



City of Naples

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COUNCIL MEMBERS

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Discussion of the following items requested by Councilman Anderson-McDonald

ITEM 3

Natural Resources Officer position

ITEM 3-a

Mrs. Anderson-McDonald suggested that a present employee from the Community Development or Community Services Department could divert some time to develop this position to track the impact of Naples growth on the natural resources with the help of a working relationship with the Department of Natural Resources and the Department of Environmental Regulation. City Manager Jones noted that at upcoming workshops the staff and Council could establish some long term goals. He suggested that this may be the appropriate time to investigate such a position and consider including it in the budget for the coming year. He also noted that the County would be doing a comprehensive study of beach erosion and would include the City beaches. He further explained that if a plan of action evolved from the study, the County planned to adopt a millage rate dedicated to beaches similar to the water resources millage rate. Mr. Richardson stated his opinion that some beach observation was made by the Community Services Department and some by the Police Department and that this activity should be coordinated by one person. He noted the impact that a recent state statute would have upon development and the anticipated rush to have roads and utilities in place. He also stated that someone should be checking the pollution in Naples Bay periodically and that thought someone should be checking Moorings Bay. Mr. Bledsoe agreed with Mr. Richardson although he said he did not feel it would be a full time responsibility at this time. Mayor Putzell said he felt the beach is Naples' prime asset and that setting responsibilities for this type of position should be a priority. He suggested that the staff work together to define the responsibilities for this position and to determine how to work with whatever program the County is planning.

Quarterly staff/media conference

ITEM 3-b

Mrs. Anderson-McDonald noted that the citizens seemed to feel there was a lack of information about the inner workings of Council, the staff, and City government in general. She suggested that City Manager Jones be responsible for coordinating a meeting with the media when quarterly reports come out. The City Manager noted that a variety of programs were being developed to reach the people with this type of information. Mayor Putzell pointed out some of these programs included an open house. He stated that he, too, wished to have a people-to-people program and to see open government. Mr. Bledsoe commented on the packets received by councilmen prior to meetings and said he felt that the media and the public should have a better opportunity to review this material. He also suggested indepth explanation for media or citizens on action that was taken. City Manager Jones stated that the staff was trying to place a copy of the meeting packet in a location where it would be accessible over the weekend, since it comes out on Friday and City Hall is closed Saturday and Sunday. Mayor Putzell said he would welcome any suggestions for his people-to-people program.

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Discussion requested by Mayor Putzell regarding City Council meetings

ITEM 4

Conduct of meetings
Agenda

ITEM 4-a
ITEM 4-d

Calling attention to the packet for the Council meeting February 19, Mayor Putzell noted the many, weighty decisions Council members would be making in the months to come. Regarding the conduct of meetings, Mayor Putzell stated his opinion that Council members should be able to express themselves in civil terms, should organize their thoughts into logical sequence, stay on the subject and not detour. He said he felt that the public was not aware of much of the material in the meeting packets and proposed that when Council considers an item (after the City Attorney reads the resolution or ordinance title), the City Manager or staff member give a brief summary. This summary would include Council's options, the staff recommendations and the reasons therefor. Council should then proceed, he said, with the discussion by the proponent and by members of the Council. He further suggested votes on matters important to the community be explained by Council members. He also stated that in an attempt to have presentations made in an orderly fashion without losing the interest of the public, there should be a time constraint, such as a seven minute limit with a warning after six minutes. There would be logical exceptions to this procedure, he said. Mayor Putzell then asked City Manager Jones to obtain a timer with a white light for a six minute warning and, one minute later, the red one. He explained that this would include petitioners with certain exceptions. In response to a question from Mr. Bledsoe, Mayor Putzell stated that he would attempt to keep speakers on the subject. Mr. Richardson noted his dissatisfaction with the manner in which the City Council Agenda is printed in the Naples Daily News and suggested that the local television station help to publicize some of the more important items prior to each meeting. City Manager Jones reviewed the format of the agenda and explained the use of the consent agenda. He noted that the latter included items that conformed to previously set policy and pointed out that any member of the Council or public could request that an item be removed from the consent agenda for individual discussion. He explained that problems with copying machines had delayed the packets last week, but normally they were delivered to Council members on the Friday afternoon preceding the meeting.

