

**MWBE and Services Procurement Committee Report**  
**4.2.2015 Meeting**  
**Prepared by T. Renauto**

Meeting attended by Committee Members; Board Chair Tom Richards, Bob Brown, Aaron Hilger, and Charlie Benincasa. Member Joe Brown was also in attendance. Members Chris Thomas and ICO Brian Sanvidge listened to the meeting on conference call. Member Jose Coronas was away. Staff included: Executive Director Tom Renauto, Program Manager Tom Roger (Gilbane) and Pepin Accilien (Savin), and General Counsel Peter Abdella (HSE)

**The meeting was convened by Chair Richards at 7:32 AM**

**1. Amendment #17 to CJS Architects (Monroe)**

Tom Renauto described the item included in the amendment.

This item is for design changes related to the chiller, AHU, and transformer relocations. As requested by facilities and in order to plan ahead for future Phases, the equipment was relocated to areas of the building that would not impact the ability to make design decisions in the future or require re-work. This required additional MEP design work as well as structural design work to support the equipment on the roof.

Aaron Hilger made a motion, second by Bob Brown to move this item to the full Board for consideration at the monthly Board meeting on April 6, 2015. Approved 4-0

**2. Amendment #5 to OSO Inc. (Environmental Monitoring and Testing)**

Tom Renauto described the items included in the amendment.

This amendment is for extending OSO's contract to include work at Monroe High School.

Aaron Hilger made a motion, second by Aaron Bob Brown to move this item to the full Board for consideration at the monthly Board meeting on April 6, 2015. Approved 4-0

**3. Amendment #3 to SJB Services (Special Inspections and Testing)**

Tom Renauto described the item included in the amendment.

This amendment is for extending SJB's contract to include work at Monroe High School.

Aaron Hilger made a motion, second by Aaron Bob Brown to move this item to the full Board for consideration at the monthly Board meeting on April 6, 2015. Approved 4-0

#### **4. Phase 2 Architectural Services for “Early Start” Projects (Monroe, School 15, and East)**

Tom Renauto described the item.

The District has agreed to fund the initial design work at Monroe, 15, and East, in parallel to the Phase 2 Master Plan in order to maintain the desired Phase 2 schedule, to begin construction in 2016.

CJS Architects and Cannon Design would be engaged to begin the design process (the Program Verification Phase) immediately. This work is expected to take 3-4 months. At the completion of this phase of work, the architect would present to the RJSCB and the District and request authorization to proceed.

The District would fund the work, with the understanding that a BAN by the City would reimburse them (tentatively anticipated Oct/Nov 2015). The City’s BAN would be repaid when the Phase 2 bonds are sold (tentatively anticipated summer 2016). Tom Renauto would review and approve invoices and forward them to the District for payment. No Phase 1 funds will be used.

The Phase 2 Legislation was discussed – it allows extensions of Phase 1 professional services (except PM and ICO).

Learning Curve - The firms (CJS and Cannon) have worked at these particular buildings in Phase 1. They understand the program, they know the building’s interior and exterior/MEPs/and layout, they are familiar with and have worked with all of the players (facilities, central office, building staff/teachers, as well as other supporting District groups), and their rates are comparable to the Phase 1 rates.

Joe Brown asked about missing an opportunity to bid this service to M/WBEs – Tom Richards stated that this is not going to be the norm. It is only being done with these projects in order to get them going quickly. The remaining 20+ projects in Phase 2 will be going through an RFP for design services.

Schedule – the desire is to break ground with Phase 2 construction in 2016. This is the only way that can happen.

Charlie Benincasa asked if there is a Memorandum of Understanding with the District. Tom Renauto stated that he is working on this with Ed Lopez at the District. This will also need to go to the Board of Education for approval. Charlie asked that the RJSCB Resolution include clarifying language as such.

Tom Richards stated that the Phase 2 Master Plan has to stay on schedule as well. Otherwise we will not be able to sell bonds for these 3 projects in time to begin construction in 2016.

