

City of Ashland
PARKS AND RECREATION COMMISSION
Lithia Park Master Plan Committee Meeting Minutes
March 21, 2017

ATTENDEES

Present: Commissioners Landt and Miller; APRC Director Black; Interim Parks Superintendent McFarland; Project Manager Minica; Administrative Assistant Harshman

Absent: None

CALL TO ORDER

APRC Director Black called the meeting to order at 4:02 p.m. in the Parks Admin Office, 340 S. Pioneer.

PUBLIC PARTICIPATION

There was none.

ADDITIONS OR DELETIONS TO THE AGENDA

There were none

UNFINISHED BUSINESS

There was none.

NEW BUSINESS

a. Review and Approve Draft RFP for Lithia Park Master Plan

Black said the draft RFP might be ready for inclusion in the March 27 regular meeting packet the following day. The RFP would hopefully be issued by April 10. Landt said he preferred editing off a hard copy rather than an electronic copy. Black asked for input on key dates for the RFP:

Issue RFP:	April 10
Final Day to Request Clarifications:	May 24
Responses Due:	June 7
Interviews (as needed):	No date(s) selected
Firm Selection Process:	No dates(s) selected
Estimated Recommendations to APRC Commissioners:	No date selected
Interview Period:	No date selected
Estimated Award of Contract:	No date selected

It was discussed that the selection committee would include those in attendance plus a City Planner. Black said the subcommittee could limit the number of proposers selected for consideration; the number five was agreed upon.

Landt discussed the RFP's verbiage and provided several edits. He asked clarifying questions about the document and Black provided responses.

Once the RFP was issued, respondents would have two months to submit their proposals.

Black said he would review the entire document again and make additional edits.

Black suggested including the Ashland Daily Tidings March 23 "Park Views" column about the Lithia Park Master Plan, written by Landt and Miller, as an RFP addendum.

SET FUTURE MEETING DATE(S)

No meeting dates were set.

ADJOURNMENT

There being no further business, the meeting was adjourned at 4:25 pm

Respectfully submitted,

Susan Dyssegard, Executive Assistant
Ashland Parks and Recreation Commission