

MWBE and Services Procurement Committee Report

7 MARCH 2019 (Updated 11 MARCH 2019)

Prepared by: Tabatha Santiago

Meeting attended by: Board Chair Allen Williams (By Phone at 8:38 a.m.), Vice Chair Mike Schmidt, Rosiland Brooks-Harris, Norman Jones, Tom Richards, ICO Brian Sanvidge; Savin Program Director P  pin Accilien, Savin Deputy Director Roland Coleman; General Counsel Greg McDonald and Attorney Melissa Mahler.

Board Vice Chair Michael Schmidt convened the meeting at 8:06 a.m.

Action Items

1. Bid Award: FF&E for East School

P  pin Accilien stated that our Furniture Consultant (Vargas Associates) is asking the Board for authorization to issue Purchase Orders to FF&E Vendors to supply furniture for portions of the East School that will be completed in Summer 2019. These Vendors had submitted unit pricing for the 2018 Furniture Bids for other Phase 2 projects on 1/23/18. These Vendors were asked to hold their 2018 pricing until December 2019, thus allowing the RSMP to procure Owner-provided furniture and equipment for East School in the current school year. Additional Purchase Order requests for furniture needs will come to the Board for subsequent Phases of East School.

Motion to move this item to the full Board for consideration at the monthly Board meeting on March 11, 2019 by Tom Richards; Second by Norman Jones. Approved 4-0.

2. Bid Award: Moving Services at East, Edison, Lincoln No. 22, and Flower City No. 54 & the RSMP Warehouse

P  pin Accilien stated that our Moving Consultant (Vargas Associates) is asking the Board for authorization to issue Purchase Orders to Clark Moving & Storage for their low bids received on January 23, 2018 for Moving Services at Lincoln School 22, Flower City School 54, East School and Edison High School, in Summer 2019.

Motion to move this item to the full Board for consideration at the monthly Board meeting on March 11, 2019 by Norman Jones; Second by Tom Richards. Approved 4-0.

3. Bid Award: DWT Mini Bid – Adjustable Wall Brackets, All in One Brackets, Classroom Amps, Interactive Flat Panels, and Wireless Access Points (2C & 2D Schools – Barton No. 2, Cooper No. 10 and Flower City No. 54)

P  pin Accilien stated that we received bids on Thursday, January 31, 2019 for DWT equipment. Jim McGuinness with Millennium Strategies received bids with favorable discounts off MSRP for all packages. The board is permitted to purchase from the State Contract. Because we recently bid these materials out, we are requesting that the Board utilize the unit pricing obtained from the competitive bid for purchasing this material additionally for Schools 2, 10, and 54. It is our recommendation that we contract with these vendors, via Purchase Orders, to procure these items at the negotiated prices received from these vendors.

Motion to move this item to the full Board for consideration at the monthly Board meeting on March 11, 2019 by Tom Richards; Second by Norman Jones. Approved 4-0.

4. Change Orders to East Upper/Lower School Contractors

- # 8, 9, and 10 to the GC Contractor Holdsworth Klimowski
- # 3 to the PC Contractor Thurston Dudek

P  pin Accilien & Program Manager 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 March 11, 2019 by Tom Richards; Second by Norman Jones. Approved 4-0.

5. Change Orders to Clara Barton No. 2 Contractors

- # 12 & 14 to the GC Contractor DiPasquale
- # 4 to the MC Contractor John W. Danforth
- # 8, 9, & 11 to the EC Contractor Concord Electric

Pépin Accilien & Rob Skeele 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 March 11, 2019 by Tom Richards; Second by Norman Jones. Approved 4-0.

6. Change Orders to Lincoln School No. 22 Contractors

- # 3 to the GC Contractor Steve General Contraction
- # 2 to the EC Contractor Concord Electric

Pépin Accilien & Program Manager Wayne 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 March 11, 2019 by Tom Richards; Second by Rosiland Brooks-Harris. Approved 4-0.

Other Action Items Discussed Post-Committee (At the March 11, 2019 Board Meeting)

7. Flower City School No. 54 – Bid Opening / Intent to Award:

Board Chair Allen Williams and Program Director Pépin Accilien stated that Flower City School 54 bids were received on March 11, 2019 for the General Trades, Mechanical/HVAC, Electric and Plumbing work. Three Prime (3) bids were received for each respective Trade. In order to recover time lost during the pre-construction and bidding phases of the project, and the aggregate sum of the bids received are within budget, the Chair is asking the Board to authorize issuance of Letters of Intent (LOI) to the lowest responsible bidders.

Motion to move this item was accepted at the monthly Board meeting on March 11, 2019 by Michael Schmidt. Second by Rosiland Brooks-Harris. Approved 5-0.

8. CCD to East Upper/Lower School Contractors for Dental Suite

Pépin Accilien & Program Managers Wayne Williams and Terry LoConte reviewed a Construction Change Directive (CCD) that was submitted to the RSMP totaling \$98,000 for the Dental Suite changes ordered by the EPO. Since “Time of the Essence” in meeting deadline for the Community School Grant application due June 30th, 2019, the Chair is asked the RJSCB for authorization to sign the CCD so work could begin while the CM is preparing a Change Order for approval at the April 2019 Board meeting.

