

MEETING SUMMARY  
METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION (MTPO)  
FOR THE GAINESVILLE URBANIZED AREA  
PLAN EAST GAINESVILLE SUBCOMMITTEE

Room #16  
Gainesville City Hall  
Gainesville, Florida

11:00 a.m.  
Monday  
August 13, 2001

MEMBERS PRESENT

Rodney Long, Chair  
Chuck Chestnut IV  
Robert Hutchinson  
Warren Nielsen

OTHERS PRESENT

Tim Lockette  
Janine Sikes

STAFF PRESENT

Marlie Sanderson  
Gerry Dedenbach  
Andrea Vogler

CALL TO ORDER

Chair Rodney Long called the meeting to order at 11:03 a.m.

I. INTRODUCTIONS

There were no introductions.

II. AGENDA APPROVAL

**ACTION: Commissioner Hutchinson moved to approve the meeting agenda.  
Commissioner Nielsen seconded; motion passed unanimously.**

III. REQUEST FOR PROPOSAL - SCOPE OF SERVICES

Mr. Dedenbach discussed the Plan East Gainesville request for proposals process. He stated that staff received four letters of qualification. He said that the Subcommittee needs to make a recommendation concerning which of the four applicants will be issued the request for proposals and invited to give presentations concerning this project.

The Subcommittee discussed the letters of qualification and the consultant presentation format.

A member of the Subcommittee suggested that financial stakeholders in this project be invited to serve on the selection team and rank the proposals.

The Subcommittee discussed the selection team membership.

**ACTION: Commissioner Hutchinson moved to recommend that the MTPO:**

1. **distribute the request for proposals to, and solicit presentations from, the four firms that submitted letters of qualifications;**
2. **receive the presentations at its September 13 meeting;**
3. **establish a Plan East Gainesville selection team of no more than 10 members that consists of:**
  - A. **the Plan East Gainesville Subcommittee;**
  - B. **financial stakeholders in the Plan East Gainesville project; and**
  - B. **representatives from the East Gainesville Development Corporation and the Front Porch Florida Project; and**
4. **authorize the Subcommittee Chair to send letters to stakeholders requesting their participation in ranking the Plan East Gainesville project proposals.**

**Commissioner Chestnut seconded; motion passed unanimously.**

Chair Long discussed documentation of the Plan East Gainesville Planning process and requested that the September 13 meeting be videotaped.

The Subcommittee continued to discuss the format for the consultant presentations.

**It was a consensus of the Subcommittee to format the presentations as follows:**

1. **30 minutes for applicant presentations;**
2. **20 minutes for questions and answers; and**
3. **10 minutes for setup and breaks.**

The Subcommittee discussed the location for the September 13 meeting.

Chair Long requested that the meeting be held in the southeast area of Gainesville. He suggested that staff contact the East Gainesville Development Corporation to inquire whether they would be willing to host the meeting and provide refreshments. He provided a status report concerning funding for the Plan East Gainesville project.

The Subcommittee discussed funding issues concerning the project.

**It was a consensus of the Subcommittee to request that staff:**

1. **research the cost of similar planning projects listed in the letters of qualifications;**

2. **develop a list of stakeholders and their financial participation in the project;**
3. **include the cost of staff's efforts concerning this project in this list; and**
4. **include the \$45,000 allocated to hold a charrette in the list.**

Mr. Marlie Sanderson, MTPO Director of Transportation Planning, stated that the Florida Department of Transportation (FDOT) is working to develop a Community Impact Assessment process. He explained that the Community Impact Assessment process emphasizes the importance of involving the public early in the planning process. Also, he said that FDOT may provide funding for the Plan East Gainesville project as a Community Impact Assessment case-study.

**It was a consensus of the Subcommittee to request that staff inquire whether FDOT would provide funding for the Plan East Gainesville project as a case-study for the Community Impact Assessment process.**

A member of the Subcommittee stated that the Subcommittee should request that the MTPO authorize the Subcommittee Chair to negotiate with the applicants in the Plan East Gainesville consultant selection process.

**ACTION: Commissioner Hutchinson moved to recommend that the MTPO authorize the Plan East Gainesville Subcommittee Chair to negotiate a contract agreement with the selected consultant for this project. Commissioner Chestnut seconded; motion passed unanimously.**

ADJOURNMENT

Chair Long adjourned the meeting at 11:57 a.m.