



Broadband and Smart City Ad-Hoc Committee Regular Meeting

Agenda

October 20, 2022 @ 9:00 am

welcome

Agendas and all backup material supporting each agenda item are accessible via the city's website at cityofwinterpark.org/bpm and include virtual meeting instructions.

assistance & appeals

Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office ([407-599-3277](tel:407-599-3277)) at least 48 hours in advance of the meeting.

"If a person decides to appeal any decision made by the Board with respect to any matter considered at this hearing, a record of the proceedings is needed to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." (F.S. 286.0105).

please note

Times are projected and subject to change.

-
1. **Call to Order**
 2. **Consent Agenda**
 - a. [Approval of the June 30, 2022, regular meeting minutes.](#) 1 minute
 3. **Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
 4. **Action Items**
 5. **Non-Action Items**
 - a. [Review responses and recommendation of consultant - RFP26-22 - Connectivity Master Plan and Smart City Initiative Consultant Services.](#) 60 mins
 6. **Staff Updates**
 7. **Board Comments**
 8. **Upcoming Agenda Items**
 9. **Adjournment**



Broadband & Smart
City Ad Hoc
Committee

agenda item

item type Consent Agenda	meeting date October 20, 2022
prepared by Kim Breland	approved by
board approval	
strategic objective	

subject

Approval of the June 30, 2022, regular meeting minutes.

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[Broadband-Smart City Ad-Hoc Committee Meeting Minutes 063022.pdf](#)



Broadband/Smart City Ad-Hoc Committee Regular Meeting Minutes

June 30, 2022 at 9:00 a.m.

Commission Chambers
401 S. Park Avenue Winter Park, FL

Present:

Paul Conway, Chris Johnson and Janelle Zurek (In-Person). Richard James, James Everett, and Wes Naylor (Virtual). Absent: Michael Poole

Also Present:

Director of Information Technology Parsram Rajaram; and Recording Secretary Kim Breland.

Call to Order:

Mr. Rajaram called the meeting to order at 9:03 a.m.

Consent Agenda

Approval of May 19, 2002 meeting minutes. Approved by consensus.

Staff Updates

Public Comment (for items not on Agenda)

Forest Michael 358 W. Comstock Avenue, Winter Par, FL., spoke about technology and culture around the world, specifically in Mexico and the UNESCO program. He talked about the idea of Winter Park being a cultural epicenter, connectivity and how the work the committee is doing will make impactful technology advances for the city's future.

Terry Bryant, 1831 Windsor Drive, Winter Park, FL, spoke about technology advancements, marketing, arts and culture. She appreciates the work the committee is doing and talked about global technology efforts related to sustainability.

Non-Action Items

- a. Technology discussion with Natural Resources.

This item was postponed to a future meeting.

- b. RFP Process.

Mr. Rajaram explained that the original RFP was sent and downloaded by 60 different sources, but only received three responses. When the responses were reviewed by the selection committee (including Dr. James and Mr. Conway) it became clear that RFP was being looked at as a solicitation for the creation of a fiber optic network, not consulting services, which was the intent of the RFP.

Mr. Rajaram stated that as a result of the responses, the selection committee felt it was best to cancel the original RFP and attempt to rewrite a more defined version. He presented the revised statement of work for the Connectivity Infrastructure and Smart City Initiatives RFP for review and an in-depth discussion ensued.

Discussion was held the following:

- Ways to ensure the RFP was distributed to the right companies,
- Adding language that will attract desirable consultants
- Ensure the RFP includes condition that the actual implementation team members from the responding companies are listed in the response
- References for completed projects are included
- Budget and costs

After discussion, consensus is to move forward with the revised RFP scope. Mr. Rajaram anticipates the revised RFP will be released the first week in July.

In addition, the committee asked Mr. Rajaram to confirm with Procurement that the three responses and list of companies that downloaded the original RFP could be reviewed by the committee members. Mr. Rajaram will contact the Procurement and provide the committee with an update as soon as possible.

Action Items

None

Board Comments

None.

Adjournment

The meeting adjourned at 9:36 a.m.

The next committee meeting will be held Thursday, July 21, 2022 at 9:00 a.m.



Broadband & Smart
City Ad Hoc
Committee

agenda item

item type Non-Action Items	meeting date October 20, 2022
prepared by Parsram Rajaram	approved by
board approval	
strategic objective	

subject

Review responses and recommendation of consultant - RFP26-22 - Connectivity Master Plan and Smart City Initiative Consultant Services.

motion / recommendation

background

alternatives / other considerations

fiscal impact