MINUTES
25TH CONVENTION CENTER HOTEL TASK FORCE MEETING
Monday, December 22, 2014
Broward County Governmental Center, County Administration
Room 409G, 9am-11am

In attendance:
Bertha Henry, County Administrator
Monica Cepero, Assistant County Administrator
Nicki Grossman, President, GFLCVB
Carlos Molinet, Senior Vice-President, GFLCVB
Bob Miracle, Director of Finance & Administrative Services Dept.
Tom Hutka, Director, Public Works Department
Glenn Wiltshire, Assistant Port Director
Carlos Puentes, Deputy Director, BCCC
Ariadna Musarra, Director, Construction Management

Others:
David Anderton, Port Everglades
Carlos Rodriquez-Carrabas, County Attorney's Office
Connie Mangan, Purchasing Division

The Hotel Task Force meeting was opened by Monica Cepero at 9:15am.

The Pre-Advertising meeting discussion is tentatively set for January 21st in the afternoon. This meeting will be held at the Broward County Convention Center, Teleconference Suite and may also be attended remotely by "Go to Meeting".

Discussion was made on the Design Criteria Package and Public Works will bring back to the next Hotel Task Force Meeting the proposal for this work. DCP to address the maintenance of the Convention Center Operations during the construction phase of the project.

Discussion was made on the Owner's Rep on the Scope of Work for each of the project phases. Pre-Development to include:

    Procurement/Selection/Negotiations
    Design & Permitting
        Design Review
        Permit Process
    Construction
        Inspection of work in place
        Monitoring the progress of the work & scheduling
        Review change orders

      Construction (con't)
          Processing of payments

Other business:

A memo to the Board in early January recapping what staff has been engaged in over the past couple of months

Direction will be sought from the Board on their intended role in the process as early in the process as possible.

The meeting adjourned at 11:00am. The next meeting will be held on Wednesday, February 11, 2015 at 9:30am, in County Administration Conference Room 409G.