

**Rochester Joint Schools Construction Board
Special Meeting Minutes
April 9, 2015
8:00 AM**

Present

Chair Tom Richards, Charles Benincasa, Vice Chair Bob Brown, Joe Brown, Allen Williams, and Wayne Williams. Member Jose Coronas and ICO Brian Sanvidge listened to the meeting on conference call. Also present were: Executive Director Tom Renauto and General Counsel Ray Miller.

Chair Richards convened the meeting at 8:01 am

Action Items

**Resolution 2014-15: 217
Request for Proposals – Program Manager (Phase**

2) By Board Member J. Brown

WHEREAS, the Rochester School Facilities Modernization Program Act (“the Act”) established the Rochester Joint Schools Construction Board (“RJSCB”), a seven voting member board consisting of equal representation by the City of Rochester (“City”) and the Rochester City School District (“District”), as well as a member jointly selected by the City and the District; and

WHEREAS, under the Act, the RJSCB has certain enumerated powers to act as agent for the District, the City, or both; and

WHEREAS, the Act authorized up to 13 projects in Phase I of the Rochester Schools Modernization Program (“RSMP”) including a District Wide Technology program which involves technology upgrades and infrastructure work at each of the 12 school projects identified in Phase 1; and

WHEREAS, the authorizing legislation for Phase 2 of the RSMP was signed into law by the Governor of the State of New York on December 17, 2014; and

WHEREAS, the amended Act for authorized up to 26 projects in Phase 2 of the RSMP including a District Wide Technology program which involves technology upgrades and infrastructure work at several of the possible projects; and

WHEREAS, the legislation for Phase 2 of the RSMP states that “The Board will be reconstituted on the effective date of the chapter of the laws of 2014 that amended this subdivision and the term of each prior Board member shall automatically expire on such date provided however that nothing shall preclude the reappointment of an existing Board member.”; and

WHEREAS, subsequent to December 17, 2014, the City and the District appointed each of their three representatives as well as the one jointly selected representative to the RJSCB; and

WHEREAS, the legislation for Phase 2 of the RSMP states that “the RJSCB may extend the contracts of the providers of professional services for Phase One upon the adoption of findings that doing so would be in the public interest; the contracts of the Program Manager and the Independent

Compliance Officer for Phase Two will be rebid, and provided further that the Program Manager and the Independent Compliance Officer and any new or different providers of professional services shall be engaged in compliance with the provisions of Section Eight of this Act"; and

WHEREAS, the newly appointed RJSCB Board members directed the Executive Director and the RJSCB's general counsel to prepare a request for qualifications ("Request for Qualifications") or ("RFQ") for Program Management services related to Phase 2 of the RSMP; and

WHEREAS, the RJSCB approved the issuance of the Request for Qualifications as prepared by the Executive Director and general counsel at its monthly meeting on February 9, 2015 (Resolution 2014-15: 180); and

WHEREAS, the Executive Director then posted the RFQ online, placed an advertisement in several local print publications, and sent the RFQ to certain local and national program management and construction management firms; and

WHEREAS, following the posting of the RFQ, the City asked the RJSCB to withdraw the RFQ so that the City could consult with the RJSCB on the RFQ process; and

WHEREAS, at a special meeting on February 19, 2015, the RJSCB reviewed and discussed the City's request to withdraw the RFQ and determined that it was in the best interest of the RSMP to do so; and

WHEREAS, at the special meeting on February 19, 2015, the Board directed the Executive Director to take the necessary steps to withdraw the RFQ (Resolution 2014-15: 182); and

WHEREAS, the City subsequently provided the RJSCB with a draft Request for Qualifications/Request for Proposals on March 2, 2015 which the Board reviewed and discussed at its Committee meeting on March 5, 2015; and

WHEREAS, the City then provided the RJSCB with a revised draft Request for Qualifications/Request for Proposals on March 13, 2015 which the Board reviewed and discussed at a special meeting on March 17, 2015; and

WHEREAS, at the special meeting on March 17, 2015, the RJSCB directed the Executive Director and the RJSCB's general counsel to prepare a Request for Proposals ("RFP") for Program Management Services incorporating various components of the City's draft documents; and

WHEREAS, the Executive Director and general counsel have worked together to create the new RFP for Program Management Services associated with Phase 2 of the RSMP; and

WHEREAS, the MWBE and Services Procurement Committee (the "Committee") reviewed and discussed the RFP provided by the Executive Director and general counsel at its meeting held on April 2, 2015, and the Committee directed the RJSCB's general counsel to consult further with the City on additional revisions to the RFP; and;

WHEREAS, at the Board meeting on April 6, 2015, the RJSCB tabled the resolution to approve the issuance of the new version of the RFP; and

WHEREAS, the RJSCB scheduled a special meeting on April 9, 2015, to again consider the approval and issuance of the new version of the RFP (attached hereto);

THEREFORE, BE IT RESOLVED:

1. The RJSCB hereby approves the issuance of the RFP (attached hereto) to provide Program Management Services for Phase 2 of the RSMP; and
2. The RJSCB authorizes the Executive Director to post and issue the Request for Proposals on the District's web site, the RJSCB's web page, the City's web site, and other online outlets/resources, to advertise in local newspapers, and to issue the Request for Proposals

directly to firms, with such changes to the final document as the Chair may approve, and on the advice of the RJSCB's general counsel; and

Second by Board Member B. Brown
Approved 6-0 with Member Coronas away

Discussion

Funding for design work related to Phase 2 projects at East and Monroe was discussed. Tom Richards stated that this is being worked on with the District.

Wayne Williams noted that an appreciation for Aaron Hilger and Chris Thomas should be recognized by the Board at the next meeting.

Joe Brown requested that any Board member conflict of interest issues related to the Program Manager selection be discussed at the next meeting.

Adjournment
Approved at 8:15 am