

- Robert Smith, Town Manager
- Tonya Elliott-Moore, Public Works Director Town of Windermere
- John Fitzgibbon, Town of Windermere
- ~~Nora White, Finance Director, Town of Windermere~~
- Travis Mathias, Town of Windermere
- Tony Davit, Town Councilman Liaison
- Mike Woodward, Kimley-Horn Associates
- Hao Chau, Kimley-Horn Associates
- Victor Gallo, Kimley-Horn Associates
- Mike Galura, Michael Galura Engineering Consultants

**Windermere Pavilion:** – JF coordinating with DBC on site plan. Received two proposals for outdoor pavilion preliminary design (site plan and concept drawing). Presented to TC at April meeting. Meeting on Thursday. JF to follow up with Hunton-Brady. Review rough draft of rendering. Subcommittee revisions to concept plan provided by HB. Meeting scheduled for review on 9/11 at 10:00 am. Hunt-Brady to complete final plan and renderings. JF received updated version of renderings and will distribute to committee. JF awaiting on sketch of interpretation of drop-down roof version of rendering. Providing comments to H-B to complete final plan. One minor comment on the pavilion elevation, addressed by H-B. Expected cost to be between \$400K and \$500K. 2/3 To be run through LRP prior to TC meeting. TC/CS to provide direction moving forward. Received preliminary plans, TC wants to go through DRB and conduct a workshop. CS has been coordinating with BC at Wade-Trim for their review. JF to send information to CS. CS to schedule with TM to discuss pavilion status. Workshop to be scheduled for May 19<sup>th</sup>. JF sent package to CS. DRB approved preliminary plans. Next step is to present to TC in early August meeting (budget meeting). Discussion on funding options and opportunities. Concept approval. Awaiting funding opportunities from Rotary. Rotary trying to come up with funding plan. No changes. Rotary to have a plan. No change. 1/6/21 No change. 2/1/21 Ongoing. 3/1/21/ - On Hold. 4/5/21 On Hold (Town working on other CIP projects). 5/3/21 Funding Opportunity up for approval by TC on 5/11 6/7/21 TM spoke with attorneys and contract is to be approved (pending). 7/12/21: Agreement signed. RFP for Project Management Services should be completed by this Wednesday or Thursday. 8/9 TM awaiting comments. 9/13 – Rotary created their own RFQ (did not use Town's boilerplate). Rotary Received 5 respondents and conducted interviews. JF to be Town's independent reviewer. Rotary selected ZHA as PM for Windermere Pavilion. ZHA recommended for project management for pavilion for Rotary Club of Windermere, LLC. Recommendation to be on TC agenda for approval. 10/4 – RFQ response this Friday. 12/6/21 Robert working on bid process with Rotary. Need to contact Rotary Attorney and JF for status. 1/10/22 Look at using design-build AIA form. Town staff to review RFQ package. 2/14 – Town staff to respond to questions on RFQ package. 3/7 Selection committee to be created (including JF) to review submitted responses to the RFQ. Only 2 respondents. Selection process pending. 4/4/22 Committee has made selection to design-build contractor to be presented to TC on 4/12. Asbestos inspection conducted and report expected next week – do not anticipate any issue. 5/2 Initial review of contract with contractor – no asbestos identified. JF recommended site plan for review by TC. 6/6 Surveyors are out to do a site survey for the pavilion site. Once survey is complete, a demolition plan will be prepared. JF will coordinate with Tree Board based on arborist report. 7/11 Received survey over weekend. Preparing site plan for pre-approval by TC. Once site plan is approved, demolition can proceed. 8/1 – John F is working on getting final budget and conceptual site plan to schedule workshop. Arborist report will be completed. 9/12 JF to meet regarding final design of pavilion. JF to coordinate with Andy before a formal TC workshop is scheduled. 10/10 JF to meet with ZHA regarding demolition permit. 11/7 JF to meet regarding the tagging of trees. To be included for December TC meeting. JF to meet with Hunton-Brady and prepare Executive Summary to TC. 12/5

– JF working with arborist and Tree Board. 45% design submittal to TC in January. **1/09 - January 23<sup>rd</sup> public information workshop scheduled.**

### Acronyms

**ADG: Architect Design Group**

**BC: Brad Cornelius (Wade-Trim)**

**CIP: Capital Improvement Project**

**CE: Code Enforcement**

**CS: Chris Sapp, Town Councilman (previous liaison)**

**CP: Claudia Purser, Florida DEM**

**DAC: Direct Administrative Cost**

**DBC: Downtown Business Committee**

**DEM: Division of Emergency Management (State of Florida)**

**DG: Douglas Galvan, Florida DEM**

**DH: David Hansen, Orange County Environmental Protection Division (EPD)**

**EPA: Environmental Protection Agency (Federal)**

**FEMA: Federal Emergency Management Agency (Federal)**

**FDEM: Florida Division of Emergency Management**

**FDEP: Florida Department of Environmental Protection (State of Florida)**

**FDOT: Florida Department of Transportation (State of Florida)**

**FRDAP: Florida Recreation Development Assistance Program (FDEP)**

**H-B: Hunton-Brady Architects.**

**HC: Hao Chau (Kimley-Horn and Associates)**

**HJH: HJ High**

**HR: Heather Ramos (Gray-Robinson)**

**HMGP: Hazard Mitigation Grant Program (FEMA/Florida DEM)**

**IDG: Innovative Design Group**

**IPO: Individual Project Order**

**JF: John Fitzgibbon, Town of Windermere**

**KHA: Kimley-Horn and Associates**

**LA: Liz Ardent, Town Council Member**

**LAS: Legacy Arborist Services**

**LMS: Local Mitigation Strategy (Orange County Office of Emergency Management)**

**MD: Mike Demko (Wade Trim)**

**MG: Mike Galura (Michael Galura Engineering Consultants)**

**MPO: Metropolitan Planning Organization**

**MW: Mike Woodward (Kimley-Horn and Associates)**

**MS4: Municipal Separate Storm Sewer System (USEPA acronym)**

**NOI: Notice of Intent**

**NPDES: National Pollutant Discharge Elimination System (EPA/FDEP)**

**NW: Nora White, Finance Director, Town of Windermere**

**PA: Public Assistance**

**PD: Police Department**

**PMP: Pavement Management Plan**

**PW: Public Works Department**

**PDCS: Town Permitting Consultant**

**RFP: Request for Proposals**

**RFQ: Request for Qualifications**

**RR: Railroad**

**ROW: Right-of-Way**

**SFWMD: South Florida Water Management District**

**STAR: State Annual Reporting (DEP)**

**SW: Stormwater**

**TAC: Transportation Advisory Committee.**

**TB: Tree Board**

**TC: Town Council**