

PUBLIC BUILDING COMMISSION OF CHICAGO
MINUTES OF THE ADMINISTRATIVE OPERATIONS COMMITTEE
MEETING HELD ON APRIL 30, 2015

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 April 30, 2015 at 1:00 p.m.

The following Committee members were present:

Chairman Brazier *
Commissioner Arnold Randall *
Commissioner Maldonado *

Also present were:

Erin Lavin Cabonargi *
Paul Spieles *
Mary Pat Witry *
Lori Lypson *
Lisa Giderof
Raven DeVaughn *
Daryl McNabb *
Nikki Bravo *
Molly Sullivan
Art Del Muro
Langdon Neal, Neal and Leroy *
Anne Fredd, Neal and Leroy *

*Attended Executive Session portion of the meeting.

The reading of the minutes of the April 2, 2015 Administrative Operations Committee meeting which were 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 summarized highlights of the various reports. The Program Cost Status Report showed current program authority in excess of \$2.8 billion in project development costs for 2015 Q1, and projects are trending under budget by 10.51% representing a variance of approximately \$299 million under the current budgets. For Q1 2015, the PBC's budget to actual variance for active capital construction projects is less than 1%. The Program Cost Effectiveness Report shows change orders for projects recently completed and currently in construction is 1.6%. The projected change orders for such projects is 2.6%, which rates are within the industry standard change order percentage of 3-5% for new municipal and educational construction work. PBC's Indirect Costs average 16.37%, of construction costs, below the industry average of 25%. For large projects in excess of \$50M, indirect costs average 13.63%, 16.07% on projects where construction is \$20M-\$50M, and 22.79% on projects where construction is \$1M-\$20M. The Q1 2015 Project Status Report provided a detailed snapshot of each active PBC project. The Environmental Sustainability Report through Q1 2015 indicated that PBC has achieved LEED Certification on 68

municipally-owned projects, bringing the total number of LEED-certified, municipally-owned facilities to 88. The Economic Sustainability Report for M/WBE participation and Workforce (Equal Employment Opportunity) goals for the two projects completed in 2015 (Chicago Children's Advocacy Center Addition and CPL YOUMedia Renovations at the Legler, Sulzer and Woodson Libraries) showed total M/WBE Participation Achieved to date on General Construction and Professional Service contracts was 36.96%.

The Executive Director also reported on bid openings for Contract 1569 (Mt. Greenwood Elementary School Modular Project) and Contract 1566a (Dunne Technology Academy Modernization – Scope B Project.)

The Executive Director's reports were accepted.

Next, Daryl McNabb, Director of Finance, provided status reports on the Richard J. Daley Center Budget and the PBC Administrative Budget for Q1 2015. He advised the Commissioners regarding variances in the Daley Center Budget on various categories including Utilities Expense and Administrative Expenses. Factors contributing to such variances were discussed by Mr. McNabb. The Commissioners were advised that sufficient funds have been budgeted in the 2015 Daley Center Budget to pay any potential shortfall during the remainder of the year. Mr. McNabb also summarized the Q1 2015 Administrative Expense Budget and advised that costs are trending below the 2015 budget. There was also a discussion of the Anticipated Work in Place (WIP) and projections for the current and future years.

The reports from the Director of Finance were accepted.

Nikki Bravo, the PBC's Chief Administrative Officer, provided a report regarding the implementation of 13 Human Resources policies for PBC employees including: Dress Code, Employee Conduct; Scofflaws Prohibition; Drug and Alcohol Policy; Smoking in the Workplace; Violence in the Workplace; Access to Personnel Records; Time Attendance and Leave Policy; Performance Evaluations; Hiring; Training; Equal Employment Opportunity; and Anti-Harassment Policy. She also recommended that the Public Building Commission appoint ADP to provide payroll and benefit management services for the base contract amount of \$68,934.00.

The report from the Chief Administrative Officer was accepted

The Chief Operating Officer Lori Lyson provided a status report regarding pre-qualification of general contractors and electrical contractors for the Chicago Public Schools Air-Conditioning Project (responses due May 6, 2015).

The report from the Chief Operating Officer was accepted.

The Chief Development Officer, Paul Spieles also provided a recommendation to approve proposed amendments to professional services agreements with the following firm;

Infrastructure Engineering Services (Program Wide)	HBK Engineering, LLC	\$250,000.00.
---	----------------------	---------------

The Chief Development Officer also advised the committee regarding the proposed change orders;		
Air Force Academy Phase III	IHC Construction Companies	\$10,008.81

Chicago Children's Advocacy Center Addition IHC Construction Companies \$33,802.00.

The Chief Development Officer also advised the AO committee that 1 field order was issued;

05740 Lincoln ES Annex Contractor: C1561 - Blinderman Meccor Joint Venture
Current Contract Value: \$14,020,000.00 Commission's Contingency Balance: \$426,559.00

FO 001 04/02/2015 \$88,000 Issue for construction drawings and specifications revisions (E/O A List)
Total \$88,000

The reports from the Chief Development Officer were accepted.

Next was an approval to convene an Executive Session under 2(c)5 of the Open Meeting Act to discuss the purchase of property for the Lindblom Math and Science Academy Parking Lot Project.

During Executive Session, Legal Counsel provided a report regarding the proposed acquisition of property for the Robert Lindblom Math and Science Academy Parking Lot.

At the conclusion of Executive Session, the meeting was reconvened and the report was accepted.

The meeting was adjourned.