

AGENDA
ROCKY POINT PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
March 20, 2017

Reminder Regarding Public Comment:

- Public comment at meetings of the Board shall be restricted to civil discourse, free from disparaging remarks or inferences toward any person or organization. Speakers who fail to observe this protocol will be ruled out of order.
- A period of time not to exceed fifteen (15) minutes, unless extended at any given meeting by resolution of the Board, shall be provided prior to Board action on the agenda. Each speaker shall be limited to a maximum of three minutes. Speakers may not share, defer, or otherwise reallocate any or all of the three minutes afforded them.
- A period of time not to exceed thirty (30) minutes, unless extended at any given meeting by resolution of the Board, shall be provided subsequent to the completion of Board action on the agenda. Each speaker shall be limited to a maximum of three minutes. Speakers may not share, defer, or otherwise reallocate any or all of the three minutes afforded them.
- Speakers shall be ruled out of order if they attempt to speak about any specific student or employee, by name or title.

I Meeting called to Order: _____

Present: Susan Sullivan, President
Scott Reh, Vice President
Melissa Brown, Trustee
Sean Callahan, Trustee
Edward Casswell, Trustee
Michael F. Ring, Ed.D., Superintendent of Schools
Deborah De Luca, Ed.D., Assistant Superintendent
Gregory Hilton, School Business Official
Susan Wilson, Executive Director for Educational Services
Kelly White, District Clerk

Absent:

II Executive Session

At _____ p.m. motion made and seconded to adjourn to Executive Session to discuss

_____.

Motion _____ 2nd _____ Vote _____

The Board returned to Open Session at _____ p.m.

Pledge of Allegiance

Superintendent’s Report

Principal’s Reports & Recognitions

CONSENT AGENDA

The items listed below are presented as part of the Consent Agenda which can be adopted by the Board of Education under a single motion followed by a second and then a formal vote. On the following page the Consent Agenda items are listed in their regular order within a group. Before an actual vote is taken, any Consent Agenda item may be removed by a Board member without a formal motion or second. If this occurs, the indicated resolution will be discussed during its regular order on the agenda and voted on individually.

III-IX Consent Agenda Items

BE IT RESOLVED, that the Board of Education accepts the following agenda items as one item.

- III: Minutes** – Regular Meeting February 6, 2017;
- IV Budget Transfer Summary** – January and February 2017
- V: Treasurer’s Reports** – January 2017; February 2017
- VI: Extra-Classroom Activity Account Treasurer’s Report** – January 2017; February 2017
- VII: Financial Reports** – January 2017; February 2017
- VIII: Internal Claims Audit Report** – January and February 2017
- IX: Committees on Special Education Schedules 3-20-17-A and 3-20-17-B**, as recommended by the Superintendent of Schools, to arrange for appropriate services, as indicated.

Motion _____ 2nd _____ Vote _____

X Surplus Items

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves for surplus the following attached list

Motion _____ 2nd _____ Vote _____

XI Surplus Equipment

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, that the Board of Education approves for surplus the following attached list of equipment

Motion _____ 2nd _____ Vote _____

XII Target Store Field Trip Grant

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, that the Board of Education approves and accepts the field trip grant from Target in the amount of \$700, as per the attached.

BE IT RESOLVED, that the Rocky Point Union Free School District hereby approves, upon the recommendation of the Superintendent of Schools, to increase the general fund budget by \$700.00 as a result of the field trip grant from Target’s Field Trip Grant program.

BE IT FURTHER RESOLVED, that the following budget code be adjusted to reflect that increase:

A 2110500033160 \$700.00

Motion _____ 2nd _____ Vote _____

XIII Donation from Ohiopyle Prints, Inc.

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, that the Board of Education approves and accepts the donation from Ohiopyle Prints, Inc.

BE IT RESOLVED, that the Rocky Point Union Free School District hereby approves, upon the recommendation of the Superintendent of Schools, to increase the general fund budget by \$38.17 as a result of the donation from Ohiopyle Prints, Inc.

BE IT FURTHER RESOLVED, that the following budget code be adjusted to reflect that increase:

A2110500030000 (HS) \$38.17

Motion _____ 2nd _____ Vote _____

XIV Donation from Schoola

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, that the Board of Education approves and accepts the donation from Schoola in the amount of \$51.02, as per the attached.

BE IT RESOLVED, that the Rocky Point Union Free School District hereby approves, upon the recommendation of the Superintendent of Schools, to increase the general fund budget by \$51.02 as a result of the donation.

BE IT FURTHER RESOLVED, that the following budget code be adjusted to reflect that increase:

A 2110500060000 \$51.02

Motion _____ 2nd _____ Vote _____

XV Donation from Great American Opportunities

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves and accepts the donation from Great American Opportunities in the amount of \$12.80 as per the attached.

BE IT RESOLVED, that the Rocky Point Union Free School District hereby approves the recommendation of the Superintendent of Schools, to increase the general fund budget by \$12.80 as a result of the donation.

