

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

December 16, 2021
8:00am to 10:00am

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 Committee 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 Committee members in addition to any in-person public comment.

6. Meeting Minutes—October 19, 2021 (Attachment A)

7. 100% Construction Documents Phase (A link will be provided as a supplement)

Staff and the project architect will present the 100% construction documents for the Committee's review and approval.

8. Bid Documents/Draft Contract (Attachments will be provided as a supplement)

Staff and the project architect will present the construction bid documents and draft contract for the Committee's review and approval.

9. Project Cost Update

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

10. New Business

11. Adjourn

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

DRAFT Minutes

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

Members Not in Attendance: None.

Guests: Tyler Dykes, Affiliated Engineers, Inc.; Mary Jo Spector, FSU Research Facilities Design; Kathryn Stivers, Cam Whitlock, Architects Lewis + Whitlock; Ron Miller, Bill Lickson, Peggy Bielby, LCRDA staff.

1. Call to Order

Chair Kristin Dozier called the meeting to order at 8:05am.

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

None.

5. Public Comment

None.

6. Meeting Minutes - August 10, 2021

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

7. 50% Construction Document Phase

Cam Whitlock reviewed the civil site plan, including the northside driveway encroachment on to the side setback, which the Development Review Committee has conditionally approved subject to a

variance. He reviewed the landscape plan, architectural drawings, lighting plan, roof plan, elevations, and building materials palette, and discussed the patio construction, loading dock height and configuration. Tyler Dykes reviewed the mechanical and electrical systems and discussed the options of using Danfoss and Nhu Energy systems. Cam Whitlock noted that prior to the December 9, 2021, submittal of the 100% Construction Documents, several meetings will be held with staff to refine the details of the open items. Any staff comments regarding the 50% Construction Documents will be provided to ALW by November 2, 2021.

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

8. **Project Cost Update**

Ron Miller provided an update on project costs incurred to date, and reviewed the budget, funding, and timeline.

9. **New Business**

None.

10. **Adjourn**

The meeting was adjourned at 9:33am.

Next Meeting

December 16, 2021

8:00am – 10:00am

Collins Building

2051 E Paul Dirac Dr