

**QUEENS LIBRARY
BUILDINGS AND GROUNDS COMMITTEE
THURSDAY, MAY 24, 2018**

Central Library
89-11 Merrick Blvd., Jamaica, NY 11432

AGENDA

6:20 PM BUILDINGS AND GROUNDS COMMITTEE REGULAR MEETING

I. Call to Order

II. AGENDA

Action Item(s)

1. Contract Authorization Renovation and Restoration of the Richmond Hill Library (ID # 1751)
2. Contract Authorization - Pass-Through Consulting Services - Lori Mandell Consulting, LLC (ID # 1750)

Report(s)

3. Purchases Over \$5K Report - April 2018 (ID # 1752)

III. ADJOURNMENT

1. Motion to Adjourn (ID # 1743)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Buildings and Grounds Committee

DATE OF MEETING: May 24, 2018

ITEM ID #: 1751

AGENDA: Contract Authorization Renovation and Restoration of the Richmond Hill Library

BACKGROUND:

This is an action item seeking approval from the Queens Borough Public Library's Board of Trustees to enter into a contract with Fratello Construction Corp. to renovate and restore the Richmond Hill Community Library, including the provision of full accessibility at the branch. The Board's approval is required pursuant to the Library's Purchasing Policy, which provides, in pertinent part, that contracts for construction projects, building service, and maintenance and repair of buildings and grounds in excess of \$35,000 may be awarded only after soliciting sealed competitive bids and upon the authorization of the Library's Board of Trustees.

The Richmond Hill Community Library, an Andrew Carnegie building, was originally constructed in 1905 and expanded in 1929 and 1935. The 13,000 square foot building currently consists of a main floor, mezzanine, and lower level. A major interior renovation was completed in 1985, as well as the addition of a ramp at the main entrance. In 2006, the Library renovated the Children's Room, and in 2010, the New York City Department Design and Construction ("DDC") retained a contractor to partially rebuild the roof. The Library requires asbestos abatement, fully compliant accessibility and a renovation that restores the grandeur of this historical building. The project consists of providing a temporary library trailer, asbestos abatement, replacement of windows and doors, masonry repairs, roof repairs, landscaping, new fencing, water and sewage connections, a storm water mitigation system, interior demolition, and new electrical and heating and ventilation equipment. Interior renovations include fully compliant bathrooms on the main and lower levels, removal of the mezzanine level that will result in an increase of natural light into the reading areas on the ground floor and provide the space necessary for the installation of a new elevator servicing the main and lower levels, new stairs, a new pantry, and a complete interior renovation.

The Library will receive capital funding for this project from the City of New York pursuant to a grant agreement which will include thirty-eight (38) percent Minority- and Women-Owned Business Enterprise ("M/WBE") Participation goals.

CURRENT STATUS:

The Library issued a sealed competitive bid, Invitation to Bid# # 0118-2, which was advertised in the New York City Record, BidNet and New York State Contract Reporter, and posted on the Library's website. Notification of the bid was sent to over 1,000 firms, including over 400 NYC-certified MWBE firms, over 500 NYS certified M/WBE firms and over 140 NYS-Certified Service Disabled Veterans Owned Businesses. Seven (7) vendors responded to the solicitation and provided pricing as outlined in the table below:

Bidder	M/WBE	Bid Amount
Sherwani Contracting Inc.	MBE-NYC	\$1,685,000.00
Technomen NY Inc.	MBE-NYS	\$4,648,264.00
Fratello Construction Corp.		\$6,169,000.00
Renu Contracting and Restoration Inc.		\$7,562,410.00
Green Builders Group NY Corp.		\$7,866,053.00
Mongiove Associates LTD		\$8,987,784.00
ABC Construction Contracting Inc.		\$9,082,000.00

Sherwani Contracting Inc. provided the lowest price; however, it did not provide a response to the Vendor Qualification provisions of the bid. These provisions require bidders to provide information that they are able to perform work in the City, demonstrate that they have five years' experience in providing related construction work of similar size and scope, provide information about the vendor's ownership structure, references, financial information that demonstrates the financial condition of the vendor and examples of having performed similar projects. These provisions also require that bidders describe how they would staff the project and meet the New York City Grant Requirements, including the provision of specified insurance and bonds. Also missing was information from the vendor indicating whether or not it had any conflicts of interest or any past or present civil or criminal legal investigations, litigations or regulatory actions involving the firm or any of its employees that could impact its ability to serve as a contractor to the Library. As a result of Sherwani Contracting Inc. not providing this required and critical information, the Library determined that the bid was non-responsive. It should also

be noted that the NYC M/WBE directory indicates that Sherwani Contracting Inc.'s largest contract has been in the amount of \$53,000.