BE IT FURTHER RESOLVED, that the following budget code be adjusted to reflect that increase:

A2110500020000 \$12.80

Motion _____ 2nd _____ Vote _____

XVI Live Like Susie Scholarship Donation

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves and accepts the donation on behalf of the Live Like Susie Scholarship, as follows:

Mr. & Mrs. Robert Lauritsen \$100, Hanukkah Group at Leisure Glenn \$150, and the Mutino Family \$50.00

Motion _____ 2nd _____ Vote _____

XVII South Huntington UFSD 2016-17 Special Education Contract

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, that the Board of Education authorizes the President of the Board of Education to enter into a contract with South Huntington Union Free School District for special education students instructional services for the 2016-17 school year as required under applicable Individual Educational Programs, applicable law, and/or District Policy.

Motion _____ 2nd _____ Vote _____

XVIII Sachem CSD Special Summer 2016 Contract

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, that the Board of Education authorizes the President of the Board of Education to enter into a contract with Sachem Central School District for special education students instructional services for Summer 2016 as required under applicable Individual Educational Programs, applicable law, and/or District Policy.

Motion _____ 2nd _____ Vote _____

XIX Board of Elections 2017 & 2018 Designated Polling Place Contract

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, that the Board of Education authorizes the Superintendent of Schools to enter into a contract with the Board of Elections-County of Suffolk to designate Joseph A. Edgar School and Rocky Point High School as polling places for primary, general and special elections in 2017 & 2018, as per the attached.

Motion _____ 2nd _____ Vote _____

XX 2016-2017 Health Service Contracts

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, that the Board of Education authorizes the Board President and Superintendent to enter into an agreement for health services for the 2016-2017 school year with the following districts:

Sachem Central School District
Middle Country Central School District
Smithtown Central School District

Motion _____ 2nd _____ Vote _____

XXI RFP #R17-02 Award - Construction Management Services

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, that the firm of The Lee Michaels Group, LLC be appointed to perform Construction Management Services, at an hourly rate, in accordance with the scope of services submitted in response to the District's request for proposal.

Motion _____ 2nd _____ Vote _____

XXII Approval of Section 32 Worker Compensation Settlement

BE IT RESOLVED, that the Board of Education of the Rocky Point Union Free School District approve a settlement of a Workers Compensation claim G0814614 in the amount of \$150,000.

Motion _____ 2nd _____ Vote _____

XXIII Review and Re-adoption of Board of Education Policy Numbers: 7131, 7410, 8260 (Second Reading)

BE IT RESOLVED, that the Board of Education reviews and re-adopts the following polices (second reading):

- 7131 Education of Homeless Children and Youth
- 7410 Extracurricular Activities
- 8260 Title I Parent and Family Engagement

Motion _____ 2nd _____ Vote _____

XXIV Approval of an Agreement between the Board of Education of the Rocky Point Union Free School District and the Rocky Point Teachers' Association

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools the Board of Education authorizes the President of the Board of Education to execute an Agreement between the Board of Education and the Rocky Point Teachers' Association as per the attached.

Motion _____ 2nd _____ Vote _____

XXV Approval of Phase I of the Smart Schools Investment Plan by the Board of Education of the Rocky Point Union Free School District

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves Phase I of the Smart Schools Bond Act Investment Plan as per the attached.

Motion _____ 2nd _____ Vote _____

XXVI Appointment of Chairperson; Board of Registration; Chief Inspector; Poll Clerks; Tellers; and Substitute Tellers and Substitute Poll Clerks for the Annual Budget Vote and Election to be held on May 16, 2017 and Appointment of Board of Registration for the Special Voter Registration to be held on May 9, 2017

BE IT RESOLVED, that the Board of Education appoints the Board of Registration; Chief Inspector; Poll Clerks; Tellers and Substitute Tellers and Poll Clerks at an hourly rate of \$10.00 as per the attached list; and the Chairperson as a volunteer position.

Motion _____ 2nd _____ Vote _____

XXVII Adoption of the 2017-18 School Calendar

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education adopts the 2017-2018 school calendar as presented.

Motion _____ 2nd _____ Vote _____

XXVIII SEQRA Resolution – 2017 Capital Reserve Project

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, that the Board of Education, approves the attached SEQRA Negative Declaration for Type II Action, as per the attached.

Motion _____ 2nd _____ Vote _____

XXIX Proposition for Capital Projects Vote on May 16, 2017

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, that the Board of Education authorizes and directs the submission of a capital projects proposition at the Annual District Meeting and Election of the qualified voters to be held May 16, 2017, and further directs that the form of capital projects proposition be inserted in the notice of such annual District Meeting and Election, as per the attached.

Motion _____ 2nd _____ Vote _____

XXX Personnel

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education accepts the attached Personnel changes, as presented.

Motion _____ 2nd _____ Vote _____

XXXI New Business

XXXII Executive Session (if necessary)

At _____ PM motion made and seconded to go into Executive Session to discuss

_____.

Motion _____ 2nd _____ Vote _____

The Board returned to Open Session at _____

Motion _____ 2nd _____ Vote _____

Adjournment

I move that the Board of Education adjourns the meeting at _____ PM

Motion _____ 2nd _____ Vote _____

**MINUTES
ROCKY POINT PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
February 6, 2017**

Mrs. Sullivan called the meeting to order at 6:14 pm in the auditorium of Rocky Point High School.

