

MEETING NOTES **DRAFT**

Project: Spartanburg Pre-Submission Conference	Date: 8/17/2022
Project #: 010-210098.00	File:
To: Craig Lewis, Amanda Morrell	
CC:	
From: CallisonRTKL	
Re: Spartanburg Pre-Submission Conference	
Distributed To Recipients Via: <input checked="" type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Mail	

Meeting Participants

1. Chris Story (City of Spartanburg)
2. Carl Wright (Procurement- City of Spartanburg)
3. Jan de Voest (City of Spartanburg)
4. Craig Lewis (CRTKL)
5. Amanda Morrell (CRTKL)
6. Lilly Djanians (CRTKL)
7. David Malcolm (McAdams)
8. Jamie Hairfield (Stantec)
9. Ernie Boughman (Toole)
10. Lindsay King (Toole)
11. Addie Weber (Toole)
12. Kevin Bacon (Toole)
13. Grant Meacci (ColeJenest & Stone/BMI)
14. Jonathan Guy (Kimley-Horn)
15. Caitlin Rath (Kimley-Horn)
16. Kurt Culbertson (Design Workshop)
17. Morgan Thomas (Design Workshop)
18. LandDesign
19. Beth Poovey (LandDesign)
20. Karuam Booker (Civil & Environmental Consultants, Inc.)
21. Fred Guthier (ADC Engineering, Inc.)
22. Christopher Miller (Stewart)
23. Tara Green (OJB)
24. Iphone (?)
25. Kfigueroa (?)
26. Brandy (?)

1. Welcome by Craig Lewis and Chris Story

- a. Steering Committee established to execute a high-quality enhancement to a valued public space of Morgan Square
- b. The block of west Main Street was closed to vehicles that has accommodated outdoor dining, that has been very well received by the community
- c. Morgan Square has always been the central location, but it's even more prominent in the psychology now, and how to facilitate community needs are up to your professional design support
- d. Some uncertainties to navigate through:
 - i. City will dedicate resources for the improvement
 - ii. Some assumption to private funding
 - iii. As a result, there's no finite budget now

2. Presentation by Craig Lewis

a. History of the Square

- i. Technically a triangle – but has always been a public space
- ii. General Daniel Morgan Statue (has moved around in the location)

b. Key Projects Issues

- i. The square boundary is beyond the square, and we're looking to expand design solutions from building face to building face (Dunbar St. to Main St)
- ii. There was discussion about closing Dunbar Streets, but decided to keep it open due to logistics of deliveries, event set ups, and other service needs
- iii. Square is missing activation and seamless connections
- iv. Opportunity to utilize the existing canopy, creating a place for seating and reprise
- v. Western Entry – opening it up
- vi. Church Street entrance – busy street but not inhospitable, a stage on this edge was previously explored
- vii. Main Street – explore if the street should remain close for food and beverage spillover?
 - Full closure preferred by the public and city council approved it for the next two years
- viii. Sidewalk expansion to allow for curb side dining, varied expansion explored including merging with the plaza.
 - Fire access to be integrated
- ix. The water fountain is an important feature to maintain but poses challenges in obscuring vision and sound during events
- x. Retaining walls restrict movement and visibility

c. Key Project Goals

- i. Activate the edges and establish an ease of movement b/w Morgan Sq and Main/Dunbar Streets
- ii. Eliminate visual and physical barriers
- iii. Introduce interactive features
- iv. Integrate lighting
- v. Achieve comfort b/w sun and shade to promote comfort of use
- vi. Accommodate flexible programming

- vii. Honor the history and accentuate local character through materials, signage, public art, etc.

d. Next Steps

- i. We're in Step 2 – Issuing an RFP & Hire Design Consultant
 - Step 3 - will be Schematic design process
 - Step 4 - Public input on Schematic Design Options
- ii. This is a city of Spartanburg project and will be overseen by the established Steering Committee
 - CRTKL will be the point of contact for this project and help coordinate meetings with the city and for public engagement
- iii. Looking for a multi-disciplinary design team, ability to bring the project through construction documents
- iv. Project Scope Tasks
 - Project Management
 - Data Collections & Field Surveys
 - Stakeholder & Community Engagement (mostly facilitated by City and CRTKL, but design team provides materials)
 - Re-visioning & Schematic Design
 - Design Development
- v. Schedule
 - September 2nd Due 3PM; start submitting by noon encouraged
 - September 16th Shortlist Notified
 - September 26th Interviews
- vi. Format of qualifications (see requirements)
 - Max of 25 pages, do not include appendix
 - 15% of M/WBE (different ways to comply with)

3. Questions:

- a. This presentation will be uploaded to the city's website
- b. **Q:** Clarify Community Engagement process, will the consultant team lead?
 - i. Public meetings will be a partnership – City & CRTKL will help to facilitate – the consultant team will play a primary role in that.
 - ii. Public meetings will aim to be in person
- c. **Q:** Is there a city forester?
 - i. No, we don't have one.