

# MWBE and Services Procurement Committee Report

4 JUNE 2020

Prepared by: Kimberly Mitchell

This virtual meeting was attended by: Board Chair Norman Jones, Vice Chair Mike Schmidt, Members Tom Richards, Rosiland Brooks-Harris, Jesse Dudley, I. Geena Cruz, RJSCB Program Coordinator Allen Williams, Savin Program Director Pépin Accilien, Savin Deputy Directors Roland Coleman and Marcial Morales, General Counsel Ed Hourihan, Attorney Melissa Mahler and ICO Brian Sanvidge.

Board Chair Norman Jones convened the meeting at 8:05 a.m.

## Action Items

### 1. Acceptance of 2019-2020 RJSCB Annual Report

The final draft of the 2019-2020 RJSCB Annual Report was circulated via email on May 1, 2020 to RJSCB members for review and comments. Allen Williams stated that comments were received from the Board Chair and some of the Board Members that are being incorporated into the final report. We are asking the Board to accept the Report for forwarding to the various Agencies per the Legislation (i.e. Governor of the State of New York, the State Comptroller, the Commissioner of the State Education Department, the President of the Senate, the Speaker of the Assembly, the City of Rochester, the City council and the City school district). This report will be postmarked no later than June 30, 2020 as well as posted on the Board's website.

Motion to move this item to the full Board for consideration at the monthly Board meeting on June 9, 2020 by

TABLED FOR ACTION AT BOARD MEETING.

### 2. Acceptance of RJSCB: Meeting Schedule for FY 2020-2021

Allen Williams stated that this schedule has been discussed with the Board Members and reviewed by Board Chair Jones and Program Director Pépin Accilien. Upon approval of the schedule, meeting invitations will be sent out for acceptance by Board Members. We are asking the Board to accept the Meeting Schedule for distribution and posting/updating to the Board's website.

Motion to move this item to the full Board for consideration at the monthly Board meeting on June 9, 2020 by

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### 3. Bid Award Authorization for John Walton Spencer School 16 Bids

Allen Williams stated that Savin (Program Manager) received Bids on 20 May 2020 for installing air conditioning equipment in the Gymnasium, Cafeteria, and Servery area, providing Crawl Space foundation drainage, enhancing the existing Playfield, and adding a raised Crosswalk on Post Avenue. The School 16 team received two (2) bids for General Trades work, four (4) for Mechanical/HVAC, three (3) for Plumbing, and two (2) for Electrical. The apparent lowest bidder for the electrical scope requested withdrawal of its bid due to a mathematical error in preparing their bid proposal. Following a formal request by BSK (RJSCB General Counsel) for supporting documentation, the bidder provided additional information, in accordance with municipal laws, showing where they underbid the electrical work.

Post-bid (de-scope) meetings were held on 22, 26 and 27 May 2020, with the apparent low bidders, including the second lowest electrical contractor with the apparent lowest bidder's withdrawal, to review each bid against its respective work scope. RSMP staff, along with the Architect and design consultants, the CM, and the ICO, confirmed that the lowest responsible bidders are all familiar with RSMP work and requirements, qualified to perform the work, and can meet the start and completion dates. All bonds, documents, and other forms required at time of bid were also acknowledged.

Based on the bid results and qualifications confirmed at the post-bid meetings, the following contractors are recommended for consideration of contract award by the RJSCB: DiPasquale Construction (GC), Nairy Mechanical (MC), Concord Electric (EC) and Michael A. Ferrauilo Plumbing & Heating (PC).

Motion to move this item to the full Board for consideration at the monthly Board meeting on June 9, 2020 by Mike Schmidt; Second by Tom Richards. Approved 5- 0.

**4. Change Order to Spencer School 16 Contractors**

- #1 to Concord Electric (EC)

RJSCB Coordinator Allen Williams reviewed the Change Order and overall project status with the Board.

Motion to move this item to the full Board for consideration at the monthly Board meeting on June 9, 2020 by Tom Richards; Second by Mike Schmidt. Approved 6 - 0.

**Amendment #2 to AP Safety and Security at Spencer School 16**

Allen Williams stated this amendment to AP Safety & Security's contract is to provide additional on-site security services at Spencer School 16 until October 2020. This amendment has a not-to-exceed value of \$47,481.00.

Motion to move this item to the full Board for consideration at the monthly Board meeting on June 9, 2020 by Mike Schmidt; Second by Tom Richards. Approved 6 - 0.

**5. Amendment #3 to LaBella Associates at Flower City School 54**

Allen Williams stated this amendment to LaBella's contract is for additional design services associated with the site development work at the north areas of School 54. LaBella and Popli were authorized to proceed only with the first two property surveys at 12 Chace and 56 Aab Streets, and the field work was completed on Monday April 27th.

Motion to move this item to the full Board for consideration at the monthly Board meeting on June 9, 2020 by Mike Schmidt; Second by Jesse Dudley. Approved 6 - 0.

**6. Change Orders to Forbes School 4 Contractor**

- #22 & 23 to DiPasquale Construction (GC)

RJSCB Coordinator Allen Williams reviewed the Change Order and overall project status with the Board.

Motion to move these items to the full Board for consideration at the monthly Board meeting on June 9, 2020 by Mike Schmidt; Second by Tom Richards. Approved 6 - 0.

**7. Change Order to Lincoln School 22 Contractor**

- #19 to Steve General (GC)

RJSCB Coordinator Allen Williams reviewed the Change Order and overall project status with the Board.

