



FLORIDA DEPARTMENT OF TRANSPORTATION DISTRICT SIX
I-395 PRELIMINARY DESIGN PROJECT
FIN NO. 251668-1-52-01
AESTHETIC STEERING COMMITTEE (ASC) MEETING NO. 7
ADRIENNE ARSHT CENTER FOR THE PERFORMING ARTS
ZIFF BALLET OPERA HOUSE
NEXT GENERATION GREEN ROOM
1301 BISCAYNE BLVD., MIAMI, FL 33132
MAY 29, 2015 AT 9:00 A.M.

MEETING TYPE:

Aesthetic Steering Committee (ASC) No. 7

ATTENDEES:

Committee Members in Attendance:

- The Honorable Audrey M. Edmonson (AE), Commissioner, Miami-Dade County
- Brian Blanchard, P.E., (BB), FDOT Assistant Secretary for Engineering & Operations
- Irene Hegedus (IH), Zoning Administrator, City of Miami
- M. John Richard (MJR), President and CEO, Adrienne Arsht Center for the Performing Arts
- Alyce Robertson (AR), Executive Director, Miami Downtown Development Authority

Elected Officials:

- The Honorable Audrey M. Edmonson (AE), Commissioner, Miami-Dade County

FDOT Staff:

- Gus Pego, P.E. (GP), FDOT District Six Secretary
- Raul Quintela, P.E. (RQ), FDOT Senior Project Manager
- Harold Desdunes, P.E., (HD), Director of Transportation Development
- Jason Watts (JW), Chief Counsel, Contracts and Real Property
- Tom Martinelli (TM), FDOT Government Affairs
- Roger Wood (RW), FDOT Office of the General Counsel

FDOT Consultant Project Team:

- Beth Steimle, P.E. (BS), T.Y. Lin
- Sandra Buitrago (SB), T.Y. Lin
- Tasha Cunningham (TC), Commonground/MGS
- Myrick Mitchell (MM), Commonground/MGS
- Michelle Rodanes (MR), Commonground/MGS

Miami-Dade County Staff:

- Gerald Sanchez (GS), Assistant County Attorney
- Marie Denis (MD), Department of Cultural Affairs
- Tracie Auguste (TA), Office of Miami-Dade County Commissioner Audrey M. Edmonson

Members of the Public:

- Please see attached sign-in sheet

ATTACHMENTS:

- Sign-in sheet

SUMMARY OF MEETING:

