

MWBE and Services Procurement Committee Report

3 October 2019

Prepared by: Kimberly Mitchell

Meeting attended by: Board Chair Norman Jones, Vice Chair Michael Schmidt, Rosiland Brooks-Harris, Jesse Dudley, ICO Brian Sanvidge; RJSCB Program Coordinator Allen Williams; Savin Program Director Pépin Accilien, Savin Deputy Director Roland Coleman; General Counsel Ed Hourihan, and Attorney Melissa Mahler. Members Tom Richards, Everton Sewell and I. Geena Cruz were absent.

Board Chair Norman Jones convened the meeting at 8:16 a.m.

Action Items

1. Amendment #4 to SWBR for Design Services for School 16

Pépin Accilien and Allen Williams stated this amendment to SWBR's contract is to provide additional design services for added scope at School 16. This added scope includes installing air conditioning in the Gymnasium, servery and cafeteria, a water bottle filling station in the gym, a raised crosswalk, a water mitigation system, railing enhancements and grading and landscaping. As part of this additional scope, SWBR will complete construction bid documents. SED filing, construction administration, closeout and commissioning services are also included.

Motion to move this item to the full Board for consideration at the monthly Board meeting on October 7, 2019 by Schmidt ; Second by Brooks-Harris . Adopted 4 - 0 .

2. Amendment #4 to BCC for Construction Management Services for School 16

Pépin Accilien and Allen Williams stated this amendment to BCC's contract is to provide additional construction management services for added scope at School 16. This added scope includes installing air conditioning in the Gymnasium, servery and cafeteria, a water bottle filling station in the gym, a raised crosswalk, a water mitigation system, railing enhancements, grading and seeding and support to close out the electrical contract with the bonding company.

Motion to move this item to the full Board for consideration at the monthly Board meeting on October 7, 2019 by Schmidt ; Second by Dudley . Adopted 4 - 0 .

3. Change Orders to Barton School No. 2 Contractor

- #34, 36, 37 & 40-42 to DiPasquale Construction (GC)
- #10 to Danforth (MC)
- #40-42 and #44 to Concord Electric (EC)

Pépin Accilien & Rob Skeelee reviewed the Change Orders and overall project status with the Board.

Motion to move this item to the full Board for consideration at the monthly Board meeting on October 7, 2019 by Brooks-Harris ; Second by Schmidt . Adopted 4 - 0 .

4. Change Orders to East Upper and Lower School Contractors

- #33, 38-40 and #42 to Holdsworth Klimowski (GC)
- #24, 26 and 27 to Hewitt Young Electric (EC)

Pépin Accilien & Wayne Williams reviewed the Change Orders and overall project status with the Board.

Motion to move this item to the full Board for consideration at the monthly Board meeting on October 7, 2019 by Dudley ; Second by Schmidt . Adopted 4 - 0 .

5. Change Order to Forbes School No. 4 Contractor

- #15 to DiPasquale Construction (GC)

Pépin Accilien & John Springer 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 October 7, 2019 by Schmidt ; Second by Dudley . Adopted 4 - 0 .

Non-Action / Discussion Items

6. Report: Change Orders Authorized by Chair

Pépin Accilien stated that the amount authorized by the Chair this month is for 21 Change Orders totaling **\$276,918.14**, included in the Committee Packet, and outlined below for this month:

