

Leon County Research and Development Authority
Board of Governors Meeting
Collins Building
2051 East Paul Dirac Drive
Tallahassee, FL 32310

June 1, 2021
11:00am to 1:30pm

Agenda

The meeting will be live streamed on our Facebook page at: <https://www.facebook.com/InnovationParkTLH>. Due to the ongoing Coronavirus/COVID-19 pandemic, anyone wishing to address the Committee may appear in person (attendance in the room may be limited) or submit written comments by 9:00am the day before the scheduled meeting date so that the comments can be distributed to the committee members. Comments submitted after this time (up to the time of the meeting) will be accepted and included in the official record of the meeting. Email comments to: publicinput@inn-park.com and reference the meeting title and date in the subject line. Include your name and contact information. All times are approximate.

1. Call to Order

2. Introduction of Guests

3. Approval of Participation by Electronic Means

In accordance with the Bylaws, there being a quorum of members present in person, the members of the Board present in person are required to approve participation by those participating via Electronic Means acknowledging that the COVID-19 pandemic constitutes extraordinary circumstances.

4. Modifications to the Agenda

5. Public Comment

Any public comment received prior to the meeting will be provided to the Board members in addition to any in-person public comment.

6. Approval of Draft Meeting Minutes, April 1, 2021 (*Attachment A*)

7. Consent Agenda

a. Treasurer's Report (*Attachment B*)

b. Monthly Financial Reports

- i. March 2021 Link: <https://innovation-park.com/wp-content/uploads/2021/05/03.21-Monthly-Report-Innovation-Park.pdf>
- ii. April 2021 Link: <https://innovation-park.com/wp-content/uploads/2021/05/04.21-Monthly-Report-Innovation-Park.pdf>

c. Investment Reports (*Attachments C1 and C2*)

- i. March 2021
- ii. April 2021

d. Compensation Committee Report (*Attachment D*)

e. NFIL Oversight Committee Report (*Attachment E*)

f. Executive Committee Report (*Attachment F*)

g. Telework Policy (*Attachment G*)

The Compensation Committee recommended the attached policy, modeled after Leon County's Telework Policy and reviewed by Authority counsel, to provide direction regarding employee's working away from the Authority offices.

The Executive Committee requests ratification of its approval of the Compensation Committee's recommended amendment of the Employee Policy to include a Telework Policy.

h. Family and Medical Leave Act Policy (*Attachment H*)

The Compensation Committee recommended the attached policy, modeled after a sample policy from the Society of Human Resource Managers and reviewed by Authority counsel, to comply with Federal Family and Medical Leave Act requirements.

The Executive Committee requests ratification of its approval of the Compensation Committee's recommended new Family and Medical Leave Act policy.

i. Executive Director Evaluation Form (*Attachment I*)

The Compensation Committee reviewed the Executive Director Evaluation Form and recommended changes to be included in the current evaluation year. It further recommended that specific financial related goals be adapted into the form before the beginning of the next fiscal year.

The Executive Committee requests ratification of its approval of the Compensation Committee's recommended changes to the Executive Director Evaluation form.

j. Elevator Modernization Consulting Services (*Attachment J*)

The Board of Governors previously approved a budget item of \$70,000 for fiscal year 2021 to modernize the elevator in the Morgan Building. The same amount is expected to be budgeted in 2022 to modernize the elevator in the Johnson Building. The current year budget did not include funds for unanticipated but necessary consulting services for the development of a technical scope of work and other services necessary for the development of a Request for Proposals to perform the modernization and oversight of the project.

The Executive Committee requests ratification of its approval of a budget not to exceed \$15,000.00 to solicit informal bids to perform consulting services for the development of a technical scope of work and other services necessary to develop an RFP for the modernization of the Morgan and Johnson elevators, and that the Executive Director find budget adjustments to offset this added cost.

k. RFP 21-02 Paving Services (*Attachment K1-K2*)

The Executive Committee requests ratification of its approval of RFP 21-02 for Paving Services as further described in the solicitation and in accordance with the budget previously approved by the Board of Governors.

1. Legal Services Contract Amendment (*Attachment L*)

General Counsel's prior firm, Clark, Partington, et al. (now Nelson Mullins Broad and Cassel), was originally contracted for services October 1, 2014. Since that time, the Authority has agreed to annual renewals without any increase in hourly rates. Counsel proposed rate increase terms and has agreed to the Executive Committee's counter proposal as reflected in the attached Amendment.

The Executive Committee requests ratification of its approval of the proposed Legal Services Contract Amendment with Nelson Mullins Broad and Cassel which increases hourly rates from \$250 to \$300, \$200 to \$220, and \$90 to \$125, for Partners, Associates and Paralegals, respectively. It also extends the term of the contract two years with two additional one-year options at the same rates.

--- END CONSENT AGENDA ---

8. North Florida Innovation Labs Plan—Bill Lickson

Director Lickson will provide an update regarding initial program development planning for the North Florida Innovation Labs.

9. Committee Roles Discussion-Chair Moore

Chair Moore will facilitate a discussion regarding potential adjustments to the role of the Investment Advisory Committee and the potential need for new committees.

10. Chair's Report

- a. Return to in-person meetings.
- b. Officers for next year.

11. Staff Reports

- a. Executive Director (*Attachment M1*)
- b. Director of North Florida Innovation Labs (*Attachment M2*)
- c. Director of Marketing & Engagement (*Attachment M3*)
- d. Property Manager (*Attachment M4*)

12. New Business

13. Adjourn

UPCOMING MEETINGS AND EVENTS

TechGrant Finalists Announced

Wednesday, June 2, 2021

NFIL Oversight Committee Meeting

Wednesday, July 14, 2021

8:00am – 10:00am

TechTopics

Tuesday, June 15, 2021

11:00am – 12:00pm

Executive Committee Meeting

Tuesday, July 20, 2021

1:00am – 1:00pm

Board of Governors Meeting

Tuesday, August 3, 2021

11:00am – 1:30pm

Executive Committee Meeting

Tuesday, September 21, 2021

11:00am – 1:00pm

TechGrant 2021

Thursday, October 21, 2021

5:00pm – 7:30pm

Goodwood Museum & Gardens Carriage House

Leon County Research and Development Authority
Board of Governors Meeting
Collins Building
2051 East Paul Dirac Drive
Tallahassee, FL 32310

April 1, 2021
11:00am to 1:30pm

DRAFT Minutes

Members in Attendance in Person: Kimberly Moore, Tom Allen, Keith Bowers, Kristin Dozier, Eric Holmes, Anne Longman.

Members in Attendance Virtually: Ray Bye, John Dailey, Shawnta Friday-Stroud, Sonjoy Goswami, Kevin Graham.

Members Not in Attendance: Dave Ramsay.

Guests: Greg Boebinger, National High Magnetic Field Laboratory; Jeff Whalen, Abby Queale, MagCorp; Cristina Paredes, Office of Economic Vitality; Cam Whitlock, Architects Lewis+Whitlock; Bill Lickson, Domi Station; Melissa VanSickle, Nelson Mullins Broad & Cassel; Stephanie Shoulet, NAI Talcor; Ron Miller, Naomi Molina, Peggy Bielby, LCRDA Staff.

1. Call to Order

Chair Kimberly Moore called the meeting to order at 11:02am and modified the Agenda to allow Item 8. “MagCorp Presentation” to immediately follow.

2. MagCorp Presentation

MagLab Director, Greg Boebinger, and MagCorp President, Jeff Whalen, and MagCorp CEO Abby Queale discussed their 5-year agreement to match MagLab discoveries by scientists in the lab with industries in need of these advancements. Cristina Paredes discussed the impact of this agreement and its relationship to the Office of Economic Vitality’s Strategic Plan.

3. Introduction of Guests

All present introduced themselves.

4. Approval of Participation by Electronic Means

In accordance with the Bylaws, there being a quorum of members present in person, the members of the Board present in person are required to approve participation by those participating via Electronic Means acknowledging that the COVID-19 pandemic constitutes extraordinary circumstances.

Kristin Dozier offered a motion to approve participation by electronic means. Tom Allen seconded the motion which passed unanimously.

5. Modifications to the Agenda

Agenda Item 8 “MagCorp Presentation” was moved to immediately following Item 1 “Call to Order.”

6. Public Comment

None.

7. Approval of Draft Meeting Minutes, February 4, 2021

Tom Allen offered a motion to approve the meeting minutes. Eric Holmes seconded the motion which passed unanimously.

8. Consent Agenda

- a. Treasurer's Report
- b. Monthly Financial Reports
 - i. January 2021
 - ii. February 2021
- c. Investment Reports
 - i. January 2021
 - ii. February 2021
- d. Audit Committee Report
- e. Investment Advisory Committee Report
- f. NFIL Oversight Committee Report

Anne Longman offered a motion to approve the consent agenda items. Ray Bye seconded the motion which passed unanimously.

9. North Florida Innovation Labs (NFIL)

- a. NFIL Director Position Status—Executive Director Ron Miller announced that Bill Lickson will join the LCRDA staff as Director of North Florida Innovation Labs on April 19, 2021. Bill Lickson introduced himself and shared his views on the regional entrepreneurial environment and pipeline, the future of the collaborative ecosystem, and his planned focus on marketing, fundraising, and partnerships.
- b. Emergency Situation Authorization Ratification
The Chair requests ratification of her emergency authorization to waive the Personnel Policy 11-01 advertising and posting requirements in order to pursue potentially hiring a previously vetted candidate for the Director North Florida Innovation Labs position.
Eric Holmes offered a motion to ratify the chair's emergency waiver. Ray Bye seconded the motion which passed unanimously.
- c. NFIL Facility Development Status Update – Executive Director Ron Miller provided an update on the progress made in the schematic design phase for the NFIL facility. He advised of the need to change to a 2-story design and that change would require approval by the EDA. He and Cam Whitlock will be meeting with the EDA next Tuesday to discuss this change. Eric Holmes requested that consideration be given to adding storage space above the loading dock area.
- d. Construction Bank Account Resolution
Staff requests approval of the resolution establishing a bank account for the purpose of segregating transactions related to the receipt of funding and the payment of construction related expenses for NFIL. This approval includes the authorization for the Executive Director to complete ACH forms necessary for electronic receipt of funds and payments to vendors.
Kevin Graham offered a motion to approve the resolution and authorization. Eric Holmes seconded the motion which passed unanimously.

10. Landscaping and Grounds Services Agreement

Staff requests approval of its recommendation to award IBR20-01 to Heinz Brothers Outdoor Services, Inc. (d/b/a Heinz Nurseries), along with the attached one-year agreement effective May 1, 2021.

Kristin Dozier offered a motion to approve the recommendation. Eric Holmes seconded the motion which passed unanimously.

11. NAI Talcor Property Management and Accounting Services Agreement Extension

Staff requests approval of the amendment to the Property Management and Accounting Services agreement to extend the term of the contract for one-year with no increase to the management fee. The current agreement is due to expire on September 30, 2021 and provides that the term may be extended for additional one-year terms by mutual agreement of the parties.

Shawnta Friday-Stroud offered a motion to approve the amendment to the agreement. Anne Longman seconded the motion which passed unanimously.

12. Audited Financial Statements for Fiscal Year 2019-20

The Audit Committee recommends and requests approval of the Fiscal Year 2019-20 Audited Financial Statements. Auditors Thomas Howell Ferguson issued an unmodified opinion with the report, and noted no irregularities, errors, or recommendations in its report on internal controls, report on compliance with local government investment policies, management letter or the Auditor's Communication with Those Charged with Governance.

Anne Longman offered a motion to approve the statements. Kristin Dozier seconded the motion which passed unanimously.

13. Financial Forecast Update Executive Director

Ron Miller reviewed the Financial Forecast for FY 2020-2021 and discussed the operating and non-operating income, operating expenses, and capital expenditures, and noted any current year forecast budget variances.

14. Chair's Report

Kimberly Moore asked for two Board of Governor members to serve on the Compensation Committee; Anne Longman and Ray Bye agreed to serve. Ron is working on a transition plan related to reopening the offices, and Ray Bye commended the chair's leadership in conducting an exit interview with Michael Tentnowski and in the emergency action facilitating Bill Lickson's hire.

15. Staff Reports

- a. Executive Director Ron Miller reported that CareerSource Capital Region signed a lease for space in the Morgan Building, FSU/TMH lab signed a lease for another year, the Collins Building added another lab tenant, and the Department of Agriculture signed a 5-year lease renewal. FSU Department of Anthropology is moving out of the Johnson Building June 30, 2021. Work continues on the FAMU grant opportunities and 501(c)(3) application.
- b. Director of Marketing & Engagement Naomi Molina reported that TechTopics Feb. 16, 2021 had 50+ attendees, the next ones are Apr. 20 and June 15, 2021. TechGrant 2021 applications are due May 5, 2021. Social media engagement is improving, and the website has been updated.
- c. Property Manager Stephanie Shoulet reported on occupancy, non-routine repairs and maintenance including paving, elevator bids, and deck repairs.

16. New Business

None.

17. Adjourn

The meeting was adjourned at 12:55pm.

UPCOMING MEETINGS AND EVENTS

TechTopics

Tuesday, April 20, 2021
11:00am – 12:00pm

Executive Committee Meeting

Tuesday, May 18, 2021
11:00am – 1:00pm

Board of Governors Meeting

Tuesday, June 1, 2021
11:00am – 1:30pm

TechTopics

Tuesday, June 15, 2021
11:00am – 12:00pm

Leon County Research and Development Authority
Treasurer's Report

June 1, 2021

The following is a summary of the more significant items relating to financial position, financial operations, and the budget:

Note: Balances are prior to any GASB 68 or audit adjustments (if any)

For the months ending	3/31/2021	4/30/2021
and the year-to-date through	4/30/2021	7 months thru

1) Balance Sheet

<u>Changes for the month:</u>	Increase/ (Decrease)	
	3/31/2021	4/30/2021
Operating cash ¹	\$ (85,068)	\$ 40,664
NFIL Construction ²	\$ -	\$ 91,789
Receivables	\$ (6,767)	\$ 7,897
Property ³	\$ 33,427	\$ 109,239
Accumulated depreciation and amortization	\$ (23,852)	\$ (23,852)
Investments ⁴	\$ 2,962	\$ (248,297)
Total assets	\$ (79,818)	\$ (24,333)
Total liabilities ⁵	\$ (44,917)	\$ (12,017)
Total capital	\$ (34,900)	\$ (12,316)

^{1.} 3/31 NFIL A&E Costs \$34k ; 4/30 Transferred in to cash \$50k from investments

^{2.} 4/30 Opened separate account for NFIL construction costs transferred in \$200k from investments and paid \$108k

^{3.} NFIL Construction 3/31 \$34k; 4/30 \$108k

^{4.} 4/30 Transferred \$200k to NFIL Construction account and \$50k to operating account

^{5.} Prepaid rent applied and trade payables reduction

2) Income Statement

	YTD	Month	
	4/30/2021	3/31/2021	4/30/2021
Interest income	\$ 22,066	\$ 1,748	\$ 2,113
Net operating income (loss) <i>(before depreciation & amort.)</i>	\$ (73,288)	\$ (11,048)	\$ 11,536
Less: Depreciation & amort.	(166,966)	(23,852)	(23,852)
Net income (loss)	\$ (240,254)	\$ (34,900)	\$ (12,316)

3) Cash Flow Statement

All Cash		
	3/31/2021	4/30/2021
Beginning balance	\$ 191,920	\$ 106,852
Net change	(85,068)	132,453
Ending balance	\$ 106,852	\$ 239,305

Cash is adequate to meet current cash disbursement needs.