1. GP opened the meeting at 9:24 a.m. TC took roll call and the meeting was turned over to AE.
2. AE announced the public comment portion of the meeting. No public comments were received. AE called for a motion to approve the minutes of the November 2014 and January 2015 ASC meetings. MJR stated that he had not received the minutes. TC stated that all ASC members received the minutes along with an invitation to ASC Meeting No. 7. GP asked if other members received the minutes. IE stated that she had received the minutes and AR stated that she believed she received the minutes, but was absent from the last two ASC meetings. AE moved the approval of the minutes to the next meeting.
3. AE called for the next agenda item which was new business and turned the meeting over to BS who began with a discussion of confidentiality and the cone of silence. BS showed a slide regarding Sunshine Law. She stated that once the project is advertised, FDOT and the ASC would be under the cone of silence. She also elaborated on the procedures shown in the slide including the fact that all meetings related to the project must cease once the project is officially advertised. In order to ensure a fair, competitive and open procurement process, all communications between interested firms and the Department (including ASC) must be directed to the appropriate Professional Services Unit (PSU), from the point of advertisement through the posting of final selection results.
5. BS continued by providing an outline of the presentation:
 - o I-395 Project Update
 - o Public Involvement
 - o Aesthetics Steering Committee (ASC) Completion of Work
 - o Training of Members
 - o Expected Timeline and Schedule
 - o Discussion, Q&A
6. BS called for a short recess for the additional chairs that were being added the room.
7. BS continued the presentation with the project update. BS stated that there were updates to the project such as the inclusion of the MDX project 836.11 that will tie in to the interchange. BS also mentioned a reconstruction update and stated that the lowering and resurfacing of the local streets will be part of the project, as well as the reconnection of NW 2nd Avenue.
8. BS discussed technical requirements of the RFP. She emphasized that the RFP is in development and they are continuing to advance it forward.
9. BS followed with a discussion of community outreach and public involvement. She reiterated the importance of public involvement and reiterated that it is a level 4 project requiring extensive community outreach, which is the highest level for the FDOT. BS further elaborated on the requirements necessary to inform and educate community stakeholders, design/build firms, local small businesses and others about the project in both the design and construction phases.
10. BS then discussed the next slide regarding the I-395 Project Office. She mentioned the office location at 1035 NW 3rd Avenue in Overtown. She stated that the project office is staffed Monday – Friday from 9 a.m. to 5 p.m. and that the office is managed by Commonground/MGS. BS encouraged the ASC and attendees to stop by to gain information and leave comments.
11. BS continued by thanking the committee for helping FDOT achieve its goal of creating a signature bridge in downtown Miami over Biscayne Blvd, as well as the overall aesthetics of the project. She mentioned that this meeting is the last public meeting as the Aesthetic Steering Committee before the FDOT reaches out to the ASC to form the Aesthetic Review Committee (ARC). The ARC will function as the technical review committee when they move on to the next phase of the project and will be responsible for grading the signature bridge submittal. BS added that once the ASC becomes the ARC, meetings will be held one-on-one with FDOT.
12. AE requested a motion to move that the ASC shall sunset upon the appointment of the ARC.
13. The motion was moved and seconded; motion carried unanimously.
14. BS stated that ASC members will receive official correspondence from the FDOT officially appointing the ASC as the ARC. BS noted that correspondence will be sent around the time of advertisement.

15. AE asked how FDOT would handle outreach once the advertisement has been released. AE stated that she wanted the community to know exactly what was going on, keeping everything as transparent as possible.
16. BS stated that any public meetings will be conducted separately from the ARC.
17. GP stated that the FDOT will conduct its normal public outreach in order to keep the community and the stakeholders updated on the progress of the project as they move toward advertisement. GP stated that the project office is staffed and FDOT gets closer to procurement communications with businesses adjacent to the corridor and area surrounding the project will ramp up.
18. AE responded to GP and mentioned that FDOT needs to conduct public outreach to not only the businesses in the area of the project, but to the public-at-large.
19. GP responded by saying that they will work on additional outreach efforts in order to create a greater awareness of the project. GP continued by saying many people have been tracking the project in the community but there hasn't been much out there in the local media yet. He stated that FDOT will start reaching out to the media and others as the project progresses.
20. AR posed a question regarding the cone of silence and whether or not it has already started and exactly when it will go into affect.
21. AE responded to AR by stating once the FDOT puts the advertisement out to bid, the cone of silence will go into effect.
22. JW made a suggestion to the committee and others in the meeting who have websites. He stated that they could assist in helping to promote the project by linking to the FDOT website.
23. BS followed JW's comment and stated that they can link to the project website which has all of the information on the project.
24. BS continued the presentation by mentioning procurement training for the ARC members. She mentioned it will be a one-on-one training for each of the five members to let them know what is expected of them in the grading process. BS mentioned that the Technical Review Committee (TRC) for the procurement will also go through a similar training which will be conducted late in September 2015 and will not be a public meeting. BS mentioned that JW will conduct the training and that ARC members will have the opportunity to ask questions and express any concerns.
25. AE posed a question on why the training has to be held as one-on-one rather than training the entire committee as a group. She asked if it has anything to do with the Sunshine Law.
26. JW responded to AE and stated that it deals with two things when they form as the ARC. JW mentioned that there was a discussion about whether the training happens before or after the Industry Forum. He stated that the ARC cannot meet as body without having a public meeting so they will have to meet individually. He stated that if the training happens before the Industry Forum, the ARC will know how the project is to be scored and how the ranking will work, but the ARC will not be under the cone of silence. JW stated that the FDOT prefers to have the meeting immediately after the procurement is advertised. JW stated that because the public process has started, they cannot meet with the committee outside a public meeting.
27. JW went into additional detail regarding the ARC training. He stated that the ARC will begin training as soon as the project is announced to the public and at that point the transitional period from ASC to ARC will begin. He continued by stating that as a member of the ARC, they cannot meet with other members of the committee outside of a public forum. The FDOT does not want to conduct the meeting in a public forum because they want to make sure they have a very clear understanding between the committee and FDOT of their role.
28. AE posed a hypothetical question and asked if the ARC members are trained separately, then the rest of the committee members will not know if any concerns are brought up that might be relevant to them.
29. JW responded to AE and discussed the Sunshine Law and stated that no communication is allowed with the other committee members. He stated that each of the graders will be grading based on their own information they have in front of them.
30. GP responded by stating that if the committee has any questions during the training, FDOT staff will be able to answer questions and to provide guidance.
31. AE stated that FDOT staff will be able to answer that one committee member's question, but asked what would happen to the rest of the committee due to the sunshine law taking affect.

