

Project: Ithaca Downtown Conference Center
Meeting: IDCC Weekly Stakeholder Meeting
Date: 10/12/2021

AGENDA

1. Introductions: Conference Sales Manager, Lisa Conarton
2. October Pay Req
 - a. Due 10/15 to Sara
3. ASM Contract
 - a. 9/21/2021: Carrie returned contract draft to ASM with comments
4. Project Budget
 - a. Develop operating budget for 2022 & 2023
 - b. Sara to provide cost to date report for next meeting
5. Vecino Project update
 - a. Escalation: apprx. \$1.5 m. gap. Vecino proposing cost reductions
 - i. Update 8/24/2021: escalation negotiations ongoing, Bruce to provide update to LDC on 8/31/2021
 - b. Holiday lighting design:
 - i. Update 8/24/2021: Bruce will review the lighting consultant design and advise if any LED light package was included for levels 1-3.
6. Design
 - a. Kitchen Design
 - i. Construction Documents
 - ii. Review make up air power: electric or gas: TBD
 - b. Operator Redesign Comments
 - i. Design documents expected in 4 weeks
 - ii. Welliver to provide change order for scope
 - c. Retail Space
 - i. Schedule meeting w. Doug Bradley, ASM to discuss
 - ii. Design for entrance doors, patio. Etc.
 - d. Exterior power and water
 - i. LDC to coordinate power and water needs for the exterior w. Design.
 - ii. Value engineering opportunities
 - e. Review landscape and civil design with LDC
 - i. Planters
 - ii. Benches
 - iii. Pavers
7. ESD Grant
 - a. Circulate MWBE forms to be executed by the LDC & Vecino and upload to NYS site
 - b. Complete Project Update Template
8. Sponsorship
9. LDC Procurement:

- a. Exterior Signage
- b. Website
- c. AV system, sound system, event lighting system
- d. Sound system
- e. Assisted Listening Devices
- f. POS System
- g. Concession Carts
- h. Interior Signage: room and wayfinding
- i. Digital signage