Leon County Research and Development Authority
Treasurer's Report

June 1, 2021

4) Budget Comparison Statement

a) Revenues:

Revenue Variances Year-to-Date thru: 4/30/2021	
Actual	\$ 552,077
Budgeted	647,453
Variance Favorable (Unfavorable)	<u>\$ (95,376)</u>
Variance breakdown:	
Rent ¹	\$ 22,094
Operating expense reimbursement ²	\$ (24,713)
Interest income	(2,790)
Grant revenue ³	(89,805)
TechForce and other program revenue ⁴	(6,901)
All other ⁵	6,740
Variance Favorable (Unfavorable)	<u>\$ (95,376)</u>

¹ Morgan Building \$19k better primarily due to new CareerSource Capital Region lease

² Operating expense reimbursement budgeted (\$26k) for FSU share of elevator refurb, but corresponding expense not yet incurred.

³ Grant revenue not yet earned. Knight grant(\$35K) awarded and will be expended soon. Remaining \$55k with FAMU in discussion about how we can use the funds.

⁴ TechForce program not held due to insufficient interest, and TechGrant sponsorships delayed due to COVID delayed program

⁵ Trail construction prepayment refund \$5.3k--will likely be expended on washout remediation

b) Operating Expenses (before Depreciation and Amortization):

Operating Expenses Year-to-Date thru: 4/30/2021	
Budgeted	\$ 825,419
Actual	625,365
Variance Favorable (Unfavorable)	<u>\$ 200,054</u>
Operating Expense Variances	Favorable/
Year-to-Date thru: 4/30/2021	(Unfavorable)
Payroll ¹	\$ 8,440
Utilities	(13)
Repairs/Maintenance ²	165,019
Cleaning & Improvements ³	(28,107)
Services	5,423
Property Administration ⁴	49,292
Total Favorable (Unfavorable) Variance	<u>\$ 200,054</u>

¹ Month without DE salary and benefits

² Elevator refurb (\$72k) and parking lot resurface (\$96k) not yet completed

³ Morgan 2nd floor carpet and paint for new tenant 3 year lease + hallway (\$26k)

⁴ Not yet expended: Grants (\$35k), Program Expenses (\$4.9k) and Marketing expenses (5.2k)

Respectfully submitted,

Leon County Research and Development Authority
Treasurer's Report

June 1, 2021

Sonjoy Goswami, Treasurer

INVESTMENT PORTFOLIO

For period ending March 31, 2021

For the Month:

<u>SECURITY OWNED</u>	<u>BALANCE BOM</u>	<u>EARNINGS</u>	<u>ADDITIONS</u>	<u>DEDUCTIONS</u>	<u>BALANCE EOM</u>	<u>YIELD</u>
FL PRIME	\$ 1,373,436.12	\$ 154.77	\$ -	\$ -	\$ 1,373,590.89	0.133%
SPIA	2,360,859.18	1,572.33	-	-	2,362,431.51	0.784%
	<u>\$ 3,734,295.30</u>	<u>\$ 1,727.10</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,736,022.40</u>	<u>0.545%</u>

For the Fiscal Year Beginning October 1:

<u>SECURITY OWNED</u>	<u>BALANCE BOP</u>	<u>EARNINGS</u>	<u>ADDITIONS</u>	<u>DEDUCTIONS</u>	<u>BALANCE EOP</u>	<u>YIELD</u>
FL PRIME	\$ 1,372,274.96	\$ 1,315.93	\$ -	\$ -	\$ 1,373,590.89	0.192%
SPIA	2,343,976.79	18,454.72	-	-	2,362,431.51	1.578%
	<u>\$ 3,716,251.75</u>	<u>\$ 19,770.65</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,736,022.40</u>	<u>1.061%</u>

SPIA Available Balance (see security description for minimum balance requirements)	\$ 947,768.88
Investments Designated for Capital Projects	\$ 1,800,000.00
Undesignated Investments	\$ 1,936,022.40

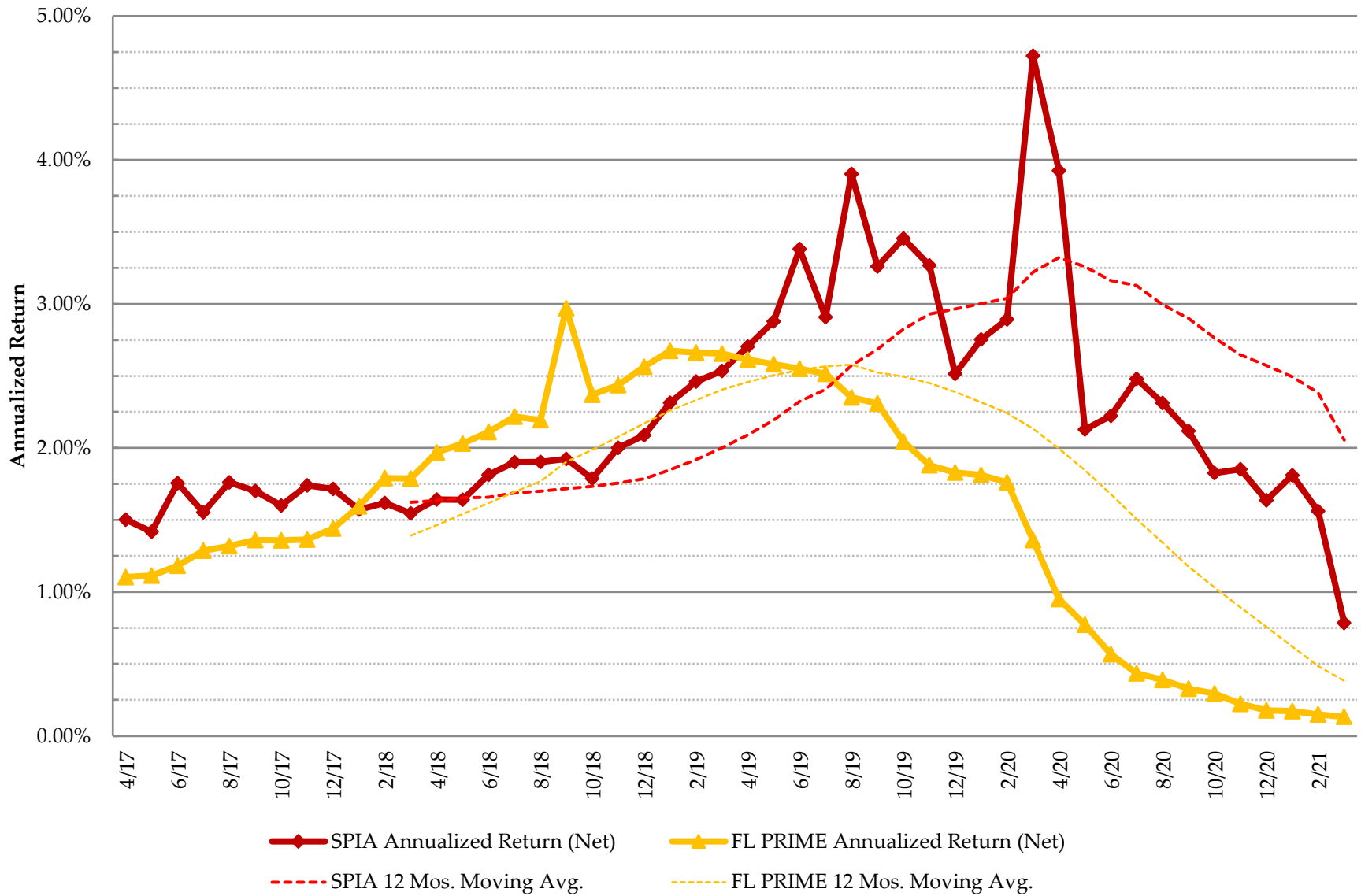
NOTABLE ADDITIONS OR DELETIONS TO ACCOUNTS:

Note: Security descriptions shown on reverse

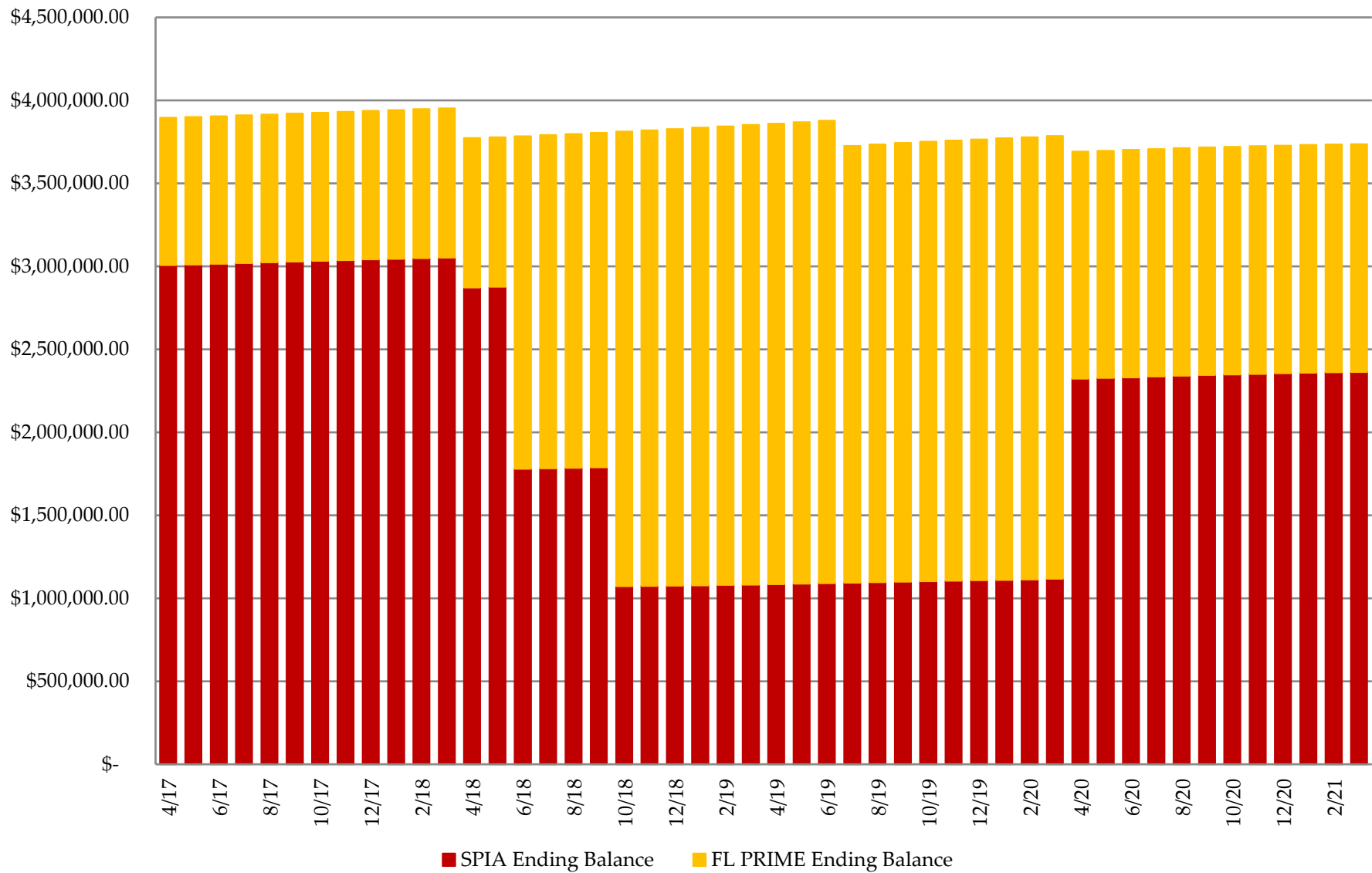
SECURITY DESCRIPTIONS:

- FL PRIME - SBA Florida Prime - The Local Government Surplus Funds Trust Fund (Florida PRIME) was created by an Act of the Florida Legislature in 1977 and currently serves over 800 participants across the state. Invests exclusively in short-term, high-quality fixed-income securities rated in the highest short-term rating category by one or more nationally recognized statistical rating organizations, or securities of comparable quality. Seeks to maintain a \$1.00 value and maintain a weighted average maturity of 60 days or less, with the maximum maturity of any investment limited to 397 days. Rated AAAM by Standard & Poor's, the highest rating available for a local government investment pool. Complies with legislation that requires numerous operational and reporting enhancements, including restating investment objectives to emphasize safety, liquidity and competitive returns with minimization of risks; and providing for enhanced internal controls, transparency and communication. Federated Investors has managed the assets of Florida PRIME to the exact specifications of its investment policies since February 13, 2008.
- SPIA – Florida Treasury Special Purpose Investment Trust – The Florida State Treasury operates a special investment program for public entities other than the State. This program is authorized in Section 17.61(1), Florida Statutes and is called the Treasury Special Purpose Investment Account (SPIA). Component units of the State, Universities, or Colleges that are created by the Florida Constitution or Florida Statutes are eligible to invest in SPIA. Current non-component unit participants, like the Authority, are allowed to stay in the program with capped investment limits and a minimum balance equal to 60% of the previous 3 months average balance. Liquidations in excess of the minimum balance require 6 months' notice. SPIA funds are invested in the same portfolio as Treasury funds, so the pool of funds has a stable base of funds (over 85% of the funds are captive trust funds) not needed for immediate disbursement. These funds are invested in a combination of short-term liquid instruments and intermediate-term fixed income securities. This “barbell” investment strategy, along with incremental income produced by securities lending, has the ability to return higher yields than a typical money market fund. Participants have the ability to invest and obtain fund withdrawals same day with an 11:00 a.m. deadline for notifying the Treasury. The SPIA maintains a credit rating of A+f by Standard & Poor's.

Leon County Research & Development Authority Investment Yield



Leon County Research & Development Authority Investments Balances



INVESTMENT PORTFOLIO

For period ending April 30, 2021

For the Month:

<u>SECURITY OWNED</u>	<u>BALANCE BOM</u>	<u>EARNINGS</u>	<u>ADDITIONS</u>	<u>DEDUCTIONS</u>	<u>BALANCE EOM</u>	<u>YIELD</u>
FL PRIME	\$ 1,373,590.89	\$ 131.04	\$ -	\$ 250,000.00	\$ 1,123,721.93	0.120%
SPIA	2,362,431.51	1,962.48	-	-	2,364,393.99	1.011%
	<u>\$ 3,736,022.40</u>	<u>\$ 2,093.52</u>	<u>\$ -</u>	<u>\$ 250,000.00</u>	<u>\$ 3,488,115.92</u>	<u>0.682%</u>

For the Fiscal Year Beginning October 1:

<u>SECURITY OWNED</u>	<u>BALANCE BOP</u>	<u>EARNINGS</u>	<u>ADDITIONS</u>	<u>DEDUCTIONS</u>	<u>BALANCE EOP</u>	<u>YIELD</u>
FL PRIME	\$ 1,372,274.96	\$ 1,446.97	\$ -	\$ 250,000.00	\$ 1,123,721.93	0.181%
SPIA	2,343,976.79	20,417.20	-	-	2,364,393.99	1.497%
	<u>\$ 3,716,251.75</u>	<u>\$ 21,864.17</u>	<u>\$ -</u>	<u>\$ 250,000.00</u>	<u>\$ 3,488,115.92</u>	<u>1.008%</u>

SPIA Available Balance (see security description for minimum balance requirements)	\$ 948,090.36
Investments Designated for Capital Projects (North Florida Innovation Labs)	\$ 1,600,000.00
Undesignated Investments	\$ 1,888,115.92

NOTABLE ADDITIONS OR DEDUCTIONS TO ACCOUNTS:

