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A meeting of the Community Redevelopment Agency Advisory Board was held on Wednesday, May 31, 2017 at City Hall, 400 South Orange Avenue, City Hall, First Floor, North and South Collaborations Conference Room, 400 South Orange Avenue, Orlando, Florida. Chair Doug Taylor called the meeting to order at 3:55 p.m., noting a quorum was present.

MEMBERS PRESENT: Doug Taylor, Chair  
Wendy Connor, Vice Chair  
Roger Chapin  
Bill Lambert  
Terry Delahunty

MEMBERS ABSENT: Jessica Burns  
Commissioner Victoria Siplin

STAFF PRESENT: Thomas C. Chatmon, Jr., Executive Director  
Walter Hawkins, Director of Urban Development  
David Barilla, Assistant Director  
Christel Brooks, Administrative Specialist  
Ashley Edwards, Board Secretary  
Kelly Allen, Marketing Coordinator  
Analys Sanchez, Interactive Media Coordinator  
Mercedes Blanca, Division Fiscal Manager  
Marya Collier, Economic Development Coordinator III  
Jason Wojkiewicz, Budget Analyst III

**Approval of Minutes** - A motion was made by Terry Delahunty and seconded by Bill Lambert to approve the minutes of the April 26, 2017 CRA Advisory Board meeting. The motion carried unanimously.

**Executive Director Report** – None.

**Parramore Update:**

Walter Hawkins gave an update on events taking place in the Parramore area. The Board thanked Mr. Hawkins for his update.

**New Business:**

- a. **CRA Infill Housing Ranking – David Barilla, Assistant Director** - A Request for Proposals (RFP) for the subject project was issued on March 21, 2017. Five (5) firms responded to this solicitation, and the Consultants' Qualifications Board certified all five (5) firms on April 28, 2017. On May 3, 2017, the Advisory Committee shortlisted the top-ranked three (3) firms for formal

*Community Redevelopment Agency Advisory Board Minutes*  
*Page 2*

interviews and oral presentations. After final presentations, on May 17, 2017, the Advisory Committee met to generate a ranking of the firms as follows:

1. RL Burns, Inc
2. Votum Construction
3. H.J. High Construction

The members of the Advisory Committee are as follows:

Thomas C. Chatmon, Jr.	DDB/CRA Executive Director (Chair)
Tom Connery	CIP Division Manager
Oren Henry	Housing and Community Development Director
Terry Delahunty	Community Redevelopment Agency
Byron Raysor	Contract Compliance Investigator III, MBE Office

RL Burns, Inc. has proposed utilizing the MBE subconsultants as shown on the attached MBE Bid Summary.

Staff is requesting a recommendation of Approval of the Advisory Committee's ranking and approval for City staff to proceed with negotiations with the top ranked firm, RL Burns, Inc. Should negotiations with the top ranked firm prove unsuccessful, approve negotiations with successively ranked firms until a successful agreement is reached.

Roger Chapin declared a conflict.

A motion was made by Bill Lambert and seconded by Terry Delahunty to approve recommendation of the Advisory Committee's Ranking and approval for the Chief Procurement Officer to proceed with negotiations with the top ranked firm, R.L. Burns, Inc. and authorize execution of an agreement in an amount not to exceed \$2 million. Should negotiations with the top ranked firm prove unsuccessful, approve of negotiations with successively ranked firms until a successful agreement is reached.

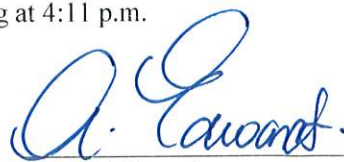
**Date of Next Meeting**

The next scheduled meeting of the Community Redevelopment Agency Advisory Board is Wednesday, June 28, 2017, 3:00 p.m., at City Hall, Sustainability Conference Room, on the Second Floor.

**Adjournment**

There being no further business to come before the Community Redevelopment Agency Advisory Board, Chairman Doug Taylor adjourned the meeting at 4:11 p.m.

  
Thomas C. Chatmon, Jr.  
Executive Director

  
Ashley Edwards  
Recording Secretary