32. JW stated that FDOT cannot act as a conduit every time a review committee member asks a question. He stated that the way they can transfer that information is by conducting a public meeting and provide that information to the whole committee. JW further stated that if it's just a normal question that can be asked by anyone, then the FDOT makes a decision on whether they will have a public meeting to share it with the committee, or to answer the question individually.
33. IH followed up by saying if the question is related to the RFP process and may impact it one way or the other, if you open it to a public meeting, everyone will get the information.
34. JW responded by stating that by the time the ARC is formed, the RFP won't be on the street and everyone in the room will have a copy of it so if IH finds any issues in it, FDOT can set up a public meeting and get that information out to the public.
35. MJR asked if there would be a committee orientation before the transition from ASC to ARC.
36. JW responded and stated that they could have a high level meeting, similar to this one explaining what the committee member roles are. He continued by saying the FDOT will do a broad brush of the procurement process. JW mentioned that there will be a significant amount of hours required outside of any public meetings including reviewing documents and scoring the proposals according to the score sheets the FDOT will provide to the committee.
37. The committee agreed to set up another meeting before advertisement to go over the roles and responsibility of the members once they become the ARC.
38. JW stated that they could have individual training of committee members shortly after advertisement.
39. AE made a recommendation regarding having an exempt public meeting prior to the Industry Forum.
40. JW responded by saying that as the ARC they cannot have an exempt public meeting outside of the Sunshine Law as a group.
41. AE asked JW about any exceptions to that rule.
42. JW responded that the exceptions are if the committee is being pitched a proposal by one of the opposing teams. In that case, they can schedule an exempt meeting in that circumstance.
43. BS continued the presentation with a brief overview of the schedule and expected timeline is as follows:
 - Step 1: Expected Advertisement Date – Fall 2015
 - Step 2: Aesthetic Submittal – Late 2015
 - * DB Teams present to ARC
 - * ARC Review
 - * Aesthetic Results Meeting – Early 2016
 - ATC/APTE Rounds – Early 2016
 - Step 3
 - * Technical Proposal Due – Summer 2016
 - Step 4
 - * Price Proposal Due – Late Summer 2016
 - Anticipated Award Date – Fall 2016
 - Anticipated Execution Date – Fall 2016
44. AE asked BS about a groundbreaking for the project.
45. BS responded by stating that they are expected to break ground in early 2017.
46. AR mentioned that the committee did not have a discussion as to what the individual things they are looking for in the proposal.
47. AE responded by saying that she has been very verbal about the priority of the bridge but also the rest of the corridor.
48. BS and TC passed out hard copies of the minutes from the November 2014 and January 2015 to each of the ASC members, including M. John Richard. AE stated that she had received the minutes and apologized for TC since it appears that members did receive the minutes.
49. The meeting adjourned at 10:16 a.m.

The following minutes will be considered an accurate record of the meeting unless FDOT is notified in writing within ten (10) business days following the distribution date.

Minutes Prepared By: _____
Tasha Cunningham
District VI Design Public Information Specialist

Distribution Date: 06/23/15