

**Resolution 2011-12: 62**  
**Request for Proposals, Commissioning Agent**

**By Board Chair Ken Bell**

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 RJSCB, upon the recommendation of its Program Manager, has determined a need for a Commissioning Agent Consultant to provide a single point of contact for all equipment and mechanical systems related components that are part of the Rochester Schools Modernization Program, to ensure seamless integration in all schools; and

WHEREAS, the RJSCB’s Program Manager has prepared a Request For Proposal (an “RFP”) for a Commissioning Agent Consultant that requires the responding firms to set forth their Fee Proposals for a specific scope of work (a copy of the RFP is attached hereto); and

WHEREAS, the MWBE and Services Procurement Committee has reviewed the RFP for a Commissioning Agent Consultant and approved it at its meeting on January 5, 2012 , for forwarding to the full Board;

THEREFORE, BE IT RESOLVED:

1. The RFP for a Commissioning Agent is approved for issuance on January 9, 2012.
2. The MWBE and Services Procurement Committee, with the advice and recommendations of the Program Manager, is authorized on behalf of the RJSCB to review the RFP responses, reduce the list of firms to be interviewed if appropriate, participate along with other RJSCB board members in the interviews of the Commissioning Agent consulting firms, and recommend to the RJSCB the most qualified candidate(s).
3. The Officers of the RJSCB are hereby authorized and directed for and on behalf of the RJSCB and in its name to do all acts and things required or as may be necessary, or in the opinion of the officer so acting, desirable and proper to effect the purposes of the foregoing resolutions and to cause compliance by the RJSCB with all of the provisions of the foregoing resolutions.

**Second by Board Member Pifer**  
**Approved 5-0 with Members Castro and Underwood away**