Present: Susan Sullivan, President
Scott Reh, Vice President (Arriving at 6:45pm)
Melissa Brown, Trustee
Sean Callahan, Trustee
Edward Casswell, Trustee
Michael F. Ring, Ed.D., Superintendent of Schools
Deborah De Luca, Ed.D., Assistant Superintendent
Gregory Hilton, School Business Official
Susan Wilson, Executive Director for Educational Services
Kelly White, District Clerk

Absent: None

EXECUTIVE SESSION

At 6:14 p.m. a motion was made by Mr. Callahan and seconded by Mrs. Brown to adjourn to Executive Session to discuss confidential personnel matters pertaining to select employees and ongoing confidential legal matters.

All in favor – Motion carried 4-0

The Board returned to Open Session at 7:06 p.m.

Mrs. Sullivan announced that the Board was returning from Executive Session.

PLEDGE OF ALLEGIANCE

Mrs. Sullivan invited Dr. Ring to begin with the Superintendent's Report.

SUPERINTENDENT'S REPORT

Dr. Ring welcomed the meeting attendees and announced that earlier this evening the second 2017-2018 budget workshop was conducted. Dr. Ring informed that the third and final presentation of the RPUFSD 2017-18 School Year Budget will take place at the March 20th Board of Education meeting. This will be when the full budget will be presented, to include revenue and expenses along with any other referendums. He noted that the Board of Education will not vote to adopt the proposed budget until the April meeting of the Board. Dr. Ring invited all to attend next month to view the budget presentation.

Additionally, Dr. Ring advised that student and staff recognitions will take place at the upcoming March meeting. He expressed how this is a great opportunity to hear about what our staff and students are accomplishing. Dr. Ring shared that many of the school's highest achievements, particularly in athletics, are awarded in the winter months and he extended his hopes that all are able to attend.

Dr. Ring reminded the meeting attendees that school is closed for winter recess from February 20th through February 24th.

Mrs. Sullivan then opened the floor to questions and/or comments by meeting attendees. There were no questions/comments at this time.

CONSENT AGENDA

The items listed below are presented as part of the Consent Agenda which can be adopted by the Board of Education under a single motion followed by a second and then a formal vote. On the following page the Consent Agenda items are listed in their regular order within a group. Before an actual vote is taken, any Consent Agenda item may be removed by a Board member without a formal motion or second. If this occurs, the indicated resolution will be discussed during its regular order on the agenda and voted on individually.

III-IX CONSENT AGENDA ITEMS

Upon a motion made by Scott Reh and seconded by Melissa Brown, the following resolution was offered:

BE IT RESOLVED, that the Board of Education accepts the following agenda items as one item:

- III: Minutes – Regular Meeting, January 9, 2017**
- IV: Budget Transfer Summary – December 2016**
- V: Treasurer's Report – December 2016**
- VI: Extra-Classroom Activity Account Treasurer's Report – December 2016**
- VII: Financial Reports – December 2016**
- VIII: Internal Claims Audit Report – December 2016**
- IX: Committees on Special Education Schedules 2-6-17-A and 2-6-17-B, as recommended by the Superintendent of Schools, to arrange for appropriate services, as indicated.**

All in favor – Motion carried 5-0

X DONATION TO SCHOOL LUNCH PROGRAM

Upon a motion made by Melissa Brown and seconded by Edward Casswell, the following resolution was offered:

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, that the Board of Education accepts the \$47.30 donation from Mrs. Miriam Cuin, to be deposited to the Heely Emergency Lunch Program (HELP), as requested.

All in favor – Motion carried 5-0

XI DONATION FROM GREAT AMERICAN OPPORTUNITIES

Upon a motion made by Edward Casswell and seconded by Sean Callahan, the following resolution was offered:

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves and accepts the donation from Great American Opportunities in the amount of \$15.20 as per the attached.

BE IT RESOLVED, that the Rocky Point Union Free School District hereby approves the recommendation of the Superintendent of Schools, to increase the general fund budget by \$15.20 as a result of the donation.

BE IT FURTHER RESOLVED that the following budget code be adjusted to reflect that increase:

A2110500020000 \$15.20

All in favor – Motion carried 5-0

Mrs. Sullivan extended her gratitude to Great American Opportunities.

XII DONATION FROM YOURCAUSE, LLC

Upon a motion made by Sean Callahan and seconded by Scott Reh, the following resolution was offered:

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves and accepts the donation from YourCause LLC, on behalf of Ms. Katelyn Viola, in the amount of \$25.00 as per the attached.

BE IT RESOLVED, that the Rocky Point Union Free School District hereby approves the recommendation of the Superintendent of Schools, to increase the general fund budget by \$25.00 as a result of the donation.

BE IT FURTHER RESOLVED, that the following budget code be adjusted to reflect that increase:

A21105000300000 \$25.00

All in favor – Motion carried 5-0

Mrs. Sullivan thanked YourCause for their donation.

XIII LIVE LIKE SUSIE SCHOLARSHIP DONATION

Upon a motion made by Scott Reh and seconded by Melissa Brown, the following resolution was offered:

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves and accepts the donation on behalf of the Live Like Susie Scholarship in the amount of \$100.00.

