

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

July 14, 2021
8:00am to 9:00am

Agenda

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 (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.
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. Meeting Minutes—April 19, 2021 (Attachment A)
7. Design Development Phase Update
Staff and the project architect will present a progress update for the design development phase.
8. Project Cost Estimate
Staff will present a preliminary project cost estimate and discuss funding options.
9. Payment Authorization Review (Attachment B)
The Committee directed that Section 4(b) of the Committee Policies and Procedures be reviewed by the committee in 60 days. The policy is presented for review at this, the next scheduled meeting.
10. New Business
11. Adjourn

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Tallahassee, FL 32310

April 19, 2021

8:00am to 10:00am

DRAFT Minutes

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 R&D Authority
North Florida Innovation Labs (“NFIL”) Oversight Committee
Policies and Procedures

1) Scope:

The intent of this document is to define the policies and procedures necessary to fulfill the purpose of the NFIL Oversight Committee (“Committee”), as defined in the Committee Charter approved by the Leon County R&D Authority Board of Governors (“Board”), which is to:

- a) Exercise the authority of the Board to provide oversight of the design and construction of the NFIL Incubator (“Development”).
- b) Authorize any contracts, solicitations, or other documents such as permit applications, Owner’s Affidavits, regulatory filings, etc., necessary to complete the Development. Contracts authorized in writing by the Committee Chair shall be executed by the Board Chair.
- c) Oversee and direct staff involved in completing the Development.
- d) Authorize the payment of invoices for the Development.
- e) Delegate to staff any of the committee’s authority it finds necessary for the efficient and effective completion of the Development while maintaining appropriate controls.

2) Oversight of Design and Construction

- a) Working with the Committee Chair, the Executive Director (“ED”) shall draft for Committee approval a schedule of meeting dates in advance of milestone deadlines at which the Committee shall meet to provide its review and approval of Development steps taken by staff, hired consultants and contractors.
- b) Meetings of the Committee shall be held at the call of the Committee Chair.
- c) Meetings of the Committee shall be subject to Sunshine Law including public notice requirements.
- d) Non-committee members of the Board of Governors of the Authority shall be invited to attend meetings but will not be voting members.
- e) Actions taken by the Committee shall be reported to the full Board.

3) Authorization of Contracts, Solicitations, or Other Documents

a) Solicitations

- i) Staff shall follow current Purchasing Policy 11-03 (“PP11-03”) regarding any solicitations, as well as any grant requirements. The Committee may exercise the authority of the Board to review and approve any solicitations that PP11-03 requires.

b) Contracts

- i) For contracts requiring Board approval by PP11-03, staff will negotiate all contracts consistent with approved solicitations, and present to the Committee for its review and approval.
- ii) The Committee Chair shall sign a resolution indicating approval of any contract by the Committee. The resolution shall be forwarded with the contract to the Board Chair for contract signature.

c) Other Documents

- i) The Committee delegates to the ED the authority to execute documents necessary for permitting, Owner’s Affidavits, regulatory filings, and other documents typically necessary in the ordinary course of business required to complete the Development that is not a solicitation or contract and does not change the Authority’s ownership rights in its property.

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- ii) Upon execution of Other Documents, the ED shall immediately email an electronic copy to members of the Committee.
- 4) Payment of invoices for the Development
 - a) The ED shall review and approve all invoices for payment and indicate so by signing and dating the face of the invoice.
 - b) For invoices which include amounts not previously approved by the Committee in the project budget and/or a project related contract, an electronic copy of the approved invoice shall be submitted via email to the Committee Chair along with an updated budget vs. actual report reflecting the invoices to be paid. The Committee Chair shall indicate approval via email to the ED and the Talcor Director of Property Management Accounting (“Controller”).
 - c) Where the vendor agrees, approved invoices shall be paid via ACH from the NFIL Construction Account (*ACH authorization process TBD with the bank and vendor*).
 - d) Where it is not possible to pay via ACH, checks shall be paid from the NFIL Construction Account and signed consistent with the requirements of the current “Internal Controls and Accounting Policy”.
 - e) At each meeting of the committee, the ED shall provide an updated project cost report which includes, at a minimum, amounts invoiced and paid by contract and phase compared to amounts budgeted and/or contracted.
- 5) Delegation of Authority
 - a) The ED is delegated all authority described herein in addition to all authority delegated by contract, the Authority Bylaws, and other Board policies and procedures.
 - b) Emergency Actions
 - i) Emergency Actions are defined as any action necessary to avoid significant delay or additional expense related to the Development as determined in the sole discretion of the Committee Chair.
 - ii) The Committee Chair is authorized to take Emergency Actions between meetings of the Committee where a meeting cannot be scheduled with the required public notice in time after a good faith effort.
 - iii) Description of the Emergency Action taken by the Committee Chair, and justification for the action, shall be communicated via email by the ED to members of the Committee within 24 hours of the action.
 - c) The ED, acting as Owner’s Representative, is authorized by the Committee to take all actions necessary to manage the Development within the approved budget, plans, contracts, and Committee directives.

Committee approved: March 24, 2021.