

MWBE and Services Procurement Committee Report

7 December 2017

Prepared by Alexandra Fleischer

Meeting attended by: Board Chair Allen Williams, Vice Chair Mike Schmidt, Charlie Benincasa, Bob Brown, I. Geena Cruz (arrived at 7:42 a.m.), Norman Jones (arrived at 7:46 a.m.), Tom Richards, ICO Brian Sanvidge; Savin Program Director Pépin Accilien, Savin Deputy Director Rolie Coleman; and General Counsel Ed Hourihan.

Allen Williams convened the meeting at 7:34 a.m.

Action Items

1. Revisions to By-Laws and Organizational Documents

Alexandra Fleischer and General Counsel reviewed and updated the Board's By-Laws and Organizational Documents. All documents, as articulated below, were distributed to the Board:

- By-Laws (*Revised December 2017*)
- Responsibilities of Board Members (*Revised December 2017*)
- Confidentiality Agreement - Executive Session (*Revised December 2017*)
- Code of Ethics Policy (*No changes, last revised September 2014*)
- Communications Policy (*Revised December 2017*)
- Procurement Disclosure Policy (*No changes, last revised March 2010*)
- Purchasing and Procurement Policy (*No changes, last revised September 2014*)
- Consent Agenda Policy (*Revised December 2017*)
- Pay Requisition Approval Procedures (*No changes, last revised January 2017*)

Motion to move this item to the full Board for consideration at the monthly Board meeting on December 11, 2017 by Tom Richards. Second by Charlie Benincasa. Approved 5-0.

2. Amendment # 1 to SEI Design Group (AE - School 10)

Pépin Accilien stated that this Amendment reflects an 'add' for swing space design for Marshall High School to relocate Schools 2 and 10 students during construction at School 10. This service follows the feasibility study conducted by SWBR and the hand-off from SWBR to SEI to continue the preparatory work necessary for submission to SED for review. The total value of this Amendment is not to exceed \$25,000. Motion to move this item to the full Board for consideration at the monthly Board meeting on December 11, 2017 by Tom Richards. Second by Bob Brown Benincasa. Approved 5-0.

3. Change Orders to Monroe 2a Contractors

- #16 through #20 to Manning Squires Hennig
- #15 to MA Ferrauilo

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 December 11, 2017 by Bob Brown. Second by Tom Richards. Approved 5-0.

4. Change Orders to School 16 Contractors

- #1 to Manning Squires Hennig
- #1 to DV Brown

John Springer 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 December 11, 2017 by Tom Richards. Second by Mike Schmidt. Approved 5-0.

5. Change Orders to School 7 Contractor

- #5 through #7 to DiPasquale Construction

Bob DiPaola 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 December 11, 2017 by Charlie Benincasa. Second by Bob Brown. Approved 7-0.

6. Change Orders to School 1/15 Contractors

- #4 and #5 to Mark Cerrone
- #2 to Concord Electric

Wayne Hermanson 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 December 11, 2017 by Mike Schmidt. Second by Norman Jones. Approved 7-0.

7. Change Order to School Without Walls Contractor

- #1 to Javen Construction

Wayne Hermanson 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 December 11, 2017 by Mike Schmidt. Second by Norman Jones. Approved 7-0.

8. Change Order to Freddie Thomas Contractor

- #1 to Billitier Electric

Rick Stoffel 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 December 11, 2017 by I. Geena Cruz. Second by Tom Richards. Approved 7-0.

9. Authorization for Additional Moving Services: School Without Walls

Pépin Accilien stated that this request is for Clark Moving to install temporary divider panels provided by the District around the temporary Admin Area at School Without Walls. Motion to move this item to the full Board for consideration at the monthly Board meeting on December 11, 2017 by Tom Richards. Second by Mike Schmidt. Approved 7-0.

10. Bid Award Recommendation: Freddie Thomas - Part B

Pépin Accilien stated that bids were received and reviewed on November 21 and 27, 2017. Pending SED approval, the Program Manager is recommending all four Primes. The ICO stated that they do not recommend awarding the GC as the low bidder has only met 1 of the 4 EBE goal categories and did not show a good faith effort. Discussion took place regarding only holding the GC to the labor dollar amount to meet the goals (i.e. not including the locker alternate). The ICO stated that he will follow up with the GC for reconsideration at the monthly Board meeting on December 11, 2017. Motion to move the MEP (3 Primes) to the full Board for consideration at the monthly Board meeting on December 11, 2017 by Tom Richards. Second by Bob Brown. Approved 7-0.

Non Action / Discussion Items

1. SED: SSBA Update (School 16)

Pépin Accilien updated the Committee that we still do not have approval from SED on the Supplemental Smart Schools Improvement Plan (SSIP) that includes Smart Bond funding for School 16. The SSIP is still at Expenditure Level review waiting approval by a review Board appointed by New York State.

2. RFP Award Recommendation: School 30/54 Design Services

Pépin Accilien stated that 11 Proposals were received, and from the first round of interviews 5 firms were shortlisted and interviewed by the Program Manager, the ICO and the Board Chair. A second shortlist was developed recommending that Popli Design, SWBR Architects, and LaBella Associates present their approach to the Board for final selection. The 3 shortlisted firms made presentations to the Committee at this meeting, for final selection and award at the monthly Board meeting on December 11, 2017.

Meeting adjourned at 8:05 a.m.