



United States
Department of
Agriculture

Office of the General Counsel
1400 Independence Ave. SW
Washington, DC 20250-1400

August 19, 2020

Delivered via Electronic Mail

Austin R. Evers
American Oversight
1030 15th Street NW
Suite B255
Washington, District of Columbia 20005
Email: foia@americanoversight.org

Ricardo J. Salvador
Union of Concerned Scientists
1825 K Street NW
Suite 800
Washington, District of Columbia 20006

**Re: Freedom of Information Act (FOIA) Request No. 2020-REE-03160-F
First Interim Response**

Dear Mr. Evers and Mr. Salvador:

This is the Research, Education, and Economics (REE) mission area's first interim response to the March 4, 2020, Freedom of Information Act (FOIA) request submitted to the U.S. Department of Agriculture (USDA), Departmental FOIA Office (DFO). As of October 1, 2019, the DFO was realigned under the Office of the General Counsel (OGC) and now operates the FOIA program for the REE mission area. See U.S. Department of Agriculture, Secretary's Memorandum 1076-033, September 24, 2019, available at: https://www.ocio.usda.gov/sites/default/files/docs/2012/20190924_SM%201076-033_FOIA_Realignment_final.pdf.

Your request to the USDA's Departmental Administration (DA) sought the following records:

All electronic communications (including emails, email attachments, calendar invitations, calendar invitation attachments, or text messages) between (a) the USDA officials listed in Column A, and (b) any of the external individuals listed in Column B, below.

Column A: USDA Officials	Column B: External Individuals
i. Sonny Perdue, Secretary, and anyone communicating on his behalf, such as executive assistants, personal assistants, or schedulers	i. Michael Merriman ii. Edward Merriman iii. Dennis Walsh iv. Kit Bond v. Vincent P. Dasta vi. Frank J. Joseph

ii. Former Chief of Staff Heidi Green	vii. Patrick J. Pedonti
iii. Former Chief of Staff Ray Starling	viii. Jay Shuman
iv. Chief of Staff Joby Young	ix. Any employees or representatives of Americo Life Insurance Company, including Michael Merriman, and anyone communicating with an email address ending in americo.com
v. Stephen Censky, Deputy Secretary	x. Any employees or representatives of Kit Bond Strategies, including Matthew Roney, Kenny Hulshof, Julie Murphy, and anyone communicating with an email address ending in kitbond.com
vi. Donald Bice, Acting Deputy Assistant Secretary for Administration	xi. Any employees or representatives of SS&C Technologies, including anyone communicating with an email address ending in ssctech.com
vii. Scott Hutchins, Deputy Under Secretary for Research, Education, and Economics	xii. Any employees or representatives of DST Systems, Inc.
viii. Robert Johansson, Chief Economist	xiii. Any employees or representatives of DST Realty, Inc.
ix. Chris Hartley, Acting Administrator of the Economic Research Service	xiv. Any employees or representatives of Broadway Square Partners
x. Michelle Esch, Executive Director of the National Agricultural Research, Extension, Education & Economics Advisory Board	xv. Any employees or representatives of Penn Seven, LLC
xi. J. Scott Angle, Director of the National Institute of Food and Agriculture	xvi. Any employee or representatives of SCOL, Inc.
xii. Lillie Brady, Director of External and Intergovernmental Affairs	xvii. Any employees or representatives of Project Leavitt
xiii. Robert MacGregor, former Director of Intergovernmental and External Affairs and current Senior Advisor	xviii. Anyone communicating with an email address ending in jjmkc.com
xiv. Kristi Boswell, Senior Advisor	
xv. Mary Dee Beal, Senior Advisor	
xvi. Courtney Knupp, Chief of Staff for Research, Education, and Economics	
xvii. Brock Densel, Policy Advisor for Research, Education, and Economics	

xviii. Benny Young, Associate General Counsel	
xix. Anyone serving in the role of White House Liaison, including Sam Clovis	
xx. Former Senior Advisor Brian Klippenstein	
xxi. Any other USDA employees who participated in one or more site visits as part of the process to identify a new location for the Economic Research Service and National Institute of Food and Agriculture	

Following American Oversight's (AO) submission of its initial request, the DFO asked AO, on March 11, 2020, for supplemental email information associated with the individuals and entities listed above in Column B in order to facilitate the agency's search efforts. On March 23, 2020, AO responded by providing email domains that USDA search to "identify communications with the individuals listed in [their] request."

@americo.com
@ipfs.com
@ficgroup.com
@kitbond.com
@protiviti.com
@ssctech.com
@sscinc.com
@dstsystems.com
@dsthealthsolutions.com
@jjmkc.com
@mcrealtyus.com

On March 23, 2020, pursuant to USDA regulation 7 C.F.R. § 1.4(c), the DFO routed parts of your request, specifically Items vii, ix, x, xi, xvi, and xvii in Column A, to REE for processing and direct response to you. Under the Secretary's Memorandum referenced above, the DFO is processing requests on behalf of REE. The corresponding DA case tracking number is 2020-DA-02829-F. That request is currently being processed by FOIA analysts in the DFO.

Your request is being processed under the FOIA, 5 U.S.C. § 552.

A search for responsive records was conducted by REE's telecommunications provider, the Client Experience Center (CEC). The CEC provides comprehensive, fee-for-service information technology (IT) associated operations, security, and technical support services to USDA end users. The CEC also implements and manages enterprise IT solutions for users Department-wide.

The email accounts associated with the REE employees listed in your request were searched, from January 20, 2017 to December 31, 2019. The CEC search located twenty (20) pages of e-mail records responsive to your request.

REE is continuing to process the manual portion of your request and will issue a final response.

Following a review of the responsive records, REE has determined that certain information contained in the responsive e-mail records should be withheld pursuant to U.S.C. § 552(b)(5) and (b)(6) (FOIA Exemptions 5 and 6). Below is an explanation of the information that has been withheld.

FOIA Exemption 5 – Deliberative

FOIA Exemption 5 protects from disclosure those “inter-agency or intra-agency memorandums or letters which would not be available by law to a party other than an agency in litigation with the agency.” One of the frequently invoked FOIA Exemption 5 privileges is the deliberative process privilege. To fall within FOIA’s deliberative process privilege, the records must be both pre-decisional and deliberative; the records must precede the adoption of an agency policy and include the opinions, recommendations, or deliberations on a legal or policy matter.

