

**Rochester Joint Schools Construction Board**  
**Monthly Meeting Minutes**  
**October 15, 2024**  
**4:00 PM**

**Present - Called to Order by the Board Chair (4:00)**

The Meeting was attended by Board Chair Thomas Richards, Vice Chair Jacob Scott, Treasurer Kim Jones (virtual), Richard Perrin (4:07), Shawn Farr (virtual), Jesse Dudley (4:04), Ronald Gaither, State Monitor Jaime Alicea, State Finance Monitor Mark Potter and Brian Sanvidge ICO.

**Approval of Minutes**

Monthly Meeting held on September 09, 2024

Motion by Board Member: Kim Jones

Second by Board Member: Ronald Gaither

Approved 5-0

**Action Item**

**Resolution 2024-25:18**

**Pay Requisition Summary Acceptance (October 2024)**

**Moved by: Ronald Gaither**

**Second By: Jacob Scott**

**Adopted 5-0**

**Resolution 2024-25:19**

**Amendment to Close Watts Step 1 Contract**

**Moved by: Kim Jones**

**Second by: Ronald Gaither**

**Adopted 5-0**

**Resolution 2024-25:20**

**Approval of Recommendation for Structural Engineer for Edison Tech**

**Moved by: Jesse Dudley**

**Second by: Jacob Scott**

**Adopted 7-0**

**Resolution 2024-25:21**

**Approval to Release RFP for CM Services for Franklin High School**

**Moved by: Richard**

**Second by: Jacob Scott**

**Adopted 7-0**

**FUND BALANCE REPORT:**

Chairman Richards asked consultant Kimberly Mitchell to review the details of the new Fund Balance Report for October. There were no new disbursements from the District into the account but the expected disbursement is \$800,000. That would make the beginning cash capital account balance as of October \$776,771.88, not including any accrued interest. After the

expenses for this month of \$272,010.28 are subtracted, the remaining cash capital account balance is \$495,761.60 and the total Program expenditures to date are \$4,271,184.94. The RJSCB budget for October is under budget by \$1,989.72, with a total delta to date of -\$593,534.41. The individual budget amounts will be revised once the Program budget has been revised and approved.

### **MEETING NOTES:**

- Chairman Richards asked Consultant Kim Mitchell to discuss the Amendment to close the Watts Step 1 contract. Ms. Mitchell explained that the contract was entered into in August 2022 for the first step of the Strategic Plan. The contract has been completed and the remaining balance of \$92,780.03 is being returned to the Program. Watts Architecture & Engineering helped with the initial preparation of the Plan, including test fits, and spent only some of the allocated money for that contract.
- Chairman Richards requested that Program Director Pépin Accilien discuss the Structural Engineer selection for Edison Tech. Three firms were interviewed and the request is for the Board to approve the recommended selection of SGH, a firm with experience designing and reconstructing structural systems. SGH will perform a thorough examination of the building's present conditions, which feature a unique two-way slab construction that has been restored multiple times. The project is being completed before schedule to address any safety problems and to determine the extent of the work and its impact on the project at that school. The firm will also be working closely with the District and other stakeholders to guarantee that the maintenance project is completed successfully and with minimal disruption to the school's daily operations.
- Program Director Pépin Accilien discussed the approval for the release of the Request for Proposal (RFP) to hire a Construction Management (CM) firm for Franklin High School. The RFP specifies the CM's requirements and expectations, which include overseeing the contractors on-site and collaborating closely with the Architect and Program Manager (PM) to ensure that the project is finished on time, within the budget and to a high standard.
- In relation to the RFPs for School 9 and Wilson High School that the Board previously authorized, Program Director Pépin Accilien shared that four proposals were received from various firms, including three pure CM firms and one General Contractor with limited CM experience. The PM team will review the proposals and produce a shortlist of suitable applicants with the intent of interviewing three firms. Chairman Richards emphasized the positive aspect of having several credible firms respond to the RFP, which was a concern for the Program. The initial responsibility of the CM is to verify the costs and implement the schedule for each project so the Board will be very selective in approving the CM for Franklin High School, which is far and away the largest project in this Program.
- Program Director Pépin Accilien began the Program Manager Report with a discussion of the Cost Summary Report. The report next month will show the adjusted budget amounts that will reflect the reduction of scope at School 9 as well as the input from the design charettes that have been held with the Building Advisory Committees (BACs). The Office of the State Comptroller contacted the RJSCB to inquire about the status of the revised financial plan, however, until all scope issues at School 9 have been resolved and schematic designs have been completed, the financial advisor and bond underwriter are not a position to submit a new financial plan to address the comments from the New York State Education Department (NYSED). The submission of the Schematic Design to NYSED will provide the final determination on whether School 9 and Franklin High School will meet the eligibility for a gut renovation.
- Deputy Director Roland Coleman explained that the Program Verification at Wilson Commencement High School resulted in new requests for scope. Those priorities are currently being reconciled with the District after receiving the draft Program Verification report. A cost reconciliation will need to be completed to get a basic understanding that the scope and the budgets align and the priorities of the District are taken into consideration. The Program Verification for School 9 is also being produced to include public input from the charette. The Schematic Design for that project for NYSED will be a base design that reflects the reduction in scope with the removed scope represented

as alternates. Chairman Richards expressed concern that the process is extending into next year and requested the Program Management team to create a one-page schedule to show the sequence of events, including the dates, required for submitting the updated Financial Plan to the Comptroller.

- The PM Report concluded with brief statements about a forthcoming request to the RJSCB regarding insurance for Watts Engineering, the issuance of a purchase order for limited food service consultancy, ongoing meetings regarding the Project Labor Agreement (PLA), the memo that was sent to Chief of Operations Jacob Scott and Chief Financial Officer Derrek Blair at the District regarding the refunding opportunity and the introduction of Rob Skeele rejoining the PM team from Phase 2.

**ADJOURNMENT:**

4:37PM