



MEETING MINUTES

LONG REACH VILLAGE CENTER (LRVC) RFP EVALUATION COMMITTEE

Monday, March 13, 2017; 4 p.m.

Attendance

Members Present: Nina Basu, Community Member
Janet Evans, Community Member
David Tohn, Community Member
Jahantab Siddiqui, Howard County Administration
Amy Gowan (Presiding Officer), Department of Planning and Zoning
Kent Sheubrooks, Department of Planning and Zoning
Holger Serrano, Department of Public Works

Members Absent: N/A

Staff Present: Patricia Restrepo, Chartwell Enterprises
Kate Bolinger, Department of Planning and Zoning
Kristin O'Connor, Department of Planning and Zoning
Melanie Bishop, Department of Public Works
Norman Parker, Office of Law

Topics of Discussion

1. Call to Order and Introductions

Patricia Restrepo of Chartwell Enterprises opened the meeting at 4 p.m. and called for introductions. Ms. Restrepo summarized the process to solicit proposals from developers, including: development of a Request for Proposals (RFP) document, hosting of an Industry Day event, a question and answer period, and receipt of proposals. She noted that the RFP clearly described the criteria to be used in evaluating proposals received.

Ms. Restrepo described the process the LRVC evaluation committee would use to select a preferred proposal: review proposals received, identify clarifying questions for developers, pose questions to developers via interviews, reconvene as a committee, request best and final offers (BAFOs), and finally make a recommendation of a preferred proposal to the Howard County Council.

Amy Gowan, Deputy Director, Howard County Department of Planning and Zoning (and Presiding Officer of the LRVC Evaluation Committee), described how the Maryland Open Meetings Act applies to the LRVC evaluation committee because multiple community members sit on the committee. Ms. Gowan noted that the Maryland Open Meetings Law provides an exemption for competitive bidding, and that discussions of bids could occur in closed session.



2. **Closed Session** – Discussion of Individual Proposals

Presiding Officer Amy Gowan made a motion to go into closed session to discuss the contents of individual proposals. Ms. Gowan stated that closed discussion is necessary to maintain the county's ability to most effectively negotiate with proposers. She further stated that the county's best interests are served when information regarding the contents and number of competing proposals remains confidential throughout the solicitation process. Ms. Gowan noted that the closed discussion falls within the procurement exception found at GP 3-305(B)(14) of the Maryland Open Meetings Act. This motion was seconded by LRVC evaluation committee member Jahantab Siddiqui.

Vote: 7-0 to go into closed session.

The evaluation committee went into closed session at 4:14 p.m. to discuss individual proposals. Members present included: Nina Basu, Janet Evans, David Tohn, Jahantab Siddiqui, Amy Gowan, Kent Sheubrooks and Holger Serrano. Staff present included: Patricia Restrepo, Kate Bolinger, Kristin O'Connor, Melanie Bishop and Norman Parker.

Topics discussed during the closed session included:

- The number of proposals received
- Individual contents of proposed development concept plans, including mix of uses, design, public gathering spaces, and integration with other Urban Renewal Area properties
- How individual proposed plans could benefit the community and redevelop the LRVC using the ReImagine Plan's objectives of economic sustainability, connectivity, community spaces, and site and building design
- The experience of individual proposing firms
- Proposed development timelines
- Selection of proposals to advance to the interview stage
- Specific questions to be posed by proposal at the interview stage

3. Call to Adjourn

Ms. Gowan adjourned the meeting at 5:33 pm.