In this instance, the DFO is withholding, under the deliberative process privilege, pre-decisional inter- and intra-agency discussions relating to the Economic Research Service (ERS) and National Institute of Food and Agriculture (NIFA) relocation and building design, including communications that fall under the consultant corollary doctrine. Disclosure of such information would have a chilling effect on the ability of agency officials to engage in free and frank discussions regarding policy but also may cause confusion on the agency’s actual position on the policy at issue.

FOIA Exemption 6 – Personal Privacy

Exemption 6 generally is referred to as the “personal privacy” exemption. It provides that the disclosure requirements of the FOIA do not apply to “personnel and medical files and similar files the disclosure of which would constitute a clearly unwarranted invasion of personal privacy.” Application of the exemption involves balancing the public’s interest in disclosure against individuals’ privacy interests.

The information withheld under Exemption 6 consists of mobile phone numbers, unpublished business contact information, email addresses, a conference call passcode, and the alias email address for Deputy Secretary Stephen Censky. This information qualifies as “similar files” because it is information in which individuals have a privacy interest. Releasing individuals’ mobile phone numbers, unpublished business contact information, and email addresses could subject them to unwarranted or unsolicited communications, or even harassment. In addition, participants of a conference call have a privacy interest in ensuring that no uninvited person is listening in on their calls. The release of passcodes could undermine the privacy of those calls. Since there is a viable privacy interest that would be threatened by disclosure, Exemption 6 authorizes this office to withhold the information. Accordingly, we have determined that the

public interest in the information's release does not outweigh the overriding privacy interests in keeping it confidential.

With regard to the alias email address for Deputy Secretary Stephen Censky, the agency has a significant interest in ensuring that its officials have the capacity to safely perform a full range of official functions, including emergency operations, continuity of operations, and devolution planning and execution. These functions could not be accomplished if public email-writing campaigns impeded communications to the email accounts from which officials operate in emergency situations. In the event of emergency, not only are alias accounts necessary for safe and efficient emergency operations, but also so that family members can reach otherwise unavailable officials. While the existence of such alias email accounts and certain content of emails released therefrom may shed light on agency functions, the actual email addresses do not in and of themselves advance a public interest – particularly when balanced against the critical interest of agency officials in maintaining safe and responsible communication with critical business contacts including those in The White House, during emergency situations and situations presenting potential national security threats. That said, in response to records requests, it is the agency's policy to process and release responsive documents derived from searches of all agency email accounts (including alias email accounts) to the extent not otherwise exempt or prohibited by law. Furthermore, we note that the disclosure of officials' primary official email accounts serves as the most appropriate point of contact for the public and poses the least amount of risk or threat in emergency operations.

You have the right to appeal REE's determinations. Due to the need to issue more than one release of records to fully resolve your request, your appeal rights for this request will be provided to you in the REE's final response letter.

You may seek dispute resolution services from the DFO's FOIA Public Liaison, Ms. Camille Aponte. Ms. Aponte may be contacted by telephone at (202) 505-0271, or electronically at Camille.Aponte@usda.gov or USDAFOIA@usda.gov.

You also have the option to seek assistance from the Office of Government Information Services (OGIS). Please visit <https://www.archives.gov/ogis/mediation-program/request-assistance> for information about how to request OGIS assistance in relation to a FOIA request.

If you have any questions regarding the processing of this request, please contact Ms. Melanie Enciso at (202) 694-5982, or electronically at melanie.enciso@usda.gov or USDAFOIA@usda.gov.

For additional information regarding USDA FOIA regulations and processes, please refer to the information available online at www.dm.usda.gov/foia.

Austin R. Evers / Ricardo J. Salvador

FOIA Case No. 2020-REE-03160-F

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REE appreciates the opportunity to assist you with this matter.

Sincerely,

Alexis R. Graves

Alexis R. Graves
Departmental FOIA Officer
Office of the General Counsel

Enclosures: Responsive Records (20 pages)

From: [FOIA](#)
To: [Enciso, Melanie \(CTR\) - OGC, Washington, DC](#)
Subject: Re: [Ext]2020-DA-02829-F FOIA Request Clarification
Date: Monday, March 23, 2020 11:58:54 AM
Attachments: [image001.png](#)

Good morning Ms. Enciso,

In response to your inquiry regarding 2020-DA-02829-F, below are email domains that we request USDA search for to identify communications with the individuals listed in our request:

@americo.com
@ipfs.com
@ficgroup.com
@kitbond.com
@protiviti.com
@ssctech.com
@sscinc.com
@dstsystems.com
@dsthealthsolutions.com
@jjmkc.com
@mcrealtyus.com

We further request that if, in the course of searching, USDA identifies an email address for any of the listed individuals that is not included in this list, then it will also search for that newly identified email address. Thus, for example, if USDA identified an email from Michael Merriman using an @americo.com domain that asked USDA officials to contact him on a private email account that is not covered by this list, we ask that USDA search for that email account. To be clear, we are not asking USDA to conduct any additional research, but merely to use any such information that comes into its possession during the course of the search.

Please let me know if you have any additional questions or concerns regarding this request.

Thanks so much,

Christine

Christine H. Monahan
Counsel
American Oversight
(202) 869-5244
foia@americanoversight.org

From: "Enciso, Melanie (CTR) - OGC, Washington, DC" <Melanie.Enciso@usda.gov>

Date: Wednesday, March 11, 2020 at 4:57 PM
To: FOIA <foia@americanoversight.org>
Subject: [Ext]2020-DA-02829-F FOIA Request Clarification

Good afternoon Ms. Monahan,

American Oversight (AO) is requesting a search of email communications between agency officials and non-governmental individuals and entities outside of the agency, in the above-referenced FOIA request (attached). However, AO has not provided email addresses associated with most of the outside individuals and entities of interest.

This office's email searches are conducted by the Office of the Chief Information Officer, Client Experience Center (CEC), which is not able to conduct searches for emails to/from agency staff and individuals and entities outside of the agency without the outside email addresses. For this reason, the DFO is asking that you provide all email addresses associated with the non-governmental individuals and entities listed in the search recommendation.