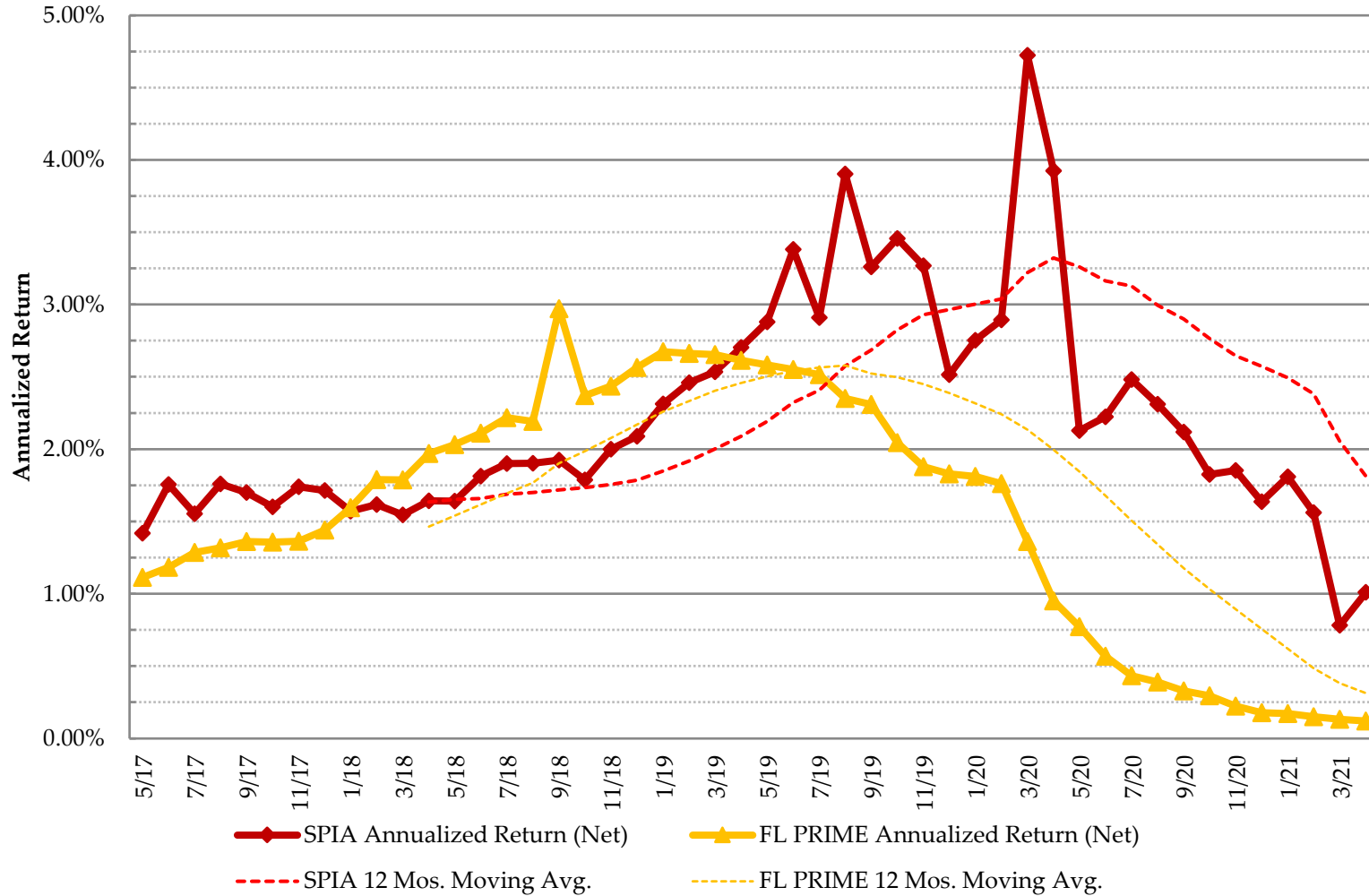
4/2021 Withdrawal \$250k to fund \$200k for North Florida Innovation Labs A&E, and \$50k for major maintenance and repair

Note: Security descriptions shown on reverse

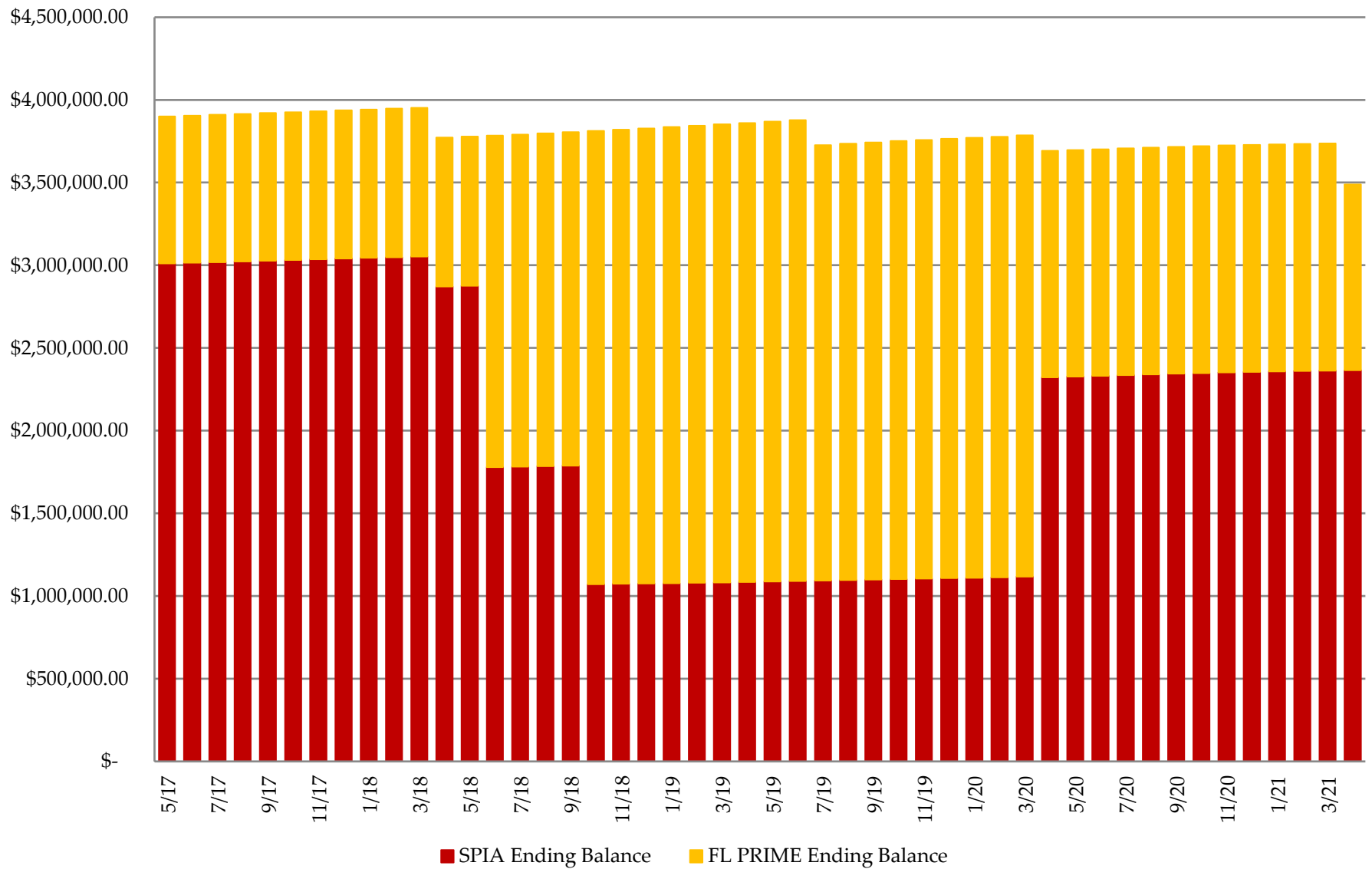
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- FL PRIME - SBA Florida Prime - The Local Government Surplus Funds Trust Fund (Florida PRIME) was created by an Act of the Florida Legislature in 1977 and currently serves over 800 participants across the state. Invests exclusively in short-term, high-quality fixed-income securities rated in the highest short-term rating category by one or more nationally recognized statistical rating organizations, or securities of comparable quality. Seeks to maintain a \$1.00 value and maintain a weighted average maturity of 60 days or less, with the maximum maturity of any investment limited to 397 days. Rated AAAM by Standard & Poor's, the highest rating available for a local government investment pool. Complies with legislation that requires numerous operational and reporting enhancements, including restating investment objectives to emphasize safety, liquidity and competitive returns with minimization of risks; and providing for enhanced internal controls, transparency and communication. Federated Investors has managed the assets of Florida PRIME to the exact specifications of its investment policies since February 13, 2008.
- SPIA – Florida Treasury Special Purpose Investment Trust – The Florida State Treasury operates a special investment program for public entities other than the State. This program is authorized in Section 17.61(1), Florida Statutes and is called the Treasury Special Purpose Investment Account (SPIA). Component units of the State, Universities, or Colleges that are created by the Florida Constitution or Florida Statutes are eligible to invest in SPIA. Current non-component unit participants, like the Authority, are allowed to stay in the program with capped investment limits and a minimum balance equal to 60% of the previous 3 months average balance. Liquidations in excess of the minimum balance require 6 months' notice. SPIA funds are invested in the same portfolio as Treasury funds, so the pool of funds has a stable base of funds (over 85% of the funds are captive trust funds) not needed for immediate disbursement. These funds are invested in a combination of short-term liquid instruments and intermediate-term fixed income securities. This “barbell” investment strategy, along with incremental income produced by securities lending, has the ability to return higher yields than a typical money market fund. Participants have the ability to invest and obtain fund withdrawals same day with an 11:00 a.m. deadline for notifying the Treasury. The SPIA maintains a credit rating of A+f by Standard & Poor's.

Leon County Research & Development Authority Investment Yield



Leon County Research & Development Authority Investments Balances



**Leon County Research and Development Authority
Compensation Committee Meeting**

Collins Building
2051 East Paul Dirac Drive
Tallahassee, FL 32310

April 29, 2021
11:00am to 12:00pm

Report

Members in Attendance in Person: Kimberly Moore, Ray Bye, Anne Longman.

Members in Attendance Virtually: Linda Barineau, Sherry Marson.

Guests: Ron Miller, Peggy Bielby; LCRDA Staff.

1. Call to Order

Chair Kimberly Moore called the meeting to order at 11:00am.

2. Introduction of Guests

All present introduced themselves.

3. Approval of Participation by Electronic Means

In accordance with the Bylaws, there being a quorum of members present in person, the members of the Committee present in person are required to approve participation by those participating via Electronic Means acknowledging that the COVID-19 pandemic constitutes extraordinary circumstances.

Anne Longman offered a motion to allow participation by electronic means. Ray Bye seconded the motion which passed unanimously.

4. Modifications to the Agenda

None.

5. Public Comment

None.

6. Approval of Draft Meeting Minutes, April 14, 2021

Ray Bye offered a motion to approve the meeting minutes. Anne Longman seconded the motion which passed unanimously.

7. Committee Discussion, Conclusions, and Recommendations

The committee acknowledged the Authority's 2019-2021 Strategic Plan objectives, including the 2020 update; reviewed the HR Operating practices implemented since 2019 pursuant to the committee recommendations; and reviewed the ED Evaluation Survey "not rated" items.

- a. After discussion, the committee agreed that general counsel should conduct a legal review of the proposed additions to 11-01 Personnel Policy 4.k. re: Teleworking, and that any reference in the policy to compliance with the Family and Medical Leave Act (FMLA) should be removed as the Authority is not a "covered employer" under the Act as number of employees does not meet the minimum number.

Anne Longman offered a motion to advance the Personnel Policy additions subject to a legal review and the suggested FMLA edits. Ray Bye seconded the motion which passed unanimously.

Upon further review following the meeting it was determined that, as a governmental agency, the Authority is covered by the FMLA regardless of the number of employees.

- b. The committee agreed that the proposed 21-01 Infectious Disease Control Policy, although a generally recommended best practice, was unnecessary to adopt at this time. *Anne Longman offered a motion to recommend that the Infectious Disease Policy not be adopted. Ray Bye seconded the motion which passed unanimously.*

- c. Executive Director Compensation and Staff Benefits

The committee agreed that ED compensation is in line with national averages and staff benefits are adequate at this time.

- d. Executive Director Evaluation Survey Tool Suggestions

Based on committee responses to a survey sent to the members, Ron Miller provided the committee with a 2021 Draft Summary Evaluation with suggested changes to the evaluation criteria/wording for:

- i. Section #6 "Staffing" d. "Professionally manages the ~~compensation and benefits plan~~-LCRDA team at all levels."
- ii. Section #7 "Supervision"
 - a. Instills confidence and initiative in all subordinates ~~and emphasizes support rather than restrictive controls.~~
 - b. ~~Has developed a friendly and informal relationship with the work force as a whole, yet maintains the prestige and dignity of the Authority.~~ Manages LCRDA with strong, positive directions and trust.
- iii. Section #9 "Strategic Partnerships and Community" d. "Increases organization's standing in the broader community."
- iv. Section #10 "Goal Achievement", The Board will be engaged to finalize the wording.

Ray Bye offered a motion to recommend the proposed changes to the Board. Sherry Marson seconded the motion which passed unanimously.

e. Employee Reward Options

The committee acknowledged that the Board previously approved its recommendation to institute an Employee Reward Option. Ron Miller explained that implementation would be dependent on available funds, and that he would raise the issue to the budget committee for further consideration.

f. Recommended Best Practices and Strategies

Kimberly Moore summarized the general feedback that evaluating the success of staffing-related goals are difficult to address without any feedback from staff. Linda Barineau and Sherry Marson recommended an anonymous staff survey system which could indicate areas of needed improvement, with the results provided directly from staff to the chair under the condition of anonymity. The committee concluded that staff surveys directed to the chair was not desired. Kimberly Moore stated that expectations of being an employer of choice should result in a staff process for communicating effectively. Linda Barineau discussed employee evaluation timing and 60-day “stay interviews” with new employees. Ron Miller explained how annual staff evaluation are conducted and noted that ongoing communications with staff also occur continuously throughout the year including informal communications during the probationary period. Ray Bye recommended that staff evaluations be conducted on the same date annually instead of on the employees’ anniversary date, after a 6-month probationary period.

g. New Business

None.

h. Adjourn

The meeting was adjourned at 11:46am.

Next Meeting

TBD

March 2023

Leon County Research and Development Authority
NFIL Oversight Committee Meeting
Collins Building Seminar Room
2051 East Paul Dirac Drive
Tallahassee, FL 32310

April 19, 2021
8:00am to 10:00am

Report

Members in Attendance in Person: Kristin Dozier (chair), Kevin Graham.

Members in Attendance Virtually: Tom Allen.

Members Not in Attendance: None.

Guests: Mary Jo Spector, FSU Research Facilities Design, Construction and Maintenance; Cam Whitlock, Architects Lewis + Whitlock; Ray Bye, LCRDA Board of Governors; Ron Miller, Bill Lickson, Peggy Bielby, LCRDA staff.

1. Call to Order

The meeting was called to order at 8:06am.

2. Introduction of Guests

All present introduced themselves.

3. Approval of Participation by Electronic Means (if needed)

In accordance with the Bylaws, there being a quorum of members present in person, the members of the Board present in person are required to approve participation by those participating via Electronic Means acknowledging that the COVID-19 pandemic constitutes extraordinary circumstances.

Kevin Graham offered a motion to approve participation by electronic means. Kristin Dozier seconded the motion which passed unanimously.

4. Modifications to the Agenda

None.

5. Public Comment

None.

6. Schematic Design Phase

Ron Miller explained that the committee was being asked to provide general approval to move forward with the overall conceptual plan as presented. Cam Whitlock reviewed the April 2021 Schematic Design Report. A two-story design has been given preliminary acceptance by the EDA, with a formal amendment and approval deferred until all changes can be presented as one amendment, most likely in July 2021. Mark Long, the UF Sid Martin Biotechnology Incubator Director, has looked over the plans and made suggestions. Cam explained that his areas of greatest concern are the projected \$316 psf cost; lab space is expensive and construction costs overall have skyrocketed, so structuring the bid process so that certain amenities can be evaluated independently of the total project is advisable. He also noted that the EDA timeline is tight, and the timing of the City of Tallahassee permit approvals can be unpredictable.