Evening meetings

ITEM 4-b

Mayor Putzell suggested having one meeting a month in the evening for the next three months; City Manager Jones suggested the second meeting of the month be in the evening. He further noted that the Charter set meeting times and specific action would be necessary if the idea proved practical. He explained that the Planning Advisory Board recommendations were usually heard at the second meeting of the month; however, he said he felt the agenda could be tailored to accommodate a meeting approximately three hours long. After discussion, it was the consensus of Council to begin the proposed evening meetings at 7:00 p.m. Mr. Richardson suggested having workshops on the second and fourth Wednesdays. Mayor Putzell voiced his opinion that there may be times when it would not be necessary to have a regularly scheduled workshop.

COUNCIL MEMBERS

O T I O N
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"Sunshine Law"

ITEM 4-c

City Attorney Rynders reviewed the state statute referred to as the "Sunshine Law". He noted that all meetings of the Council at which official acts are to be taken are public meetings with a requirement of adequate notice to the public. Another requirement he noted was that minutes be taken and that the public have free and open access to those minutes. He noted a third requirement that all members present must vote unless they have a conflict of interest and file a statement of conflict of interest. He said he believed the Sunshine Law reached all meetings of Council and meetings of any committee or subcommittee of the Council and the City's appointed boards. He stated that the Sunshine Law did not reach staff meetings or meetings between the staff and individual members of the Council. He explained that the idea was to prevent official acts being formulated just short of official action without public scrutiny of the decision-making process. He further pointed out that discussion of City matters by Council members in City Hall offices where the public was not excluded did not constitute a violation of the law, unless a final decision was reached that would render the public hearing of the issue a mere formality. Mayor Putzell summed up by suggesting that everyone lean to the side of caution in their interpretation of the Sunshine Law. Mayor Putzell also mentioned changes being contemplated in the office space for the Mayor and Council members in order to make them more open to the public.

Citizen Charles Andrews asked that Council not have workshops on Tuesdays prior to the regular meetings because they conflicted with the County Commission Tuesday meetings. Mayor Putzell noted that plans were to have workshops on the second and fourth Wednesdays.

Citizen Harry Rothchild expressed his agreement with Mayor Putzell's suggestions and suggested that the meeting packet be ready for the media on the Thursday instead of Friday prior to a meeting. He objected to the City Manager talking to each Council member individually on a given subject.

Herb Anderson, president of the Naples Beautification Council, suggested the creation of an architectural review committee. Mayor Putzell reviewed his recent visit to Palm Beach and his interest in maintaining Naples as Palm Beach has been maintained. He suggested that the staff investigate the Palm Beach zoning ordinance. In response to a question from Mr. Graver regarding the committee makeup, Mr. Anderson suggested architects, landscape architects, representatives from neighborhood associations, and Chamber of Commerce representatives. Mayor Putzell said he would have City Attorney Rynders check the legal constraints for a committee of this sort to have any control.

Citizen Jim McGrath said he favored the new state statute regarding growth and development.

ADJOURN: 11:15 a.m.

Edwin J. Putzell, Jr.

Janet Cason
City Clerk

Ellen P. Weigand
Deputy Clerk

These minutes of the Naples City Council approved **MAR 19 1986**

Supplemental attendance list - Workshop Meeting, 02/18/86

Charles Andrews
Phil Morse
Kris Jain
Karl Nelson
Eric Isenhoff
Bruce Green
Eugene Schmieder
John Agnelli
Herb Anderson

Gina Hahn
Sheldon Reed
J. Sandy Scatena
Gil Blanquart
Jack Love
Anders Sandquist
Robert Forsythe
Jack Worth

Ron Weaver
John McCord
Rick Barber
Cliff Schneider
Knute Hartman
Jim McGrath
Robert Tiffany
Harry Rothchild
Tom Morgan

News Media

Lori Rozsa, Miami Herald
Brian Grinonneau, WNOG

Hillary Hutchison, TV-9
Ted Trulock, WBBH TV-20

Chuck Curry, Naples Daily News

Other interested citizens and visitors

A RESOLUTION RELATING TO THE SELECTION OF ARCHITECTS AND ENGINEERS; ADOPTING A PROCEDURE FOR SECURING PROFESSIONAL SERVICES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Manager has recommended that the City adopt a policy, within the guidelines of the Consultants' Competitive Negotiation Act, for securing the services of professional architects and engineers;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NAPLES, FLORIDA:

SECTION 1. That the following procedure shall be followed in securing the services of professional architects and engineers by the City of Naples:

Step 1.

Public announcement of project giving a general description of the work to be performed, including the time element involved, in accordance with the provisions of the Florida Consultants' Competitive Negotiation act.