Please provide the requested email addresses at your earliest convenience so the DFO can proceed with processing. Meanwhile, this request has been put on hold for clarification.

Thank you very much for your assistance.

Best regards,



Melanie Enciso
FOIA Analyst - Contractor
Departmental FOIA Office
Office of the General Counsel
U.S. Department of Agriculture
1400 Independence Ave., SW, Room 4105
Washington, DC 20250
(202) 694-5982 (Voice)
✉ Melanie.Enciso@USDA.gov

This electronic message contains information generated by the USDA solely for the intended recipients. Any unauthorized interception of this message or the use or disclosure of the information it contains may violate the law and subject the violator to civil or criminal penalties. If you believe you have received this message in error, please notify the sender and delete the email immediately.

From: Esch, Michele - ARS

Sent: Tuesday, February 26, 2019 10:14 AM

To: Relocation

BCC:

Yuval.Yossefy@birminghamal.gov;Josh.Carpenter@birminghamal.gov;(b)(6)@auburn.edu;greg.knighton@hooveralabama.gov;(b)(6)@58inc.org;mpreston@arkansasedc.com;mpreston@arkansasedc.com;PaulH@AZcommerce.com;(b)(6)@uatechpark.org;teschelman@ngkf.com;cbrinitzer@ngkf.com;cbrinitzer@ngkf.com;teschelman@ngkf.com;elaron@lakeconews.com;edward.kane@ngkf.com;edward.kane@ngkf.com;Sam.Bailey@metrodenver.org;Woodward@Auroraedc.com;tshickel@udel.edu;Mike.New@ci.newberry.fl.us;natasha.hammond@squirepb.com;(b)(6)@georgia.org;(b)(6)@georgia.org;(b)(6)@georgia.org;(b)(6)@georgia.org;DLord@AnkenyIowa.gov;(b)(6)@albaughllc.com;clyde.evans@wdm.iowa.gov;stephanie.groen@iowa.gov;stephanie.groen@iowa.gov;(b)(6)@DMGOV.org;(b)(6)@quadcitieschamber.com;(b)(6)@algonquin.org;(b)(6)@greaterpeoriaedc.org;(b)(6)@maloofofcom.com;jreardon@hiffman.com;doneill@hiffman.com;steve.kling@colliers.com;kleighty@schaumburg.com;lmiceli@choosedupage.com;TothChris@co.kane.il.us;(b)(6)@decaturedc.com;Doug.Pryor@WillCountyCED.com;larmour@huntley.il.us;pmainsworth@desplains.org;(b)(6)@champaigncountyedc.com;(b)(6)@bourns.com;K.Vinson@iedc.IN.gov;(b)(6)@hahnkiefer.com;andrew@greaterwichtapartnership.org;mrobinson@salinaedo.org;mrobinson@salinaedo.org;spexarth@ksu.edu;skelly@lawrencechamber.com;ahandshy@lawrencechamber.com;mccarthy@thinkKC.com;Charlie.Romaine@LA.GOV;(b)(6)@brac.org;(b)(6)@swed.com;(b)(6)@thinkmoco.com;james.cumber@ngkf.com;edc@somersetmd.us;MDoyle@FrederickCountyMD.gov;james.cumber@ngkf.com;(b)(6)@cushwake.com;dbowden@carolinemd.org;JFabi@qac.org;econddev@kentgov.org;mrankin@umd.edu;Kevin.greaney@cushwake.com;info@meetcharlescounty.com;dberttram@msu.edu;(b)(6)@opus-group.com;(b)(6)@opus-group.com;joel.akason@greatermsp.org;pete@buhlinvestors.com;alex@springfieldchamber.com;Randi.TveitaraasJack@ks.gov;Alicia.hutchings@ks.gov;(b)(6)@Americo.com;(b)(6)@stlregionalchamber.com;rcrim@stlpartnership.com;mccarthy@thinkKC.com;plilly@saintjoseph.com;(b)(6)@missoulapartnership.com;(b)(6)@msuic.org;allison@bigskyeda.org;Laura.Lee@edpnc.com;Laura.Lee@edpnc.com;Laura.Lee@edpnc.com;ashley.lewis@am.jll.com;john.macdonell@am.jll.com;jraso@gfmedc.com;dhokansonsr@cbre-mega.com;(b)(6)@cityofsidney.org;(b)(6);matt@rochesterbiz.com;ana@rochesterbiz.com;ckrauss@summitoh.net;(b)(6)@ashtabulagrowth.com;dbailey@madisonvillage.org;MRantala@lcport.org;maulman@co.darke.oh.us;dfavorite@co.geauga.oh.us;(b)(6)@ashtabulagrowth.com;dbailey@madisonvillage.org;MRantala@lcport.org;lgambosi@middlefieldohio.com;behrhart@portagedevbd.org;behrhart@portagedevbd.org;lfinch@twinsburg.oh.us;acafaro@cafarocompany.com;slown@westernreserveport.com;atrevena@westernreserveport.com;(b)(6)@cox.net;trenton@stillwaterchamber.org;(b)(6)@gkff.org;(b)(6)@fayettepa.org;(b)(6)@fayettepa.org;(b)(6)@att.net;(b)(6)@milesbrothersllc.com;tim@clarionbiz.com;(b)(6)@scommerce.com;al@brookingsedc.com;deand@siouxfalls.com;pwagoner@utk.edu;tlcross@utk.edu;cdonhardt@agricenter.org;matthew.johnston@colliers.com;(b)(6)@ag.tamu.edu;(b)(6)@amarilloedc.com;John@marketlubbock.org;(b)(6)@greatersanmarcostx.com;(b)(6)@edcutah.org;fjohnson@johnsonrealtyadvisors.com;(b)(6)@WashingtonDCSouth.com;Paul.Hood@cbre.com;(b)(6)@cbre-charlottesville.com;ayost@gcva.us;Colleen.Kardasz@loudoun.gov;TFlynn@pwcgov.org;BHBoykin@TheJameCenter.com;(b)(6)@WashingtonDCSouth.com;John@roanoke.org;kboswell@gatewayregion.com;krishna.potturi@vdot.virginia.gov;kelly.hannon@vdot.virginia.gov;(b)(6)@discoverdanville.com;George.Hoddinott@winchesterva.gov;adfreeman@fredericksburgva.gov;(b)(6)@wvjco.com;jbery@washcova.com;tgardner@madisonco.virginia.gov;(b)(6)@alliancerealestateconsultants.com;(b)(6)@cafarocompany.com;tridec@tridec.org;totto@cityofmadison.com;(b)(6)@wvhtf.org;amy@harrisonedc.com;Brandon.marshall@wyo.gov;Bice, Don - OSEC, Washington, DC;Boswell, Kristi - OSEC, Washington, DC;(b)(6) - OSEC, Washington, DC;Young, Joby - OSEC, Washington, DC;John Stirrup;Peter Deanovic;Dean Hokanson Sr;Helga Weschke - COMMERCE-;Jodi Gutierrez Deputy Secretary Censky's alias email