Kevin Graham offered a motion to approve the design plan as presented. Tom Allen seconded the motion which passed unanimously.

7. NFIL Oversight Committee Schedule

Ron Miller presented the proposed meeting schedule based on the milestone dates for the project. Other meetings may also be needed, but this schedule tracks the project schedule dates. The committee suggested that the July 1, 2021 meeting date be moved to July 8, 2021 in light of the Independence Day holiday. Future meetings will be scheduled more precisely as the milestone dates get closer.

8. New Business

None.

9. Adjourn

The meeting adjourned at 9:39am.

Next NFIL Oversight Committee Meeting:

July 8, 2021
8:00am – 10:00am

**Leon County Research and Development Authority
Executive Committee Meeting**

Collins Building
2051 E Paul Dirac Drive
Tallahassee, FL 32310

Tuesday, May 18, 2021
11:00am – 1:00pm

Report

Members in Attendance In-Person: Kimberly Moore, Dave Ramsay, Kevin Graham. Sonjoy Goswami

Members in Attendance Virtually: None.

Members Not in Attendance: None.

Guests: Ron Miller, Bill Lickson, Naomi Molina, Peggy Bielby (LCRDA Staff); Steve Goudi, Nova Engineering and Environmental Consulting.

1. Call to Order

Kimberly Moore called the meeting to order at 11:03am.

2. Introduction of Guests

All present introduced themselves.

3. Approval of Participation by Electronic Means

As all members were in attendance, no approval of participation by electronic means was necessary.

4. Modifications to the Agenda

Dave Ramsay asked to add a fourth option proposing a counteroffer: Item 10 d., to be discussed when the General Counsel Contract was addressed by the committee.

Kevin Graham offered a motion to approve the modification. Dave Ramsay seconded the motion which passed unanimously.

5. Public Comment

None.

6. Approval of Draft Meeting Minutes, November 17, 2020

Dave Ramsay offered a motion to approve the meeting minutes. Kevin Graham seconded the motion which passed unanimously.

7. Compensation Committee Conclusions and Recommendations

The Authority's Compensation Committee recommends approval of the following:

- a. The Compensation Committee requests approval of its recommendation to amend the Employee Policy to include the attached Telework Policy section.

- b. As a result of the Compensation Committee questions regarding applicability of the Federal Family and Medical Leave Act (FMLA), staff requests approval of the attached FMLA policy.
- c. The Compensations Committee requests the approval of its changes to the attached Executive Director Evaluation Form and to engage the Board to edit section 10 “Goal achievement”.

Ron Miller and Kim Moore reviewed the items and explained the Compensation Committee’s discussions and recommendations. Dave Ramsay stated that Goal Achievement (section 10.a.–e.) should also include: f. achieving revenue generation and expense control and g. maintaining of internal controls. Since the current ED evaluation period ends in four months, these financial related goal changes will be implemented for the next ED evaluation period in FY21-22.

After discussion, Kevin Graham offered a motion to approve all three items as modified and to be placed on the Board consent agenda. Dave Ramsay seconded the motion which passed unanimously.

8. Elevator Modernization Consulting Services

The Board of Governors previously approved a budget item of \$70,000 for fiscal year 2021 to modernize the elevator in the Morgan Building. The same amount is expected to be budgeted in 2022 to modernize the elevator in the Johnson Building. The current year budget did not include funds for consulting services for the development of a technical scope of work and other services necessary for the development of a Request for Proposals to perform the modernization and oversight of the project. Due to the specialized complexity and safety requirements of the project, staff requests approval of a budget not to exceed \$15,000 to solicit informal bids to perform said consulting services for BOTH elevators.

Kevin Graham offered a motion to approve an additional \$15,000 to procure the consulting services with direction that the amount be offset in either FY20-21 or FY 21-22 by adjusting some other deferred maintenance item that does not impact safety in the way that elevators do. Dave Ramsay seconded the motion which passed unanimously.

9. RFP 21-02 Paving Services

Staff requests approval to advertise and issue RFP 21-02 for Paving Services as further described in the solicitation and in accordance with the budget previously approved by the Board of Governors.

Dave Ramsay offered a motion to approve the RFP. Kevin Graham seconded the motion which passed unanimously.

10. General Counsel Contract

General Counsel Melissa VanSickle’s prior firm Clark, Partington, et al. (now Nelson Mullins Broad and Cassel) was originally contracted for services October 1, 2014. Since that time, the Authority has agreed to annual renewals without any increase in hourly rates. Counsel has proposed to extend the agreement for one year along with the attached rate schedule to be effective October 1, 2021.

Staff requests approval of one of the following options:

- a. Accept the proposed rate schedule and amend the agreement to extend the term one-year effective October 1, 2021, and place on the consent agenda for the next Board of Governors meeting.
- b. Issue a Request for Qualifications to solicit responses from firms interested in providing General Counsel Services for the Authority beginning October 1, 2021.
- c. Refer the question to the full Board of Governors at its next meeting.

Dave Ramsay offered a motion to modify the agenda to add and approve an additional option: item 10.d. “Make a counteroffer to the proposed hourly rates: \$300 for partners, \$220 for associates, \$125

for paralegals, effective October 1, 2021, and if accepted, extend the term for one year with an option for two additional one-year extensions. If the counteroffer is not accepted, then issue an RFQ as set forth in item 10.b.” Kevin Graham seconded the motion which passed unanimously.

11. Chair’s Report

Kimberly Moore reported that at the next meeting she will ask the Board to discuss masking, virtual option and in-person meeting plans going forward, and officer nominations.

12. Staff Reports

a. Executive Director

Ron Miller thanked Sonjoy Goswami, who is resigning following the August 3, 2021 Board of Governors meeting, for his service. Leon County will begin the nominating process. The IPTLH 501(c)(3) application is currently being reviewed by Thomas Howell Ferguson. NFIL design development should be complete July 7, 2021 and will be reviewed by the NFIL Oversight Committee the following week. Both Nhu Energy and Danfoss are working with the NFIL project engineers to see if they can be a part of the design, or potentially build in options for the future.

b. Director of North Florida Innovation Labs

Bill Lickson reported that as of today, day 22, he is reviewing at current facilities and programs and explained how important the 501(c)(3) will be to funding. He also reviewed potential grants and other funding opportunities he is pursuing, as well as his ongoing community engagement and outreach efforts.

c. Director of Marketing & Engagement

Naomi Molina provided updates on the Tech Topics held on April 20, 2021 and scheduled for June 15, 2021. TechGrant applications are in and the judges are reviewing them. Finalists will be announced on June 2, 2021. She continues to work on TechGrant sponsorships and the marketing plan.

13. New Business

None.

14. Adjourn

The meeting adjourned at 12:12pm.

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4. EMPLOYEE CONDUCT

[Add the following section]

k. TELEWORKING

i. Definitions for the purposes of this section:

- 1) “Short-term” means temporary, for a limited period, or has a foreseeable end date.
- 2) “Hybrid” means a mixed schedule of teleworking and working in workspaces at Authority offices which may be short-term or expected to continue without a foreseeable end date.
- 3) “Eligible employees” are employees who are able to perform 100% of their essential job functions remotely and whose physical absence from their workspace does not create a hardship and is not unduly burdensome on the Authority.

ii. Based on the organizational needs of the Authority, short-term and hybrid teleworking arrangements may be considered for eligible employees on a case-by-case basis, with no expectation of ongoing continuance. Teleworking is not an entitlement, and it does not change the terms and conditions of employment with the Authority. Approvals for teleworking may be granted to eligible employees for circumstances such as:

- 1) A declared state of emergency or a local state of emergency (including but not limited to, natural disasters, inclement weather, or pandemic) in order for the Authority to continue critical functions, operations, and services.
 - a) The Authority reserves the right to require an employee working remotely to return to their work area at any time at its sole discretion. If the employee does not return upon request, this will be deemed a voluntary resignation and will be treated as such.
- 2) An employee who has a short-term medical condition who can perform the essential functions of their job but is unable to physically return to the workplace due to medical restrictions. Medical documentation is required. This is not intended to replace an employee’s election or need to use earned sick leave and/or FMLA leave.
 - a) Eligible employees in this category must also meet the

Leon County Research and Development Authority
Proposed Addition to 11-01 Personnel Policy
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following criteria:

- i. Successfully completed their probationary period with the Authority.
 - ii. No disciplinary action or documented work performance issues within the six (6) months preceding the request.
- 3) An employee who requests a disability accommodation for themselves pursuant to the American with Disability Act (ADA). The determination as to whether an employee may be granted the accommodation requested shall be made through an interactive process between the employee and the Executive Director. Medical documentation is required.
- 4) An eligible employee who qualifies for FMLA and has the physical capability to work. This is not intended to replace an employee's election or need to use FMLA leave.
- 5) Any other circumstances at the discretion of the Executive Director.
- iii. Location of Work.
 - 1) Employees must provide the Authority with the physical address and telephone number of the location at which they will be teleworking.
 - 2) The workspace must be safe and free from hazards.
 - 3) The workspace must be reasonably free from interruptions and distraction that would affect work performance.
 - 4) The workspace must allow for the employee to preserve the confidentiality of sensitive or non-public information.
 - 5) For employees who must verbally communicate with others as part of their duties, the workspace must be quiet and allow for professional communications during those times.
 - 6) Teleworking employees shall not meet with the public or clients in their home office in any official capacity or connected with the Authority's business. The Authority is not responsible for any injuries to family members, visitors, and others in the employees' home.
 - 7) The Authority is not responsible for any loss to the employee's property whether caused by physical damage, computer virus attacks or other intrusions via the internet.
 - 8) Employees utilizing Authority-provided equipment while teleworking must protect the equipment from damage.

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iv. Hours of Work.

Non-Exempt Employees are authorized to engage in teleworking during their normally scheduled workdays and hours, or on days/times pre-approved by their supervisor. Non-Exempt employees may not work outside of those days and hours without prior supervisor approval. Non-Exempt employees are responsible for accurately reporting their time worked each day.

v. Communication.

While teleworking, employees must be reachable by the Authority during their normal working hours, and any other times designated by the Authority. If the employee becomes aware of or anticipates any disruption in technological communication during their normal working hours, they are to immediately notify their supervisor.

vi. Security and Confidentiality.

While working remotely, employees must take steps to preserve the security and confidentiality of Authority information. Employees must keep confidential documents and materials in secure locations. Employees must maintain password protection to the same extent as required at the workplace, and keep confidential documents and records securely stored. If working on personal devices, employees must have valid up-to-date anti-virus software and appropriate computer and internet security installed and activated. Any suspected hacks or breaches of security must be reported to the Executive Director immediately.

vii. Work Performance.

If an employee's work performance is not acceptable while teleworking, the supervisor may pursue the disciplinary process and/or revoke the employee's authorization to telework.

- 1) If the employee is not teleworking for a documented medical reason the supervisor may require the employee to return to their work area. If the employee does not return on the agreed upon date, this will be deemed a voluntary resignation and will be treated as such.
- 2) If the employee is teleworking due to a documented medical reason and authorization to telework is revoked, the employee must utilize other leave options if they remain unable to return to work.

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viii. Policies.

This teleworking arrangement does not change the basic terms and conditions of employment, including rate of pay and benefits. Employees are expected to comply with all Authority policies, procedures, and performance standards.

Leon County Research and Development Authority

Policy No. 21 -01

DRAFT

Title: Family and Medical Leave Act (FMLA) Policy
Date Adopted: June 1, 2021
Effective Date: June 1, 2021

Leon County Research and Development Authority (LCRDA) complies with the Family and Medical Leave Act (FMLA) and will grant up to 12 weeks of leave during a 12-month period to eligible employees (or up to 26 weeks of military caregiver leave).

The purpose of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law. If you have any questions, concerns, or disputes with this policy, please contact the Executive Director.

Eligibility

To be eligible for leave under this policy, employees must meet **both** of the following requirements:

- Have worked at least twelve (12) months for LCRDA.
- Have worked at least 1,250 hours for LCRDA over the twelve (12) months preceding the date the leave would commence.

The 12 months of employment do not have to be consecutive. All periods of absence from work due to or necessitated by service in the uniformed services are counted as hours worked in determining eligibility.

Reasons for Leave

To qualify as FMLA leave under this policy, the leave must be for one of the following reasons:

- The birth of a child or placement of a child with the employee for adoption or foster care.
- To care for a spouse, child or parent who has a serious health condition.
- For a serious health condition that makes the employee unable to perform the essential functions of his or her job.
- For any qualifying exigency arising out of the fact that a spouse, child or parent is a military member on covered active duty or on call to covered active duty status.
- To care for a covered service member with a serious injury or illness.

Amount of Leave

An eligible employee can take up to 12 weeks of FMLA leave during any 12-month period. The organization will measure the 12-month period as a rolling 12-month period measured backward

from the date an employee uses any leave under this policy. Each time an employee takes leave, the organization will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA military caregiver leave during a single 12-month period. For this military caregiver leave, the organization will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

Eligible spouses who both work for the organization may only take a combined total of 12 weeks of leave for the birth of a child, adoption, or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition. Both may only take a combined total of 26 weeks of leave to care for a covered injured or ill service member (if each spouse is a parent, spouse, child or next of kin of the service member).

Intermittent Leave or a Reduced Work Schedule

Employees may take FMLA leave in one consecutive block of time, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member) in a 12-month period.

The organization may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the organization and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced-hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the organization's operations.

Employee Notice Requirement

All employees requesting FMLA leave must provide verbal or written notice of the need for leave to the Executive Director.

When the need for the leave is foreseeable, the employee must provide the organization with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave fewer than 30 days in advance, the employee must provide notice of the need for the leave either the same day the need for leave is discovered or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the organization's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

Within five business days after the employee has provided this notice, the Executive Director will complete and provide the employee with a Notice of Eligibility and Rights and request a medical certification or other supporting documentation, as necessary.

Medical Certification

A "Certificate of Health Care Provider" form is required to support the FMLA leave request to care for a serious ill family member; leave due to a serious health condition that makes the employee unable to perform his/her job functions; or to care for an eligible military service member. Failure to submit the medical certification form will result in delay of approval or denial of the request.

Employees on FMLA leave may be required to provide LCRDA with additional medical certifications at least once every three (3) months, or upon request. The medical certifications must attest to the employee's continued disability and inability to work, or to the fact that the employee continues to be needed to care for a serious ill family member or eligible military service member.

Employees may also be required to provide the LCRDA access to medical records, to submit to an examination at any time by a physician designated by the LCRDA at its discretion, to provide second or third medical opinions (at LCRDA 's expense), and to provide periodic reports during the FMLA leave regarding the employee's status and intent to return to work.

Employees requesting intermittent or reduced schedule leave, based on planned medical treatment, are required to produce medical certification outlining the dates on which treatment is expected and the duration of the treatment.

If the employee is needed to care for his/her seriously ill family member, or eligible military service member, the medical certification must also state the care that will be provided.

Designation of FMLA Leave

Within five business days after the employee has submitted the required certification or other documentation, the Executive Director will complete and provide the employee with a written response to the employee's request for FMLA leave using the FMLA Designation Notice.

Employee Status and Benefits During Leave

LCRDA will continue an employee's health benefits during the leave period at the same level and under the same conditions as if the employee was continuously at work.

While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of insurance premiums. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the accounting department by the last day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. The organization will provide 15 days' notification prior to the employee's loss of coverage.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the organization will require the employee to reimburse the organization the amount it paid for the employee's health insurance premium during the leave period.

