any informality in proposals, and to negotiate changes in the scope of services to be provided.

Public Review: The City of Memphis may elect to post on line the proposals submitted under this RFQ so that they may be reviewed by the general public.

STEERING COMMITTEE GROUND RULES

PURPOSE

As the title suggests, the role of the Steering Committee (SC) is to guide as well as the planning team through the process that will result in a plan that can be embraced both politically and by the constituency within the planning area. The SC will provide guidance and leadership, oversee the planning process, and act as the point of contact for all partners and the various interest groups in the planning area. The makeup of this committee was selected to provide the best possible cross section of views to enhance the planning effort and to help build support for hazard mitigation.

CHAIRPERSON

The Steering Committee will select a Chairperson. The potential role of a chair is to: 1) lead meetings so that agendas are followed and meetings adjourn on-time; 2) allow all members to be heard during discussions; 3) moderate discussions between members with differing points of view; and 4) be a sounding board for staff in the preparation of agendas and how to best involve the full committee in work plan tasks.

The committee will also select Vice Chair and to act as the principal spokesperson for the planning effort. The principal role of the Vice Chair is to assume the duties of the chair when the chair is not able to attend a meeting or forum.

ATTENDANCE

Participation of all committee members in meetings is important and members should make every effort to attend each meeting. If committee members cannot attend, they should inform the planning team before the meeting is conducted. Each Steering Committee member should attempt to identify an alternate who will represent that member at any meeting for which attendance cannot be met. If a member accumulates:

- 1 unexcused absence, or
- 2 consecutive excused absences That member will be contacted by the Chair to see if there are any issues with regards to that individual's participation on the Committee. Any final action following the inquiry will be at the direction of the Steering Committee. The Steering Committee will strive to maintain the SC membership at nine (9) members with a representative makeup similar to the initial committee makeup.

QUORUM

A minimum attendance at each meeting is needed to ensure that the different viewpoints of committee members are adequately represented. The committee has chosen to establish a quorum of 50% plus 1 of the Steering Committee membership. This establishes a minimum attendance of 5 members for a valid meeting.

ALTERNATES

A specific list of committee members was selected for the Steering Committee. These members have made a commitment to attend the meetings and gain the understanding of the issues and each other's viewpoints needed to reach agreement on plan recommendations. However, there may be circumstances when regular members cannot attend. To address these circumstances, alternate members should be identified for some organizations and interests. The Steering Committee has decided that the role of alternates, compared to regular Committee members, is that they are fully interchangeable. A Steering Committee alternate

can make a binding decision or vote on any issue at a meeting in which they preside as a Steering Committee representative.

DECISION-MAKING

As the committee provides advice and guidance on the plan, a method must be established under which decisions will be made. Two primary methods on which decisions can be based are through 1) consensus, or 2) voting. Consensus is defined as a recommendation that may not be ideal for each committee member, but every member can live with it (using the consensus continuum as a gage). Voting is defined as “majority rules”. In either case, strong minority opinions could be recorded in meeting summaries and the committee may choose to note such opinions in their final recommendations.

RECOMMENDATIONS

The committee's recommendations will be recorded in the meeting summaries and reflected in the plan as appropriate. The committee may also assist in the presentation of the plan to the elected bodies of participating organizations.

SPOKESPERSONS

Ideally, the committee will present a united front after considering the different viewpoints of its members, recognizing that each member may have made a somewhat different recommendation. To consistently represent the committee's unanimous recommendations/decisions to participating organizations, the public, and the media, a committee spokesperson should be selected.

In addition, each member should have a responsibility to represent the committee's recommendation when speaking on plan-related issues as a committee member. Any differing personal or organizational viewpoints should be clearly distinguished from the committee's work.

PUBLIC INVOLVEMENT

All Steering Committee meetings will be open to the public. Members of the public wishing to address the SC must sign in prior to the meeting and identify their name, address and whom they represent. All Steering Committee meeting agendas will be posted on the City's website. Public comments will be taken prior to initiation of each meeting. Each member of the public wishing to address the SC will be given a single allotment of 2 minutes to address the committee. This will be 2 minutes per speaker. Speaking time cannot be aggregated or passed on to another speaker. All public comments received will be reflected in the meeting minutes.

COURTESY

Committee members should treat each other with respect, listen to each other, work cooperatively, and allow all members to voice their opinions.

MEETING DATES/LOCATIONS

TBD

SIGN IN SHEET
Memphis Zoo Parking Project
Steering Committee Kickoff Meeting

Thursday, October 13, 2016 3:30PM Engineering Conference Room 644 125 N. Main St. Memphis, TN 38103

Steering Committee	Member Name	Organization	Phone	Email	Initial
1	Tina Sullivan or alternate	Overton Park Conservancy	901-214-5450	tsullivan@overtonpark.org	TS
2	John Conroy	Memphis Zoo	901-288-2855	cbrady@memphiszoo.org rsconroy@bell-south.net	VFC
3	Mary Wilder	Overton Park Alliance	901-461-8683	marywild@comcast.net	MW
4	Michael Rowland	Community Representative		mrowlandmemphis@gmail.com	MR
5	Doug McGowen or alternate	City of Memphis, Chief	901-636-6586	Doug.McGowen@memphistn.gov	
6	Jennifer Sink or alternate	City of Memphis, Legal	901-636-6540	Jennifer.Sink@memphistn.gov	
7	Maria Munoz-Blanco or Mike Flowers	City of Memphis, Parks & Neigh.	901-636-6846	maria.munoz-blanco@memphistn.gov Paul.Flowers@memphistn.gov	mb
8	Manny Belen or Jack Stevenson	City of Memphis, Engineering	901-636-6700	Manny.Belen@memphistn.gov John.Stevenson@memphistn.gov	MB
9	Robert Knecht or alternate	City of Memphis, Public Works	901-636-7100	Robert.Knecht@memphistn.gov	RK

	Name	Organization	Phone	Email	Initial
	Kyle Vecey	(am)			