Subject: ERS/NIFA Relocation Update

I am writing today to provide an update on the status of the site selection for the Economic Research Service (ERS) and the National Institute of Food and Agriculture (NIFA). You are receiving this email because you submitted an Expression of Interest in response to USDA's announcement to relocate these agencies outside the National Capital Region.

We were all affected by the recent lapse in government funding. This included our relocation consultant, Ernst & Young. During the Government shutdown, Ernst and Young's activities were not considered "excepted" activities, therefore no work was conducted during the government shutdown. We have since quickly gotten back to work and are making progress. We will provide an updated timeline as soon as feasible.

Additionally, Congress included report language to accompany the recent funding bill asking the Department to include in its FY2020 budget submission cost estimates and analysis of benefits regarding the relocation of both agencies. While report language is not statutory language and is non-binding, we take the language seriously and will be providing the requested additional information and justification to Congress in the weeks ahead.

Please let the relocation team know if you have any additional questions. You can reach them at relocation@usda.gov.

Don K. Bice

Deputy Assistant Secretary for Administration

U.S. Department of Agriculture

From: Knupp, Courtney - OSEC, Washington, DC

Sent: Thursday, November 7, 2019 3:04 PM

To: Peter Leonhard - 6P1RP; Wade Walker; Lindsay Mead (6P1PF); Hartley, Chris - ERS; Jane Schuster - 6P2CTC; Louis Zarr; Angle, Scott - REE-NIFA, Washington, DC; Weinberg, Marca - ERS; DeGalan, Ian; Michael Elson - 6P1RE; Allyson Sawatzke - 6P2CTC; Wu, David - OSEC, Washington, DC; Robin Owens - 6P1SBNA; Chad Johnson - 6P1SBNA; Audra Harrison (6PCB)

CC: Grondalski, Chris - ARS

Subject: RE: USDA ERS/NIFA - Kickoff Agenda

Attachments: USDA ERS_NIFA - Kickoff Agenda.docx

Peter

Thank you for sharing. Two of us from Team USDA, myself included, will be calling in. Looking forward to the meeting!



Courtney Knupp
Chief of Staff
Research, Education and Economics
United States Department of Agriculture

(b)(6)
courtney.knupp@usda.gov

From: Peter Leonhard - 6P1RP <peter.leonhard@gsa.gov>

Sent: Thursday, November 7, 2019 2:25 PM

To: Wade Walker <wwalker@gastingerwalker.com>; Lindsay Mead (6P1PF) <lindsay.mead@gsa.gov>; Hartley, Chris - ERS <chris.hartley@usda.gov>; Jane Schuster - 6P2CTC <jane.schuster@gsa.gov>; Louis Zarr <lzarr@gastingerwalker.com>; Angle, Scott - REE-NIFA, Washington, DC <scott.angle@usda.gov>; Weinberg, Marca - ERS <marca.weinberg@usda.gov>; DeGalan, Ian <(b)(6)@americo.com>; Michael Elson - 6P1RE <michael.elson@gsa.gov>; Knupp, Courtney - OSEC, Washington, DC <Courtney.Knupp@usda.gov>; Allyson Sawatzke - 6P2CTC <allyson.sawatzke@gsa.gov>; Wu, David - OSEC, Washington, DC <David.Wu@usda.gov>; Robin Owens - 6P1SBNA <robin.owens@gsa.gov>; Chad Johnson - 6P1SBNA <chad.johnson@gsa.gov>; Audra Harrison (6PCB) <audra.harrison@gsa.gov>

Subject: USDA ERS/NIFA - Kickoff Agenda

Good afternoon everyone,

Attached is the agenda for our meeting on Wednesday.

If you have any questions before then, let me know.

Thanks,

Peter Leonhard

Project Manager | Leasing Division
U.S. General Services Administration
2300 Main Street | Kansas City, MO 64108

office [816.823.2918](tel:816.823.2918) | cell (b)(6) | peter.leonhard@gsa.gov



AGENDA

USDA ERS/NIFA PROJECT KANSAS CITY, MO DESIGN KICK-OFF MEETING 11/13/19 1:00 P.M.

Bridgeline: (541) 236-4760

Code: (b)(6)

I. INTRODUCTIONS

GSA

USDA

Lessor

II. ROLES AND RESPONSIBILITIES

Development Team (Lessor, Architect, Contractor)

GSA

USDA

III. PROJECT GOALS

IV. SCHEDULE (Design/Construction)

V. BLOCK LAYOUT DISCUSSION

VI. MEETING SUMMARY

- a. Miscellaneous Issues: Security, Telecommunications, Relocation (furniture, funds, etc.)
- b. Next steps/next meeting

VII. DESIGN MEETING WITH ARCHITECT

From: Knupp, Courtney - OSEC, Washington, DC

Sent: Friday, November 15, 2019 12:09 PM

To: Allyson Sawatzke - 6PTC; Peter Leonhard - 6P1RP

CC: Joshua Woods; Wade Walker; Link, Tiffani; Hartley, Chris - ERS; (b)(6) @mcrealtyus.com; Jane Schuster - 6P2CTC; Weinberg, Marca - ERS; Robin Owens -

