

**NON-FLOOD PROTECTION ASSET MANAGEMENT AUTHORITY
SPECIAL FINANCE COMMITTEE MEETING MINUTES
WEDNESDAY, JUNE 26, 2013 – 4:00 P.M.**

A Special monthly meeting of the Finance Committee of the Non-Flood Protection Asset Management Authority was held on Wednesday, June 26, 2013 at 4:00 P.M., in the Lake Vista Community Center, 2nd Floor, 6500 Spanish Fort Blvd., New Orleans, Louisiana after due legal notice of the meeting was sent to each Board member, the news media, and a copy of the call was posted.

Chairman Hoffman called the meeting to order at 4:07 p.m. and led in the Pledge of Allegiance.

The roll was called which constituted a quorum.

PRESENT:

Chairman William Hoffman
Commissioner Stanley Brien
Commissioner Patrick DeRouen
Commissioner Michael Stack

ABSENT:

Commissioner Carlton Dufrechou

STAFF:

Louis Capo - Executive Director
Sharon Martiny – Non-Flood
Dawn Wagener - Non-Flood
Chuck Dixon – Marina Director
Fred Pruitt – Airport Director

ALSO PRESENT:

Gerard Metzger – Legal Counsel
Al Pappalardo – Real Estate Consultant
Wesley Mills – DEI
John Holtgreve – DEI
Walter Baudier – DEI
Keith Rotolo – Rotolo Consultants, Inc.

APPROVAL OF AGENDA

Commissioner Stack offered a motion to adopt the Agenda, seconded by Commissioner Brien and unanimously adopted.

APPROVAL OF PRIOR MINUTES

Commissioner Brien offered a motion to approve the minutes of the June 6, 2013 Finance Committee meeting, seconded by Commissioner Stack and unanimously adopted.

NEW BUSINESS

1) Motion to select the lowest responsible bidder for the annual lawn maintenance contract commencing on July 1, 2013

Mr. Capo advised that the contract price for the grass cutting contract is \$447,098.60. Mr. Mills stated that DEI publicly advertised for the project allowing 30 days for the project to advertise with three separate advertisements in the Times Picayune and the Advocate. Questions were accepted during bidding and two Addendums were issued to answer questions or clarifications from the mandatory Pre-Bid meeting which was held June 19, 2013. There was a publicly held bid opening at 2:00 p.m. in the Lake Vista Community Center. Six proposals were received from six separate contractors and Rotolo Consultants, Inc. was the lowest bidder at \$447,098.60.

Mr. Mills informed the Committee that all qualifications included in the advertisement were met by Rotolo. Rotolo acknowledged both Addendums, included a bid bond for 5% of the contract and are preparing a performance and payment bond as well as the DBE requirements regarding the 16% goal and listing sub-contractors. The required licensing was provided for application of herbicide.

Commissioner Hoffman requested that the bids from the six bidders be read into the record.

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|-----------------------------|----------------|
| Rotolo Consultants, Inc. | \$447,098.60 |
| H&O Investments, LLC | \$490,441.00 |
| Remelli Janitorial Services | \$512,687.00 |
| ARC of Greater New Orleans | \$751,850.00 |
| Metro Disposal, Inc. | \$1,008,406.25 |
| Goodwill Industries | \$1,123,560.00 |

Commissioner DeRouen addressed the number of proposed cuts and noted that Metro Disposal had two to three cuts less than other bidders. Mr. Mills informed that Metro Disposal submitted a proposal form that was not revised under Addendum No. 1 nor did Metro Disposal acknowledge the two Addendums. The specifications in this contract identify separate areas throughout the Lakefront. The Airport is treated separately from the interior parks and the Lakefront parks. The contract included 15 cycles for 315 acres that make up the Lakefront parks. The contract allows the Levee District to increase or decrease the cycles or acreage at any time and the contractor is paid the unit price per acre that is actually cut. Commissioner Hoffman noted 18 would be provided if need be. At least 15 cuts will be performed, but whether 18 cuts are required will depend on how fast the grass grows. The contractor is required to remove any trash or debris from the area before the grass is cut.

