



CITY OF NEWPORT BEACH

City Hall Design Committee

Minutes of the City Hall Design Committee meeting held in the Friends Room, Newport Beach Central Library, City of Newport Beach, on May 19, 2008.

1. Welcome and Introductions – Chairman Larry Tucker

Members present:

Larry Tucker, Chairman
Andy Bowden, Landscape Architect
Rush Hill, Architect
Stephen Sandland, Architect
Linda Taylor, Architect

Staff present:

Dave Kiff, Assistant City Manager
Steven Badum, Public Works Director
Shirley Oborny, Administrative Assistant

Members of the Public:

Barry Allen
Anne Balderston
Laura Dietz
Bill Ficker
Ron & Novell Hendrickson
Bill Lusk
Dolores Otting
Karen Tringali
Jan Vandersloot

2. Approval of Past Meeting's Minutes

Regarding the minutes from the April 21, 2008, meeting, Mr. Sandland referred the committee to Page 2, paragraph 4 and said "parcel" should be changed to "project site." The committee then approved the minutes from the April 21st and May 5th meetings.

Ms. Otting said she doesn't feel the minutes from either meeting were posted correctly because they were not posted within 72-hours of the meeting according to the Brown Act requirement. Mr. Kiff said only the agenda is subject to the Brown Act. He suggested he and Ms. Otting confer with the City Attorney for clarification. Ms. Otting distributed copies of information from the Ralph M. Brown Act (attached).

3. Public Comments on Non Agenda Items

Mr. Ficker asked when the public would be allowed to comment on the detailed design parameters. Discussion ensued. Chairman Tucker invited Mr. Ficker and others to present their ideas at the June 16th meeting.

4. City Hall & Park Master Plan Project

Discussion under this topic may include, but not be limited to:

- ***Updates on reports and studies - geotechnical, ALTA, boundary/topo, preliminary title report;***

Mr. Kiff said the geotechnical is now available on the website. Mr. Badum said The Irvine Company will be providing some type of a parcel map to the City. For the Central Park site he said we have essentially the same information that would be in an ALTA. Mr. Sandland suggested an ALTA survey be done. Chairman Tucker agreed. Mr. Badum said he would put together a document that includes the easements, etc. Mr. Kiff said the preliminary traffic analysis is currently available on the web. Chairman Tucker suggested all the documents be posted on the web as soon as possible with notification to the committee so they can review what will be given to the architects.

- ***Draft grading sheet reflecting Committee's Judging Criteria;***

In regards to 1.C, Mr. Sandland suggested City staff do the reference checks on behalf of the committee. Mr. Hill said they should do the reference checks after the group narrows down the number of submittals. Chairman Tucker asked Mr. Kiff to find out whether the committee's notes on the grading sheets can be viewed by the public. Also suggested was for him to have the grading sheet heading include the word "preliminary".

- ***How to quantify and coordinate the Committee members' rankings of the RFQ submittals;***

Mr. Kiff announced that 51 firms submitted their qualifications by the 3:00 p.m. deadline and the committee would receive a copy of each submittal for their review. Committee members requested a list of the names of each firm be provided to them as well as posted to the web.

Mr. Hill suggested that whatever method each member chooses to rank the RFQ submittals they should be consistent for each one. The members also agreed to individually rank the submittals prior to discussing them as a group on June 2nd. Mr. Kiff said he will present a matrix each committee member's rankings at the next meeting. In response to Chairman Tucker, committee members provided feedback about how they intend to review and rank the submittals.

Discussion ensued in response to Mr. Sandland's concern about committee members making candid statements about the firms and their submittals in public. Chairman Tucker asked Mr. Kiff to confer with the City Attorney to see how this issue should be handled.

Ms. Balderson asked what information was given to the firms about how much park space is to be preserved. Chairman Tucker said that information is included in the design parameters approved by the City Council. Mr. Hill explained that a successful design would be one in which the park and City Hall balance and compliment each other. Chairman Tucker clarified that this committee will not be telling the architects how to design the project. Ms. Balderson said she would like the record to show that she is concerned about what happens with the rest of the space.

Dr. Vandersloot said he thinks it's a valid question as to whether the committee itself understands what the general design parameters are because some committee members had questioned what "proposed to be" a natural park meant. He said they asked if it

meant it was required or not. He handed out a copy of the minutes from the April 22, 2008, City Council meeting (attached) where "...the park site is intended to be a "natural park,..." was highlighted. He said the committee needs to understand what the City Council wants so they don't pass on those questions to the architects. Chairman Tucker said he doesn't feel there is any confusion but everybody will be able to express their opinions when the designs come in.

Chairman Tucker asked the committee if they felt a need for "detailed design parameters pending suggestions from the outside." He said it was discussed at a previous meeting and it didn't seem there was any interest. The committee felt it should be left open for discussion if somebody wants to submit information. They agreed the committee may see something that needs more definition once they review the geological, the ALTA, and the boundary/topo information.

Mr. Hill and Mr. Sandland suggested that once the five firms are selected the committee could invite the firms to a meeting so they could all ask the committee questions and then the committee could formulate the answers and send them back to the firms. Mr. Sandland suggested this be done a few weeks into the process. Chairman Tucker asked Mr. Kiff to relay this suggestion to the Building Committee.

In response to Mr. Hill, Chairman Tucker said the committee should try to recommend up to five firms.

▪ ***Should there be interviews of firms? If so, where and when?***

The committee talked about interviewing firms if there were a need to narrow down the number of firms. Mr. Allen asked who would do the interviewing. Chairman Tucker said it would be the committee who interviews the firms and the public could make comments but would not be allowed to ask questions.

5. Appointment of Acting Chair for June 2nd meeting

Chairman Tucker appointed Mr. Sandland to chair the June 2nd meeting in his absence.

6. Adjourned to next meeting

The meeting was adjourned at 7:30 p.m.