

DRC MEETING NOTES

Date: April 26, 2024	Meeting Type: Weekly Meeting and Update	
Called to Order: 10:00am	Note taker: Melanie Daniels	Attendees: Jen D., Erin N., Janet S., Ann L., Melanie D.

NOTES

I. Previous Minutes	Will approve at the next meeting as they are still being compiled
II. Outstanding Invoices for CCC Building (2023 Q3/Q4 and 2024 Q1)	<p>There are three outstanding invoices with UDB for three separate quarters.</p> <ul style="list-style-type: none"> - The UDB accountant is out of office until May 2nd and will look into how to take care of the invoices in the meantime. <p>UDB concerns:</p> <ul style="list-style-type: none"> - Expressed interest in assessing the costs and what can be reduced <ul style="list-style-type: none"> - Propane is turned off now and will help - Could possibly turn off the walk-in refrigerators to help save costs once seeds are removed and used. <p>Moving forward:</p> <ul style="list-style-type: none"> - The building will be improved and having updated insulation will help, however, there will still be significant upkeep around the building. - That is something that will need to be discussed and considered as the partnership moves forward. <ul style="list-style-type: none"> - In the meantime, costs will be reduced as much as possible. - We need to consider the costs especially as renovation starts and people will be in and around the building.
III. Project Manager Interview Process Interview Committee Timing	<p>ToB has developed a preliminary list of questions for applicants.</p> <ul style="list-style-type: none"> - Will share questions with the UDB Executive Director for UDB approval. <p>Proposed Interview Panel: (3 people)</p> <ul style="list-style-type: none"> - One ToB Council Member: Possibly Brit Hornsby - Erin Nelson: Person who is most familiar with available grants - One person from the UDB Board: <ul style="list-style-type: none"> - Janet will need to source a person to sit on the interviewing board. <p>Plan to have interviews scheduled for Monday or Tuesday next week.</p> <ul style="list-style-type: none"> - Ideally the interviews would be in person. <p>To ensure the DRC will create a fair and equitable situation and Melanie will recuse herself from all discussions and decisions around hiring practices.</p>
IV. QAPP Bid Packet	<p>There is an email for the project manager position with the ToB.</p> <p>Erin created a landing page on the town website for the bidding information</p>

	<p>and relevant information.</p> <ul style="list-style-type: none"> - Could be mirrored and provided on the UDB website. <p>Reviewing draft content:</p> <ul style="list-style-type: none"> - Tasks (2) <ul style="list-style-type: none"> - Updated Task 1 to Included a presentation of the QAPP to stakeholders <ul style="list-style-type: none"> - High-level summary - Insurance Documents? <ul style="list-style-type: none"> - Will not require an bid bond - Unsure if a performance bond will be needed <ul style="list-style-type: none"> - Could be covered by an “error of omissions” provision - Will seek legal counsel on this. - Criteria Selection <ul style="list-style-type: none"> - The criteria that will be used will be altered by the type of bids we are requesting. <p>Remind Board and Council that what is recommended in the QAPP is what will be the operational plan for the remaining projects.</p> <p>Still planning to meet with legal counsel on whether this should be a RFP or RFQ.</p> <p>EPA Program Officer April is happy that projects are moving forward and approved RFPs going out just clarify that no fund will be able to move until the contract is signed.</p>
<p>V. Fire Suppression Bid Packet</p>	<p>Clarification that the ToB and UDB are final authorities.</p> <p>There is an email out to April, the EPA Program Officer, about engaging Disadvantaged Business Enterprises (DBE).</p> <ul style="list-style-type: none"> - Do we need a targeted percentage of participation? - Will clarify with April <p>There are lingering questions about water pressure, hook-up, and potential costs around water set-up.</p> <ul style="list-style-type: none"> - Will consult on these questions. <p>Reviewing draft content:</p> <ul style="list-style-type: none"> - Scope of Work: <ul style="list-style-type: none"> - Remove references to ceiling tiles <ul style="list-style-type: none"> - What state do we leave it in? - Everything is open and industrial - Ceiling: <ul style="list-style-type: none"> - All of the ceilings are removed and we may need to consult with an engineer about the best way to proceed around the ceiling. <ul style="list-style-type: none"> - This calls into question the order in which we do fire suppression: <ul style="list-style-type: none"> - At what point does it make sense to complete fire suppression? - There are two different ceiling types in the building. - HVAC? - Both governing entities will need to approve how to move fire suppression forward. - Possibly bid out for a consulting engineer to begin consulting on the project before fire suppression goes out.

	<ul style="list-style-type: none"> - Priority for fire suppression was expedited so parties could move into building ASAP but that timeline has changed. - ToB will need to consult with the financial controller to assess what grants will be lost, and realities for asking for extensions moving forward if the fire suppression bid is pushed back. 	
VI. EPA EJG2G Updates	<p>April is putting last touches on the proposal before it goes to congressional review.</p> <ul style="list-style-type: none"> - April's inclination is that there could be a contract around May 8th. <p>UDB SAM.gov UEI number Update:</p> <ul style="list-style-type: none"> - The UDB update was rejected because of discrepancies in the name. UDB will meet with a resource on anti-lobbying forms 	
VII. General Renovation Timeline Priorities	<p>The previous pressure for fire suppression was from previous team leaders whose priority was making the building usable as soon as possible.</p> <ul style="list-style-type: none"> - Is it realistic to install fire suppression first as there are still questions about the ceiling and what its final state will be? <ul style="list-style-type: none"> - To be considered in next DRC meeting 	
VIII. Other	<p>Engineer consultant for ToB</p> <ul style="list-style-type: none"> - Will start developing a RFP or RFQ for an engineering consultant. <p>There are seeds stored in the walk-in refrigerators at the CCC.</p> <ul style="list-style-type: none"> - Will need to be handled by UDB 	
Action Items	<input type="checkbox"/> Source UDB Board member for Project Manager interviews	Person Responsible: Janet
	<input type="checkbox"/> Add action items expected in presentation for QAPP Task 1	Person Responsible: Erin
	<input type="checkbox"/> Create Bidding Info Page on UDB website	Person Responsible: UDB
	<input type="checkbox"/> Get final legal questions to Erin Monday @ noon	Person Responsible: Everyone
	<input type="checkbox"/> Assess seeds and prepare them for distribution	Person Responsible: UDB
Date of Next Meeting:	April 30, 2024	