

Facilities and Capital Budget Committee
Minutes: April 28, 2003

Attendees:

<u>Committee Members</u>	<u>BCPSS Facilities Staff</u>	<u>Other Attendees</u>
Dr. J. Tyson Tildon, Co-Chair	Mark Smolarz, COO	Jeff Parker
Camay Murphy, BOSC	Emerson Hamilton	Procurement/BCPSS
Carmen Russo, CEO	Bill Brodhag	Paul Arenz
Ron Carey	Sheridan Ciscle	Infor. Technology/BCPSS
Dan Bennett	Greg DeLong	Sue Fothergill, ACLU
William Donaldson	Don Grimm	John Cavanaugh
Lawrence Fulton	Abe Freedland	Johnson Controls
Edwina Green	Karl Kirk	
Annabelle Sher	Greta Sawyers	
Tom Stosur	Tom Seiler	
Thelma Thompson	Alice Watson	
	Darryl Williford	

The meeting was called to order at approximately 6:10 p.m., and was chaired by Dr. Tildon.

The Minutes of March 17, 2003 was approved.

The following School Board Procurement items were presented and approved:

Design and Construction Items:

Awards: Renovation to Southern High School #70/416: Phase 2

- Maryland Sound and Image, Inc. – Broadcast System - \$1,984,420
- RCI System/DMX Music – Audio/Visual Systems - \$2,470,937
- Primo – Telecommunications (Phases 2-4) - \$898,900

- Automatic Temperature Control Replacement - Federal Hill Elem/Middle #45 – Denver-Elek - \$202,662.

Change Orders:

- James Mosher Elem. #144 – Henry Lewis - \$135,484.84
- Lakeland Elem/Middle #12 – Cam Construction Company (Final) — \$170,470
- Southern High #70/416 (Phase I) – Hudak’s Asbestos Removal, Inc. - \$40,137
- Southern High #70/416 (Phase I) – Homewood General Contractors - \$183,278
- Southern High #70/416 (Phase I) - L.H. Cranston Final) - \$114,492

- Southern High #70/416 (Phase I) - The Foy Group, Audio/visual Telecommunications – (Final)- \$114,113
- Southern High #70/416 (Phase I) Denver-Elec, Mechanical Final) - \$214,337

Deferred: USBI – Change Order for furniture, reset, and additional wiring and interconnect cable installation. - \$6,194.

Questions and concerns pertaining to the award of projects and change orders were raised. The comments related to supporting documentation to make informed decisions. In order to make informed decisions for the Board, the committee requested an executive summary for each of the projects. Although budget details were not provided, the information was given by Mr. Williford.

Followup: Budgets, change orders, and contingency details pertaining to each of the projects are to be submitted to Dr. Tildon, Commissioners Daniel and Murphy, and other FACB members prior to the April 29, 2003 School Board meeting. It was also requested that change orders in relation to the \$90,000 allowance for Primo Electric award of contract be submitted to the committee and School Board for review and approval.

Clarification of multiple bidding was requested. Mr. Smolarz described the innovative procurement process. He explained that multiple bidding can result in lowered results when a project consists of multiple packages (such as, mechanical, electrical, audio/visual, etc), allowing contractors to bid either on one package or a combination of packages. And, that discounts are typically given to contractors who bid on multiple packages. Additionally, a concern to the many add-on's, specifically for Digital High School Phase I project were raised. Mr. Hamilton explained that the add-on's are a result of fast-tracking the process, and related to items not included in the original documents.

Maintenance and Operations Items:

- Daycon Products, Inc. – Amendment to Increase Contract (custodial cleaning supplies) - \$150,000
- A&A Environmental – Highlandtown Elem. #215 - Emergency Procurement – Heating Oil Spill Cleanup – \$40,193.37

Followup: In regard to the emergency procurement request pertaining to Highlandtown Elementary School, further details associated with the oil spill must be determined by the April 29th School Board meeting.

In regard to the procurement request for Daycon Products, Commissioner Murphy requested that the school system procure joint efforts with other local agencies to save money. Mr. Smolarz responded by indicating that the school system is pursuing opportunities to piggy-back with other agencies on various contracts, as the advantage also includes direct shipment, which eliminates warehousing issues for the school system.

Master Plan Objectives 4 and 6: Mr. Smolarz presented the BCPSS Master Plan Objectives. A handout was provided. Mr. Smolarz discussed and provided brief highlights of each of the

strategies (Align and Maximize Resources, Use Effective Management Systems and Practices, Implement Monitoring and Evaluation Systems, Implement a Strategic Facilities Plan, and Implement a Comprehensive Preventative Maintenance Plan for All Facilities¹, Re-engineer the Former Procurement Function, Establish, Monitor, and Evaluate Environmental Health and Safety Systems).

Dr. Tildon questioned whether each strategy should have strategy indicators (i.e., timelines) for development and implementation. Mr. Smolarz indicated that the strategies are to be completed within a five-year period and that indicators, as well as budget implications, will be added to the strategies. Mr. Smolarz will review the process utilized by other departments to illustrate the strategy indicators.

In response to the Strategic Facilities Plan implementation, Mr. Bennett recommended that department develop standardized documents and utilize in-house expertise during project management. Also, in response to the Strategic Facilities Plan, Mr. Bennett referenced the transfer of ownership of system facilities, as to whether the transfer would benefit BCPSS. Mr. Smolarz indicated that this is a state-mandated request and provided details of the various issues that have to date prevented the transfer, i.e., recreation centers and recent environmental issues.

Commissioner Murphy recommended that the department highlight cost-saving initiatives and accomplishments to the Board. Additionally, integrating performance standards and incentives for staff to meet the objectives were raised by Dr. Tildon. Mr. Smolarz indicated his desire to incorporate measurable performance standards, for all staff and in particularly for unaffiliated staff.

Lead in Water: Mr. Smolarz presented a lead-in-water update. A handout was provided. He indicated that as of April 11, 2003, the school system was found to be in full compliance with the Baltimore City Health Department's Order of February 26, 2003, and that all fines have been waived. He further indicated that permanent Do Not Drink Signs are being installed, with completion scheduled by May 23, 2003. Lead water testing has begun in 26 schools, and results should be completed within one week. Plans are being developed to test the drinking water in remaining schools by September 2003. Mr. Smolarz affirmed that the health department will certify schools that are lead free. Ms. Russo further reiterated that the certifications will be posted with the health department's signature.

In regard to remediation, it was stated that a consultant will be procured to perform a comprehensive health, safety, environmental, and engineering inspection in 30 schools. An independent assessment will be evaluated to compare water coolers vs. filtration systems of those schools that do not pass the lead-in-water testing. He noted, however, that a filtration system may not be conducive for all schools.

Mr. Smolarz concluded by indicating that BCPSS in concert with the health department, will offer blood-lead testing in 16 elementary schools, beginning May 1 and through June 20, 2003. The tests are not mandatory, and are given by parental permission. He further stated that the effort is to identify children with high lead levels. Commissioner Murphy emphasized caution toward bloodborne pathogens, as well as to consult legal opinion. Mr. Smolarz assured Commissioner Murphy that his office is working very closely with BCPSS Legal Counsel.

¹ New initiative.

The meeting adjourned at approximately 8:00 p.m.

The following agenda items were not discussed; however, will be deferred to the next agenda:
FY 2004 Budget Process and Automatic Temperature Control Systems.

The next scheduled meeting is Monday, May 19, 2003.

Respectfully, submitted,
Alice Watson
Executive Assistant