

NEWBURYPORT REDEVELOPMENT AUTHORITY

Minutes for the meeting of November 8, 2006

Held in City Hall, 2nd floor conference room

Attendance: Marcus, Norton, Fowler, Taintor, and Brennan

The meeting was called to order at 7:00 p.m. The purpose of this special meeting was to prepare a Request for Proposals from park planners/landscape architects who will be asked to develop two or three plans for an expanded park with some residual parking for the East and West Lots.

Taintor had prepared a model RFP from which the group worked. Marcus had prepared earlier some guidelines regarding the activities on the waterfront and protected ways and easements. She also prepared a time line for the proposal which was accepted. The tentative time table is as follows:

1. RFP ready to be picked up in the Planning Office (presumes an ad being run previously) on December 5, 2006.
2. Pre-submission meeting with NRA members: January 10, 2007
3. Submissions: January 23, 2007
4. Review of proposals, special NRA meeting, February 7, 2007
5. Interviews with candidates: week of Feb. 12
6. Selection of planner: February 28, 2007, regular NRA meeting
7. Contract to be signed by March 10.
8. Public meeting of NRA, early May, for planner to get public input
9. Planner to submit preliminary plans (2or 3) by July 1, 2007
10. Public hearing (two), dates to be determined
11. Final conceptual plan to be submitted by September 1, 2007

Several points were agreed upon during the discussion: No specific number for parking spaces to be given in the RFP; the planner will be asked to devise a park and to figure out residual parking based on his plan and Chapter 91 regulations. The bidding price is to be \$25,000, with the possibility of another \$5,000 if the applicant can justify the additional expense. Minimum requirement for experience will be that applicants must be registered landscape architects. The plans will be conceptual and schematic. It was agreed that the plan should incorporated an information booth and public toilets, as presently exist, but that these could be relocated.

Taintor and Marcus will continue to work on the draft for final submission at the Nov. 21 meeting.

The meeting was adjourned at 9:00 p.m.

Respectfully submitted, Janet K, Marcus