

**PUBLIC BUILDING COMMISSION OF CHICAGO MINUTES
OF THE ADMINISTRATIVE OPERATIONS COMMITTEE
MEETING HELD ON SEPTEMBER 19, 2013**

The meeting of the Administrative Operations Committee of the Public Building Commission of Chicago was held in the 2nd Floor Board Room at the Richard J. Daley Center on September 19, 2013 at 1:00 p.m.

The following Committee members were present:

Chair: Commissioner Dr. Byron T. Brazier
 Commissioner Arnold Randall

Also present were:

Erin Lavin Cabonargi
Paul Spieles
Lori Lypson
Eileen Ryan
Mary Pat Witry
Terri Haymaker
Daryl McNabb
Rusty Castillo
Lisa Giderof
Raven DeVaughn
Ilyas Lakada
Kim Shamley
Orestes Ruffin
Alma Becerra
Langdon Neal, Neal & Leroy
Anne Fredd, Neal & Leroy

The reading of the minutes of the August 29, 2013 Administrative Operations Committee meeting which was previously distributed, was dispensed with. Upon motion duly made and seconded the minutes of said meeting were unanimously adopted.

Pursuant to Section 2.06(g) of the Open Meetings Act, a public comment period was held. No comments or statements were presented by any persons.

The Executive Director Erin Lavin Cabonargi reported on the upcoming bid openings;

1. Chicago Children's Advocacy Center Addition and Renovation Project - bids are due on September 20, 2013.
2. Jones College Prep High School Phase II Renovation Project - bids were received earlier in the day and are under review.

Next the Chief Operating Officer Lori Lypson reported on task orders to Specialty Consultants under procedures adopted by the Board in February, 2010 which approved not-to-exceed amount of various

categories of Specialty Consultants for the following services:

1. **Environmental ABC Services**
 Engine Company 16
 Environmental Protection Services \$9,957.50

2. Coonley Elementary School Addition
 Tetra Tech, EM, Inc. \$89,766.0

- Geotechnical Services**
3. Eric Solorio Academy High School
 GSG Consultants, Inc. \$50,500.00

4. Coonley Elementary School Addition
 K&S Engineers, Inc. \$7,240.00

- Material Testing Services**
5. Albany Park Branch Library
 Terracon Consultants \$1,935.00

6. Collins High School
 Interra, Inc. \$4,510.00

7. Ping Tom Fieldhouse Phase I
 K & S Engineers \$4,284.00

- Commissioning Services**
8. Chinatown Branch Library \$89,908.00

The Chief Operating Officer Lori Lyson also reported that the submittals for pre-qualification of contractors for the Coonley Elementary School Addition Project are due to the PBC today, September 19, 2013 and will be reported at the October 1, 2013 Board Meeting.

The reports were accepted.

Next was a report by the Chief Development Officer, Paul Spieles, regarding a recommendation concerning proposed amendments to professional service agreements as follows:

Consultant	Project	Amount
STL Architects, Inc.	Back of the Yards HS	\$9,292.37
Architrave	Shields Middle School	\$51,816.32
Perkins + Will	Jones College Prep Reno.	\$31,200.00

The Chief Development Officer Paul Spieles reported on proposed change orders for the October 1, 2013 Board meeting as follows;

Contractor	Project	Amount
Sollitt/Brown & Momen JV	Back of the Yards HS	(\$545,484.00) credit
Omega Demolition	South Shore HS	\$23,150.47
	Abatement & Demo.	

The Chief Development Officer also provided the following Field Order Report to the committee.

Back of the Yards High School

Current Contract Value: \$63,861,286.00 General Construction Contract Contingency Balance: \$84,728.00

05150 Contractor: C1521 - Sollitt/Brown & Momen Joint Venture

FO 117 9/5/2013 \$1,966.00 Water supply for ice maker in trainer room. (Client Directed)

Total: \$1,966.00

Bell School Addition

Current Contract Value: \$7,292,000.00 General Construction Contract Contingency Balance: \$172,898.15

05530 Contractor: C1545R - Wight Construction Services, Inc.

FO #8 9/5/2013 \$10,339.65 Water tap fee for new water service. (Other)

Total: \$10,339.65

Hale Elementary School Linked Annex

Current Contract Value: \$11,487,000.00 General Construction Contract Contingency Balance: \$300,000.00

05640 Contractor: C1546 - Walsh Construction Company

FO #5 8/22/2013 \$5,634.80 Underground Plumbing Revisions (E/O B List)

FO #6 8/22/2013 \$38,098.06 Water tap fee for new water service and associated service modifications. (Other)