If the employee contributes to a life insurance or disability plan, the organization will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums, or the organization may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the organization will discontinue coverage during the leave. If the organization maintains coverage, the organization may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty clearance from a health care provider. This requirement will be included in the organization's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one that is virtually identical in terms of pay, benefits and working conditions. The organization may choose to exempt certain key employees from this requirement and not return them to the same or similar position when doing so will cause substantial and grievous economic injury to business operations. Key employees will be given written notice at the time FMLA leave is requested of his or her status as a key employee.

Use of Paid and Unpaid Leave

An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member must use all paid annual, compensatory, or sick leave prior to being eligible for unpaid leave. Sick leave may run concurrently with FMLA leave if the reason for the FMLA leave is covered by the established sick leave policy. An employee does not earn annual, compensatory, or sick leave while on FMLA Leave.

In the event LCRDA provides disability leave for the birth of a child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA. For example, when an employee takes six weeks of LCRDA pregnancy disability leave, the six weeks will be designated as FMLA leave and counted toward the employee's 12-week entitlement. The employee will then be required to substitute accrued (or earned) paid leave as appropriate before being eligible for unpaid leave for what remains of the 12-week entitlement. An employee who is taking leave for the adoption or foster care of a child must use all paid vacation, personal or family leave prior to being eligible for unpaid leave.

An employee who is using military FMLA leave for a qualifying exigency must use all paid vacation and personal leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid vacation, personal leave or sick leave (as long as the reason for the absence is covered by the organization's sick leave policy) prior to being eligible for unpaid leave.

Intent to Return to Work from FMLA Leave

On a basis that does not discriminate against employees on FMLA leave, the organization may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

Definitions

Serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider. This can include conditions with short-term, chronic, long-term or permanent periods of incapacity.

Spouse means a husband or wife as defined or recognized in the state where the individual was married and includes individuals in a common law or same-sex marriage. Spouse also includes a husband or wife in a marriage that was validly entered into outside of the United States if the marriage could have been entered into in at least one state.

Child means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and “incapable of self-care because of a mental or physical disability” at the time that FMLA leave is to commence.

Parent means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a child. This term does not include parents “in law.”

Qualifying exigency includes short-notice deployment, military events and activities, child care and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

Covered active duty for members of a regular component of the Armed Forces, means duty during deployment of the member with the Armed Forces to a foreign country. For a member of the Reserve components of the Armed Forces, means duty during the deployment of the member with the Armed Forces to a foreign country under a federal call or order to active duty in support of a contingency operation, in accordance with 29 CR 825.102.

The next of kin of a covered service member is the nearest blood relative, other than the covered service member's spouse, parent or child in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA.

Covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is receiving medical treatment, recuperation or therapy, or is in outpatient status or on the temporary disability retired list for a serious injury or illness.

Serious injury or illness is one that is incurred by a service member in the line of duty on active duty that may cause the service member to be medically unfit to perform the duties of his or her office, grade, rank or rating. A serious injury or illness also includes injuries or illnesses that existed before the service member's active duty and that were aggravated by service in the line of duty on active duty.

Leon County R&D Authority

Ron Miller, Executive Director
2021 DRAFT Evaluation Summary:
08/25/2020 to 08/30/2021

- 5 – Excellent (almost always exceeds expectations and performs at very high standard)
- 4 – Above average (generally exceed performance expectations)
- 3 – Satisfactory (meets performance expectations)
- 2 – Below average (generally does not meet performance expectations)
- 1 – Unsatisfactory (almost always fails to meet minimum performance expectations).
- Blank – Not rated

Question	#	Category
	1	PROFESSIONAL SKILLS AND STATUS
1	a.	Knowledgeable of current developments affecting the management field and affecting research parks.
2	b.	Respected in management profession.
3	c.	Has a capacity for and encourages innovation.
4	d.	Anticipates problems and develops effective approaches for solving them.
5	e.	Willing to try new ideas proposed by Board Members or staff.
6	f.	Interacts with the Board in a direct and straightforward manner.
7	g.	Skillful with the news media, avoiding political positions and partisanship.
	2	RELATIONS WITH BOARD OF GOVERNORS
8	a.	Carries out directives of the Board as a whole rather than those of any one Board member.
9	b.	Assists the Board on resolving problems at the administrative level to avoid unnecessary Board action.
10	c.	Assists the Board in establishing policy, while acknowledging the ultimate authority of the Board.
11	d.	Responds to requests for information or assistance by the Board.
	3	POLICY EXECUTION
12	a.	Implements Board action in accordance with the intent of the Board.
13	b.	Supports the actions of the Board after a decision has been reached, both inside and outside the organization.
14	c.	Enforces Authority policies.
15	d.	Understands relevant State & County laws and ordinances.
16	e.	Reviews Authority procedures periodically to suggest improvements to their effectiveness.
17	f.	Offers workable alternatives to the Board for changes in policies when a policy proves impractical in actual administration.
	4	REPORTING
18	a.	Provides the Board with reports concerning matters of importance to the Authority.
19	b.	Reports are accurate, comprehensive and produced in a timely manner.
20	c.	Reports are generally produced through own initiative rather than when requested by the Board.

Question	#	Category
21	d.	Prepares a sound agenda which prevents trivial administrative matters from being reviewed by the Board.
22	e.	Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny.
	5	TENANT RELATIONS
23	a.	Responsive to complaints from tenants.
24	b.	Demonstrates a dedication to service to the Park community and its Tenants.
25	c.	Has the capacity to listen to others and to recognize their interests.
26	d.	Willing to meet with members of the Park community to discuss their real concerns.
	6	STAFFING
27	a.	Recruits and retains competent personnel for Authority positions.
28	b.	Aware of staff weaknesses and works to improve their performance.
29	c.	Accurately informed and concerned about employee relations.
30	d.	Professionally manages the compensation and benefits plan LCRDA team at all levels.
31	e.	Promotes training and development opportunities for employees at all levels of the organization.
	7	SUPERVISION
32	a.	Instills confidence and initiative in all subordinates and emphasizes support rather than restrictive controls.
33	b.	Has developed a friendly and informal relationship with the work force as a whole, yet maintains the prestige and dignity of the Authority. Manages LCRDA with strong, positive directions and trust.
34	c.	Evaluates personnel periodically, and points out weaknesses and strengths.
35	d.	Encourages teamwork, innovation, and effective problem-solving among the staff members.
	8	FISCAL MANAGEMENT
36	a.	Prepares a fiscally responsible budget to provide services at a level directed by the Board.
37	b.	Makes the best possible use of available funds, conscious of the need to operate the Authority efficiently and effectively.
38	c.	Prepared budget is in an intelligent but readable format.
39	d.	Possesses awareness of the importance of financial planning and control.
40	e.	Appropriately monitors and manages the fiscal activities of the organization.
	9	STRATEGIC PARTNERSHIPS AND COMMUNITY
41	a.	Cooperates with other community organizations.
42	b.	Cooperates with the City, State, and Federal governments.
43	c.	Cooperates with strategic partners, such as Florida State University, Florida A&M University, Tallahassee Community College, the Chamber of Commerce, and the Economic Development Council.

Question	#	Category
	d.	Increases organization's standing in the broader community
44	e.	Avoids unnecessary controversy.
45	f.	Helps the Board address future needs and develop adequate plans to address long term trends.
	10	GOAL ACHIEVEMENT (degree to which each goal was achieved)
46	a.	Incubation and entrepreneurship development
47	b.	Asset maximization and readiness
48	c.	Attract at least 1 new targeted private companies to expand/relocate to Innovation Park
		Engage Board to edit this section.
49	d.	Develop new partnerships and collaborations and strengthen current partner relations
50	e.	Identify and pursue new revenue opportunities which align with the mission of the park and support strategic initiatives

Leon County R&D Authority
Hydraulic Elevator Modernization Consulting Services
Scope of Work-Draft
May 18, 2021

Elevators Location: Innovation Park, 2035 E. Paul Dirac Drive, Tallahassee

- 1: Morgan Building Exterior (Fuqua Research Center Atrium)
- 2: Johnson Building Interior

Phase I: Perform an existing equipment survey. Survey must include the following components:

- Elevator controller, pumping unit, oil lines and overall machine room condition.
- Elevator lobbies including the hall push buttons and entrance exterior finishes.
- Elevator cab shell, sling, car top, door operator and car top controls.
- Elevator hoistway equipment including the hoistway door equipment, sills, guide rails and wiring.
- Elevator pit equipment including hydraulic jack, buffers, supports and pit access.
- Elevator cab interior finishes, cab push buttons, cab ventilation and door protection.
- The building life safety systems with regards to the elevator operation.
- The building security systems (as applicable) interfaced with the existing elevator equipment.
- The building electrical systems that are accessible in the elevator machine room and the elevator pit.
- Provide a written modernization report for each elevator. List what report will include.

Phase II: Modernization Bid Package (Specifications)

Create detailed specifications for modernization of two elevators. Equipment upgrade specifications should include the following:

- A detailed requirement for the new elevator controls specific for this project.
- A detailed outline of the required work or replacement of the traction machine.
- A detailed outline of the required hoistway door work.
- A detailed requirement for the new signal fixtures.
- A detailed outline of the elevator cab interiors will be provided.
- Other project specific elevator component upgrades will be identified and requirements outlined.
- Performance criteria will be identified including speed, noise and ride quality requirements.
- Project National, State and Local code requirements will be identified.
- Project quality standards will be identified.

- Project procedures including required submittals, scheduling, testing, inspection and commissioning will be outlined.
- Defined interim warranty maintenance.
- An outline of bid alternatives, as applicable to this project.
- Project modernization general conditions with project specific building rules, regulations and insurance requirements.
- “Building/owner” work required by other trades.

Create a project specific equipment maintenance specification/program for the post project maintenance. (This will also be the basis of the interim and warranty maintenance scope of work.) The equipment maintenance specifications will include:

- Project outline.
- Specific preventative maintenance requirements including mandated P.M. hours.
- Minimum task requirements broken down into identifiable time segments.
- Service call response requirements.
- Pricing provision with escalation terms.
- Agreement term and cancellation provision.
- Billing rates.
- Elevator cab telephone monitoring.
- Specific testing, inspection and witnessing requirements.
- Insurance and indemnification requirements.
- General conditions.

Phase III: Project Services

Bidding Assistance

- Evaluate the bids for compliance with the bid specifications.
- Review all bids for exceptions and clarifications.
- Provide a spreadsheet outlining the major items in the bids and will rank each bid.
- Provide a recommendation on the most responsive bidder.
- Review shop drawings, fixture drawings and submittals for compliance.

Final Review of the completed elevator modernization project to confirm that all work was performed in accordance with the bid package. Review to include a comprehensive assessment of the completed elevator moderation work in the elevator machine room, hoistway, car top, pit, hallway and cab. Provide a final report of the final review which will include a list of all deficient items that are not in compliance with the project requirements.

Closeout Document Review

Review all close out documents, warranties, keys, and devices for compliance with the project bid package. All project books, keys and diagrams provided by the elevator contractor will be reviewed and forwarded to the owner for their records.

**INNOVATION PARK
REQUEST FOR PROPOSALS
RFP 21-02 ASPHALT PAVING SERVICES**

The Leon County Research and Development Authority (“Authority”), through Talcor Commercial Real Estate Services, Inc. (“Talcor”), is requesting proposals for the provision of asphalt paving services at Innovation Park, which proposals shall be due 2:00 PM (EST), Wednesday, July 7, 2021.

A mandatory pre-submittal conference meeting and walk-through of the job site will be held at the Leon County Research and Development Authority’s Collins Building Seminar room, 2051 E Paul Dirac Drive, Tallahassee, Florida, at 2:00 PM on Thursday, June 24, 2021.

Once the RFP is advertised, all communications between interested firms and the Authority shall be limited to written communications directed to the contact person below.

The formal RFP package may be obtained from and any inquiries are to be directed to:

Stephanie Shoulet
TALCOR Commercial Real Estate Services
1018 Thomasville Road, Suite 200A
Tallahassee, FL 32303
Email: stephanie@talcor.com

Or

Via the Internet at <http://innovation-park.com/opportunities/>

The Board in its sole discretion may reject any or all proposals when deemed in the best interest of the Authority.

FOR PUBLICATION June 4, 2021 and June 6, 2021.

RFP Number 21-02: Asphalt Paving Services
Leon County Research and Development Authority
Submission Deadline: July 7, 2021 @ 2:00 p.m.



REQUEST FOR PROPOSALS
ASPHALT PAVING SERVICES
RFP NO. 21-02

PROPOSAL DUE DATE
JULY 7, 2021

RFP Number 21-02: Asphalt Paving Services
Leon County Research and Development Authority
Submission Deadline: July 7, 2021 @ 2:00 p.m.

**REQUEST FOR PROPOSALS (“RFP”)
ASPHALT PAVING SERVICES
AT INNOVATION PARK
June 4, 2021**

The Leon County Research and Development Authority (“Authority”) is requesting proposals for the provision of Asphalt Paving Services at Innovation Park, Talcor Commercial Real Estate Services, Inc. (“Talcor”) is providing support to the Authority relative to this solicitation. The award shall be made to the responsible Proposer taking into consideration the evaluation factors set forth in the Request for Proposals (RFP) and, if necessary, obtaining best and final offers.

The Authority will receive all proposals. The Board of Governors (“Board”) Executive Committee will evaluate all proposals which may conduct negotiations and make a final recommendation to the Board for award of the contract.

A. Services Sought.

1. Location.

The Authority is requesting proposals from qualified firms (“Proposers”) for the provision of Asphalt Paving Services at Innovation Park. It is the Authority’s intent to award one contract for Asphalt Paving Services for selected driveways and parking lots at Innovation Park, 2051 and 2035 E. Paul Dirac Drive, as further described in Exhibit “A” attached hereto.

2. Scope of Services and Approach to Scope of Services.

- a. The successful Proposer shall be required to provide the Asphalt Paving Services outlined in Exhibit “A” (“Basic Services”) for the above referenced property.
- b. The successful Proposer shall be required to furnish all equipment, machinery, transportation and other implements necessary to execute the contract. Proposer’s Proposal should include an outline of the type of equipment, which the Proposer intends to use to ensure Proposer has sufficient equipment and supplies for the provision of services contemplated in this request for proposals.
- c. The Proposer should propose a plan as to how the Basic Services and any suggested and/or enhanced services will be performed. The plan should include the number of personnel, which will be used to execute the services and when the services will be performed, and estimated time to complete each service. The Proposer is specifically advised that any person, firm, or other party to whom it is proposed to award a subcontract under this contract must be approved by the Authority. In the event Proposer plans to subcontract any portion of the work, Proposer shall indicate in its plan the identity of the subcontractor(s) and the role of said subcontractor(s).

RFP Number 21-02: Asphalt Paving Services
Leon County Research and Development Authority
Submission Deadline: July 7, 2021 @ 2:00 p.m.

- d. The successful Proposer shall maintain that all employees have been trained in appropriate safety measures to ensure Proposer's employees are performing their work in a safe manner.

3. Qualifications of Proposer.

- a. The Proposer shall state their qualifications as a professional Asphalt Paving Services firm, which should include but not be limited to, previous Asphalt Paving Services offered to businesses within Leon County, current contracts being performed by Proposer, the length of time that this Proposer has been performing this service, the length of time employees who will execute the service have been employed by the Proposer, and any special qualifications those employees might have.
- b. The Proposer shall have a minimum of three (3) years previous experience in Asphalt Paving Services for similar sized projects prior to the date the proposal is submitted.
- c. The Proposer shall include responsibilities and relevant experience of the person(s) who will be actively engaged in managing the contract and supervising the employees providing the services.
- d. The Proposer shall submit with the proposal a summary of any training provided to employees to ensure the services proposed are provided in a safe and high-quality manner and environment.
- e. If any services are expected to be subcontracted, the Proposer shall also provide all of the above information for the subcontractor(s).

