

**Leon County Research and Development Authority**  
**Executive Committee Meeting**  
Knight Administrative Centre  
1736 W Paul Dirac Drive 32310  
Monday, July 23, 2018, 1:00pm

**Minutes**

**Members in Attendance:** Chair Dave Ramsay, Immediate Past Chair Anne Longman, Member at Large Kristin Dozier (via telephone), Treasurer April Salter.

**Members Absent:** Vice Chair Kim Williams.

**Others in Attendance:** LCRDA Staff: Ron Miller, Executive Director; Michael Tentnowski, Director of Entrepreneurship; Denise Bilbow, Director of Programs and Communications; Peggy Bielby, Administrative Coordinator. NAI Talcro: Lori Campbell and Stephanie Shoulet.

**1. Call to Order**

The meeting was called to order at 1:10pm.

**2. Introduction of Guests**

All present introduced themselves.

**3. Modifications to the Agenda**

As required by the Bylaws, the Committee must vote to approve Kristin Dozier's participation in the meeting via telephone.

*Anne Longman offered a motion to allow Kristin Dozier to participate on the meeting by electronic means. April Salter seconded the motion, which passed 3-0 with Kristin Dozier ineligible to vote on this motion.*

**4. Public Comment**

None.

**5. Approval of Draft Meeting Minutes, May 23, 2018**

*Anne Longman offered a motion to approve the May 23, 2018 Executive Committee meeting minutes. April Salter seconded the motion, which passed unanimously.*

**6. Morgan Building Restroom Renovations Agreement**

Staff and NAI Talcro have reviewed informal bids for the renovation of the Morgan Building restrooms and request approval of their recommendation to award an agreement to Mullinax Construction, LLC in the amount of \$37,330.00. The renovation has been previously approved and included in the current year budget.

*April Salter offered a motion to approve the award of the Morgan Building Restroom Renovation agreement to Mullinax Construction. Anne Longman seconded the motion, which passed unanimously.*

**7. RFP 18-02 Janitorial Services Agreement**

Staff and NAI Talcro have reviewed proposals in response to RFP 18-02 Janitorial Services and requests approval of their recommendation to award an agreement to United States Service Industries, Inc. A financial summary of the responses is also attached.

*Anne Longman offered a motion to approve the award of the Janitorial Services Agreement to United States Service Industries. April Salter seconded the motion, which passed unanimously.*

**8. RFP 18-03 Property Management and Accounting Services Agreement**

The evaluation committee has reviewed proposals in response to RFP 18-03 Property Management and Accounting Services and requests approval of their recommendation to award an agreement to NAI Talcro.

*Ron Miller and Kristin Dozier summarized the evaluation process and discussed the factors evaluated in reviewing the proposals.*

*April Salter offered a motion to approve the award of the Property Management and Accounting Services Agreement to NAI Talcor. Anne Longman seconded the motion, which passed unanimously.*

#### **9. RFQ 18-04 Collins Building Renovation**

*Ron Miller expressed concerns regarding the RFQ process for design-build services he discovered during the drafting of the RFQ. Previous direction was given to conduct a “qualifications based” RFQ. He believes that this process may not result in the most competitive guaranteed maximum price and guaranteed completion date in these circumstances. Upon further research and consultation with General Counsel, he learned that FS 189.053 and 287.055 provide two options for the Authority’s acquisition of design-build services: “Option 1” is the competitive proposal process. “Option 2” is the qualification based process. He presented a summary of the two options to the Executive Committee. He recommended following Option 1. This will require procuring architectural services to create a design criteria package in sufficient detail such that at least 3 firms will be able to provide competitive proposals in response to the RFQ for design-build services. The selected architect will also provide consultation concerning evaluation of responses or bids, supervision or approval of detailed working drawings, and evaluation of the compliance of the project construction with the design criteria package.*

*Kristin Dozier offered a motion to approve utilizing the methods designated as “Option 1” in the discussion. Anne Longman seconded the motion, which passed unanimously.*

#### **10. Chair’s Report**

- a. Slate of Officers for 2018-19

*Current officers have agreed to continue to serve: Dave Ramsay (Chair), Kim Williams (Vice Chair), April Salter (Treasurer). The Board will vote at the Aug. 2, 2018 meeting.*

- b. Strategic Planning for 2018-2021

*After discussion, staff was directed to pursue organizing a one-day strategic planning session for fall 2018.*

#### **11. Staff Reports**

- a. Director of Programs and Communications

*Denise Bilbow reported on the Larry Lynch roast, STEM outreach platform for the website, TechTopics (Aug. 29), Innovation Hunt (Sept. 29), and market research analysis for other research parks.*

- b. Director of Entrepreneurship

*Michael Tentnowski reported on the fall EEP session plans, T-Cap merging into I-Corps, and progress on \$17 million funding for the new incubator, including pursuit of EDA grants. He also reported that the agreement with FAMU for the EDA Grant subaward for the SBIR-STTR training was completed.*

- c. Executive Director

*Ron Miller reported that Sunnyland did not renew its lease and will vacate by August. The Development Review Committee approved a 6,600sf expansion at CAPS.*

April Salter left the meeting at 3:05pm.

#### **12. New Business**

None.

#### **13. Adjourn**

The meeting adjourned at 3:16pm.