

## DRC MEETING NOTES

<b>Date:</b> Tuesday, June 25, 2024	<b>Meeting Type:</b> Regular Design Review Committee Meeting	
<b>Called to Order:</b> 2:02 PM	<b>Note taker:</b> Erin Nelson	<b>Attendees:</b> Ann Leppanen, Janet Slowman-Chee, Jen Davila, Erin Nelson
<b>NOTES</b>		
<b>I. Notes from June 18th</b>	Approved	
<b>II. Project Manager Position/ Interviews</b>	<p>We currently have one qualified, local applicant who is scheduled for an interview at 1PM on Tuesday, July 2nd. Interview committee will consist of Davis Filfred, Jen Davila, and Erin Nelson.</p> <p>The 3 other applicants were not local (SLC, East Coast, and Portugal). The other applicants failed to send in a cover letter, which was a requirement of the job posting.</p> <p>Davila suggested reaching out to the woman who applied from SLC. Nelson will call her later today.</p> <p>Leppanen had concerns with the geographical issues of the 3 other applicants.</p> <p>One of the first jobs the Project Manager will complete is devising an organizational system to help us visualize the project timeline, costs, and responsible parties.</p>	
<b>III. EPA Grant SAM.gov Anti-Lobbying Form</b>	<p>Utility - Town of Bluff. Try to get an invoice from Linda to prove physical address. Slowman-Chee is still working with Zions to get a bank statement with the physical address.</p> <p>Slowman-Chee has reached out to the Ute attorney about the anti-lobbying form.</p> <p>Both are critical to UDB being able to accept the subaward.</p>	
<b>IV. Grants/Other</b>	N/A at this time	
<b>V. Playground</b>	<p>The UDB board met, but didn't discuss the playground. (Focused on Summer Celebration)</p> <p>They are meeting again and can present the playground. Slowman-Chee will let us know if they need a member to present at the board meeting.</p>	
<b>VI. RFP for Professional Services / Dates / Procurement</b>	<p>Nelson presented a draft of the RFP for professional services. She will make a few additional modifications to fit our scope of work, including updating the evaluation criteria to focus more heavily on the final cost. She will send a copy to all DRC participants, as well as the town lawyer.</p> <p>Ideally, the RFP will be issued in early July.</p>	

	<p>The team would like to conduct a site visit on July 25th for prospective bidders. This should also give the hired Project Manager time to get up to speed and familiar with the project.</p> <p>The bids will be due August 12th at 3PM. Bids will be opened that same day, and the award may be made as early as August 13th during the regular town council meeting.</p>	
<b>Action Items</b>	<p>Slowman-Chee/Nelson</p> <p>Nelson</p> <p>Nelson/Davis/Davila</p>	<p>Get UDB listed as "Active" in Sam.gov</p> <p>Send drafted RFP to legal counsel and DRC members</p> <p>Conduct PM role interviews July 2nd</p>
Date of Next Meeting:	<p>Tuesday, July 2, 2024 2:00PM</p>	