All in favor – Motion carried 5-0

Mrs. Sullivan thanked the anonymous donor for their donation.

XIV HOFSTRA UNIVERSITY SCHOLARSHIP ESSAY CHECK DONATION

Upon a motion made by Melissa Brown and seconded by Edward Casswell, the following resolution was offered:

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, that the Board of Education accepts the check for \$150.00 from Hofstra University.

BE IT RESOLVED, that the Rocky Point Union Free School District hereby approves upon the recommendation of the Superintendent of Schools, to increase the general fund budget by \$150.00 as a result of the check from Hofstra University.

Be it **FURTHER RESOLVED** that the following budget code be adjusted to reflect that increase:

A211050030000 \$150.00

All in favor – Motion carried 5-0

XV DONATION FROM PTA FOR CHALLENGE DAY

Upon a motion made by Edward Casswell and seconded by Sean Callahan, the following resolution was offered:

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, that the Board of Education accepts the \$1,500 donation from the Rocky Point PTA for Challenge Day.

All in favor – Motion carried 5-0

Mrs. Sullivan extended her thanks the PTA for their donation.

XVI RESOLUTION TO APPROVE THE PROPERTY TAX CAP FORM

Upon a motion made by Sean Callahan and seconded by Scott Reh, the following resolution was offered:

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the Rocky Point Union Free School District Property Tax Cap Form, as attached.

All in favor – Motion carried 5-0

XVII SURPLUS EQUIPMENT

Upon a motion made by Scott Reh and seconded by Melissa Brown, the following resolution was offered:

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves for surplus the following attached list of equipment.

All in favor – Motion carried 5-0

XVIII COLD WAR VETERANS TAX EXEMPTION

Upon a motion made by Melissa Brown and seconded by Edward Casswell, the following resolution was offered:

WHEREAS, Section 458-b, subdivision 2, paragraphs (a) and (b), of the Real Property Tax Law of the State of New York (“RPTL”), allows the Rocky Point Union Free School District (“District”) to provide tax exemptions to certain qualified owners of qualified residential real property, as defined by section 458-b; and

WHEREAS, it is in the best interest of the community to provide such relief to the Cold War veterans of the District;

NOW THEREFORE, BE IT RESOLVED, that the Board of Education of the Rocky Point Union Free School District (“Board”) elects to participate in the exemptions of RPTL, Section 458-b, subdivision 2, paragraphs (a) and (b);

BE IT FURTHER RESOLVED, that pursuant to RPTL, §458-b, subdivision 2, paragraph (a), subparagraph (i), the Board adopts the ten (10%) percent exemption, which amount shall not exceed the statutory basic maximum set forth therein; and

BE IT FURTHER RESOLVED, that pursuant to RPTL, §458-b, subdivision 2, paragraph (b), the Board adopts the exemption relating to service connected disabilities, which amount shall not exceed the statutory basic maximum set forth therein.

All in favor – Motion carried 5-0

XIX 2016-2017 HEALTH SERVICE CONTRACTS

Upon a motion made by Edward Casswell and seconded by Sean Callahan, the following resolution was offered:

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education authorizes the President of the Board of Education and the Superintendent of Schools to enter into an agreement for health services for the 2016-2017 school year with the following districts:

Patchogue-Medford School District

All in favor – Motion carried 5-0

XX AGREEMENT BETWEEN THE BOARD OF EDUCATION AND THE ROCKY POINT ADMINISTRATORS’ ASSOCIATION

Upon a motion made by Sean Callahan and seconded by Scott Reh, the following resolution was offered:

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education authorizes the President of the Board of Education to execute an Agreement between the District and the Rocky Point Administrators’ Association for the purpose of modifying the March 21, 2016 Stipulation of Settlement (PERB Case No. U-34442 & U-34789 – Rocky Point UFSD), specifically (a)(iii).

Mr. Callahan requested the rationale behind the above resolution.

Dr. Ring explained that there were various disciplines under each of the two Instructional Directors and they felt that it was best to split the AP exams along those same lines. Therefore, the Director of Humanities will handle the AP courses and exams associated with her disciplines and the Director of MST will handle those associated with his.

Mr. Callahan inquired if this was limited to the only the AP exams.

Dr. Ring advised that the tests are the most significant area and are the most burdensome. However, it would also include other works associated with the courses, such as arranging for AP Institute and curriculum writing.

Motion carried 4-1

Mr. Callahan dissented

XXI a.) REVIEW AND RE-ADOPTION OF BOARD OF EDUCATION POLICY NUMBERS: 5661, 7131, 7410, 8260 (FIRST READING)

Discussion ensued.

Upon a motion made by Sean Callahan and seconded by Scott Reh, #5661 District Wellness Policy will be tabled and discussed at a later date.