4. References/Client List.

- a. The Proposer shall provide a list of five (5) client references, at least three (3) of which shall be current clients, for whom the same or similar type of services as those sought in this RFP have been or are being provided. The Proposer shall provide the location of the properties served, a contact person, electronic mail address, if available, and telephone number for each. The Authority reserves the right to contact clients for reference checks.
- b. In the event the Proposer plans to subcontract any services, the above information shall be provided as it relates to the subcontractor(s) and the services that will be performed by such subcontractor.

5. Term of Agreement.

The agreement will begin April 1, 2021. The terms of the agreement for Asphalt Paving Services will be negotiated with the selected proposer. The contract will be monitored for acceptable services rendered throughout the contract term. The Authority will have the option to cancel the contract in whole or in part during the contract term, for any reason or no reason, without penalty, upon notice. The Proposer will not be entitled to lost profits or any further compensation not earned prior to the time of cancellation.

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6. Payments.

- a. For payment due for Basic Services the Proposer shall submit invoices no more frequently than at the end of each monthly billing period or upon the completion of services. Invoice amounts shall be based on the Proposer's services as rendered.
- b. The Proposer shall provide an invoice which provides detailed billing for services provided no later than thirty (30) calendar days after the date the services have been rendered. Invoices received after this time has elapsed may be considered null and void. The invoice shall reference the purchase order number assigned to this agreement.
- c. Unless specified otherwise, the invoice shall be addressed as follows:

Leon County Research and Development Authority
c/o TALCOR Commercial Real Estate Services, Inc.
1018 Thomasville Rd, Suite 200A
Tallahassee, FL 32303
- d. Payments shall be paid to the Proposer within thirty (30) days contingent upon the receipt by Talcor of properly documented invoices for payment as determined by the budgetary and fiscal guidelines of the Authority and the condition that the Proposer has accomplished the services to the satisfaction of the Authority.

B. Proposal Process.

1. Mandatory Pre-submittal Conference

A Mandatory Pre-submittal Conference meeting and walk-through of the job site will be held at the Leon County Research and Development Authority's Seminar room in the Collins Building, 2051 E. Paul Dirac Drive, Tallahassee, Florida, at 2:00 PM, June 24, 2021 with Stephanie Shoulet.

2. Contact Information

Each Proposer shall examine the RFP documents carefully and inspect the property subject to this RFP. Questions concerning the RFP terms, conditions and technical specifications will be accepted in writing through 2:00 PM, June 28, 2021. Requests must be transmitted via email. No Proposer may rely upon any oral responses. Answers to such questions will be posted on the Authority's website. Such written questions and requests shall be directed to the following Authority Contact person:

Authority Contact:
Stephanie Shoulet, Talcor Commercial Real Estate Services, Inc.
stephanie@talcor.com

- a. All registered Proposers will be sent any addenda or clarifications issued in response to this RFP. It is the responsibility of the Proposer to register its name

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Leon County Research and Development Authority
Submission Deadline: July 7, 2021 @ 2:00 p.m.

and contact information with Stephanie Shoulet in order to receive said addenda or clarifications.

- b. Only communications from the Proposer which are in writing and signed by a person(s) authorized to contractually bind such Proposer will be recognized by the Board as duly authorized expressions on behalf of the Proposer.
- c. From the time this RFP is issued until a final decision is made by the Board as to the award of a contract to a Proposer, Proposers are instructed to:
 - i. Only contact the Authority Contact, identified hereinabove, regarding this RFP, the Proposer's Proposal or another Proposer's Proposal in writing; provided any such contact shall be limited to questions regarding the process of this RFP and shall not relate to the merits of the Proposer's Proposal or another Proposer's Proposal; and
 - ii. Other than discussions held during the Mandatory Pre-Submittal Conference and public meetings of the Board, or of the Evaluation Committee, no contact or communication in person, by telephone, e-mail, through an intermediary, or otherwise with any member of the Board or any other representative of the Authority, other than Authority Contact, regarding this RFP, the Proposer's Proposal or another Proposer's Proposal shall occur.
- d. Any contact or communication in violation of the provisions above shall be cause for rejection of the Proposer's Proposal.

3. Proposal Deadline.

Proposals must be received by the Authority by 2:00 PM, July 7, 2021 ("Submission Deadline"). Proposals may be mailed or hand-delivered to the address below:

Mail or hand-deliver to:

Leon County Research and Development Authority
Attn: Ron Miller
2051 E. Paul Dirac Drive, Suite 100
Tallahassee, FL 32312

Mark on the outside of the envelope and on any carrier's envelope: "PROPOSAL FOR ASPHALT PAVING SERVICES AT INNOVATION PARK, July 7, 2021, 2:00 PM".

Due to pandemic restricted office hours, hand-delivered Proposals will only be accepted on the day of the Submission Deadline after 9:00am and before 2:00pm, or by appointment only if on days prior to the Submission Deadline. Please email rmiller@inn-park.com to make an appointment.

4. Submission of Proposal.

- a. Proposals must arrive at the above address no later than Submission Deadline to be considered.

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Leon County Research and Development Authority
Submission Deadline: July 7, 2021 @ 2:00 p.m.

- b. It is the Proposer's responsibility to assure that their Proposal is delivered to the proper location no later than the Submission Deadline.
- c. The Authority Contact, whose duty it is to open the Proposals, will open the Proposals as soon as practicable after the established Submission Deadline.
- d. Proposals received later than the Submission Deadline will not be considered, will be marked "Too Late" and may be returned unopened to the Proposer.
- e. The Authority and Talcor are not responsible for the premature opening of a Proposal not properly addressed and identified by the RFP title and submission deadline on the outside of the envelope/package.
- f. The Proposer shall submit an ORIGINAL and two (2) copies of the proposal on or before the Submission Deadline. Proposals will be retained as the property of the Authority. The Original of your Proposal must be clearly marked "Original" on its face and must contain an original, manual signature of an authorized representative of the responding Proposer; all other copies may be photocopies.
- g. Proposer Registration - Potential Proposers MUST officially register before July 7, 2021, and as soon as possible, in order to be placed on the Registered Proposers list for the solicitation (see Attachment 9). This list is used for communications to prospective Proposers. Also, Proposers should be aware that solicitation documents obtained from sources other than the Authority Contact may be drafts, incomplete, or in some other fashion different from the official solicitation document(s). Failure to register as a prospective Proposer may cause a Proposer's Proposal to be rejected as non-responsive.
- h. Special Accommodation - Any person requiring a special accommodation at the Opening of Proposals because of a disability should inform the Authority Contact no less than three (3) workdays prior to the proposal deadline.
- i. All expenses associated with the submittal of a proposal will be borne solely by the Proposers.

5. General Conditions.

- a. Proposers must be available for interviews by the Evaluation Committee, and/or the Board if required.
- b. The contents of the Proposal of the successful Proposer will become part of the contractual obligations except as may be modified by subsequent negotiations.
- c. Proposals must be typed or printed in ink. All corrections made by the Proposer to their Proposal prior to the Opening of Proposals must be initialed and dated by the Proposer. No corrections will be allowed to be made to Proposals after the Opening of Proposals.
- d. The Authority reserves the right to reject any or all Proposals, in whole or in part, when such rejection is in the best interest of the Authority. Further, the

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Authority reserves the right to withdraw this solicitation at any time prior to the final award of the contract.

- e. Equal Opportunity/Affirmative Action Requirements - The Proposer shall agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief. For federally funded projects, in addition to the above, the Proposer shall agree to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein. In addition to completing Attachment 3, the Equal Opportunity Statement, the Proposer shall include a copy of any affirmative action or equal opportunity policies in effect at the time of submission.
- f. Certification Regarding Debarment, Suspension, and Other Responsibility Matters - The Proposer must certify to the best of its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State or local department or agency and meet all other responsibility matters as contained in the certification form attached as Attachment 4.
- g. Fictitious Name Registration - If the Proposer is operating under a fictitious name as defined in Section 865.09, Florida Statutes, proof of current registration with the Florida Secretary of State shall be submitted with the Proposal.
- h. Immigration Laws and Employment Eligibility Verification - The Proposer shall be responsible for assuring that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation. The Authority shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of the contract entered into by the Authority as a result of this RFP. The Proposer must also comply with the Employment Eligibility Verification Program requirements as further described in Attachment 5—the “Affidavit Certification Immigration Laws and Employment Eligibility Verification.” As part of the response to this RFP, Proposer must complete and submit Attachment 5.
- i. Addenda to Specifications - If any addenda are issued after the initial specifications are released, the Authority will post the addenda on the Authority’s website at <http://innovation-park.com/opportunities/>.

It is the responsibility of the Proposer prior to submission of any Proposal to check the above website or contact the Authority Contact at (850) 224-2300 to verify any addenda. The receipt of all addenda must be acknowledged on the Proposal sheet.

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6. Schedule

The following table lists the important dates/times and actions relative to this solicitation. If the Board finds it necessary to make changes to the actions, dates, and/or times, such changes will be accomplished by written addendum to this solicitation and posted on the Authority’s website. All times are local times in Tallahassee, Florida.

<u>Events</u>	<u>Date/Time</u>
Release/Issuance of RFP	June 4, 2021
Mandatory Pre-Submittal Meeting	June 24, 2021 at 2:00 PM(EST)
Questions for Clarification Deadline	June 28, 2021 at 2:00 PM (EST)
Submission Deadline	July 7, 2021 at 2:00 PM (EST)
Evaluation Committee’s Recommendation for Contract Award to the Board	July 20, 2021 (tentative)
Authorization of contract by Board of Governors of Authority	August 3, 2021
* Notice of meetings of the Evaluation Committee will be posted on the Authority’s website at http://innovation-park.com/opportunities/	

7. Evaluation

Proposals will be reviewed and evaluated based upon the following criteria:

- a. Completeness of proposal, approach to Scope of Services including proposed schedule to complete work.
- b. Qualifications of Proposer and qualifications of personnel selected to perform the services.
- c. Past performance on contracts for similar services with respect to such factors such as costs, quality of work and ability to perform.
- d. Price.
- e. Local Preference in Purchasing and Contracting
 - i. Preference in Requests for Proposals. In letting of contracts for procurement of contractual services for which a request for proposals is developed with evaluation criteria and a point ranking system is used, additional points shall be added to the total score for a local preference, as follows:
 - (1) Individuals or firms which have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth in this article, shall be given a preference in the amount of five (5) points.
 - (2) Individuals or firms which do not have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth in this article, shall be given a preference in the amount of three (3) points.

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- ii. Local business definition. For purposes of this section, "local business" shall mean a business which:
 - (1) Has had a fixed office located in and having a street address within Leon, Gadsden, Wakulla, or Jefferson County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by LCRDA; and
 - (2) Holds any business license required by Leon County and, if applicable, the City of Tallahassee; and
 - (3) Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.
 - iii. Certification. Any vendor claiming to be a local business as defined shall so certify in writing to LCRDA. The certification shall provide all necessary information to meet the requirements of above. The Local Vendor Certification Form is enclosed (Attachment 8). LCRDA shall not be required to verify the accuracy of any such certifications and shall have the sole discretion to determine if a vendor meets the definition of a "local business."
- f. Minority, Women and Small Business Enterprise (MWSBE) Preference
- i. Preference in Requests for Proposals. In letting of contracts for procurement of contractual services for which a request for proposals is developed with evaluation criteria and a point ranking system is used, a preference of five (5) points shall be added for a certified MWSBE.
 - ii. Certification. Any vendor claiming to be an MWSBE shall attach evidence of certification from the Tallahassee-Leon County Office of Economic Vitality, or the State of Florida.

Although not required, a point ranking system may be used to aid in the evaluation process. If a point ranking system is not used, Local and MWSBE Preferences shall be considered in the evaluation process.

8. Contract

The successful Proposer will be required to enter into a contract with the Authority in substantially the same form as the sample contract provided with this RFP. By submitting a Proposal, the Proposer acknowledges and agrees to comply with the following if they become the Proposer chosen by the Board:

- a. Hold Harmless - The Proposer shall agree to indemnify and hold harmless the Authority from all claims, damages, liabilities, or suits of any nature whatsoever arising out of, because of, or due to the breach of this agreement by the Proposer, its delegates, agents or employees, or due to any act or occurrence of omission or commission of the Proposer, including but not limited to costs and a reasonable attorney's fee. The Authority may, at its sole option, defend itself or allow the Proposer to provide the defense. The Proposer shall acknowledge that ten dollars (\$10.00) of the amount paid to the Proposer is sufficient consideration for the Proposer's indemnification of the Authority.
- b. Audits, Records, and Records Retention: The Proposer shall agree as follows:

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- i. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided under this contract.
 - ii. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of five (5) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.
 - iii. Upon completion or termination of the contract and at the request of the Authority, the Proposer will cooperate with the Authority to facilitate the duplication and transfer of any said records or documents during the required retention period as specified hereinabove.
 - iv. To assure that these records shall be subject at all reasonable time to inspection, review, or audit by Federal, state, or other personnel duly authorized by the Authority.
 - v. Persons duly authorized by the Authority and Federal auditors, pursuant to 45 CFR Part 92.36(I)(10), shall have full access to and right to examine any of provider's contract and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
 - vi. To include the aforementioned audit and record keeping requirements in all approved subcontracts and assignments.
- c. Insurance - Attention is directed to the insurance requirements below. Proposers should confer with their respective insurance carriers or brokers to determine in advance of Proposal submission the availability of insurance certificates and endorsements as prescribed and provided herein. Proposers who fail to comply strictly with the insurance requirements may be disqualified from award of the contract.
- i. The Proposer shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Proposer, his agents, representatives, or employees.
 - ii. Minimum Limits of Insurance – The Proposer shall maintain limits no less than the following:
 - (1) General Liability. \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage with a \$2,000,000 annual aggregate. Contractor's

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- insurance shall include Authority as an additional insured as provided herein below.
- (2) Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage for non-owned, hired automobile. Contractor's insurance shall include Authority as an additional insured as provided herein below. The requirements of this provision may be waived upon submission by Contractor of a written statement that no automobiles are used to conduct business.
 - (3) Worker's Compensation and Employers Liability: Insurance covering all employees meeting statutory requirements in compliance with the applicable state and federal laws. In lieu of naming Authority as an additional insured, Contractor shall provide to Authority a waiver of all rights of subrogation against Authority with respect to losses payable under such workers' compensation policy(ies).
- iii. Deductibles and Self-Insured Retentions - Any deductibles or self-insured retentions applicable to any of Contractor's policies required above shall be declared to and approved by Authority. Thereafter, at the request of Authority, Contractor shall cause its insurer to reduce or eliminate such deductibles or self-insured retentions as they may apply to Authority, its agents, officers, officials, employees and volunteers or, in lieu of such reductions or eliminations, Contractor shall procure a bond guaranteeing payment of losses and related investigations, claims administration, and defense expenses.
- iv. Other Insurance Provisions – The policies are to contain, or be endorsed to contain, the following provisions:
- (1) General Liability and Automobile Liability Coverages (Authority and its agents are to be named as Additional Insured).
 - (2) The Authority, its officers, officials, employees, agents and volunteers are to be covered as insureds as respects; liability arising out of activities performed by or on behalf of the Proposer, including the insured's general supervision of the Proposer; products and completed operations of the Proposer; premises owned, occupied or used by the Proposer; or automobiles owned, leased, hired or borrowed by the Proposer. The coverage shall contain no special limitations on the scope of protections afforded the Authority, its officers, officials, employees, agents or volunteers.
 - (3) The Proposer's insurance coverage shall be primary insurance as respects the Authority, its officers, officials, employees, agents and volunteers. Any insurance of self-insurance maintained by the Authority, its officers, officials, employees, agents or

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volunteers shall be excess of the Proposer's insurance and shall not contribute with it.

