

DRC MEETING NOTES

Date:
April 23, 2024

Meeting Type:
Weekly Meeting and Update

Called to Order:
10:15am

Note taker:
Melanie Daniels

Attendees:
Ann L., Erin N., Jen D., Janet S., Melanie D.,

NOTES

I. Previous Minutes

Approved

II. Tree Trimming Presentation (Malia Collins)

Presentation covers trees, processes, costs, and what would happen if trees were left alone.

- Quotes include the cost of removal of debris but can debris be left as well.
- Need to be trimmed for safety and help trees survive the lack of water

Presentation will be shared with the DRC team for review.

Last year the trees were trimmed it was still an operational school (~2019)

NORTH SIDE RECOMMENDATIONS

There is a branch on one of the trees approaching a power line that needs to be trimmed.

The massive mulberry

- Heavy limb reaching to the south

There are some branches growing onto the modular building and could cause structural stress on the building.

Native Garden:

- Sign and a light on corner and light that might not be dark sky compliant.
 - Can remove the light but light is not on right now
 - Something to be considered in the future
 - Remove all the locusts that have started growing in the garden.
 - Generally trim and manicure the garden

WEST SIDE RECOMMENDATIONS

- Malia started watering trees last fall
- Mulberry has leaf curl and indicates it is sick
- Remove trees 3 and 4?
 - Expressed interest in trying to keep them and make room for them by trimming surrounding trees.
- General idea for the west side is to irrigate and see if those will come back.

SOUTH SIDE RECOMMENDATIONS

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| | <ul style="list-style-type: none"> - The willow on the west side is struggling from lack of water as willow trees are typically water intensive. - Elm has a top that is approaching a power line and will need to be addressed. <p>Will need an updated cost as the DRC requests that all debris is left and is cleaned up by town and UDB.</p> <ul style="list-style-type: none"> - Quote 1 Total \$3775.00 - Quote 2 Total \$2700.00 <p>Town of Bluff is looking to contract with a separate contractor for town maintenance and said person is available to do trees.</p> <ul style="list-style-type: none"> - There is a possible third quote from this contractor, however, Malia will follow up with that person and report to the next tuesday DRC meeting. <p>Unsure if UDB/ToB are responsible for the trees outside the fence on the East side of the property. There is a right of way and Malia will look into seeing if there is a survey marker.</p> <ul style="list-style-type: none"> - Historically, school doesn't seem to have cared for those trees. |
| <p>III. Project Manager Update</p> | <p>Application deadline was last week and there are two applicants:</p> <ul style="list-style-type: none"> - Ideally have a timeline ironed out by the end of the week. - Will notify them at the end of the week with next steps. <p>The ToB and UDB wish to be super transparent and will do two interviews with preset questions for each applicant.</p> <p>The interview process will need to be handled carefully and transparently and who is interviewing will need to be determined by the DRC.</p> <ul style="list-style-type: none"> - Behavioral based questions will be used and questions will also focus on how a person will work with all the stakeholders. <ul style="list-style-type: none"> - That is what best reflects the nature of the grants received thus far. <p>Proposed Interviewing body:</p> <ul style="list-style-type: none"> - UDB Board Member - ToB Council Member - Third Person <p>Ann will be direct Manager, but the person hired will be taking direction from the entire DRC.</p> <p>Share applications with the UDB Executive Director since Ann has had access to them.</p> <ul style="list-style-type: none"> - Interview questions also will be shared with UDB ED and the Mayor for approval. <p>Interviewing notes will eventually be made public after the selection process.</p> <ul style="list-style-type: none"> - After the EPA Civil Rights Violations presentation the town wishes to be as transparent as possible. |
| <p>IV. Priority Bids for CCC building QAPP & Fire Suppression</p> | <p>Unsure who to list as contact person for the bid proposals.</p> <ul style="list-style-type: none"> - Town can create an email for the Project Manager, even though the position hasn't been hired to start bidding and fielding proposals. |

Timeline:

- The ToB and UDB wish to have each bid(QAPP and Fire Suppression) for at least one month.
- Possibly close submissions for each on May 31st and give both similar timelines.
 - That gives the ToB the possibility of opening both bids at one meeting.
- That would require both bids posted by **May 6th**

We will need to actively reach out to at least 6 woman/minority owned businesses

QAPP RFP DRAFT UPDATES

Current draft is 4 pages but will definitely reach 5 as each section is developed

Selection Criteria:

- Will be important to develop as it will be how professional services will be evaluated.
 - Erin will help develop this

Provided materials?

- There are documents still in the school, in the principal's room, that may be relevant to the project.
 - ToB is having someone start inventorying those materials so there is a master inventory list of documents.
 - There are no "As-Built" plans
- Will create an appendixes for RFP

Site Visit?

- Do we need to require a site visit for the QAPP development?
 - We may have better results if it is optional
 - Will include photos in the RFP appendix

Timeline:

- Proposed timeline
 - Open RFP: May 6th
 - Inquiries deadline: May 23rd(?) @ 5:00 pm
 - Response to inquiries: May (?)
 - Close proposal submissions: May 31st, 2024 @ 11:00am

Posting RFP:

- DRC would like to create a synopsis of RFP that will direct interested parties to ToB website to be posted:
 - Online(UDB website)
 - In the papers
 - SJR, Durango Herald, Cortez paper, Farmington, Navajo Times, Grand Junction
 - Need to include the requirement that parties submitting proposals are licensed in Utah

FIRE SUPPRESSION RFP UPDATES

Is at 80 pages right now and selection will be heavily influenced by the cost of the bid submitted.

- The Fire Supression RFP will need to be a closed bid process where bids are opened at the end of the submission window.

Will include all the federal requirements that will need to be included in the bid packet.

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| | <p>Talk with the town's current legal council and make sure that they have the qualifications to advise on the materials.</p> <p>What materials will be needed to specify what kind of waterline hook up and water materials that are needed.</p> <p>Will work on timelines specific to fire suppression RFP, but hope to mirror QAPP RFP as closely as possible.</p> | |
| V. Other | <p>Possibly look into renaming the CCC building after this round of grants and projects.</p> <p>QAPP might actually be considered a RFQ instead of RFP. Will do research and consult legal counsel on this matter.</p> | |
| Action Items | <input type="checkbox"/> Create separate project manager email @tob.org | Person Responsible: ToB |
| | <input type="checkbox"/> Decide Interviewing Body for PM position | Person Responsible: ToB and UDB |
| | <input type="checkbox"/> Determine if EPA will cap how much ToB can pay for contract work. | Person Responsible: ToB |
| | <input type="checkbox"/> Create postable synopsis of QAPP RFP | Person Responsible: Melanie |
| | <input type="checkbox"/> | Person Responsible: |
| Date of Next Meeting: | April 26, 2024 | |