



# Construction Advisory Committee | MINUTES

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WEDNESDAY, APRIL 3, 2019 – 4:30 PM  
TRAINING ROOM “D” - LCPEC

## Attendees

Jacqueline Brown  
Anthony Cherubin  
Blanca Edwards  
Ryan Richards, Chair  
Molly Scott  
Curtis Sheard  
Robert Taylor  
Rochelle Thimlar  
Robert Vertrees  
Darren Watkins, Vice Chair

## Absent

Art Castellanos  
Antonio Correia  
Sonny Haas  
Nicholas Palomba  
Scott Wolf

## LCPEC Staff

Scott Reichenbacher, Liaison &  
Senior Project Mgr.  
Mary Fischer, Board Member  
on behalf of Melisa Giovannelli

## Visitors

Fredrick Ross, Director, Procurement  
Tracey Adams, Coordinator,  
Procurement  
Robbie Tiedeman, Suffolk  
Construction Company

## Recording Secretary

Pat Johnson

## AGENDA TOPICS

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### Welcome

Mr. Ryan Richards, called the meeting to order at 4:33 p.m.

### Approval of Minutes

Mr. Richards called for a vote to approve the February 6, 2019 minutes due to a lack in quorum at the March meeting. **Motion** made by Mr. Vertrees and **Seconded** by Ms. Scott. **Passed 10-0**. Mr. Richards called for a vote to approve the March 6, 2019 minutes. **Motion** made by Ms. Scott and **Seconded** by Mr. Watkins. **Passed 10-0** with a correction of striking Mr. Watkin's name off the vote to adjourn.

### Board Member Update – Mrs. Mary Fischer

Mrs. Fischer stated that she was happy to attend the Construction Advisory Committee meeting on behalf of Mrs. Giovannelli who was in Tallahassee. She mentioned that Mrs. Giovannelli asked her to share the following:

- 1) The Board of Education voted to televise all Board Advisory Committee Meetings and asked for member's opinions on the change. She stated that the Superintendent and Board Chair were working out the details to provide more transparency.

Comments from the members:

- In years past, the Construction Advisory Committee was video-taped, but the equipment used on Canal Street is no longer working
- The high cost of equipping conference rooms is a concern
- What happens when the meeting is being held at a different location, i.e. school?

- Why are we not using students to video/audio tape meetings to give them the experience and allows the ability to use the technology that we already have. Think outside the box.
- Videotaping the meeting would be helpful as a back up of what was reported in the minutes.

2) Mrs. Fischer also mentioned that the new project manager's position was discussed at their last meeting.

### Public Comment

No one in attendance

### Purchasing and RFQ Process Review and Discussion – Mr. Ross, Ms. Adams & Robbie Tiedeman

Mr. Reichenbacher introduced Mr. Ross and Ms. Adams from the Procurement Department to speak about the District's purchasing and RFQ process.

Mr. Ross mentioned that his department took over the solicitation for construction services from Facilities Development & Programming in 2016 to keep everything consistent by using best public procurement practices that were already in place. He also stated that a lot of feedback was provided from the business and construction communities on different drafts of the policy procedures to be implemented. He went through the processes and explained where the information was located on the District's website for doing business with the District. Ms. Adams explained how to submit a Request for Qualifications. She explained that training/kickoff meetings are always scheduled for the whole committee to hear all the directions on the process, what's expected and how to score.

#### Discussion:

- Selection committee names are released by submitting a request for records
- Should a building supervisor should be invited to sit in on the selection process?
- When scoring, the committee member must give a reason if a vendor receives a score of "0".
- Should the "high" & "low" scores be removed?
- Presentations are closed to public for the purposes of keeping fairness among the presenters – the meeting is taped if vendors want to find out why someone did/didn't get a bid
- Could favoritism be present when there is a director and an employee from the same department? Mr. Ross asked that anyone noting favoritism, or any other question, should contact the Procurement department.

Mr. Reichenbacher introduced Mr. Tiedeman from Suffolk Construction as the Project Manager for the MMM Gateway High School. Mr. Tiedemann explained what the internal pre-construction process is after winning the award.

#### Discussion:

- What is the District's policy or goal of the School District to include women and minority businesses the opportunity to grow? It was suggested that we follow Orange County's policy.

### Castaldi Update

Mr. Reichenbacher reported to the committee that both updated Castaldi Reports were submitted to Dr. Adkins for his review and Board approval at a future meeting.

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### Lehigh Sr. High School Update

- Everything is on schedule and walls are up.

### Good of the Order

None

### Adjournment

**Motion** to adjourn at 5:45 p.m. was made by Mr. Taylor and **Seconded** by Ms. Brown. **Carried 8-0**

**NEXT MEETING:** May 1, 2019 at 4:30 p.m. – Training Room “D” – LCPEC Building