BE IT RESOLVED, that the Board of Education tables the following policy:

- 5661 District Wellness Policy

All in favor – Motion carried 5-0

As a result of the carried motion to table the review and re-adoption of Board of Education policy 5661, the original motion was revised as indicated below.

b.) REVIEW AND RE-ADOPTION OF BOARD OF EDUCATION POLICY NUMBERS: 7131, 7410, 8260 (FIRST READING)

Upon a motion made by Scott Reh and seconded by Melissa Brown, the following resolution was offered:

BE IT RESOLVED, that the Board of Education reviews and re-adopts the following polices (first reading):

The Board of Education voted on the below items only:

- 7131 Education of Homeless Children and Youth
- 7410 Extracurricular Activities
- 8260 Title I Parent and Family Engagement

All in favor – Motion carried 5-0

XXII ANNUAL MEETING (BUDGET VOTE AND TRUSTEE ELECTION)

Upon a motion made by Melissa Brown and seconded by Edward Casswell, the following resolution was offered:

BE IT RESOLVED, that the Annual Meeting (Budget Vote and Trustee Election) of the Rocky Point Union Free School District, Town of Brookhaven, Suffolk County, New York be conducted on Tuesday, May 16, 2017 from 7:00 A.M. to 9:00 P.M., and further

BE IT RESOLVED, that pursuant to Section 2017 of the Education Law, a Public Hearing for the purpose of discussion of the expenditure of funds and the budgeting thereof be held at 7:00 PM on May 2, 2017 at the Rocky Point High School, Rocky Point, New York and further

BE IT RESOLVED, that the Legal Notice of the Public Hearing and Annual Meeting, as required by law, be published in the *LONG ISLAND BUSINESS NEWS*, on March 31, April 7, April 21, and April 28, and in *THE VILLAGE BEACON RECORD* on March 30, April 6, April 20, and April 27 and further

BE IT RESOLVED, that the Legal Notice of the Annual Meeting (Budget Vote and Trustee Election), as required by law, be published in the *LONG ISLAND BUSINESS NEWS* on March 31, April 14, April 28, and May 12 and in *THE VILLAGE BEACON RECORD* on March 30, April 13, April 27, and May 11 and further

BE IT RESOLVED, that the following location is hereby designated as the polling place:

Rocky Point High School Gymnasium; and further

BE IT RESOLVED, that the Board of Education, in addition to the legal publication in four editions of each of the two above-mentioned newspapers, will send a notice with all information relative to the date and time of the vote and election to all residents within the District, and further

BE IT RESOLVED, that the residents of the Rocky Point Union Free School District may register to vote for School District Meetings at the office of the District Clerk between the hours of 9:00 AM and 3:00 PM on any day that the office is open, and on the evening of May 9, 2017 until 9:00 PM. However, such registration may not take place less than five (5) days preceding any School District Meeting, and further

BE IT RESOLVED, that the District Clerk is authorized to assign the necessary personnel to function as Election Inspectors, and further

BE IT RESOLVED, that the final tally of votes shall be held at the Rocky Point High School, 82 Rocky Point-Yaphank Road, Rocky Point, New York at 9:00 PM on the evening of the election as soon thereafter as the election inspectors can certify as to the necessary information.

All in favor – Motion carried 5-0

XXIII APPOINTMENT OF CHAIRPERSON; BOARD OF REGISTRATION; CHIEF INSPECTOR; POLL CLERKS; TELLERS; SUBSTITUTE TELLERS AND SUBSTITUTE POLL CLERKS FOR ANNUAL SCHOOL BUDGET VOTE/ELECTION TO BE HELD ON MAY 16, 2017 AND APPOINTMENT OF BOARD OF REGISTRATION FOR SPECIAL VOTER REGISTRATION TO BE HELD ON MAY 9, 2017.

Upon a motion made by Edward Casswell and seconded by Sean Callahan, the following resolution was offered:

BE IT RESOLVED, that the Board of Education appoints the Chairperson; Board of Registration; Chief Inspector; Poll Clerks; Tellers and Substitute Poll Clerks and Tellers at an hourly rate of \$10.00, as per the attached list.

All in favor – Motion carried 5-0

XXIV FINAL DETERMINATION – DENIAL OF TENURE

Upon a motion made by Sean Callahan and seconded by Scott Reh, the following resolution was offered:

BE IT RESOLVED, that, pursuant to NY Education Law Section 3031, the Board of Education finally determines to reaffirm the denial of an award of tenure to probationary administrator, Mr. John DeBenedetto, for the amended reasons approved by the Board of Education at its meeting of January 9, 2017.

Motion carried 4-0
Mr. Casswell abstained

XXV BOARD OF EDUCATION RESOLUTION IN OPPOSITION TO APPOINTMENT OF BETSY DEVOS AS SECRETARY OF EDUCATION

Upon a motion made by Scott Reh and seconded by Melissa Brown, the following resolution was offered:

WHEREAS, the Board of Education of the Rocky Point Union Free School District is comprised of trustees duly elected and sworn to provide for the appropriate education of the school-aged children residing within the Rocky Point Union Free School District; and
WHEREAS, President Donald J. Trump has heretofore nominated Betsy DeVos to be secretary of the U.S. Department of Education; and

WHEREAS, Betsy DeVos by her own account and according to all available evidence has no meaningful experience in any aspect of public education at any level; and

WHEREAS, Betsy DeVos is an fervent supporter of school vouchers and other forms of school privatization in order to deprive public schools of funding; and

WHEREAS, these facts unequivocally disqualify Betsy DeVos from holding the position of Secretary of the United States Department of Education;

THEREFORE BE IT RESOLVED, that the Board of Education of the Rocky Point Union Free School District hereby opposes the confirmation of Betsy DeVos as United State Secretary of Education and calls upon Senator Charles Schumer, Senator Kirsten Gillibrand and the entire membership of the United States Senate to reject her confirmation; and

BE IT FURTHER RESOLVED, the District Clerk of the Rocky Point Union Free School District is hereby directed to forward a certified extract of the minutes containing this resolution.

