

**GWINNETT PLACE
COMMUNITY IMPROVEMENT DISTRICT (GPCID)
REGULAR BOARD MEETING
Sonesta Gwinnett Place Atlanta
1775 Pleasant Hill Road
Duluth, GA 30096
November 11, 2015**

MINUTES

Attendees

Board Members: Craig Kaufman James Song Andy Sumlin
 Leo Wiener Mark Williams

Staff: Joe Allen Glenn Wisdom

Legal: Lynn Rainey

Chairman Wiener called the meeting to order at 9:05 a.m. by welcoming all in attendance. A special presentation was made by Mr. Wiener to Debbie Ellington with Ramco-Gershenson, Inc. for their continued investment in the Promenade at Pleasant Hill.

Mr. Williams motioned to approve the proposed Meeting Agenda; seconded by Mr. Kaufman and unanimously approved 4-0 (Mr. Sumlin had not yet arrived).

Mr. Williams motioned to approve the Minutes from the September 9, 2015 Regular Monthly Meeting, as presented; seconded by Mr. Song and unanimously approved 4-0.

Action Items

Mr. Allen provided the following overview of the Request for Proposal (RFP) process that was followed related to the action items to be voted on by the board:

- CID prepared four RFPs for various elements outlined in the Activate Gwinnett Place plan:
 - Connectivity to McDaniel Farm Park feasibility and scoping study
 - Professional design services to complete the remaining segments of the streetscapes along Pleasant Hill Road and Satellite Boulevard within the CID.
 - Feasibility and scoping study for potential future intersection improvements at Pleasant Hill Road and Satellite Boulevard.
 - Professional design services for improvements along Gwinnett Place Drive and Mall Boulevard
- RFPs were shared with Gwinnett County.

- RFPs were advertised on the State of Georgia Procurement website, the GMA/ACCG marketplace website and the CID website. E-mails with RFP attachments were sent to numerous firms from various sources.
- Four review teams were formed consisting of the two CID staff members and Gwinnett County representatives. Scoring sheets were prepared based on the criteria outlined in the RFP documents. Special thanks was offered to Marcie Moore with Gwinnett County Department of Parks and Recreation and to David Tucker and Lewis Cooksey with the Gwinnett County Department of Transportation for their time and expertise to review the various proposals received and to participate in the interviews.
- The board will be asked to consider the recommendations of the review teams based on their individual and then collective review of the submitted proposals, reference checks and the 45-minute interviews with finalists.
- The CID wishes to thank all the firms that submitted proposals. Excellent proposals were submitted, and it was a difficult decision for the review team members. But, Mr. Allen stated that the review teams are bringing strong recommendations forward to the board.
- Mr. Allen noted, for the CID to fund these efforts, will be a considerable cost. There is no guarantee that the efforts will result in any projects constructed. Mr. Allen wanted the board members to be aware of the risk and the challenge. He believes, if the CID wants to move Activate Gwinnett Place forward, this is the direction to go. There are no guarantees. The goal is to use the information and materials produced to “encourage” Gwinnett County to include all/ parts of these projects for funding by the next SPLOST, assuming Gwinnett County calls for the SPLOST vote and the voters approve it in November 2016.
- Total cost of projects/studies proposed is \$511,695.00. GPCID should receive \$75,000.00 in SPLOST planning funds from Gwinnett County that brings CID costs to \$436,695.00, if the board approves these recommendations. If any supplemental funding is available from the Atlanta Regional Commission (ARC), the board expressed an interest in securing any funding available via the ARC.
- Mr. Allen directed the board members to tabs 2, 3, 4, and 5 in their board notebook to find the combined scoring sheet with the final total score, followed by the individual scoring sheets, and the draft professional services agreement including a task work order with the scope of work taken from the appropriate RFP document, and the proposal document submitted by the consultant being recommended.

Feasibility and Scoping Study for Enhancing Connectivity from McDaniel Farm Park to the Gwinnett Place Area

Following an overview of the scope of work by Mr. Allen and a presentation by Mr. Bryan Bays, TSW, Mr. Williams motioned to authorize the Chairman to execute documents between GPCID and TSW to complete a feasibility and scoping study for enhancing connectivity from McDaniel Farm Park to the Gwinnett Place area for a base

amount not to exceed \$98,500.00; seconded by Mr. Sumlin and unanimously approved 5-0. (Mr. Sumlin had joined the meeting at this point).