6P1SBNA (b)(6) @dstsystems.com; (b)(6) @mcrealtyus.com; Beal, Mary Dee - OSEC, Washington, DC; Grondalski, Chris - ARS (b)(6) @burnsmcd.com; Sutherlin, Kristine A; Chad Johnson - 6P1SBNA; Wu, David - OSEC, Washington, DC (b)(6) @burnsmcd.com; Whittet, Kimberly - REE-NIFA, Washington, DC (b)(6) @burnsmcd.com; (b)(6) @mcrealtyus.com; Louis Zarr; Angle, Scott - REE-NIFA, Washington, DC; Bice, Don - OSEC, Washington, DC; DeGalan, Ian; Audra Harrison (6PCB); Lisa Cason - 6P1SWNA; Michael Elson - 6P1RE; Chitnis, Parag - REE-NIFA, Washington, DC (b)(6) @mcrealtyus.com; (b)(6) @mcrealtyus.com

Subject: RE: USDA ERS/NIFA - Kickoff Meeting Minutes

All –

(b)(5) DPP

Thanks in advance for everyone's hard work as we embark on this project!



Courtney Knupp
Chief of Staff
Research, Education and Economics
United States Department of Agriculture

(b)(6)
courtney.knupp@usda.gov

From: Allyson Sawatzke - 6PTC <allyson.sawatzke@gsa.gov>

Sent: Friday, November 15, 2019 11:26 AM

To: Peter Leonhard - 6P1RP <peter.leonhard@gsa.gov>

Cc: Joshua Woods <joshua.woods@gsa.gov>; Wade Walker <wwalker@gastingerwalker.com>; Link, Tiffani <(b)(6)@burnsmcd.com>; Hartley, Chris - ERS <chris.hartley@usda.gov>; (b)(6) @mcrealtyus.com; Jane Schuster - 6P2CTC <jane.schuster@gsa.gov>; Weinberg, Marca - ERS <marca.weinberg@usda.gov>; Robin Owens - 6P1SBNA <robin.owens@gsa.gov>; (b)(6) @dstsystems.com; (b)(6) @mcrealtyus.com; Beal, Mary Dee - OSEC, Washington, DC <MaryDee.Beal@usda.gov>; Grondalski, Chris - ARS <chris.grondalski@usda.gov>; (b)(6) @burnsmcd.com; Sutherlin, Kristine A <(b)(6)@burnsmcd.com>; Chad Johnson - 6P1SBNA <chad.johnson@gsa.gov>; Wu, David - OSEC, Washington, DC <David.Wu@usda.gov>; (b)(6) @burnsmcd.com; Whittet, Kimberly - REE-NIFA, Washington, DC <kimberly.whittet@usda.gov>; (b)(6) @burnsmcd.com; (b)(6) @mcrealtyus.com; Louis Zarr <lzarr@gastingerwalker.com>; Angle, Scott - REE-NIFA, Washington, DC <scott.angle@usda.gov>; Bice, Don - OSEC, Washington, DC <Don.Bice@usda.gov>; DeGalan, Ian <(b)(6)@americo.com>; Audra Harrison (6PCB) <audra.harrison@gsa.gov>; Lisa Cason - 6P1SWNA <lisa.cason@gsa.gov>; Michael Elson - 6P1RE

<michael.elson@gsa.gov>; Knupp, Courtney - OSEC, Washington, DC <Courtney.Knupp@usda.gov>; Chitnis, Parag - REE-NIFA, Washington, DC <parag.chitnis@usda.gov>; (b)(6) @mcrealtyus.com; (b)(6) @mcrealtyus.com

Subject: Re: USDA ERS/NIFA - Kickoff Meeting Minutes

Hi Peter,

I have one comment regarding the project schedule. 330 calendar days from our meeting (11/13) would be October 8, 2020, not September. Just want to be clear on that so I communicate the correct information to the IWAC furniture team.

Thanks!

Allyson A. Sawatzke | NCIDQ #025393

Interior Designer

GSA Public Buildings Service | Heartland Region 6P2CTC

2300 Main Street, 7th Floor | Kansas City, MO 64108

Mobile (b)(6) | www.gsa.gov/heartland

On Thu, Nov 14, 2019 at 1:41 PM Peter Leonhard - 6P1RP <peter.leonhard@gsa.gov> wrote:

All,

Attached are the minutes and sign-in sheet from our meeting yesterday.

If you have any questions, let me know otherwise I look forward to the meeting tomorrow.

Thanks,

Peter Leonhard

Project Manager | Leasing Division

U.S. General Services Administration

2300 Main Street | Kansas City, MO 64108

office [816.823.2918](tel:816.823.2918) | cell (b)(6) | peter.leonhard@gsa.gov

From: Coats, Michael

Sent: Tuesday, December 10, 2019 7:17 PM

To: Hartley, Chris - ERS; Allyson Sawatzke - 6PTC

CC: Peter Leonhard - 6P1RP; Audra Harrison (6PCB); (b)(6)@mcrealtyus.com; Chad Johnson - 6P1SBNA; Grondalski, Chris - ARS; (b)(6)@dstsystems.com; Knupp, Courtney - OSEC, Washington, DC; Dara Lamb (6PMT); Wu, David - OSEC, Washington, DC; Bice, Don - OSEC, Washington, DC; (b)(6)@mcrealtyus.com; Pompelli, Greg - ERS; DeGalan, Ian; Jane Schuster - 6P2CTC; JoAnda Weaver-Lillard - DWB; Joshua Woods (b)(6)@mcrealtyus.com; Ken Griechen - DWB; Whittet, Kimberly - REE-NIFA, Washington, DC; (b)(6)@mcrealtyus.com; Lisa Cason - 6P1SWNA; Louis Zarr; Weinberg, Marca - ERS; Beal, Mary Dee - OSEC, Washington, DC; Michael Elson - 6P1RE; Fisher, Matthew R (Matt); Chitnis, Parag - REE-NIFA, Washington, DC; Wilson, Phil; Rhonda Cella - 6PMT; Robin Owens - 6P1SBNA; Angle, Scott - REE-NIFA, Washington, DC; (b)(6); Link, Thomas Hanner Tiffani; (b)(6)@mcrealtyus.com; Wade Walker; Firkins, Blake B; Sutherlin, Kristine A

Subject: RE: USDA ERS/NIFA - KC - 12/5/2019 Meeting Minutes

Attachments: 191205_Meeting Minutes_REV2.pdf

Chris,

Please see below responses to the updates provided.