Motion to move this item was accepted at the monthly Board meeting on March 11, 2019 by Michael Schmidt. Second by Rosiland Brooks-Harris. Approved 5-0

Non-Action / Discussion Items

9. Bond Underwriter Proposal & Engagement

Following the RJSCB’s decision to retain CitiGroup Global Services as Senior Bond Underwriter for the forthcoming Phase III of the RSMP, Board Chair Allen Williams and the Program Director Pépin Accilien have negotiated the management fee and takedown (the “Underwriting Costs”) on the future Phase III deal. Citi’s Phase III fees in total dollars, and in terms of “dollars per bond” and “dollars per proceeds,” were negotiated down from the initial proposal. The revised fees are tied to the total amount of bond proceeds that will be raised, consistent with the statutory limit of Phase III when the statute is approved by New York State. Citi’s revised engagement letter is provided to the Board, and will be executed by the Chair on behalf of the RJSCB. Citi’s Engagement Letter for phase III includes the same MWBE co-manager team that was in place in Phase III. They are: Loop Capital Markets and Siebert Cisneros & Shank (formerly Siebert Brandford & Shank).

10. Capital Markets Advisors, LLC Proposal

Following the RJSCB’s decision to retain Capital Markets Advisors for Municipal Bond Advisory Services for the forthcoming Phase III of the RSMP, Board Chair Allen Williams and the Program Director Pépin Accilien have negotiated the Capital Markets Advisors’ original fees to an acceptable level. The only substantive changes from the Agreement from Phase II to Phase III are the negotiated hourly rate and the amount authorized for Phase III in relation to the related bond issuance base fee. Capital Markets Advisors’ revised Agreement is provided to the Board, and will be executed by the Chair on behalf of the RJSCB.

Report: Change Orders Authorized by Chair

Pépin Accilien stated that the amount authorized by the Chair this month is for 19 Change Orders totaling \$223,830.57, included in the Committee Packet, and outlined below for this month:

Change Orders Authorized by Chair for March 2019 Meeting			
PROJECT	CONTRACTOR	C/O #	AMOUNT
EAST	GC - HOLDSWORTH KLIMOWSKI	6	\$ 13,477.46
	GC - HOLDSWORTH KLIMOWSKI	7	\$ 5,285.85
BARTON 2	GC - DiPASQUALE CONSTRUCTION	13	\$ 25,241.00
	MC - DANFORTH	3	\$ 2,701.00
	EC - CONCORD ELECTRIC	7	\$ 11,234.00
	EC - CONCORD ELECTRIC	10	\$ 12,198.00
	PC - FERRAUILO	6	\$ 15,345.00
	PC - FERRAUILO	7	\$ 3,657.00
	PC - FERRAUILO	8	\$ 14,419.00
FORBES 4	GC - DIPASQUALE CONSTRUCTION	7	\$ 20,752.09
	EC - CONCORD ELECTRIC	5	\$ 15,662.84
	PC - THURSTON DUDEK	2	\$ 26,777.89
SPENCER 16	GC - MANNING HENNIG SQUIRES	35	\$ 10,989.00
	MC - FERRAUILO	9	\$ 1,642.00
	EC - EAST COAST ELECTRIC	10	\$ 30,089.32
EDISON	EC - CONCORD ELECTRIC	10	\$ 29,348.89
MONROE 2B	DC - MARK CERRONE	2	\$ (2,836.68)
	EC - CONCORD ELECTRIC	25	\$ 2,122.91
PHS 1 / MONTGOMERY 50	RC - ELMER DAVIS, INC	1	\$ (14,276.00)
TOTAL		19	\$ 223,830.57

11. Report: Purchase Orders Authorized by Chair

Pépin Accilien stated that the amount authorized by the Chair this month for 6 Purchase Orders is \$75,151.48. Supporting information is included in the Committee Packet, and outlined below for this month:

Purchase Orders Authorized by Chair				
Project	Contractor	PO #	PRODUCT/SERVICE	Amount
School 7	Hertz Furniture	FFE-2B-0045	Delivery and Install	\$1,276.91
East	FM Office Products	FFE-2B-0047	Duffle Bags and Backpacks	\$11,522.75
School 22	Troxell Communications	DWT-ADJ-SCH22-01	Adjustable Wall Brackets	\$13,600.00
School 4	Troxell Communications	DWT-ADJ-SCH4-01	Adjustable Wall Brackets	\$13,600.00
School 16	Day Automation	Sch16-Sec-001	Services & Installation	\$34,820.00
Monroe 2B	FM Office Products	FFE-2B-0046	Café Table	\$331.82

12. Phase 3 Update of the Draft Strategic Plan/Legislation

After a series of meeting with the School District’s Leadership to obtain required input, the Phase 3 master plan project is still in a holding pattern until additional information is received to develop the core model program for schools with attached recreation centers, schools with independently operated health clinics, and a meeting with the State Education Department to overcome challenges associated with maximizing building aid and minimizing the local share. Following the test fits completed for the Phase 3 candidate schools, a draft Strategic Plan Summary Report has been issued to the Rochester City School District and the State Education Department. Development of the Phase 3 strategic Plan started in July 2018, with completion expected in January 2019.

13. BOP Revolving Loan Program (RLP) Update

RJSCB Revolving Loan Program Activities as of 2/28/2019:

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	

RJSCB Revolving Loan Program

Balance of Funds	
Initial Deposit	250,000.00
Loans paid out	-89,720.00
Loans collected	89,720.00
Interest earned	450.14
REDCO fee (1.5%)	-1,045.80
City fee (.5%)	-348.60
Balance	249,055.74

* Paid in January 2019, transferred to account in February 2019

The Finance Committee meeting began at 8:29 a.m. and concluded at 8:34 a.m. (see Finance Committee Report).

Meeting adjourned at 8:52 a.m.