Professional Design Services for Streetscape Enhancements along Sections of Satellite Boulevard and Pleasant Hill Road

Following an overview of the scope of work by Mr. Allen and a presentation by Mr. Chris Kingsbury of Moreland Altobelli Associates, Inc., Mr. Williams motioned to authorize the Chairman to execute documents between GPCID and Moreland Altobelli Associates, Inc. to provide professional design services for streetscape enhancements along sections of Satellite Boulevard and Pleasant Hill Road within the greater Gwinnett Place area for a base amount not to exceed \$165,640.00; seconded by Mr. Song and unanimously approved 5-0.

Feasibility and Scoping Study for Future Intersection Improvements at Pleasant Hill Road and Satellite Boulevard

Following an overview of the scope of work by Mr. Allen and a presentation by Mr. Erick Fry, AECOM, Mr. Williams motioned to authorize the Chairman to execute documents between GPCID and AECOM to complete a feasibility and scoping study for future intersection improvements at Pleasant Hill Road and Satellite Boulevard for a base amount not to exceed \$89,128.00; seconded by Mr. Sumlin and unanimously approved 5-0.

Professional Design Services for Improvements along Gwinnett Place Drive and Mall Boulevard

Following an overview of the scope of work by Mr. Allen and a presentation by Mr. Matt Wilder, Pond & Company, Mr. Williams motioned to authorize the Chairman to execute documents between GPCID and Pond & Company to provide professional design services for improvements along Gwinnett Place Drive and Mall Boulevard within the greater Gwinnett Place area for a base amount not to exceed \$158,427.00; seconded by Mr. Sumlin and unanimously approved 5-0.

Treasurer's Report

Mr. Allen presented the following account summaries for September and October 2015:

Checking Account

September 1, 2015 Beginning Balance:	\$ 39,868.59
October 31, 2015 Ending Balance:	\$ 48,763.01

Money Market Account

September 1, 2015 Beginning Balance:	\$1,860,985.96
October 31, 2015 Ending Balance:	\$2,631,986.74

Certificate of Deposit

September 1, 2015 Beginning Balance:	\$ 165,544.65
October 31, 2015 Ending Balance:	\$ 166,162.74

Grand Total Account

September 1, 2015 Beginning Balance: \$2,066,399.20
October 31, 2015 Ending Balance: \$2,846,912.19

Mr. Allen noted that as of October 31, 2015, the GPCID had approximately \$2.8 million in cash. He encouraged board members to review the monthly financial summaries for September and October 2015. The current cash balance and expected revenues leave an estimated \$1.3 million available at the board's discretion through the end of the GPCID lifecycle ending October 2017.

Mr. Song motioned to approve the Treasurer's Report and ratify the expenditures; seconded by Mr. Williams and unanimously approved 5-0.

Chairman's Remarks

Chairman Wiener emphasized the importance of the Activate Gwinnett Place projects just approved. He encouraged members of the audience to contact the Gwinnett County Board of Commissioners and let them know of the importance of Activate Gwinnett Place projects.

Executive Director's Remarks

Mr. Allen provided an overview of the draft FY 2016 Operating and Maintenance Budget. He encouraged board members to review for possible approval at the December 9, 2015 board meeting.

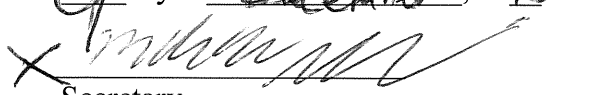
Mr. Allen provided a report on the positive media relation efforts of the GPCID with several front page coverage articles about GPCID initiatives.

An opportunity for public comment was offered, but none was made.

The meeting adjourned at 9:57 a.m. The next scheduled meeting is 9:00 a.m. on December 9, 2015 at the Sonesta Gwinnett Place Atlanta, 1775 Pleasant Hill Road, Duluth, GA 30096.

Approved by the Board this

9th day of December, 2015


Secretary