- (4) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Authority, its officers, officials, employees, agents or volunteers.
- (5) The Proposer's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- (6) All Coverages - Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the Authority.
- (7) Acceptability of Insurers - Insurance is to be placed with insurers with a Best's rating of no less than A:VII.
- (8) Verification of Coverages - The Proposer shall furnish the Authority with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the Authority before work commences. The Authority reserves the right to require complete, certified copies of all required insurance policies at any time.

d. Ethical Business Practices

- i. Gratuities - It shall be unethical for any person to offer, give, or agree to give any Authority employee, or for any Authority employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or performing in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, subcontract, or to any solicitation or response therefore.
- ii. Kickbacks - It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the Proposer or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

- e. The Authority reserves the right to deny award or immediately suspend any contract resulting from this response pending final determination of charges of unethical business practices. At its sole discretion, the Board may deny award or cancel the contract if it determines that unethical business practices were involved.

9. **Proposal Format.**

a. General Format for Proposals

To facilitate evaluation, the Proposer shall follow the format outlined in this section. Failure of a Proposer to follow the required format may, at the sole discretion of the Authority, result in the rejection of the submittal. Proposals shall contain concise written material that enables a clear understanding and evaluation of the capabilities of the Proposer. Clarity and completeness are essential. The Authority, at its sole discretion, may reject any Proposal which is unclear in any way.

b. Proposal Content

This RFP will be used as the instrument to solicit Proposals for Asphalt Paving Services for the Authority. It defines the terms, conditions and specifications to be followed and met by the Proposers. In order to maintain comparability and simplify the review and evaluation process, all Proposals submitted are required to be organized in the following manner. Failure to comply with the prescribed organization may, at the discretion of the Evaluation Committee, result in the elimination of the Proposal from consideration. Proposals are to be submitted in three ring binders or bound by binder clips **only**. No manner of plastic, comb or wire bindings or staples are acceptable. Be sure to follow and clearly mark each section of your Proposal according to the sections below.

Tab 1 – Title Page – The Title Page should contain the following:

- The RFP title
- The name of the proposing Proposer
- The name, address, telephone, e-mail address and fax number of the primary contact person

Tab 2 – Table of Contents – The table of contents should include a clear identification of the material included in the Proposal, by section and by page number.

Tab 3 – Approach to Scope of Service, including schedule of dates to complete the Services.

Tab 4 – Qualifications

RFP Number 21-02: Asphalt Paving Services
Leon County Research and Development Authority
Submission Deadline: July 7, 2021 @ 2:00 p.m.

Tab 5 – Experience

Tab 6 – References/Client List

Tab 7 – Required Forms

- (1) Include the following completed forms:
 - Attachment 1 – Proposal Form
 - Attachment 2 – Price Schedule
 - Attachment 3 – Equal Opportunity/Affirmative Action Statement;
 - Attachment 4 – Certification Regarding Debarment, Suspension and Other Responsibility Matters;
 - Attachment 5 – Affidavit Certification Immigration Laws and Employment Eligibility Verification;
 - Attachment 6 – Insurance Certification Form; and
 - Attachment 7 – Drug-Free Work Place Form.
 - Attachment 8 – Local Vendor Certification
 - Attachment 9 – Proposer Registration Form (as submitted prior to July 7, 2021)

- (2) Copies of required licenses, registrations, and certifications, if any

RFP Number 21-02: Asphalt Paving Services
Leon County Research and Development Authority
Submission Deadline: July 7, 2021 @ 2:00 p.m.

ATTACHMENT 1

PROPOSAL FORM

Asphalt Paving Services
At Innovation Park

Place: Leon County R&D Authority
2051 E. Paul Dirac Drive
Tallahassee, FL 32310
Due Date: July 7, 2021 at 2:00 PM

Proposal of _____ hereinafter-called
PROPOSER, a corporation organized and existing under the laws of the State of
_____, or, a partnership, a company, or an individual doing business as _____
_____.

To the Leon County Research and Development Authority, hereinafter referred to as
“Authority”.

The PROPOSER, in compliance with the request for proposals for Asphalt Paving Services, having examined the specifications with related documents and the sites of the proposed work, and being familiar with all of the conditions of the proposed work, including the availability of materials and labor, hereby proposes to furnish all labor, material and supplies and at the prices shown in the attached Price Schedule. These prices are to cover all expenses incurred in performing the work required under the proposal documents, of which this proposal is a part. These prices are firm and shall not be subject to adjustment provided this Proposal is accepted within ninety (90) days after the time set for receipt of proposals.

PROPOSER hereby agrees to commence work under this contract on or before a date to be specified in a written “Notice to Proceed” to be issued by the Authority.

PROPOSER agrees to perform all work for which he contracts as described in the specifications for the unit prices shown on the attached Price Schedule.

Upon receipt of the Notice of Award, PROPOSER will execute the formal contract attached within seven (7) days and deliver Insurance Certificates and Bonds as required.

The undersigned hereby declares that only the persons or firms interested in the proposal as principal or principals are named herein, and that no other persons or firms than are herein mentioned have any interest in this Proposal or in the contract to be entered into; that all addenda issued related to the RFP have been received; that this proposal is made without connection with any other person, company, or parties likewise submitting a proposal; and that it is in all respects for and in good faith, without collusion or fraud.

DEVIATIONS FROM SPECIFICATIONS IF ANY:

RFP Number 21-02: Asphalt Paving Services
Leon County Research and Development Authority
Submission Deadline: July 7, 2021 @ 2:00 p.m.

I have read all of the specifications and requirements and do hereby certify that all items submitted meet specifications.

COMPANY: _____ AGENT NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE: _____ TELEFAX: _____

FEDERAL ID#: _____ AND/OR SOCIAL SECURITY #: _____

Respectfully submitted,

Attest:

By: _____

Print Name _____

Date _____

By: _____

Print Name _____

Title _____

RFP Number 21-02: Asphalt Paving Services
Leon County Research and Development Authority
Submission Deadline: July 7, 2021 @ 2:00 p.m.

ATTACHMENT 2

PRICE SCHEDULE

The PROPOSER, in compliance with the request for proposals for the **ASPHALT PAVING SERVICES**, having examined the required scope of services and written specifications, hereby proposes to furnish **ASPHALT PAVING SERVICES** for the following unit prices.

FIXED COST OF BASIC SERVICES: _____

The above unit prices listed in the Price Schedule shall include all labor, materials, removal, overhead, profit, insurance, and any other cost necessary to cover the finished work of the several kinds called for in the scope defined.

PROPOSER agrees that this proposal shall be good and may not be withdrawn for a period of ninety (90) days after the scheduled closing time for receiving proposals.

Respectfully submitted,

By: _____
Signature

Print Name

Print Title

RFP Number 21-02: Asphalt Paving Services
Leon County Research and Development Authority
Submission Deadline: July 7, 2021 @ 2:00 p.m.

ATTACHMENT 3

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

1. The Proposer hereby agrees to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.
2. The Proposer agrees to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

Signed: _____
Title: _____
Proposer: _____
Address: _____

RFP Number 21-02: Asphalt Paving Services
Leon County Research and Development Authority
Submission Deadline: July 7, 2021 @ 2:00 p.m.

ATTACHMENT 4

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION,
AND OTHER RESPONSIBILITY MATTERS**

- 1) The Proposer certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not within a three-year period preceding this been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and
 - d) Have not within a three-year period preceding this application/Proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- 2) Where the Proposer is unable to certify to any of the statements in this certification, such Respondent shall attach an explanation to this Proposal.
- 3) No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.

Signature

Title

Proposer's name

Address

RFP Number 21-02: Asphalt Paving Services
Leon County Research and Development Authority
Submission Deadline: July 7, 2021 @ 2:00 p.m.

ATTACHMENT 5

AFFIDAVIT CERTIFICATION

IMMIGRATION LAWS AND EMPLOYMENT ELIGIBILITY VERIFICATION

The Authority will not intentionally award Authority contracts to any Proposer who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324 A(e) (Section 274a(e) of the Immigration and Nationality Act). The Authority may consider the employment by any Proposer of Unauthorized Aliens a violation of Section 274A(e) of the INA. **Such violation by the Proposer of the employment provision contained in Section 274A(e) of the INA shall be ground for unilateral cancellation of the contract by the Authority.**

Pursuant to section 448.095, Florida Statutes, Respondent agrees that it will enroll and participate in the Employment Eligibility Verification Program (“E-Verify Program”) administered by the U.S. Department of Homeland Security (“DHS”), under the terms provided in the “Memorandum of Understanding” with DHS governing the program, to verify the employment eligibility of all persons it employs under the contract term to perform duties in Florida. Respondent further agrees to provide to the Authority, as part of the contracting documents, documentation of such enrollment in the form of a copy of the “Edit Company Profile” page in E-Verify, which contains proof of enrollment in the E-Verify Program. (This page can be accessed from the “Edit Company Profile” link on the left navigation menu of the E-Verify employer’s homepage.) Information regarding “E-Verify” is available at the following website: <http://www.uscis.gov/e-verify>.

Respondent further agrees that it will require each subcontractor that performs work under this contract to verify the employment eligibility of its employees hired during the term of the contract by enrolling and participating in the E-Verify Program within ninety days of the effective date of the contract or within ninety days of the effective date of the contract between the Respondent and the subcontractor, whichever is later. The Respondent shall obtain from the subcontractor(s) a copy of the “Edit Company Profile” screen indicating enrollment in the E-Verify Program and make such record(s) available to the Authority and other authorized state officials upon request.

[SIGNATURES ON NEXT PAGE]

RFP Number 21-02: Asphalt Paving Services
Leon County Research and Development Authority
Submission Deadline: July 7, 2021 @ 2:00 p.m.

RESPONDENT ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS) AND REPSONDENT WILL ENROLL IN THE E-VERIFY PROGRAM AS A CONDITION OF ANY AWARD RESULTING FROM THIS RFP.

Company Name: _____

Signature: _____ Title: _____

STATE OF _____
COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, 20__.

Personally known _____
NOTARY PUBLIC

OR Produced identification _____
Notary Public - State of _____
My commission expires: _____

(Type of identification)

Printed, typed, or stamped
commissioned name of notary public

The signee of this Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made.

THE AUTHORITY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION, AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.

RFP Number 21-02: Asphalt Paving Services
Leon County Research and Development Authority
Submission Deadline: July 7, 2021 @ 2:00 p.m.

ATTACHMENT 7
Drug Free Work Place Form

Drug-Free Work Place: Yes _____ N/A _____

If **Yes** please complete the form.

The undersigned proposer hereby certifies that _____
(Name of Business) does:

Publish statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

Give each employee engaged in providing the commodities or contractual services that are proposed a copy of the statement specified in subsection (1).

In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or novo contender to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

Impose a sanction on, or required the satisfactory participation in a drug abuse assistance or rehabilitation program is such is available in the employee's community, by any employee who is so convicted.

Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Proposer's Signature

Date

*This form **must** be completed, signed and returned with your response to fulfill the requirements of this RFP*

RFP Number 21-02: Asphalt Paving Services
Leon County Research and Development Authority
Submission Deadline: July 7, 2021 @ 2:00 p.m.

ATTACHMENT 9

PROPOSER REGISTRATION FORM

Distribution of Solicitation Documents – Documents related to the subject RFP are being distributed via the LCRDA’s website, <http://innovation-park.com/opportunities/>.

Official Registration - Companies must officially register, before July 7, 2021, in order to be placed on the proposer registration list for this solicitation. This list is used for communications to prospective companies.

- To register as a proposer, complete the following information in its entirety and email the completed registration form to Stephanie Shoulet at stephanie@talcor.com.
- Potential respondents to the RFP are responsible for reviewing the complete RFP documents and for collecting all addenda prior to submitting their response. Addenda and revisions will not be forwarded automatically. Potential respondents are advised to check the LCRDA’s website <http://innovation-park.com/opportunities/> periodically and prior to submitting their response.

Name of the Company:		
Company’s Mailing Address:		
City:	State:	Zip Code:
Telephone:	Fax:	E-Mail:
Primary Contact Person for the Company:		
Contact Person’s Mailing Address:		
City:	State:	Zip Code:
Telephone:	Fax:	E-Mail:

Questions & Answers - Questions concerning the RFP, required submittals, evaluation criteria, response schedule, or selection process, and requests for interpretations or corrections of any or actual or perceived ambiguity, inconsistency or error which the company may discover shall be directed in writing to Stephanie Shoulet. Such written questions and requests shall be: (1) received by Stephanie Shoulet no later than **June 28, 2021 at 2:00 p.m. EST**; (2) signed by a person authorized to contractually bind such company; and (3) directed to Stephanie Shoulet by the company by e-mail. Answers to such questions will be posted on the LCRDA’s website <http://innovation-park.com/opportunities/>.

Communication Prohibition - Prospective respondents are cautioned not to contact any officials other than Stephanie Shoulet concerning this RFP.

Contact Information for Stephanie Shoulet –

- E-mail: stephanie@talcor.com

Submit completed registration form to Stephanie Shoulet via email at Stephanie@Talcor.com

RFP Number 21-02: Asphalt Paving Services
Leon County Research and Development Authority
Submission Deadline: July 7, 2021 @ 2:00 p.m.

Exhibit "A"
Asphalt Paving Services
Scope of Services

The following are the required Basic Services for asphalt paving of parking lots and driveways areas located in the designated areas shown in the picture below for Johnson, Morgan, and Collins Buildings:

1. Coordinate with all surrounding building owners and NAI Talcor to schedule a phased implementation approach to maintain accessibility to impacted buildings during normal work hours.
2. If questions arise about property boundaries and specified work areas, contractor should contact the Authority.
3. All required approvals and permits must be obtained before work is started. The contractor shall use materials and applications approved and specified by Federal, State, and Municipal authorities, and ASTM. The contractor shall take all reasonable actions to protect private and public areas, as well as the public.
4. Remove all car stops, clean and re-use undamaged car stops. Replace any damaged car stops.
5. Mechanically excavate all damaged areas or areas affected by tree roots. Level any depressed areas and rebase with 6 inches of crushed concrete or lime rock.
6. Mill existing asphalt to an appropriate depth to provide proper drainage, an even surface for repaving, and smooth transitions at sidewalks and cross walks, and leveling as necessary.
7. Areas to be resurfaced shall be thoroughly cleaned, and tack coated, with properly cured emulsified asphalt (exception: asphalt leveling, or binder is placed the same day and remains clean), before placement of the asphalt over-layment. All vertical edges abutting the asphalt edges should be tack coated.
8. Repair/replace all cracked curbs (curbs to be repaired/replaced to be agreed to by the Authority).
9. Pave with 1.5" type SP-9.5 hot mix asphalt. Over-layment shall be placed (1.5" minimum compacted thickness). Surface shall be smooth, consistent, and uniform density, and the surface and surface slopes shall be established or maintained to provide acceptable storm water drainage.
10. Re-install car stops.
11. Stripe with DOT traffic marking paint all parking spaces, curbs, loading zones, yellow curbs, stop bars, handicap spaces in accordance with ADA code, and labeled parking areas as they were painted prior to resurfacing.
12. All excavated pavement, debris, and other waste materials shall be removed from the site and disposed of legally by the contractor.
13. All work and materials shall comply with applicable Federal, State, and Municipal codes and standards.
14. Project Completion Date: Except when weather conditions make completion date impossible, awarded project is to be completed on or before September 30, 2021. Contractor's proposals should include tentative completion dates. A penalty of \$250 payable to the Authority will be imposed for every day the project continues after September 30, 2021.
15. Contractor shall warranty application and workmanship for asphalt overlay and re-striping/re-painting: 1) Asphalt overlay shall be warranted from raveling, potholes, and alligating for minimum of 1-year from date of application. 2) Re-striping/re-painting shall be warranted from washing-off and/or peeling-off and/or abnormal wearing-off for 1-year from date of application

RFP Number 21-02: Asphalt Paving Services
Leon County Research and Development Authority
Submission Deadline: July 7, 2021 @ 2:00 p.m.