All in favor – Motion carried 5-0

XXVI PERSONNEL

Upon a motion made by Susan Sullivan and seconded by Melissa Brown, the following resolution was offered:

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education accepts the attached Personnel changes.

All in favor – Motion carried 5-0

Mrs. Sullivan inquired of the trustees if they had any new business they wished to discuss. There was no new business at this time.

Mrs. Sullivan once again invited the meeting attendees to come forth with any questions or comments.

- Mr. Giagios advised that he sat on the Wellness Committee and explained that their objective with the revisions was to provide some clarification to the Wellness Policy. He shared that members of the committee found that there was an abundance of ambiguous language as well as numerous contradictions. They hoped that, with the revisions made, the policy would be more concise.

The President of the Board of Education, Mrs. Sullivan, shared that she sits on the Wellness Committee as well and can attest to the time put into the changes that were made. She also advised that the Board of Education will review this matter at a future meeting.

Mr. Callahan thanked Mr. Giagios and Mrs. Sullivan for the clarification.

There were no further questions/comments.

XXVII ADJOURNMENT

Upon a motion made by Edward Casswell and seconded by Melissa Brown, the Board of Education adjourned the meeting at 7:21 pm.

Respectfully submitted,

Kelly White
District Clerk

DRAFT

**Budget Transfer Summary Report
January 2017**

<u>From Account</u>		<u>To Account</u>				
From Account #	Description	Amount	To Account #	Description	Amount	Reason
A 2250490040000	BOCES	74,000.00	A162052104000	Custodial Supplies	58,000.00	Student Desks
			A162140004000	Contractual	16,000.00	Boiler Repairs
A2010500040000	Supplies	300.00	A2070465040000	Meeting Expenses	300.00	Meeting Expenses
A1621461040000	Service Contracts	5,000.00	A1621520040000	Supplies	15,000.00	B&G Supplies
A1620416040000	Natural Gas	10,000.00				
A2110500010000	Supplies	140.00	A2020440010000	Conference Travel Expenses	140.00	Literacy Conference
A2020500010000	Supplies	220.00	A2020441010000	Dues & Memberships	220.00	Professional Memberships
A2855400040000	Contractual	1,351.43	A2855433040000	Official Fees	1,351.43	Officials Fees 2016-2017
A2250490040000	BOCES Services	73,000.00	A1620400040000	Contractual	23,000.00	Bleacher Repairs, A/C
			A1621400040000	Contractual	50,000.00	Boiler Repairs, Other

**ROCKY POINT UNION FREE SCHOOL DISTRICT
FINANCE REPORTS
FOR THE MONTH ENDED JANUARY 2017**

BOARD MEETING BOOK

TREASURER'S REPORT
EXTRA-CLASSROOM ACTIVITY TREASURER'S REPORT

REPORTS FILED IN DISTRICT CLERKS OFFICE:

CASH REPORT
CASH FLOW REPORT

GENERAL FUND
TRIAL BALANCE
REVENUE STATUS REPORT
APPR. BUDGET STATUS REPORT

CAFETERIA FUND
TRIAL BALANCE
REVENUE STATUS REPORT
APPR. BUDGET STATUS REPORT

FEDERAL FUND
TRIAL BALANCE
REVENUE STATUS REPORT
APPR. BUDGET STATUS REPORT

CAPITAL FUND
TRIAL BALANCE
REVENUE STATUS REPORT
APPR. BUDGET STATUS REPORT

TRUST AND AGENCY FUND
TRIAL BALANCE

SCHOLARSHIP FUND
TRIAL BALANCE

DEBT SERVICE FUND
TRIAL BALANCE
REVENUE STATUS REPORT
APPR. BUDGET STATUS REPORT

STUDENT ACTIVITY
TRIAL BALANCE

**Rocky Point Union Free School District
Treasurer's Report
For the Month Ended: January 31, 2017**

Rocky Point Union Free School District
Treasurer's Report
General Fund - Investment A2008
As of January 31, 2017

Reconciled Balance as of:	12/31/2016	2,191,005.06
Receipts:		
Interest Revenue	1,369.75	
Federal Breakfast & Lunch Revenue	38,158.00	
State Breakfast & Lunch Revenue	1,647.00	
Interfund Transfer	2,953,172.37	
VLT Lottery Revenue 2016-2017	148,723.25	
Tax Revenue 2016-2017	<u>16,796,854.07</u>	
		19,939,924.44
Disbursements:		
Funding Transfer: AP Warrants	3,348,476.18	
Funding Transfer: Net Payroll	1,770,283.38	
Funding Transfer: Payroll Deductions	<u>1,318,854.26</u>	
		<u>(6,437,613.82)</u>
Total available balance per General Ledger as of:	1/31/2017	<u><u>15,693,315.68</u></u>
Bank Balance as of: 1/31/2017		<u><u>15,693,315.68</u></u>

Prepared by: Linda Bieski
Date: 2/7/2017

Reviewed by: Virginia Holloway
Date: 2/7/2017

A2008

ROCKY POINT UFSD
GENERAL FUND INVESTMENT ACCOUNT
90 ROCKY POINT YAPHANK RD
ROCKY POINT NY 11778-8423

► Contact your Relationship Manager to discuss targeted solutions for your evolving business needs.

