

PUBLIC BUILDING COMMISSION
MINUTES OF THE VIRTUAL ADMINISTRATIVE OPERATIONS COMMITTEE MEETING
February 8, 2023

Public Building Commission of Chicago | Richard J. Daley Center | 50 West Washington Street, Room 200 | Chicago, Illinois 60602 | (312) 744-3090 | pbcchicago.com

The Administrative Operations Committee of the Public Building Commission of Chicago held a virtual meeting on February 8, 2023, at 1:00 p.m. The meeting was livestreamed.

The following Committee members were present:

Chairman Jose Maldonado

Commissioner Arnold Randall

Also present:

Carina E. Sánchez

Ray Giderof

James Borkman

Tanya Foucher-Weekley

Mary Pat Witry

Bryant Payne

Rudy Manning

Langdon Neal, Neal and Leroy

Anne Fredd, Neal and Leroy

The reading of the minutes of the December 7, 2022, Administrative Operations Committee meeting, which was previously distributed, was dispensed with. Upon motion duly made and seconded the minutes 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 reported on the PBC Employee Handbook approved at the October 13, 2022 Board Meeting. Since that approval staff found that Section 3.3 of the handbook, titled *Sick Leave Chicago Ordinance*, was not reflective of the established PBC practice.

This report clarifies how much sick leave a PBC employee can accrue and carry-over and incorporates minor edits to the language to clarify the issue. The updates include the following; while the Chicago ordinance provides for sick leave accrual based on hours worked weekly, up to a maximum of 4 hours per week, the PBC allows employees to accrue 3.23 hours of sick time per paid period. The earned sick time is based upon the employee's actual hours worked, which is generally 7 hours a day for full-time employees. The second update clarifies how much sick time a PBC employee can carry over to the following year. The final update states when an employee separates from the PBC for any reason, they are not entitled to compensation for the accumulated sick leave time.

The AO Committee accepted the report provided by the Executive Director.

The Director of Procurement reported on four (4) task order awards for Specialty Consulting Services to previously appointed firms. Two awards are to Minority, Women or Minority and Women Business Enterprise firms.

Environmental Engineering Services

Terracon Consultants, Inc.

- New Near South High School, \$151,891.53

Geotechnical Investigation Services

ECS Midwest, LLC

- Decatur Classical Elementary School Annex and Renovation \$1,521.70

Surveyor Services

Environmental Design International, Inc. (MBE/WBE)

- Engine Company 57 \$13,800

Environmental Reno/Demo Services

Specialty Consulting, Inc. (MBE)

- Dett Elementary School Annex \$94,872

The AO Committee accepted the report provided by the Director of Procurement.

The Chief Development Officer reported that no items on the Field Order Activity Report are above the reporting threshold. The full report is detailed below.

Belmont Cragin Elementary School / General Contractor / C1599 Sollitt/Sachi Joint Venture/ Original Contract Value: \$33,373,000 / Approved Change to Date: \$109,037.93 / Revised Contract Value: \$33,482,037.93

052	12/8/2022	\$4,107.95	Add full-length mirror to nine (9) Pre-K and K toilet rooms across from door, centered on door.
053	12/8/2022	\$5,480.00	Remove installed mortise lock hardware and replace with panic bar mortise exit hardware at identified double door and single door location.

The Chief Development Officer provided a recommendation of a Change Order in the credit amount of (\$230,606.63) for the Wendell Phillips Academy High School Annex Project with Burling Builders.

The Change Order is to deduct unused remaining Allowances, including: Site Work Allowance (\$82,870), Moisture Mitigation Allowance (\$35,331.50), Camera Allowance (\$41,229.85), Environmental Allowance (\$25,000), and Graphics Allowance (\$46,175.28).

The AO Committee accepted the reports from the Chief Development Officer.

The meeting was adjourned.