Location: 2051 and 2035 E. Paul Dirac Drive, Tallahassee, FL 32310



SEVENTH AMENDMENT TO CONTRACT FOR LEGAL SERVICES

The **CONTRACT FOR LEGAL SERVICES** dated October 1, 2014, as subsequently amended, (the “Contract”), by and between **LEON COUNTY RESEARCH AND DEVELOPMENT AUTHORITY** and **NELSON MULLINS BROAD AND CASSEL**, successor by merger to **BROAD AND CASSEL, LLP**, successor to Clark, Partington, Hart, Larry, Bond & Stackhouse, P.A., by partial assignment is hereby further amended to provide that:

1. The Termination Date shall be September 30, 2023; and
2. The rates shall be amended to the following: \$300.00 an hour for partners; \$220.00 an hour for associates, and \$125.00 an hour for paralegals; and
3. The Authority shall have the option to extend the Contract for two additional one-year terms at the same hourly rates upon by providing written notice to the Firm no later than ninety (90) days prior to the Termination Date including any extensions thereof.

Except as stated herein, all other terms and provisions of the Contract are confirmed and remain in full force and effect.

**LEON COUNTY RESEARCH AND DEVELOPMENT
AUTHORITY**

By: _____, 2021
Kimberly Moore, Chair

NELSON MULLINS BROAD AND CASSEL

By: _____, 2021
Melissa VanSickle

Leon County R&D Authority
Executive Director Report Status Update
June 1, 2021

1. Priority 1a: Incubator Construction and Development

- a. Met with Asa Williams from EDA and Cam Whitlock to discuss scope change to add a second story to the NFIL building. EDA desires to only do one scope change amendment, but otherwise is supportive of the change if it does not add cost to the project.
- b. Architect rendering provided to EDA for publishing in their annual report to Congress.
- c. Met with Mark Long and architects to review NFIL schematic design. Mark had a couple of ideas which were incorporated into the design.
- d. Met with Rick Meeker and architect and engineering team to discuss how he can advise us regarding energy efficiency opportunities for the building.
- e. Introduced engineering team to Danfoss representatives to explore whether there are Danfoss technologies which could be showcased in the NFIL facility.
- f. Bill reviewed the schematic design and we met with the architects to review and incorporate his ideas into the design.
- g. Held NFIL Oversight Committee meeting to review schematic design phase report. Scheduled next meeting for the conclusion of the Design Development Phase July 8th. This date may need to be pushed out a couple of weeks due to design changes.
- h. Working with architect and counsel on completion of EDA required Site Certification.
- i. Completed hiring and onboarding of Bill Lickson!
- j. Upon receipt of the final schematic design, will meet with funding partners to review the design.
- k. Cam and I will be meeting with Kristin Dozier to discuss permitting of the NFIL facility.
- l. Setup with the bank an electronic Treasury Management system to handle secure ACH payments and wire transfers.
- m. When Bill is up to speed, need to prepare budget for FAMU for them to determine where they can supply FTE's to support the incubator.
- n. Bill and I met with a prospective resident incubator member interested in a large office for two people and interns. Their decision is pending.
- o. Bill is preparing a "100-day plan" with his next steps in the development of the incubator.

2. Priority 1b: Financial Sustainability

- a. IPTLH 501(c)(3) application was submitted to IRS on May 20, 2021. Bill was great assistance providing more details needed for the application. Additional guidance and final review were provided by Thomas Howell Ferguson. IRS has 180 days to respond but expect quicker response due to electronic filing efficiencies. Drafted a required conflict-of-interest policy. The IPTLH board will need to approve the policy.
- b. Participated in virtual meeting of entrepreneurial ecosystem members focused on developing ideas for FAMU led EDA "Build to Scale" grant application. Worked with Bill on our portion of the application and a letter of support. If successful, we would receive approximately \$100k per year for three years.
- c. Bill is working with FAMU and OEV on additional grant pass through opportunities.
- d. Danfoss: Requested schedule from Danfoss to begin planning for expenditure of OEV MOU funds (\$805,000) based on expected construction milestone dates. First funding not available until after groundbreaking. Will look at options for additional Collins building finish updates.
- e. Florida Department of Ag executed 5-year lease extension in Collins Building resulting in increased lease payments of over \$8,000 per year.

Leon County R&D Authority
Executive Director Report Status Update
June 1, 2021

- f. New lab bench tenant for the Collins Building will begin June 1. This will be the third lab tenant.
 - g. On referral from FAMU, working with prospect interested in two offices and a large display area for their technology in the un-remodeled portion of Collins Building. Lease will be dependent on successful award of grant funding passthrough from FAMU beginning in the fall.
 - h. Bill is working to identify lab equipment needs in order to spend \$35,000 Knight grant before June 30.
 - i. Working with Bill to prepare application for funding through the Florida Job Growth Grant Fund.
 - j. Working with OEV with listings for vacancies in Morgan and Johnson Buildings. Anthropology lease expires July 31, representing \$194,000 per year in lease revenue.
3. Programs/Media/PR/Community Relations
- a. Bill and I met with Vision First Advisors to provide feedback related to the OEV strategic plan update.
 - b. Participated in OEV stakeholders' meetings.
 - c. Innovation Park ad and several articles featuring or mentioning Innovation Park and North Florida Innovation Labs appeared in Tallahassee Magazine for Technology and Innovation supplement.
 - d. Naomi promoted and planned for the TechGrant. Received 8 applications, and judges have completed scoring with 5 finalists to be announced on June 2nd.
 - e. Naomi held the April Tech Topics event and planning the June event focused on weather entrepreneurs.
 - f. Met with Antoine Wright and Michael Weiss from Habitat for Humanity to discuss ideas they are developing for housing projects.
 - g. I have agreed to speak at a Rotary Club meeting June 2nd.
 - h. Working with Naomi and Bill to create a more comprehensive marketing plan for Innovation Park and North Florida Innovation Labs.
4. Miscellaneous
- a. Working with Blueprint consultant doing traffic study related to Airport Gateway project.
 - b. As a result of FAMU's President Robinson's authorization, working with Keith Bowers and OEV to determine university's requirements for marketing to businesses Innovation Park land controlled by FAMU.
 - c. Two Compensation Committee meetings held, and recommendations approved by Executive Committee.
 - d. All staff are now working a hybrid schedule Monday's and Fridays remotely, and the rest of the week in the office.
 - e. Elevator upgrade: Consultant bids to assist with and RFP for elevator upgrades were beyond my approval threshold. Executive Committee approved, subject to Board ratification, budget not to exceed \$15,000. Will issue an Informal Bid Request for the consultants.
 - f. Asphalt Paving RFP approved by Executive Committee will be issued following Board ratification.
 - g. Negotiated and prepared General Counsel Contract Amendment as directed by the Executive Committee.
 - h. Completed Peggy's annual evaluation.
 - i. Worked with Brown and Brown to initiate creation and management by a third-party firm of a Section 125 plan as previously approved by the Board.
 - j. Working with Talcot on proper handling of taxable group life insurance benefits.

Leon County Research & Development Authority

Board Meeting June 1, 2021

North Florida Innovation Labs Updates Director, Bill Lickson

First 100 Days - progress with initial program development and planning for the North Florida Innovation Labs.

Facility Design & Development:

Worked collaboratively with Ron Miller and the facility Planning & Design Teams to optimize space design

Membership & Programs:

- Introductory meetings and calls with members & prospects
- Evaluating business models for integrating facilities, technology entrepreneurship training & mentorship services
- Optimizing the utilization of the current lab and office spaces

Administrative:

- Worked with Executive Director Miller to complete the 501c3 filing information
- Identified resources and plans for CRM and marketing automation software and processes
- Evaluated current websites and marketing needs
- Completing grants - Knight and FAMU REACH this month

Fundraising:

- Collaborated with FAMU & ecosystem partners and submitted \$1.5 million "Built to Scale" EDA grant with \$300,000+ identified for North Florida Innovation Lab
- Meetings with OEV regarding potential multi-year funding - feedback expected late in early June
- Reworking mutually beneficial scope of services FAMU & NASA grant through 2022 to leverage opportunities
- Researching other short & medium term Federal & other grant funding related to ARPA and other large foundations that support technology entrepreneurship programs and facilities

Stakeholder & Community Engagement:

- Meetings with key stakeholders including presentations to external community groups
 - OEV Leadership, Newly appointed as AERO Co-Chair, Innovation Magazine Launch, Choose Tallahassee BOD, Domi Station BOD & Monthly Executive Roundtable
 - Meetings with Mag Corp, MicroSystems, Greg Vaday, EDA & others

Other Activities:

- Long-term business planning for Lab Launch including fundraising, marketing, staffing, logistics and key deliverable & milestones
- Supporting TechGrants, Tech Topics and other activities within the team
- Participated in SBIR and STTR training workshops through University of Central Florida and SBA

Director of Marketing & Engagement Report

Board of Governors meeting 6/1/21

Some updates since our last board meeting --

TechTopics

- Next TechTopics is on Tuesday, June 15 – about 15 registered so far
- Speakers are WeatherSTEM and WeatherTiger
- Marketing is underway. Shared with OEV, Chamber, Domi, Tallahassee Democrat, community calendars, etc.
- Next TechTopics is on Tuesday, August 24

TechGrant – October 21, 2021

- Applications were due May 5th – 8 received
- Judges scores are due May 26th
- 5 finalists will be announced June 2nd
- Everything is lined up for an in person event on October 21, 2021
- Working on securing sponsorships. Goal is \$8,000+

Tallahassee Startup Week

- On planning committee along with Bill and Domi Station (biweekly meetings)
- Will be leading Innovation Park's involvement in the event and will be assigned a committee role for helping to plan the event
- Tallahassee Startup Week is November 8th-12th, 2021

Social Media

- Likes/follows
 - Facebook: 447 (+165)
 - Twitter: 522 (+34)
 - Instagram: 872 (+360)
 - LinkedIn: 168 (+99)
- Please share social media posts whenever you see them!

**NAI Talcor Property Manager's Report to the
Leon County R&D Authority Board of Governors
4/1/2021-5/31/2021**

Occupancy:

Building	Leasable Square Feet	Vacant Square Feet	% Vacant
Phipps	14,661	0	0%
Morgan	21,936	8,832	40%
Johnson	28,385	0	0%
Collins	18,435	15,439	84%
Knight	1,512	516	34%
Total	90,622	24,787	27%

Non-Routine Repairs & Maintenance:

Building	Completed Since Last Report	In Process	Deferred/To Do
Phipps	<ul style="list-style-type: none"> Sealed and striped front parking lot. Fire extinguisher inspections. 	<ul style="list-style-type: none"> Patch holes in EIFS located on exterior NE corner of the building. Replace water fountain. Inspection of life safety items in preparation for Fire safety inspections by Tallahassee Fire Dept. 	<ul style="list-style-type: none"> The irrigation system is not connected and has no backflow.
Morgan	<ul style="list-style-type: none"> 3 Walk lights along paths will be converted to LED. Changed out damaged office doors. Replaced all damaged or sagging ceiling tiles in newly leased space. Installed vinyl directories at all entrance doors. Installed additional receptacle. Patch various holes in walls. Fire extinguisher inspections. Replaced blower motor in HVAC #4. Main plumbing line located in front of the building cracked. Back hoe was needed. Line was repaired. 	<ul style="list-style-type: none"> Maintenance continues to balance the HVAC is ongoing. Installing missing number plates for new tenant, CareerSource. Inspection of life safety items in preparation for Fire safety inspections by Tallahassee Fire Dept. 	<ul style="list-style-type: none"> Common areas - Carpet cleaning and the interior of entrance ways. Re-pave parking lot

**NAI Talcor Property Manager’s Report to the
Leon County R&D Authority Board of Governors
4/1/2021-5/31/2021**

Building	Completed Since Last Report	In Process	Deferred/To Do
Collins	<ul style="list-style-type: none"> • Replace compressor in HVAC unit 20. • Relocated furniture for Peggy Bielby. • Fire extinguisher inspections. • Installed three metal signs for the front parking area. “Collins Parking Only” and Reserved Parking.” • Replaced compressor in HVAC #13. 	<ul style="list-style-type: none"> • Maintenance continues to balance the HVAC in the building. • Maintenance pulling ceiling tiles in lab, replacing, and wrapping HVAC drain lines. • Relocate HVAC vent in lab. • Inspection of life safety items in preparation for Fire safety inspections by Tallahassee Fire Dept. 	<ul style="list-style-type: none"> • Re-pave parking lot. • Repair walkways located on backside of the building near parking area.
Johnson	<ul style="list-style-type: none"> • Fire extinguisher inspections. • Repaired freon leak in HVAC #10. • Replaced flush valve to 1st floor womens restroom handicap toilet. 	<ul style="list-style-type: none"> • Converting lighting to LED. • Inspection of life safety items in preparation for Fire safety inspections by Tallahassee Fire Dept. • Small leak in valve to Pre-action system for National Park Service. Tightened and stopped leak for now. Valve needs to be repacked. Bid in Process. 	<ul style="list-style-type: none"> • Missing up light on right side of Johnson building. • Re-pave parking lot.
Knight	<ul style="list-style-type: none"> • Seal and stripe parking lot. • Repair water heater. • Replace security light located on back deck. • Fire extinguisher inspections. • New gutter system was installed on back side of the building. 	<ul style="list-style-type: none"> • Inspection of life safety items in preparation for Fire safety inspections by Tallahassee Fire Dept. 	<ul style="list-style-type: none"> • Exterior paint • Interior paint of common areas.
Fuqua	<ul style="list-style-type: none"> • Repaired concrete under stairs. • Repaired 3 lights. • Replaced broken GIB in elevator. 	<ul style="list-style-type: none"> • Replace Exit sign. • Manager is working with FSU facilities to repair irrigation and install plants in planters. 	<ul style="list-style-type: none"> • Elevator updates.

**NAI Talcro Property Manager's Report to the
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Building	Completed Since Last Report	In Process	Deferred/To Do
Common	<ul style="list-style-type: none"> Washing of common area signs. Trash pickup and waste disposal of Central pond walking trail. Wipe down of all benches. 	<ul style="list-style-type: none"> Maintenance blows off all walkways, removes cobwebs, and wasps' nests on a regular basis. Replace damaged irrigation covers. Straighten sign poll located at the corner Repair wash out at culvert draining into the central pond. 	<ul style="list-style-type: none"> None

Accounts Receivable Past Due as of Report Date (30+days):

Tenant	Invoice Date	Invoice Amount	Last Contact Date	Tenant Response/Date to be Paid/Comments
FSU - ITS	11/5/20	6,334.59	5/24/21	2019-2020 CAM. Majority of FSU CAM has been paid. FSU accounting is processing payment for all unpaid CAM items.
FSU-AME MRB	11/5/20	6,306.57	5/24/21	2019-2020 CAM.
MAGLAB	11/5/20	16,481.16	5/24/21	2019-2020 CAM.

Tenant Issues Encountered, Status of Other Outstanding Issues, Contract Procurements, Projects, Accounting issues, etc.:

- Maintenance continues to walk all buildings leased and vacant, checking for roof leaks and other maintenance issues, clears any cobwebs, turns on lights, and balances the HVAC in all offices to insure there are no humidity issues. Maintenance also, sanitizes any and all high touch areas in all buildings each day.
- Back deck to Knight building was rebuilt and stained. A gutter system was installed as well.
- Management procured informal bids for the landscaping contract. The contract was awarded to Heinz Nursery's.
- Pressure washing of Phipps, Johnson, Morgan, and Fuqua Centre will be completed in July.
- Tree trimming at Collins will take place in June.
- Manager has met with FSU facility's to request that they pave their portion of the Sliger/Shaw building parking lots around the same time we pave Morgan, Johnson lots.