Total: \$43,732.86

Edison Park Elem School Linked Annex

Current Contract Value: \$10,403,082.00 General Construction Contract Contingency Balance: \$270,711.00

05650 Contractor: C1547 - Walsh Construction Company of Illinois

FO #01 8/26/2013 \$84,000.00 Civil, architectural, structural and MEP modifications. (E/O A List)

FO #08 8/26/2013 \$6,500.00 Gas line venting modifications. (Other)

FO #09 8/26/2013 \$6,700.00 Provide additional lightning protection conduit and ground rod from existing chimney to ground. (Diff. Site Conditions)

FO #10 9/5/2013 (\$100.00) Gas service revisions. (Diff. Site Conditions)

Total: \$97,100.00

Lake View HS STEM Renovation

Current Contract Value: \$6,256,800.00 General Construction Contract Contingency Balance: \$280,290.18

05700 Contractor: C1553 - Friedler Construction Company

FO #30 8/22/2013 \$4,356.00 Prepare surface and re-finish approximately 400 SF of existing wood panels in first floor auditorium entrance to match color of new adjacent panels/doors. (Client Directed)

FO #34 9/5/2013 \$8,494.00 Repair obstructed drain lines in Rooms 100 and 102. (Diff. Site Conditions)

Total: \$12,850.00

Ping Tom Park Field House

Current Contract Value: \$11,933,366.22 General Construction Contract Contingency Balance: \$5,835.54

11170 Contractor: PS1922C - Wight & Company

FO #16 9/5/2013 \$19,675.81 Low voltage and security systems revisions. (Client Directed)

Total: \$19,675.81

The Committee accepted the reports from the Chief Development Officer.

Next, PBC's Director of Finance, Daryl McNabb, introduced Orestes Ruffin, MB Real Estate, Property Manager for the Daley Center. Mr. Ruffin provided a detailed report to the AO Committee concerning the proposed 2014 Operating and Capital Budgets for the Daley Center and advised the AO Committee that the Daley Center's Operating Expenses compared favorably with benchmark data collected by the Building Owners & Managers Association (BOMA) Experience Exchange Report. The Operating Expense Budget for 2014 of \$15,774,589 reflects an increase of 2.45% compared to 2013 Projected Actual and an increase of 1.93% compared to the 2013 Budget. The 2014 Budget includes a reconciliation of 2012 tenant steam usage charges for Cook County and the City of Chicago and an increase from \$208,626 to \$694,596, or 232.94% in the projected income from service resold compared to the amount budgeted for 2013. Increases for general building expenses included increased costs for cleaning (4.30%), security (6.59%) and mechanical maintenance (4.98%). Decreases in building expenses arose from utilities (16.70%) attributable to various energy conservation projects, building general or personnel (6.20%), administrative expense (1.81%) and insurance (0.94%), and cost of services resold (232.94%). Since most of the projects identified in the 2007 Property Condition Report have been completed, the Capital Budget for 2013 of \$350,000 was increased significantly to \$2,922,000, representing an increase of 734.86% which will be paid on a pro rata basis from the amounts to be received from Cook County, the City of Chicago and the Public Building Commission as the costs are incurred.

The AO Committee accepted the report from the Director of Finance recommending approval of the Daley Center Operating and Capital Budgets for 2014 in the sum of \$18,696,589.

The Director of Finance, Daryl McNabb reported on a recommendation of approval of the proposed Public Building Commission's Administrative Budget for 2014 in the sum of \$14,329,079. The budget reflected estimated resources available for 2014 in the sum of \$14,329,079 which are derived from the following sources: Administrative Lease Allocation from Revenue Bonds, \$1,525,000.00; Prior Collected PBC Administrative Fees, \$2,431,375; 2014 Projected PBC Administrative Fees, \$9,811,404; and Direct Allocation for Insurance Expenses, \$561,300. Projected Administrative Expenses for 2014 are \$14,329,079 and include the following: Personnel Services including retirement contributions, \$8,142,392; Insurance, \$775,300; Legal Fees, \$569,000; Inspector General, \$325,000; Professional Services Fees, \$1,764,036; Rent/Leasehold Improvements, \$666,001; Office/Computer Supplies and Equipment and other administrative expenses, \$1,087,350; Program Management Office, \$-0-; and Contingency, \$1,000,000.00.

The AO Committee accepted the report from the Director of Finance recommending approval of the PBC's 2014 Administrative Expense Budget for 2014 in the sum of \$14,329,079.00

The meeting was adjourned.