Technomen NY Inc. also did not provide a response to the Vendor Qualification provisions of the bid. As such, the Library determined that this bid was also non-responsive. The NYS M/WBE directory lists Technomen NY Inc. as a business capable of performing projects of less than \$500,000.

Fratello Construction Corp. ("Fratello") submitted the lowest responsive bid and its bid was evaluated by the Library based on a review of compliance with the bid specifications, including completion of the Vendor Qualification provisions, quality, experience, financial stability, references, price, background review and the firm's completed vendor responsibility questionnaire, which did not disclose any adverse integrity issues. The firm has over \$15 million in contracts registered with the City and is listed in VENDEX without any cautions. In addition, Fratello has been awarded over \$19 million in contracts with various state entities since 2012. In 2006, under a DDC contract, Fratello completed an over \$2 million two story addition and renovation of the Brooklyn Central Library. A reference from DDC stated that Fratello is a technically strong firm. A reference from the NYC School Construction Authority indicated that Fratello performed very well in building a school based health clinic in the Bronx from the ground up at a cost of approximately \$6 million. A reference from the State University Construction Fund stated that Fratello performed exceptionally well on several projects, including building a new \$5 million day care center at SUNY Farmingdale and a \$12 million renovation of the SUNY Old Westbury library.

Recommended Motion for Consideration by the Buildings and Ground Committee:

I move that the Buildings and Ground Committee recommend to the Board of Trustees that the President and CEO be authorized to execute a contract with Fratello Construction Corp. in the amount of \$6,169,000 for the renovation and restoration of the Richmond Hill Library, as described above.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Buildings and Grounds Committee

DATE OF MEETING: May 24, 2018

ITEM ID #: 1750

AGENDA: Contract Authorization - Pass-Through Consulting Services - Lori Mandell Consulting, LLC

Background:

In January 2017, the Library entered into an initial contract in the amount of \$35,000 with Lori Mandell Consulting, LLC to review and prepare documentation related to the administration of New York City pass-through contracts. Her contract was increased by \$90,000 in May 2017. This work included preparing submissions to the City's Department of Design & Construction (DDC) in order to obtain reimbursement of City-funded costs incurred with respect to previous pass-through contracts.

Lori Mandell is a unique consultant in this field. She served in the Capital Planning and Construction Department at the New York Public Library (NYPL) from 1985 until she retired in 2015, having risen to the role of Senior Manager for Capital Budgets. In her time at NYPL, Lori handled over \$300 million in pass-through reimbursements for the renovation of libraries throughout Manhattan, Staten Island, and the Bronx. Since starting her consulting company at the end of 2015, Ms. Mandell has taken on several clients in addition to Queens Library, assisting them with the administration of their pass-through contracts.

Thus far, her work for the Queens Library has yielded the closeout of the Windsor Park pass-through project, extant since 2009, resulting in the Library obtaining an additional \$47,178 in reimbursable costs. She has also obtained \$1,129,444 in reimbursement of project costs on the Cambria Heights pass-through contract. Ms. Mandell has also conducted considerable research and fact-finding and has helped reorganize the budget and actual expenses for the Central Library pass-through project. Her work has enabled Queens Library to execute a pass-through contract in the amount of approximately \$7 million for work previously completed on that project and to compile the voluminous documentation needed for reimbursement purposes. A significant achievement was realized when the Department of Design and Construction agreed to review the Request for Sub-Contractor Approval documentation (a critical aspect of the approval process) in advance of obtaining registration of the pass-through contract with the City, which

will allow for the prompt submission of reimbursement requests soon after the contract is registered. Once the contract is registered, the requisition process will begin.

