



## Interoffice Memorandum

### Minutes

### Florida Mall Special Meeting

March 31, 2008

- 8 Members Present: Roger Cain – Deputy Director Public Works Department  
Renzo Nastasi – Transportation Planning Division  
10 Joe Kunkel – Public Works Engineering Division
- 12 County Staff Present: Brian Sanders – Transportation Planning Division  
Heather Brownlie – Transportation Planning  
14 Luis Alvan - Public Works Engineering Division  
Jose Hernandez – Orange County Utilities  
16 Christina Crosby – Orange County Utilities
- 18 Others Present: Gary Bass – Florida Department of Transportation  
Marisa Westbury – Florida Department of Transportation  
20 Tushar Patel – Florida Department of Transportation  
John Albright – Simon Properties  
22 Adnan Jafri – URS  
Tom Marsicano – URS  
24 John Guzik – URS  
Scott Thompson – Lowndes, Drosdick, Doster, Kantor & Reed  
26 Daniel Allen – BFA Environmental Services
- 28 Mr. Kunkel opened the meeting at 11:05 a.m. with Introductions of everyone present.
- 30 Copies of the revised Project Schedule were distributed by URS.
- 32 The project schedule was revised on 3/28/2008 and extended out to accommodate the FDOT review period. This schedule lists October 10, 2008 as the start date for construction.
- 34 Mr. Kunkel stated that the FDOT funding is time-sensitive and that construction needs to begin as soon as possible.
- 36 Mr. Thompson stated that FDOT will require a construction permit before construction will begin.
- 40 Mr. Bass stated that each utility entity will need to have a separate permit issued by FDOT. Permit forms may be obtained from the FDOT Accommodations Manual.
- 42 A draft JPA between Florida Mall and Orange County Utilities has been provided to Jose Hernandez for review. Mr. Hernandez indicated he had looked at it briefly and saw multiple issues and will provide comments shortly to Mr. Thompson for revision.
- 44 The draft JPA between Florida Mall and OUC will be based on the JPA with Orange County Utilities and Mr. Thompson wants to address the Orange County Utilities comments before sending a similar draft to OUC for their review.
- 46 A permit from CSX is also needed and this will take 2-3 months to obtain most likely.
- 48 Mr. Guzik indicated that OUC does not need a CSX crossing permit since they plan to tie in to either side.
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2 Mr. Alvan stated that the roadway plans and the stormwater permits are finalized for the road portion and all that needs to be changed is the utilities information.

4 Mr. Marsicano is updating the 100% design plans for the roadway to 2008 standards and including the many utilities changes needed.

6 Mr. Bass asked to obtain the utility work schedules for each utility. These must be back-out schedules in case the costs become too prohibitive.

10 For the Orange County Utilities JPA Mr. Hernandez indicated it would be a 90-day review schedule beginning on 3/27/2008 when the draft was first received. The final JPA will probably be able to come before the Board of County Commissioners in June or July 2008.

14 Mr. Kunkel noted that the date listed in the Ratification Agreement for the start of construction was July 1, 2008 which was shifted to September 29, 2008 and is now listed as October 10, 2008.

16 Mr. Thompson asked how all of the funds would be collected and then disbursed.  
18 The funds will have to be secured per the contract amount and contributions made by each party.

20 Mr. Nastasi stated that the process for payment will be that the Contractor invoices Florida Mall (Simon) and then Florida Mall invoices the County and the County obtains reimbursement from FDOT.

24 FDOT will not allow any advertisement of the project until all funds are identified and held for the construction project.

28 Mr. Thompson expects that Florida Mall will submit monthly draw pay requests to FDOT.

30 Everyone agreed that a separate discussion on funding mechanisms would be needed.

32 The Utility relocation projects must be completed before roadwork begins.

34 Orange County Utilities will coordinate the Maintenance of Traffic schedule.

36 Mr. Nastasi suggested waiting to take the Ratification Agreement to the BCC until after the construction contract is in place.

38 Mr. Kunkel stated that without the Ratification Agreement the County cannot authorize payment for the funds for this project.

42 Mr. Nastasi asked to wait until June or July to see if the JPA with Orange County Utilities has been approved by the BCC.

44 Mr. Hernandez indicated that no advertisement can be performed until the JPA is approved.

46 Florida Mall has provided a timeframe for 15 days to obtain bids and FDOT stated it was generally thirty days.

50 URS is holding a Utilities meeting on 4/2/2008 at the Orlando URS office.

- 2 Under the current schedule the bidding is set for June and the construction date is not until October.
- 4 FDOT raised a concern with bids going out prior to final approved plans being completed.
- 6 The permits need to be in place before the advertisements.
- 8 A conference call will be set-up between FDOT and County Staff to discuss funding issues.
- 10 Mr. Guzik asked Mr. Hernandez for a copy of the project work schedule and changes to be made to the draft JPA agreement when they were available.
- 12 The meeting was adjourned at approximately 12:05 p.m.
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