Tom Roger stated that the MCA for East is an issue. Due to the reduced student population it will impact how the aid for the building is calculated. The District must meet with SED to discuss this in order to set the expectation for Aid and to be able to scale the size of the project appropriately.

Peter will prepare the Resolution language.

The Board will discuss this further at the Board meeting on April 6, 2015.

**5. Move Services Award Recommendation**

Tom Renauto described the award recommendation by Vargas Associates.

The firm has worked for us in the past and is also an MBE.

Baker Tilly is in the process of verifying the DP-1 information.

Bob Brown made a motion, second by Aaron Hilger to move this item to the full Board for consideration at the monthly Board meeting on April 6, 2015. Approved 4-0

**6. Change Order to School 5 Contractors**

**Change Order #19 to Bell Mechanical**

**Change Order #6 to Steve General**

Tom Renauto described the change orders.

Terry Loconte provided an update on the roof truss repair design.

Aaron Hilger made a motion, second by Bob Brown to move this item to the full Board for consideration at the monthly Board meeting on April 6, 2015. Approved 4-0

**7. Change Order to School 28 Contractors**

**Change Order #35 to Manning Squires Hennig**

**Change Order #13 to Bell Mechanical**

**Change Order #14 to Nairy Mechanical**

Tom Renauto described the change orders.

Bob Brown made a motion, second by Aaron Hilger to move this item to the full Board for consideration at the monthly Board meeting on April 6, 2015. Approved 4-0

The Committee designated this item for the Consent Agenda on Monday April 6<sup>th</sup>.

**8. Change Orders to School 58 Contractors**

**Change Order #59, #60, #61, #62, and #63 to Manning Squires Hennig**

**Change Order #19 to Eastcoast Electric**

Tom Renauto described selected items contained within each change order.

Terry Loconte provided an update on the status of open change orders.

Bob Brown made a motion, second by Joe Brown to move this item to the full Board for consideration at the monthly Board meeting on April 6, 2015. Approved 4-0

**9. Change Orders to Edison Contractor  
Change Order #8 to Hewitt Young Electric**

Tom Renauto described selected items contained within the change order.

Aaron Hilger made a motion, second by Bob Brown to move this item to the full Board for consideration at the monthly Board meeting on April 6, 2015. Approved 4-0

The Committee designated this item for the Consent Agenda on Monday April 6<sup>th</sup>.

**8:25 am - At this point the Procurement Committee decided to move to the Finance Committee agenda**

**8:36 am – The Finance Committee meeting concluded, Gilbane was dismissed from the room, and the Procurement Committee resumed its discussions**

**10. Phase 2 Program Manager RFP**

Tom Renauto stated that the draft RJSCB document went to the City on Friday 3/27.

Tom Renauto stated that following a review with HSE on Tuesday 3/31, the document was issued to the full RJSCB and to the District.

The District has since responded that the document is good to go. No comments or suggestions.

Charlie Benincasa distributed the City's comments on the RJSCB draft.

The document was discussed in detail page by page.

Many of the suggestions are not substantive and the changes can be made very quickly.

There were several items that required a lengthy discussion. Peter Abdella will reach out to Tim Curtain to discuss some of the edits made by the City. There were several items taken out by the City that need to stay in the document because they address Legislative requirements. Other discussion items included: keeping the insurance and indemnification language per the RJSCB draft, and keeping the language regarding the Program Manager office space as the RJSCB had described it. Also, items related to location/receipt of the proposals and RFI process were discussed, each of which Tom Renauto will prepare a written process. Tom Renauto will also provide Charlie with a breakdown of operating costs at Maynards which will substantiate the allowance amount. Tom Richards reminded everyone that the Maynards building houses the RJSCB, the Program Manager, the ICO, and 60,000 square feet of warehouse space, which we use regularly for moves and storage. The Restricted Period section was also discussed at length. Peter Abdella will work to make all of the edits prior to the Board meeting on Monday April 6<sup>th</sup>.

**Adjournment**

Approved at 10:19am