Current Status:

Lori Mandell Consulting, LLC has provided critical services and deliverables to the Library as it relates to the initiation, management, and resolution of pass-through projects. A significant portion of work remains on these projects before these tasks can be incorporated into the normal workflow of existing Library staff. She has already provided the maximum amount of hours specified in the existing consulting contract and an increase in the amount of \$9,300 to that contract is needed so as to ensure that the Library continues the timely pursuit of reimbursement under the Central Library pass-through contract. The Library also needs to enter into a new consulting agreement with her for the next fiscal year so that she can provide following critical services:

Project Initiation – Draft and review paperwork for new pass-through contracts, including required budget documents.

Subcontractor Approval Packages & Other Submittals – Compile and submit subcontractor approval packages, including bid documentation and Vendex/DLS forms. Submit Quarterly and MWBE Reports.

Requisitions – Compile and submit requisitions for reimbursement to the City.

Close-out – Compile and submit close-out documentation and final requisitions for release of retainage.

Coordination with DDC – Provide general coordination and support for the Library’s dealings with DDC’s Pass-Through Unit, including advocating on the Library’s behalf.

Training – Provide training and mentorship to existing Library staff to take on the above tasks in the course of their normal duties.

Recommended Motion for Consideration by the Building and Grounds Committee:

I move that the Buildings & Grounds Committee recommend to the Board of Trustees that the President and CEO be authorized to execute an addendum to the existing contract with Lori Mandell Consulting, LLC to increase the amount of that contract by \$9,300 and a new contract with this consultant for the next fiscal year at an hourly rate of \$150 and in a total amount not to exceed \$90,000.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Buildings and Grounds Committee

DATE OF MEETING: May 24, 2018

ITEM ID #: 1752

AGENDA: Purchases Over \$5K Report - April 2018

Current Status:

The Library's Purchasing Policy approved by the Board of Trustees in September 2011 provides that a monthly informational report itemizing all maintenance, repair, and construction projects approved by the Library's President & CEO in excess of \$5,000 be submitted to the Buildings and Grounds Committee. Accordingly, those maintenance, repair or renovation purchases awarded between April 1, 2018 and April 30, 2018 in excess of \$5,000 are provided below for informational purposes. Approved procurement procedures were executed in accordance with the Purchasing Policy, including all items purchased by utilizing Board of Trustees approved Requirements Contracts, Government Requirements Contracts, competitive quotations or in response to emergency conditions as a matter of health and safety.

Various	Jacob Feinberg Katz & Michaeli Consulting Group, LLC ("JFK&M") was issued a Statement of Work ("SOW"), under its requirements contract for engineering services, to perform ASHRAE Level 2 energy audits at the following branches: Astoria, Briarwood, Central, Forest Hills, Hollis, Jackson Heights, Ozone Park, Peninsula and Queens Village.
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\$174,384.47

Various	Jacob Feinberg Katz & Michaeli Consulting Group, LLC ("JFK&M") was issued an SOW, under its requirements contract for engineering services, to perform ASHRAE Level 1 energy audits at the following branches: Bay Terrace, Broad Channel, Cambria Heights, Elmhurst, Flushing, Howard Beach, McGoldrick, Ridgewood, Rosedale and Whitestone.
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\$218,835.52

Flushing Safeway Fire and Protection was issued an SOW under its fire alarm systems service contract to repair the existing IRC3 fire alarm system.

\$6,800

Elmhurst Safeway Fire and Protection was issued an SOW under its fire alarm systems service to reprogram the existing EST2 fire alarm system.

\$6,144.77

Various Kelair Inc. was awarded a technical services contract to install HVAC electronic sensors, thermostats and routers at the Fresh Meadows, East Flushing, Astoria, Middle Village and Flushing Community Libraries. Funding for this contract was provided through the ExCEL Program administered by the New York City Department of Citywide Administrative Services. Kelair Inc. is also the Library’s HVAC Maintenance contract provider for the community libraries.

\$29,010.33

Central Seaford Avenue Corp. was issued a change order to its sewage ejector construction contract to replace and install two additional sewage ejector pumps on the C1 Level.

Original contract amount:	\$ 134,500
Change order amount:	\$ 65,674
Prior change orders amount:	\$ 2,400
Revised contract amount:	\$ 202,574

Queens Library Board/Committee Item

BOARD/COMMITTEE: Buildings and Grounds Committee

DATE OF MEETING: May 24, 2018

ITEM ID #: 1743

AGENDA: Motion to Adjourn

Recommended Motion for Consideration:

I move that the meeting be adjourned.