Step 2.

Prepare agenda item to secure resolution appointing members to a consultant selection committee for each project with estimated construction costs exceeding \$100,000.00 or for a planning or study activity when the fee for professional services exceeds \$5000.00.

Step 3.

Once appointed the committee shall be responsible for the following:

- A. Review all submittals and prepare a "short list" based on the firms qualifications and any other criteria they feel is relevant to the particular project.
- B. Once "short list" is determined the committee shall interview each prospective firm and subsequently rank three (3) firms in order of preference. Interviews conducted shall be with no less than three (3) firms.
- C. The committee shall prepare a recommendation for City Council approval. Recommendation shall include a list of the three (3) firms in order of preference and a brief summary.

Step 4

City Council reviews the recommendation of the selection committee, interviews the recommended firms and either approves the committee's recommendation or appoints another of the two (2) candidates.

Step 5.

The City Council directs the City Manager to negotiate a fee for services with the architect or engineer to be approved by City Council. A summary of the negotiated fee will be presented to City Council for adoption.

SECTION 2. This resolution shall take effect immediately upon adoption.

PASSED IN OPEN AND REGULAR SESSION OF THE CITY COUNCIL OF THE CITY OF NAPLES, FLORIDA, THIS 21st DAY OF JULY, 1982.

Stanley R. Billick Mayor
Stanley R. Billick

ATTEST:

Janet Cason
Janet Cason
City Clerk

APPROVED AS TO FORM AND LEGALITY BY

David W. Rynders
David W. Rynders, City Attorney

WORKSHOP ITEM #1

2-18-86-

AGENDA ITEM #11

2/19/86



City of Naples

--- MEMO ---

TO: HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: CHRISTOPHER L. HOLLEY, COMMUNITY SERVICES DIRECTOR..

SUBJECT: RECOMMENDED RANKING OF ENGINEERING/ARCHITECTURAL FIRMS BY THE CONSULTANT SELECTION COMMITTEE FOR PROFESSIONAL SERVICES RELATING TO THE RIVER PARK OPEN AIR SHELTER

DATE: FEBRUARY 11, 1986

BACKGROUND: On June 18, 1985, the Governor and Cabinet sitting as head of the Department of Natural Resources approved \$52,666.00 in Florida Recreation Development Assistance Program funds for the construction of a Recreation/Open Air Shelter to be located at the River Park Community Center. These funds represent one-third of the project cost. The remaining two-thirds, \$105,334.00, will come from Capital Improvement funds, bringing the total project cost to \$158,000.00. On November 20, 1985, City Council appointed a Consultant Selection Committee to review architectural/engineering proposals, interview qualified firms, and provide Council with a recommended short list ranking those firms interviewed.

ANALYSIS: In accordance with the guidelines established through the Consultants Competitive Negotiations Act and Council Resolution #4062 (Attachment #I), the City requested proposals for professional design and engineering services for the River Park Recreation/Open Air Shelter. These services will involve site planning, building design, drainage design, bid document preparation, construction quality control, and contract administration. The Consultant Selection Committee comprised of Jerry Gronvold, Roger Barry and Chris Holley has completed the process of interviewing and ranking those firms who had indicated an interest in the project. The Committee heard presentations and questioned four firms: Bruce Green & Associates, Kris Jain & Associates, Frizzell Architects, Inc., and Architectural Resources Corp.

Based on the information presented, as well as responses to the questions put forth, the Committee voted on the following ranking in order of preference:

- No. 1: Kris Jain & Associates
Naples, Florida
- No. 2: Bruce Green & Associates
Naples, Florida
- No. 3: Architectural Resources Corp.
Ft. Myers, Florida

Some of the criteria by which the firms were judged were: 1) Approach and Method for this Project, 2) Experience in Recreation Projects, 3) Familiarity with Locale, 4) Experience under South Florida Conditions, 5) Stability and Reputation of Firm, 6) Number of Professionals, 7) Qualifications of Professionals, 8) Ability to Perform All Phases of Project, 9) Willingness to Staff Site, 10) Priority of this Project, 11) Ability to Meet Schedules, 12) Professionalism of Presentation and Adherence to Time Limit.

RECOMMENDATION: I recommend that Council review the recommendation of the selection committee, interview the short-listed firms, and by resolution (Attachment #II) establish a ranking of these firms. After this action I recommend that Council authorize the City Manager to proceed with contract negotiations for professional services relating to the River Park Open Air Shelter with the number-one-ranked firm. This contract will be brought back to City Council for final approval.