ACCOUNT SUMMARY FOR PERIOD JANUARY 01, 2017 - JANUARY 31, 2017

Govt Banking Blended Chking		ROCKY POINT UFSD	
Previous Balance 12/31/16	\$2,191,005.06	Number of Days in Cycle	31
10 Deposits/Credits	\$21,141,105.93	Minimum Balance This Cycle	\$628,717.53
Interest Paid	\$0.00	Average Collected Balance	\$8,418,416.37
10 Checks/Debits	(\$7,638,795.31)	Interest Earned During this Cycle	\$0.00
Service Charges	\$0.00	Interest Paid Year-To-Date	\$1,369.75
Ending Balance 01/31/17	\$15,693,315.68		

ACCOUNT DETAIL FOR PERIOD JANUARY 01, 2017 - JANUARY 31, 2017

Govt Banking Blended Chking		ROCKY POINT UFSD		
Date	Description	Deposits/Credits	Withdrawals/Debits	Resulting Balance
01/04	Book transfer debit TO ...3946		\$898,810.18	\$1,292,194.88
01/04	Book transfer debit TO ...3954		\$663,477.35	\$628,717.53
01/06	ACH deposit BROOKHAVEN CASH DISB 010617 ROCKY POINT SCH DIST	\$5,515,384.92		\$6,144,102.45
01/10	Book transfer debit TO ...9596		\$752,122.69	\$5,391,979.76
01/13	ACH deposit BROOKHAVEN CASH DISB 011317 ROCKY POINT SCH DIST	\$6,110,795.79		\$11,502,775.55
01/13	Book transfer debit TO ...9596		\$248,395.43	\$11,254,380.12
01/17	ACH deposit NYS OSC ACH 011717 ROCKY POINT SCHOOL DIS AP00021163399	\$39,805.00		\$11,294,185.12
01/17	Book transfer debit TO ...3946		\$871,473.20	\$10,422,711.92
01/17	Book transfer debit TO ...3954		\$655,376.91	\$9,767,335.01
01/20	Book transfer debit TO ...9596		\$820,755.14	\$8,946,579.87
01/24	Blended Checking Interest XSECR BAL INT	\$1,369.75		\$8,947,949.62
01/26	Book transfer credit FROM ...3954	\$750,000.00		\$9,697,949.62
01/26	Book transfer debit TO ...9596		\$326,021.43	\$9,371,928.19

Thank you for banking with us.

DETAIL ACCOUNT TRANSACTIONS - A 2008 CAPITAL ONE INVESTMENT - 01/01/17 - 01/31/17

DATE	REF#	INV#	VEND#	EXPLANATION	SCH#	DEBITS	CREDITS	BALANCE
01/01/17				BALANCE 07/01/16 - 12/31/16		0.00	0.00	2,191,005.06
01/04/17	1024909			TRUST & AGENCY DEDUCTIO	CR-27	0.00	663,477.35	1,527,527.71
01/04/17	1024910			FUNDING NET PAYROLL 1.6.1	CR-27	0.00	898,810.18	628,717.53
01/06/17	1024920			TAX REVENUE #2	CR-27	5,515,384.92	0.00	6,144,102.45
01/10/17	1025004			FUNDING WARRANT #86	CR-27	0.00	752,122.69	5,391,979.76
01/13/17	1024933			FUNDING WARRANT #88	CR-27	0.00	248,395.43	5,143,584.33
01/13/17	1024934			TAX REVENUE #3	CR-27	6,110,795.79	0.00	11,254,380.12
01/17/17	1024939			TRUST & AGENCY DEDUCTIO	CR-27	0.00	655,376.91	10,599,003.21
01/17/17	1024940			FUNDING NET PAYROLL 1.20.	CR-27	0.00	871,473.20	9,727,530.01
01/17/17	1024943			FEDERAL B'FAST REVENUE D	CR-27	7,404.00	0.00	9,734,934.01
01/17/17	1024944			FEDERAL LUNCH REVENUE	CR-27	30,754.00	0.00	9,765,688.01
01/17/17	1024945			STATE B'FAST REVENUE DEC	CR-27	388.00	0.00	9,766,076.01
01/17/17	1024946			STATE LUNCH REVENUE DE	CR-27	1,259.00	0.00	9,767,335.01
01/20/17	1024959			FUNDING WARRANT #90	CR-27	0.00	820,755.14	8,946,579.87
01/24/17	1024969			INTEREST REVENUE	CR-27	1,369.75	0.00	8,947,949.62
01/26/17	1024968			FUNDING WARRANT #92	CR-27	0.00	326,021.43	8,621,928.19
01/26/17	1024966			INTERFUND TRANSFER	CR-27	750,000.00	0.00	9,371,928.19
01/27/17	1024967			TAX REVENUE #4	CR-27	5,170,673.36	0.00	14,542,601.55
01/30/17	1024999			VLT LOTTERY REVENUE 2016	CR-27	148,723.25	0.00	14,691,324.80
01/31/17	1024981			INTERFUND TRANSFER	CR-27	2,000,000.00	0.00	16,691,324.80
01/31/17	1024980			INTERFUND TRANSFER	CR-27	203,172.37	0.00	16,894,497.17
01/31/17	1024994			FUNDING WARRANT #93	CR-27	0.00	1,201,181.49	15,693,315.68
				TOTALS		19,939,924.44	6,437,613.82	15,693,315.68

