

JSCB

Joint Schools Construction Board www.jscb.us

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City of Syracuse

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Syracuse City School District

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City of Syracuse

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Senior Assistant Corporation Counsel
City of Syracuse

Nicholas DiBello
Assistant to the Superintendent
For Facilities and Construction
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Bill Owens
Contract Compliance Officer
City of Syracuse

Mary Robison, P.E.
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MEETING MINUTES FOR 6/14/07

Board Members present: Mayor Driscoll, Superintendent Dan Lowengard, Calvin Corriders, Dr. Ruben Cowart, Ned Deuel, Bea Gonzalez, Laurie Menkin, Van Robinson

Board Members absent: Ken Mokrzycki, Bill Ryan

Meeting minutes from 6/7/07 were accepted and put into the record.

The Secretary informed the Board that accommodations had been made at the Renaissance Syracuse Hotel for a 2-day PM RFP Review Workshop at a total cost of \$2,391. Approval by consensus of the Board to contact and secure the venue was given.

Per the Board's request at the last meeting, copies of invoices and an outline of fees received to date were distributed for John Gaal, Ray Hart and Ted Trespasz. The Mackenzie Hughes firm will provide the same at a future meeting.

Commissioner Corriders asked that the Secretary provide monthly JSCB Financial Statements for fees and services rendered on their behalf.

The Board was updated on the status of the contract with First Albany Capital. A copy of the contract was distributed to the Board members for their review. Dr. Ruben Cowart requested a letter of affirmation by the JSCB Fiscal Team that the contract is consistent with the proposal. Ted Trespasz, JSCB Special Counsel, verbally affirmed that the contract was in compliance with the proposal and recommended the Board accept it as written. The Board could not officially sign the contract with First Albany until co-managers were selected in order to complete Form A which is the JSCB Diversity Plan's Utilization Document. First Albany informed the Fiscal Team that they were ready and prepared to work with the co-manager firms however they preferred that the Board be involved in selecting the firm(s)

The Board discussed in detail the selection of a co-manager and the role of the Board and First Albany in this process. It was decided that First Albany would review the proposals submitted by the four co-manager firms, selected previously by the Board, and come prepared to discuss background, financials and experience of each firm at an Executive Session meeting on June 21, 2007 from 8:30 am – 9:30 am.

At this time the Board, by motion, will make their final selection(s) regarding co-managers. First Albany will then hold the contract with these firm(s).

The Secretary informed the Board that she had spoken with Mark Spadafore of the Syracuse Alliance for a New Economy (S.A.N.E) and will be scheduling a presentation by the group sometime this summer.

The Secretary also informed that Board that she had spoken with Steve Coker of the Minority Contractor's Association and had scheduled a meeting with Mr. Coker and members of the JSCB Advisory Staff for June 25, 2007 to review the Program Manager, JSCB and the City's M/WBE Diversity Plan Monitoring Compliances. Mr. Coker had asked that the Board be invited to participate in that meeting and Council President Bea Gonzales, Councilor Van Robinson and Commissioner Calvin Corriders indicated their attendance.

Nick DiBello informed the Board that the School District's Grants Department had researched ways the Board could provide financial assistance to Small and Minority Owned Businesses and had found no specific programs to provide this service. In addition, Jim Tompkins of First Niagara Risk Management had looked into programs available through the Small Business Administration and informed the Board that there were no specific programs in New York State and that programs in other states were hesitant to provide this sort of assistance in New York State due to legal issues. A handout of the SBA Performance Bond Guarantee Program was distributed to the Board.

Jim Tompkins, Nick DiBello and Joe Barry outlined for the Board a change in the insurance requirements for the A/E RFPs and the reason for the change: Excessive insurance requirements will drive up the cost of each project and an additional defense clause is common practice for municipal projects. The Advisory Staff endorsed this change and recommended revising the A/E RFP accordingly. Joe Barry indicated that this was not substantial and would not result in an re-issuance of the A/E RFP for an additional 30-day comment period.

Superintendent Lowengard distributed an updated timeline for Board and Staff to review.

Joe Barry presented an opinion dated June 13, 2007 from the City Corporation Counsel's Office regarding: the formation of a sub-committee of the JSCB; use of RFP Procedure for all consultants not including legal services to the JSCB; utilizing existing City/SCSD consultants/professional services where a funding stream is identified.

The meeting was adjourned. Next Board meeting will be held on June 21, 2007 from 8:30 am to 9:30 am in the SyraStat room in City Hall.

Board minutes prepared by Christine M. Fix, JSCB Secretary. A complete audio recording is available upon request.