Franklin C. Jones

Franklin C. Jones,
City Manager

Prepared by:

Christopher L. Holley

Christopher L. Holley,
Director of Community Services

FCJ/CLH/acl
Enc.: 2



City of Naples

--- MEMO ---

TO: Honorable Mayor and Members of the City Council
FROM: Franklin C. Jones, City Manager
SUBJECT: Consultant Selection for Carver/River Park Area
Improvement Project
DATE: February 12, 1986

Background:

The city has received a Federal Housing and Urban Development (HUD) Community Development Block Grant (CDBG) to assist in paying for certain street, alley, drainage and landscaping improvements in the Carver/River Park residential area in the vicinity of 3rd Avenue North and 11th Street.

After successfully completing a required public hearing process, an environmental review and HUD audit process, the city decided to hire an engineering consultant to prepare the necessary construction plans and specifications.

The City Council, on November 20, 1985, appointed a staff consultant selection committee, made up of Roger Barry, Jerry Gronvold and Mark Wiltsie.

The process to be followed in the selection of a consultant is outlined in the attached City Council Resolution No. 4062.

Consultant Selection Committee Recommendation:

The committee received expressions of interest from twelve engineering firms. The committee determined that each of the twelve firms was qualified to do the work, but chose and interviewed four firms that they felt were best qualified.

The selection committee ranked the four firms interviewed on January 17, 1986 as follows:

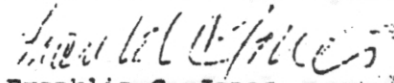
1. Agnoli, Assaad, Barber & Brundage, Inc.
2. Wilson, Miller, Barton, Soll & Peek, Inc.
3. Bruce Green and Associates
4. Hole, Montes and Associates, Inc.

In ranking these firms, the committee considered each firm's capabilities, adequacy of personnel, past performance, relevant experience, location of the firm, volume of work previously awarded, and the quality of the presentation at the interview.

City Council Consideration

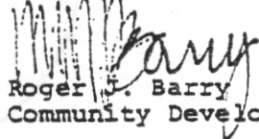
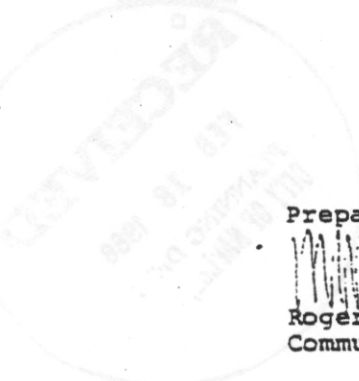
Each of the above firms has been notified that the City Council will conduct consultant interviews for this project at a workshop session on Tuesday, February 18, 1986 and is scheduled to make a selection at the regular meeting on Wednesday, February 19, 1986.

Respectfully submitted,



Franklin C. Jones
City Manager

Prepared by:


Roger E. Barry
Community Development Director

HOLE, MONTES & ASSOCIATES, INC.

Consulting Engineers — Land Surveyors

6202F Presidential Court
Fort Myers, FL 33907
(813) 481-7874

716 Tenth St., South
P.O. Box 1586
Naples, FL 33908
(813) 282-4617

10560 Abernethy Street
Bonita Springs, FL 33983
(813) 882-0726

February 18, 1986

Mr. Roger J. Barry
Community Development Director
City of Naples
735 8th Street South
Naples, Fl 33940



Re: Consultant's Selection for Carver/River Park Area
Improvement Project

Dear Mr. Barry:

We would like to thank you and other members of the Selection Committee for the opportunity to present our professional qualifications for the above referenced project. Upon receipt of the Selection Committee's ranking, we were both disappointed and surprised at being ranked number four. We feel that our proven track record with the City and County on Municipal and Roadway projects have demonstrated our engineering ability. We regret that we will not be able to attend the February 18, 1986 Council Meeting to again present our qualifications. We respectively suggest that the City adopt a policy of one presentation, either to a Selection Committee or to the City Council, rather than requiring the consultants to prepare and give two separate presentations for the same project.

Again we would like to thank you for the opportunity to present our qualifications for this project and we look forward to working with you in the future.

Very truly yours,

HOLE, MONTES AND ASSOCIATES, INC.

Scott M. Glaubitz, P.E., P.L.S.

SMG:zes

cc: City Council