

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

October 19, 2021
8:00am to 9:30am

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—August 10, 2021 (Attachment A)
7. 50% Construction Document Phase
 - a. 50% Construction Documents
(Link: <https://innovation-park.com/21414-nfil-50-construction-documents-composite/>)
 - b. Specifications Manual
(Link: <https://innovation-park.com/wp-content/uploads/2021/08/North-Florida-Innovation-Labs-Specifications-Manual-10-7-2021.pdf>)
 - c. Design Development Review Comment Responses
(Link: <https://innovation-park.com/wp-content/uploads/2021/08/Design-Development-Review-Comment-Responses-10-7-2020-1.pdf>)

Staff and the project architect will present the 50% construction documents for the Committee’s review and approval.
8. Project Cost Update

Staff will provide and update on project costs incurred to date.

9. New Business

10. Adjourn

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August 10, 2021
8:00am to 9:30am

DRAFT Minutes

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

Members Not in Attendance: None.

Guests: Cam Whitlock, Architects Lewis + Whitlock; Ray Bye, LCRDA Board of Governors; Ron Miller, Bill Lickson, LCRDA staff.

1. Call to Order

Chair Kristin Dozier called the meeting to order at 8:00am.

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.

All members were present in person, so no vote was necessary.

4. Modifications to the Agenda

Ron Miller asked to include the report of updated project costs that had been provided to the Committee in advance of the meeting.

5. Public Comment

None.

6. Meeting Minutes—July 14, 2021

Kevin Graham offered a motion to approve the draft meeting minutes. Tom Allen seconded the motion which passed unanimously.

7. Design Development Phase

Staff and the project architect will present the final report for the design development phase for the Committee's review and approval. Cam Whitlock reported there were no substantial changes from the Design Development Phase Update he provided the committee on July 14, 2021. He reviewed the Design Development Submittal Report, Design Development Drawings, and Product Cut Sheets. The \$517psf construction cost estimate is unchanged, and the detailed cost estimates support it. The Committee discussed value engineering options, the bidding process, potential funding processes, partners, and opportunities, and reviewed the Project Schedule.

Tom Allen offered a motion to approve the Design Development submission. Kevin Graham seconded the motion which passed unanimously.

8. **Project Cost Report**

Ron Miller provided an updated project cost report which included amounts invoiced and paid by contract and phase compared to amounts budgeted and/or contracted. See attached report.

9. **New Business**

None.

10. **Adjourn**

The meeting was adjourned at 8:50am.