



**Board of Education  
Pelham Public Schools  
Pelham, New York**

**BOND STEERING COMMITTEE**

Pelham HS—Superintendent’s Conference Room  
18 Franklin Place  
Pelham, NY 10803

Monday, June 18, 2018  
8:00 am

**DRAFT MINUTES**

| Committee Members in attendance (Y=Yes; N=No) |   |   |   |                                       |   |  |   |
|---|---|---|---|---------------------------------------|---|--|---|
| Board of Education - Committee Members        |   |   |   |                                       |   |  |   |
| Tom Imperato<br>Committee Chair               | Y | Madeline Smith<br>BOE President           | Y | Peter Liaskos                         | Y |  |   |
| Administration                                |   |   |   |                                       |   |  |   |
| Cheryl Champ<br>Superintendent                | Y | James F. Hricay<br>Asst Supt for Business | Y | John Condon<br>Director of Facilities | Y | Joseph Catania<br>Director of Technology | N |
| Trisha Fitzgerald<br>Hutchinson ES Principal  | N | Jackie Vigil<br>District Treasurer        | Y |                                       |   |  |   |
| Community Members                             |   |   |   |                                       |   |  |   |
| John Brice                                    | N | David Brown-via phone                     | Y | Richard Ellenbogen                    | N | Matt Maron                               | N |
| Peter Romano                                  | N | Jess Young                                | Y |                                       |   |  |   |

**8:15 am: Call to order**

- Tom Imperato called the meeting to order for the purpose of reviewing the four responses to the district’s request for proposal (RFP) for construction management services for the \$57M bond.
- The selected vendors will be interviewed in executive session by the Board of Education (BOE) at their June 20, 2018 meeting, with an appointment anticipated at the July 9, 2018 BOE meeting.
- The Committee discussed the responses received from Calgi Management Services, Savin Engineers PC, Turner Construction Company and Triton Construction.
- After some discussion, the Committee eliminated the Turner Construction Company proposal due to the proposed fee structure which included a set fee plus extensive reimbursable expenses to be billed at a multiplier. The reimbursable expenses included significant items such as project preconstruction and construction staff costs including project management, estimating, procurement, supervision and accounting. The proposed fee structure made it difficult to estimate what their final fee would total.
- The Committee concluded that the following factors would be considered in making the final vendor selection: estimating skills; schedule management skills; attention to work site safety; ability to effectively stage the various projects; experience with local contractors; accurate and meaningful reporting; and quality of team members to be assigned to the project. To this end, the prospective vendors will be asked to have the team members who will be assigned to the project in attendance at the June 20, 2018 meeting, as well as to be prepared to share reporting samples.

8:50 am: Adjournment

Respectfully submitted,  
Jackie Vigil

Attachments

- Calgi Management Services RFP response
- Savin Engineers PC RFP response
- Turner Construction Company RFP response
- Triton Construction RFP response
- Summary of Construction Manager Proposals prepared by John Condon