



OAK RIDGE PARKS & RECREATION COMMISSION
SPECIAL CALLED MEETING
OCTOBER 29, 2013 - 7 P.M.
OAK RIDGE TOWN HALL

MINUTES

Members Present

Bill Edwards, Chair
Tracy Street, Vice Chair
Barry Knight
John Thomas, Alternate (Sitting)
Paul Greiwe, Alternate (Sitting)
Phyllis Anders, Alternate (Not Sitting)

Staff Present

Terry Lannon, Parks & Recreation Director
Sandra Smith, Town Clerk

Members Absent

Tony Cooler
Liz Tice

Teen Advisor Absent

Madeline Bagby

Walkability Sub-Committee Absent

Ellen Langlois, Chair

1. CALL TO ORDER

Bill Edwards called the meeting to order at 7:00 p.m.

2. APPROVE OCTOBER 29, 2013, AGENDA

Paul Greiwe made a motion to approve the agenda of the October 29, 2013, meeting. Tracy Street seconded the motion, and it was passed unanimously (5-0).

3. NEW BUSINESS

- Review submitted ORTP Phase II Master Plan RFQs
- Selection of ORTP Phase II planner/contractor

Members of the Parks & Recreation Commission reviewed RFQs submitted by six firms: Stewart Inc., Susan Hatchell Landscape Architecture, Wirth & Associates, Derek Goddard/Blue Ridge Environmental Consultants, OBS Landscape Architects, and Site Solutions. Various items were discussed, including qualifications, experience, and PARTF grant experience. After individually reviewing each packet submitted, Commission members were asked to rate each firm from 1 to 6, with 6 being highest. The number of points for each firm were then tallied, with results as follows:

Site Solutions	33 points
Stewart Inc.	32 points
Wirth & Associates	23 points
Susan Hatchell Landscape	18 points
Blue Ridge Environmental	11 points
OBS Landscape Architects	9 points

Commission members agreed that the difference between Site Solutions and Stewart Inc. was negligible. Greiwe said he had worked with Site Solutions very successfully in the past, and Lannon said the advantage Stewart would have was that the firm had merged with Haden Stanziale, which had worked with the Town on Phase I of park construction, making it familiar with the park. In addition, Jon Wood, a former Haden Stanziale employee that had worked with the Town on the park, was still with Stewart.

After additional discussion, **Bill Edwards** made a **motion** that the Commission recommend that the Town contract with Stewart Inc. for the park's Phase II project manager. **Barry Knight** seconded the motion, and it was passed unanimously (5-0).

Lannon said he would contact all six firms, and would set up a meeting with the Commission and Jon Wood of Stewart Inc. Commission members requested Wood bring preliminary sketches of the plan for Phase II.

4. PUBLIC COMMENTS

None

5. ADJOURNMENT

Bill Edwards made a **motion** to adjourn the meeting at 9:12 p.m. **John Thomas** seconded the motion, and it was passed unanimously (5-0).

Respectfully Submitted:



Sandra B. Smith, Town Clerk



William H. Edwards, Chairman