Thanks,

Michael A. Coats, AIA \ Burns & McDonnell

Senior Architect, LEED®AP :: NCARB :: CDT

O (b)(6)

(b)(6)@burnsmcd.com \ burnsmcd.com

9400 Ward Parkway \ Kansas City, MO 64114

From: Hartley, Chris - ERS <chris.hartley@usda.gov>

Sent: Tuesday, December 10, 2019 10:18 AM

To: Coats, Michael <(b)(6)@burnsmcd.com>; Allyson Sawatzke - 6PTC <allyson.sawatzke@gsa.gov>

Cc: Peter Leonhard - 6P1RP <peter.leonhard@gsa.gov>; Audra Harrison (6PCB) <audra.harrison@gsa.gov>;

(b)(6)@mcrealtyus.com; Chad Johnson - 6P1SBNA <chad.johnson@gsa.gov>; Grondalski, Chris - ARS <chris.grondalski@usda.gov>; (b)(6)@dstsystems.com; Knupp, Courtney - OSEC, Washington, DC <Courtney.Knupp@usda.gov>; Dara Lamb (6PMT) <dara.lamb@gsa.gov>; Wu, David - OSEC, Washington, DC <David.Wu@usda.gov>; Bice, Don - OSEC, Washington, DC <Don.Bice@usda.gov>; (b)(6)@mcrealtyus.com; Pompelli, Greg - ERS <greg.pompelli@usda.gov>; DeGalan, Ian <(b)(6)@americo.com>; Jane Schuster - 6P2CTC <jane.schuster@gsa.gov>; JoAnda Weaver-Lillard - DWB <joanda.weaver-lillard@gsa.gov>; Joshua Woods <joshua.woods@gsa.gov>; (b)(6)@mcrealtyus.com; Ken Griechen - DWB <ken.griechen@gsa.gov>; Whittet, Kimberly - REE-NIFA, Washington, DC <kimberly.whittet@usda.gov>; (b)(6)@mcrealtyus.com; Lisa Cason - 6P1SWNA <lisa.cason@gsa.gov>; Louis Zarr <lzarr@gastingerwalker.com>; Weinberg, Marca - ERS <marca.weinberg@usda.gov>; Beal, Mary Dee - OSEC, Washington, DC <MaryDee.Beal@usda.gov>; Michael Elson - 6P1RE <michael.elson@gsa.gov>; Fisher, Matthew R (Matt) <(b)(6)@burnsmcd.com>; Chitnis, Parag - REE-NIFA, Washington, DC <parag.chitnis@usda.gov>; Wilson, Phil <(b)(6)@burnsmcd.com>; Rhonda Cella - 6PMT <rhonda.cella@gsa.gov>; Robin Owens - 6P1SBNA <robin.owens@gsa.gov>; Angle, Scott - REE-NIFA, Washington, DC <scott.angle@usda.gov>; (b)(6); Link, Tiffani <(b)(6)@burnsmcd.com>; (b)(6)@mcrealtyus.com; Wade Walker <wwalker@gastingerwalker.com>; Firkins, Blake B <(b)(6)@burnsmcd.com>; Sutherlin, Kristine A <(b)(6)@burnsmcd.com>

Subject: RE: USDA ERS/NIFA - KC - 12/5/2019 Meeting Minutes

Michael- Here are several additional informational updates:

(b)(5) DPP

(b)(5) DPP

Thank you,
-Chris

From: Coats, Michael [[mailto:\(b\)\(6\)@burnsmcd.com](mailto:(b)(6)@burnsmcd.com)]
Sent: Monday, December 9, 2019 10:07 PM
To: Allyson Sawatzke - 6PTC <allyson.sawatzke@gsa.gov>
Cc: Peter Leonhard - 6P1RP <peter.leonhard@gsa.gov>; Audra Harrison (6PCB) <audra.harrison@gsa.gov>; (b)(6) <[mcrealtyus.com](mailto:(b)(6)@mcrealtyus.com)>; Chad Johnson - 6P1SBNA <chad.johnson@gsa.gov>; Grondalski, Chris - ARS <chris.grondalski@usda.gov>; Hartley, Chris - ERS <chris.hartley@usda.gov>; (b)(6) <[dstsystems.com](mailto:(b)(6)@dstsystems.com)>; Knupp, Courtney - OSEC, Washington, DC <Courtney.Knupp@usda.gov>; Dara Lamb (6PMT) <dara.lamb@gsa.gov>; Wu, David - OSEC, Washington, DC <David.Wu@usda.gov>; Bice, Don - OSEC, Washington, DC <Don.Bice@usda.gov>; (b)(6) <[mcrealtyus.com](mailto:(b)(6)@mcrealtyus.com)>; Pompelli, Greg - ERS <greg.pompelli@usda.gov>; DeGalan, Ian <[americo.com](mailto:(b)(6)@americo.com)>; Jane Schuster - 6P2CTC <jane.schuster@gsa.gov>; JoAnda Weaver-Lillard - DWB <joanda.weaver-lillard@gsa.gov>; Joshua Woods <joshua.woods@gsa.gov>; (b)(6) <[mcrealtyus.com](mailto:(b)(6)@mcrealtyus.com)>; Ken Griechen - DWB <ken.griechen@gsa.gov>; Whittet, Kimberly - REE-NIFA, Washington, DC <kimberly.whittet@usda.gov>; (b)(6) <[mcrealtyus.com](mailto:(b)(6)@mcrealtyus.com)>; Lisa Cason - 6P1SWNA <lisa.cason@gsa.gov>; Louis Zarr <lzarr@gastingerwalker.com>; Weinberg, Marca - ERS <marca.weinberg@usda.gov>; Beal, Mary Dee - OSEC, Washington, DC <MaryDee.Beal@usda.gov>; Michael Elson - 6P1RE <michael.elson@gsa.gov>; Fisher, Matthew R (Matt) <[burnsmcd.com](mailto:(b)(6)@burnsmcd.com)>; Chitnis, Parag - REE-NIFA, Washington, DC <parag.chitnis@usda.gov>; Wilson, Phil <[burnsmcd.com](mailto:(b)(6)@burnsmcd.com)>; Rhonda Cella - 6PMT <rhonda.cella@gsa.gov>; Robin Owens - 6P1SBNA <robin.owens@gsa.gov>; Angle, Scott - REE-NIFA, Washington, DC <scott.angle@usda.gov>; Thomas Hanner <[burnsmcd.com](mailto:(b)(6)@burnsmcd.com)>; Link, Tiffani <[burnsmcd.com](mailto:(b)(6)@burnsmcd.com)>; (b)(6) <[mcrealtyus.com](mailto:(b)(6)@mcrealtyus.com)>; Wade Walker <wwalker@gastingerwalker.com>; Firkins, Blake B <[burnsmcd.com](mailto:(b)(6)@burnsmcd.com)>; Sutherlin, Kristine A <[burnsmcd.com](mailto:(b)(6)@burnsmcd.com)>
Subject: RE: USDA ERS/NIFA - KC - 12/5/2019 Meeting Minutes