Motion to move this item to the full Board for consideration at the monthly Board meeting on June 9, 2020 by Tom Richards; Second by Mike Schmidt. Approved 6 - 0.

8. **Change Orders to East Campus Contractors**

- #69 & 70 to Holdsworth Klimowski (GC)

RJSCB Coordinator Allen Williams reviewed the Change Order and overall project status with the Board.

Motion to move these items to the full Board for consideration at the monthly Board meeting on June 9, 2020 by

Tom Richards; Second by Geena Cruz. Approved   6   -   0  .

**Non-Action / Discussion Items**

9. **Report: Amendments Authorized by Chair**

RJSCB Coordinator Allen Williams & Program Director Pépin Accilien stated that the amount authorized by the Chair this month is for 2 Purchase Orders totaling **\$28,618.00**, included in the Committee Packet, and outlined below for this month:

<b>Amendments Authorized by Chair for March 2020 Meeting</b>			
<b>Project</b>	<b>Firm</b>	<b>Amendment No.</b>	<b>Amount</b>
LINCOLN 22	BCC	1	\$ 25,690.00
LINCOLN 22	MOODY NOLAN	5	\$ 5,900.00
	<b>TOTAL</b>	<b>2</b>	<b>\$ 25,690.00</b>

**Report: Change Orders Authorized by Chair**

RJSCB Coordinator Allen Williams & Program Director Pépin Accilien stated that the amount authorized by the Chair this month is for 10 Change Orders totaling \$40,948.82, included in the Committee Packet, and outlined below for this month:

<b>Change Orders Authorized by Chair for JUNE 2020 Mtg</b>			
<b>PROJECT</b>	<b>CONTRACTOR</b>	<b>C/O #</b>	<b>AMOUNT</b>
<b>LINCOLN 22</b>	GC - STEVE GENERAL CONTRACTOR	18	\$ 29,766.30
<b>SPENCER 16</b>	EC - CONCORD ELECTRIC	1	\$ (80,000.00)
<b>FLOWER CITY 54</b>	PC - THURSTON DUDEK	2	\$ 6,752.16
	GC - MANNING SQUIRES HENNIG	18	\$ (8,622.00)
<b>EAST</b>	GC - HOLDSWORTH KLIMOWSKI	68	\$ 20,598.00
	MC - JOHN W. DANFORTH	25	\$ 2,432.16
	EC - HEWITT YOUNG ELECTRIC	61	\$ 30,450.36
	PC - THURSTON DUDEK	11	\$ 13,354.84
<b>EDISON</b>	GC - STEVE GENERAL CONTRACTOR	6	\$ 20,220.00
	GC - STEVE GENERAL CONTRACTOR	7	\$ 5,997.00
	<b>TOTAL</b>	<b>10</b>	<b>\$ 40,948.82</b>

10. **Phase III Draft Strategic Plan/Legislation - UPDATE**

RJSCB Coordinator Allen Williams updated the Committee on current status of the Phase III pending legislation.

**11. Positive COVID-19 Case at East High Campus – UPDATE**

RJSCB Coordinator Allen Williams and Deputy Director Marcial Morales updated the Committee on the status of the worker at East High Campus who tested positive for COVID-19.

**12. Property Acquisition – UPDATE**

RJSCB Coordinator Allen Williams updated the Committee on the status of the acquisition of residential properties neighboring School 54.

**13. Board Policies – UPDATE**

RJSCB Coordinator Allen Williams updated the Committee on the status of the RJSCB policies that will be updated in preparation for the upcoming Reorganizational Meeting in July 2020.

**14. RSMP Office Reopening – UPDATE**

RSMP Program Director Pépin Accilien, Deputy Director and COVID-19 Coordinator Marcial Morales updated the Committee on the status of the reopening plan for the RSMP office in accordance with New York State requirements.

**BOP Revolving Loan Program (RLP) Update**

RJSCB Revolving Loan Program Activities as of 5/31/2020:

**RJSCB Revolving Loan Program  
5/31/2020**

Borrower	Loan Date	Amount Borrowed	Amount Repaid	Balance
Precision Concrete and Masonry	9/13/2017	10,000.00	10,000.00	0.00
Torry Butler	11/2/2017	9,720.00	9,720.00	0.00
Rosecroft	12/15/2017	10,000.00	10,000.00	0.00
Precision Concrete and Masonry #2	1/8/2018	10,000.00	10,000.00	0.00
Coloring on Canvas	5/25/2018	10,000.00	10,000.00	0.00
Cannon Electric	8/1/2018	10,000.00	10,000.00	0.00
Gateway III Construction Group	7/25/2018	10,000.00	10,000.00	0.00
Coloring on Canvas #2	8/8/2018	10,000.00	10,000.00	0.00
Gateway III Construction Group #2	9/25/2018	10,000.00	10,000.00	0.00
E. Smith Contractors	2/21/2020	10,000.00		10,000.00
		99,720.00	89,720.00	

<b>Balance of Funds</b>	
Initial Deposit	250,000.00
Loans paid out	-99,720.00
Loans collected	89,720.00
Interest earned	875.70

REDCO fee (1.5%)	-1,495.80
City fee (.5%)	<u>-498.60</u>
<b>Balance</b>	<b>238,881.30</b>

The Finance Committee meeting began at 9:06 am and concluded at 9:13 am (see Finance Committee Report).

Meeting adjourned at 9:05 am.

Motion by Tom Richards

Second by Geena Cruz

Approved 6 - 0