Commissioner DeRouen offered a motion to select the lowest responsible bidder, Rotolo Consultants, Inc., for the annual lawn maintenance contract in the amount of \$447,098.60 commencing on July 1, 2013, seconded by Commissioner Brien and unanimously adopted to wit:

MOTION: 01-062613
RESOLUTION: 01-062613
BY: COMMISSIONER HOFFMAN
SECONDED: COMMISSIONER DEROUEN

June 26, 2013

RESOLUTION

WHEREAS, the Non-Flood Protection Asset Management Authority (“Management Authority”) is a political subdivision of the State of Louisiana and the governing authority of the non-flood protection assets of the Orleans Levee District (“District”);

WHEREAS, the Lakeshore Drive recreational parks and parkways, the New Orleans Lakefront Airport and Orleans and South Shore Harbor Marinas are non-flood protection assets managed and controlled by the Management Authority;

WHEREAS, these non-flood protection assets require landscape maintenance;

WHEREAS, the Management Authority issued a Request for Proposals for landscape maintenance of the Lakefront Parks, Marinas and the New Orleans Lakefront Airport in May of 2013 and responses from interested bidders were submitted by the deadline established of 2:00 p.m. on June 19, 2013;

WHEREAS, the current contract for landscape maintenance expires on June 30, 2013;

WHEREAS, the next meeting of the Board at which a proposal for the maintenance contract could be selected is not until July 18, 2013;

WHEREAS, the Management Authority at its meeting held on June 13, 2013 adopted a resolution delegating authority to the Finance Committee of the Management Authority to select the lowest responsible

bidder for the landscape maintenance contract at a special meeting of the Finance Committee to be held on June 26, 2013;

WHEREAS, the Finance Committee at its special meeting held on June 26, 2013 reviewed the bids submitted for the lawn maintenance contract; and,

WHEREAS, after reviewing the bids submitted, the Finance Committee voted to select Rotolo Consultants, Inc., as the lowest responsible bidder, for the annual lawn maintenance contract in the amount of \$447,098.60 commencing on July 1, 2013.

THEREFORE, BE IT HEREBY RESOLVED, the Finance Committee, pursuant the delegation of authority by the Management Authority, hereby approves a contract with Rotolo Consultants, Inc., as the lowest responsible bidder, for the landscape maintenance contract in the amount of \$447,098.60 for the fiscal year commencing on July 1, 2013; and,

BE IT FURTHER RESOLVED, that the Authority Chairman or Executive Director be and is hereby authorized to execute and any and all documents necessary to carry out the above.

YEAS: HOFFMAN, BRIEN, STACK, DEROUEN

NAYS:

ABSTAIN:

ABSENT: DUFRECHOU

RESOLUTION ADOPTED: YES

Commissioner DeRouen addressed the issue of trash pick-up on Lakeshore Drive and Mr. Capo informed that janitorial and trash pick-up is under a separate contract. The janitorial contract is performed by EDS and at some point an RFQ will be issued, but there is no time line on that RFQ at this point. The Authority has recently issued several RFQs. Specs for the janitorial service could be developed, but presently there are no specs for that contract. Chairman Hoffman requested the administration come back with a recommendation on an RFQ for trash pick-up. The RFQ should include trash pick-up on the weekends. Commissioner DeRouen suggested that the specs require trash pick-up be performed from Wednesday through Sunday. Mr. Capo noted that the history of trash pick-up determines that the heavy season for trash pick-up is springtime through the middle of summer.

ANNOUNCEMENT OF NEXT MEETING:

Chairman Hoffman announced the next Finance Committee meeting is scheduled for Thursday, July 11, 2013 at 4:30 p.m.

ADJOURNMENT:

Commissioner Brien offered a motion to adjourn, seconded by Commissioner Stack and unanimously adopted.

The meeting adjourned at 4:16 p.m.