Allyson,
Thank you for the response especially with the clarification for the furniture and procurement dates. Attached are the amended minutes incorporating the below responses.

Thanks again!

Michael A. Coats, AIA \ Burns & McDonnell
Senior Architect, LEED®AP :: NCARB :: CDT

AMERICAN
OVERSIGHT

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(b)(6) @burnsmcd.com \ burnsmcd.com
9400 Ward Parkway \ Kansas City, MO 64114

From: Allyson Sawatzke - 6PTC <allyson.sawatzke@gsa.gov>

Sent: Monday, December 9, 2019 5:45 PM

To: Coats, Michael <(b)(6) @burnsmcd.com>

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Subject: Re: USDA ERS/NIFA - KC - 12/5/2019 Meeting Minutes

Hi Michael,

Just a few adds:

- Chris had mentioned also reducing the 200sf offices down to 150sf if that would help fit that quantity of offices into the plan. They would also then be able to utilize the FIT program for those offices since it would meet the FIT office requirement of 150sf or less.
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Chris - I will work with you to schedule a meeting to finalize furniture requirements next week. It will likely be a lengthy meeting, going room by room to verify all FIT furniture.

Thanks!

Allyson A. Sawatzke | NCIDQ #025393

Interior Designer

GSA Public Buildings Service | Heartland Region 6P2CTC

2300 Main Street, 7th Floor | Kansas City, MO 64108

Mobile (b)(6) | www.gsa.gov/heartland

On Mon, Dec 9, 2019 at 9:54 AM Coats, Michael <(b)(6)@burnsmcd.com> wrote:

All,

Attached are the meeting minutes and the sign in sheet from the meeting on Thursday, December 5th, 2019.

Please let me know if you have any comments or questions.

Thanks,

Michael A. Coats, AIA \ Burns & McDonnell

Senior Architect, LEED®AP :: NCARB :: CDT

o (b)(6)

(b)(6)@burnsmcd.com \ burnsmcd.com

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*Registered Architect in: MI, MO, NE

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Meeting Notes



Meeting Subject: USDA ERS/NIFA DESIGN MEETING
Meeting Date: December 5th, 2019
Start Time: 9:00 AM
End Time: 10:30 AM
Location: GSA Offices 2300 Main Street 7th Floor

Project Name: USDA ERS/NIFA TENANT IMPROVEMENT
Project No.: 120062

Attendees

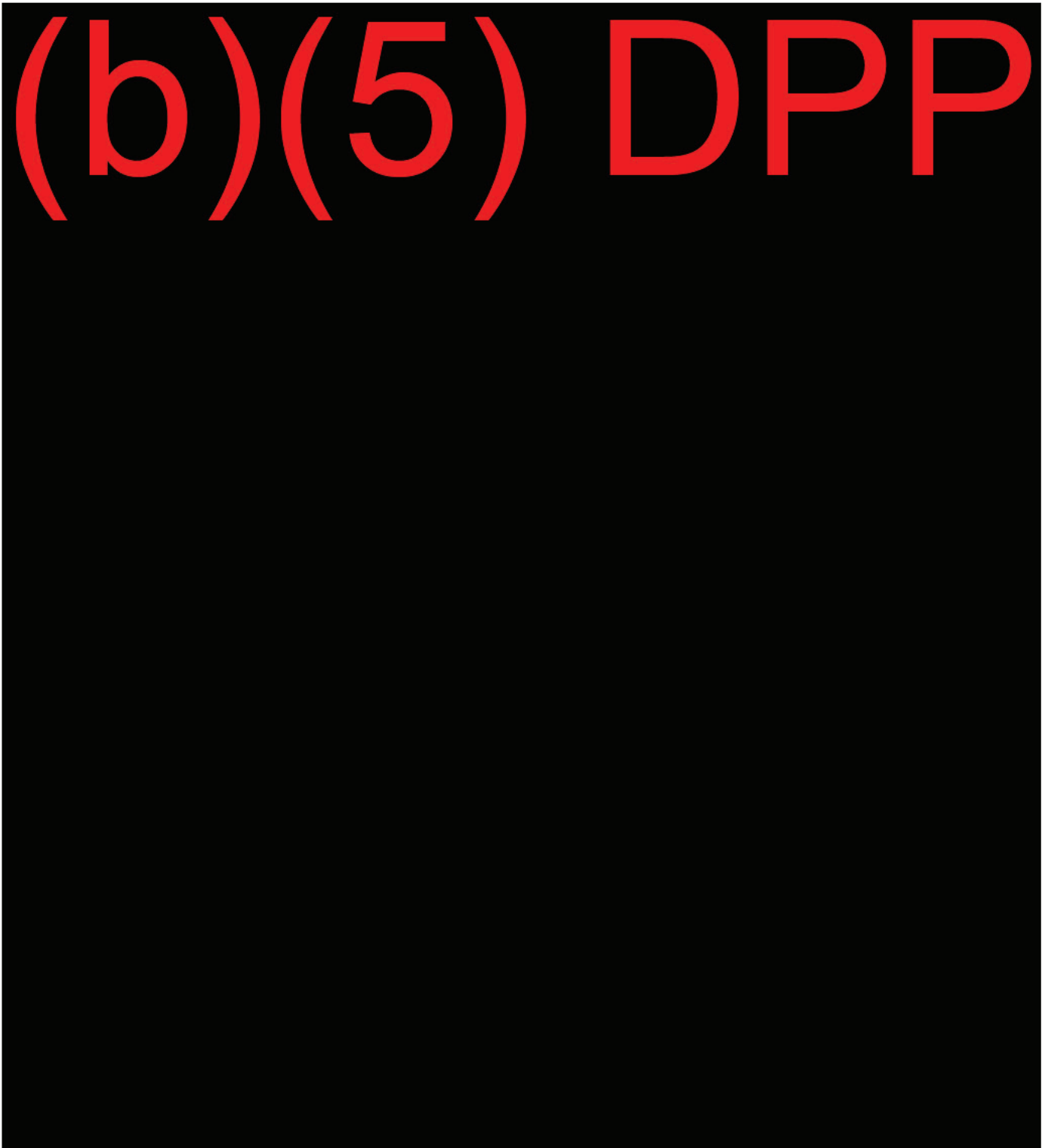
See attached sign in sheet.

