

Apr 9, 2024 10:15 AM |

📅 Weekly CCC Design Review Committee Meeting

Attendees: Ann Leppanen Janet Slowman-Chee Erin Nelson Melanie Daniels
Jennifer Davila

Last Week Notes

- Major discussions were around the Ad being placed in the paper for the Project Manager Position
 - Deadline for application is April 19th.

Agenda Topics

- EPA Proposal/Requirements Update
- Reimbursement ToB needs from UDB

ToB Reimbursement from UDB

- There are outstanding invoices ToB has been trying to get to UDB and the Town Treasurer is unsure of what address to send reimbursement invoices to
 - UDB would like the ToB to use Bluff address
 - PO Box 315 Bluff, Ut 84512
 - There are 2 quarters outstanding including the current quarter that is due
 - Will be handled by UDB as soon as possible

EPA Proposal/Requirements Update

- There was a meeting with EPA project officer yesterday (April 8, 2024)
 - We are the first project in her region that has a finalized work plan and EPA was satisfied with proposal documentation.
 - There will be a 2 week turn around before contract finalization
 - There are two additional parts needed for the EPA proposal
 - Identifying other funding sources
 - We need a clarification on whether the additional funding needs to be for the entire CCC restoration project or just specific projects identified in the proposal.
 - Will reach out to EPA project officer
 - Break down the budget into EPA categories
- Davis-Bacon Wages(DBW) Requirements
 - ToB and UDB will be main bodies that need to ensure that all federal regulations around the Davis-Bacon Act are being followed by contracting parties.
 - This could complicate the number of contractors qualified to bid
 - It would be beneficial if contractors had experience with Davis-Bacon regulations

- There are several resources provided by the EPA DBW online seminar that Erin will share with the team so that everyone is aware of what will be required of us.
- Project Manager Timeline/Logistics
 - Once the contract is signed the PM will be able to start and ToB will need to start the onboarding process.
 - The ToB will need to prepare the onboarding process so the PM can start as soon as possible.
- Federal Signage Requirements
 - Spelled out in the terms and conditions that a large sign notifies the public that funding for the project comes from the infrastructure bill.
 - Additional signage will need to be posted at the job site around:
 - Employee rights, Davis-Bacon wage requirements, hiring practices, and other federal/state requirements.
 - Will look at ToB signage ordinances.
 - Post “No Parking/ No Overnight Parking” for the property as tourists like to park around the building.
- Priority Projects that can go out to bid
 - Quality Project Assurance Plan (Needed ASAP)
 - How to manage asbestos and is the specialized and focused plan
 - A person or firm
 - Project Manager will finalize bid
 - Fire Suppression System
 - There is still a lot of money that needs to be used for this project so having the bid packet ready to release will be essential.
 - Will be the Project Manager’s responsibility but ToB and UDB can get ground work prepared
 - ToB has initial packet started and will share an update in preparation for the end of April.
- UDB UEI SAM Number Update
 - There is still no word from SAM.gov on updating UDB information.
 - Will share updates as soon as there is information to share
- Joint Session prep:
 - How to decide who will be hired as Project Manager
 - Other pending decisions to be made

General DRC Norms:

- Possibly start preparing and mapping out discussions and decisions to be made 3 or 4 weeks in advance.
- Action items we need to do each week.

Action items

- Send Reimbursement Invoices to UDB (ToB)
- Clarify the extent of what funding sources need to be identified(ToB)
- Take care of outstanding invoices (UDB)

- Prepare onboarding for Project Manager(ToB)
- Address parking around CCC with Bluff Fort
- Start working on Fire Suppression (ToB/UDB) meeting set for next week (Erin/Melanie)
- Work on SAM.gov UEI number for UDB (UDB)