Change Orders Authorized by Chair for October 2019 Mtg			
PROJECT	CONTRACTOR	C/O #	AMOUNT
COOPER 10	GC - MANNING SQUIRES HENNIG	1	\$ 28,092.00
	EC - CONCORD ELECTRIC	1	\$ 10,920.00
EAST	GC - HOLDSWORTH KLIMOWSKI	34	\$ 1,091.00
	GC - HOLDSWORTH KLIMOWSKI	35	\$ 3,093.00
	GC - HOLDSWORTH KLIMOWSKI	36	\$ 7,263.00
	GC - HOLDSWORTH KLIMOWSKI	37	\$ 1,544.00
	GC - HOLDSWORTH KLIMOWSKI	41	\$ 10,237.00
	GC - HOLDSWORTH KLIMOWSKI	43	\$ 11,282.00
	EC - HEWITT YOUNG	22	\$ 1,058.69
	EC - HEWITT YOUNG	23	\$ 22,781.04
	EC - HEWITT YOUNG	25	\$ 10,513.08
	MC - JOHN W. DANFORTH	13	\$ 13,701.89
BARTON 2	GC - DIPASQUALE CONSTRUCTION	35	\$ 16,916.00
	GC - DIPASQUALE CONSTRUCTION	38	\$ 12,955.00
	GC - DIPASQUALE CONSTRUCTION	39	\$ 4,990.00
	EC - CONCORD ELECTRIC	43	\$ 31,706.00
	MC - JOHN W. DANFORTH	11	\$ 10,588.00
	PC - MICHAEL A. FERRAUULO	13	\$ 3,331.00
	PC - MICHAEL A. FERRAUULO	14	\$ 19,236.00
LINCOLN 22	EC - CONCORD ELECTRIC	8	\$ 34,944.14
FORBES 4	EC - CONCORD ELECTRIC	9	\$ 20,675.30
	TOTAL	21	\$ 276,918.14

Committee Meeting: Thursday, October 3, 2019

7. Report: Purchase Orders Authorized by Chair

Purchase Orders Authorized by Chair				
Project	Contractor	PRODUCT/SERVICE	PO #	Amount
EAST	FrontRunner Network Systems	VoIP Handsets Licenses	DWT-VoIP-EAST-06	\$1,900.00
SCHOOL 50	Charo Cleaning	Mowing and Debris Clean up	C-1A-0001	\$2,900.00
FORBES 4	Day Automation	Access Control Equipment	ACCESS-SCH4-07	\$10,526.33
		TOTAL:	3	\$12,426.33

Committee Meeting: Thursday, October 3, 2019

8. Procurement Policy – UPDATE

Attorney Melissa Mahler, in conjunction with Pépin Accilien and Allen Williams, reviewed the Board’s current Procurement Policy and updated the language to reflect policy changes adopted by Board resolutions 2016-17:159, 2017-18:95 and 2018-19:52. Melissa also included language regarding delegation of authority from the Chair to the RJSCB Program Coordinator for specific tasks under certain circumstances.

9. Potential Property Acquisition – UPDATE

Pépin Accilien and Allen Williams provided an update to the Committee regarding potential property acquisitions around the School 4 and School 54 projects. The City’s real estate department issued letters and offers to property owners around School 54. Two homeowners have accepted the City’s offer and returned the paperwork associated with the offer, and two others have agreed to the terms without yet returning the paperwork. Only one homeowner has indicated they will not sell. The City has not yet approached any property owners around the School 4 project. A residential real estate broker will need to be engaged to relocate existing residential tenants upon completion of the property acquisitions.

10. Phase 3 Draft Strategic Plan/Legislation - UPDATE

Pépin Accilien and Allen Williams provided an update to the Board on recent steps taken and planned activities associated with the RMSP Phase III 30/60/90-day Legislative Support Plan. The intent is to re-introduce Phase III Special Legislation to the Education Committee when the legislative session reconvenes in January 2020. The plan seeks passage of the Bill in February 2020.

11. BOP Revolving Loan Program (RLP) Update

RJSCB Revolving Loan Program Activities as of 9/30/2019:

**RJSCB Revolving Loan Program
9/30/2019**

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
		89,720.00	89,720.00	

Balance of Funds	
Initial Deposit	250,000.00
Loans paid out	-89,720.00
Loans collected	89,720.00
Interest earned	696.62
REDCO fee (1.5%)	-1,345.80
City fee (.5%)	-448.60
Balance	248,902.22

The Finance Committee meeting began at 9:04 am and concluded at 9:14 am (see Finance Committee Report).

Board Chair Norman Jones asked the Committee to go into Executive Session pursuant to New York Public Officer's Law Article 7, Section 105.1 (f).

Motion by Vice Chair Schmidt

Second by Jesse Dudley

Approved 4-0 at 9:15 a.m.

The Committee came out of Executive session at 9:58 a.m.

Motion by Rosiland Brooks-Harris

Second by Jesse Dudley

Approved 4-0

Meeting adjourned at 9:59 am.