Meeting Notes:

(b)(5) DPP

Page 2

(b)(5) DPP



Page 3

(b)(5) DPP



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Sent: Tuesday, December 10, 2019 11:18 AM

To: Coats, Michael; Allyson Sawatzke - 6PTC

CC: Peter Leonhard - 6P1RP; Audra Harrison (6PCB); (b)(6)@mcrealtyus.com; Chad Johnson - 6P1SBNA; Grondalski, Chris - ARS; (b)(6)@dstsystems.com; Knupp, Courtney - OSEC, Washington, DC; Dara Lamb (6PMT); Wu, David - OSEC, Washington, DC; Bice, Don - OSEC, Washington, DC; (b)(6)@mcrealtyus.com; Pompelli, Greg - ERS; DeGalan, Ian; Jane Schuster - 6P2CTC; JoAnda Weaver-Lillard - DWB; Joshua Woods (b)(6)@mcrealtyus.com; Ken Griechen - DWB; Whittet, Kimberly - REE-NIFA, Washington, DC; (b)(6)@mcrealtyus.com; Lisa Cason - 6P1SWNA; Louis Zarr; Weinberg, Marca - ERS; Beal, Mary Dee - OSEC, Washington, DC; Michael Elson - 6P1RE; Fisher, Matthew R (Matt); Chitnis, Parag - REE-NIFA, Washington, DC; Wilson, Phil; Rhonda Cella - 6PMT; Robin Owens - 6P1SBNA; Angle, Scott - REE-NIFA, Washington, DC; (b)(6); Link, Thomas Hanner
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Interior Designer

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other electronic or printed copies. Thank you for your cooperation.

From: Hartley, Chris - ERS
Sent: Monday, December 16, 2019 5:09 PM
To: DeGalan, Ian
Subject: Re: 805 Penn / Crossroads Charter School - USDA

Ian- Thank you. You are welcome to provide them with my contact information. I can assist in directing them to the appropriate local resources.

-Chris

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From: DeGalan, Ian <(b)(6)@americo.com>
Sent: Monday, December 16, 2019 5:00:14 PM
To: Hartley, Chris - ERS <chris.hartley@usda.gov>
Subject: FW: 805 Penn / Crossroads Charter School - USDA

Chris,

A local charter school has asked for a contact at USDA. See below. Let me know if you have any ideas or if you'd rather defer this until we are a little further along.

Ian

From: Howell, Janet S [mailto:(b)(6)@mcrealtyus.com]
Sent: Friday, December 13, 2019 8:02 AM
To: DeGalan, Ian <(b)(6)@americo.com>
Cc: McKechnie, Pamela K <(b)(6)@mcrealtyus.com>
Subject: FW: 805 Penn / Crossroads Charter School - USDA

Ian,

Dean Johnson/Executive Director Crossroads Charter School is reaching out in hopes to connect with the local USDA management to see if there will be opportunities for Crossroads Prep to collaborate with them on any programming.

Janet S. Howell, RPA, FMA

MC Realty Group LLC | Senior Property Manager | Property Management Department
114 W 11th Street, Suite 200 | Kansas City, MO 64105
P (b)(6) | M (b)(6) | F 816.499.8390 | (b)(6)@mcrealtyus.com

From: McKechnie, Pamela K <(b)(6)@mcrealtyus.com>
Sent: Thursday, December 12, 2019 5:33 PM
To: Howell, Janet S <(b)(6)@mcrealtyus.com>
Subject: FW: Property Manager for USDA

Janet – please see the following request from the Executive Director of Crossroads Charter Schools. I let him know that I was uncertain if you had a local contact with the USDA yet or not, but would pass on his request.

Let me know your thoughts on how to best handle this request.

Thanks!



Pamela McKechnie, CPM®

MC Realty Group | Senior Property Manager
2019 IREM Kansas City Chapter President

Direct: (b)(6) | Cell: (b)(6)

Website: mcrealtyus.com | Email: (b)(6)@mcrealtyus.com

From: Dean Johnson <(b)(6)@crossroadsschoolskc.org>

Sent: Thursday, December 12, 2019 11:15 AM

To: McKechnie, Pamela K <(b)(6)@mcrealtyus.com>

Cc: Ginni Stickney <(b)(6)@crossroadsschoolskc.org>; Courtney Hughley <(b)(6)@crossroadsschoolskc.org>

Subject: Property Manager for USDA

Pam,

Greetings from Crossroads! I hope you are having a good week.

I was wondering if you could share with us who the property manager is for the soon to be USDA building? More specifically, we are hoping to connect with the local USDA management to see if there will be opportunities for Crossroads Prep to collaborate with them on any programming.

Thanks!

--



Dean Johnson

EXECUTIVE DIRECTOR

Crossroads Charter Schools

1011 Central Street, Kansas City, MO 64105

P: 816.221.2600 C: (b)(6)

E: (b)(6)@crossroadsschoolskc.org

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