Rocky Point Union Free School District
Treasurer's Report
General Fund - AP Checking A2010
As of January 31, 2017

Reconciled Balance as of:	12/31/2016		1,013,313.00
Receipts:			
	Steel	21.60	
	Drivers Education	3,600.00	
	Community Education	50.00	
	Save the Sound	423.42	
	National Grid Efficiency Incentive	9,975.00	
	Suffolk County Poll Site Usage	1,800.00	
	Health, Dental, Life	14,116.56	
	Funding Transfer	<u>3,348,476.18</u>	
			3,378,462.76
Disbursements:			
	Cash Disbursements	<u>3,348,476.18</u>	<u>(3,348,476.18)</u>
Total available balance per General Ledger as of:	1/31/2017		<u><u>1,043,299.58</u></u>
Bank Balance as of:	1/31/2017		2,579,628.88
Less:	Outstanding Checks		<u>1,536,329.30</u>
Adjusted Bank Balance as of:	1/31/2017		<u><u>1,043,299.58</u></u>

Prepared by: Linda Bielcki
Date: 2/6/2017

Reviewed by: Virginia Holton
Date: 2/6/2017

A2010

ROCKY POINT UFSD
GENERAL FUND CHECKING
90 ROCKY POINT YAPHANK RD
ROCKY POINT NY 11778-8423

▶ Contact your Relationship Manager to discuss targeted solutions for your evolving business needs.

ACCOUNT SUMMARY FOR PERIOD JANUARY 01, 2017 - JANUARY 31, 2017

Govt Banking Blended Chking		ROCKY POINT UFSD	
Previous Balance 12/31/16	\$1,216,670.51	Number of Days in Cycle	31
11 Deposits/Credits	\$4,579,644.25	Minimum Balance This Cycle	\$1,107,997.32
211 Checks/Debits	(\$3,216,685.88)	Average Collected Balance	\$1,380,436.85
Service Charges	\$0.00		
Ending Balance 01/31/17	\$2,579,628.88		

ACCOUNT DETAIL FOR PERIOD JANUARY 01, 2017 - JANUARY 31, 2017

Govt Banking Blended Chking		ROCKY POINT UFSD		
Date	Description	Deposits/Credits	Withdrawals/Debits	Resulting Balance
01/03	Check 104853		\$7,761.00	\$1,208,909.51
01/03	Check 104861		\$2,407.29	\$1,206,502.22
01/03	Check 104800		\$2,287.50	\$1,204,214.72
01/03	Check 104786		\$2,084.00	\$1,202,130.72
01/03	Check 104730		\$792.00	\$1,201,338.72
01/03	Check 104870		\$737.40	\$1,200,601.32
01/03	Check 104839		\$588.52	\$1,200,012.80
01/03	Check 104837		\$480.00	\$1,199,532.80
01/03	Check 104722		\$363.66	\$1,199,169.14
01/03	Check 104826		\$340.00	\$1,198,829.14
01/03	Check 104850		\$301.00	\$1,198,528.14
01/03	Check 104754		\$245.00	\$1,198,283.14
01/03	Check 104860		\$200.00	\$1,198,083.14
01/04	Check 104771		\$40,771.40	\$1,157,311.74
01/04	Check 104888		\$2,957.00	\$1,154,354.74
01/04	Check 104890		\$1,890.00	\$1,152,464.74
01/04	Check 104882		\$1,050.00	\$1,151,414.74
01/04	Check 104894		\$1,045.00	\$1,150,369.74
01/04	Check 104735		\$785.45	\$1,149,584.29

Thank you for banking with us.

ROCKY POINT UFSD		
OUTSTANDING CHECK LIST		
AS OF JANUARY 31, 2017		
CHECK#	CHECK DATE	CHECK AMOUNT
103688	7/19/2016	\$17.00
104066	9/13/2016	\$120.00
104266	10/18/2016	\$6.91
104434	11/1/2016	\$200.00
104507	11/8/2016	\$200.00
104574	11/15/2016	\$200.00
104592	11/15/2016	\$17.28
104629	11/22/2016	\$30.89
104670	11/29/2016	\$18.85
104674	11/29/2016	\$19.76
104682	11/29/2016	\$150.00
104692	11/29/2016	\$16.41
104717	12/6/2016	\$150.00
104788	12/13/2016	\$120.00
104867	12/21/2016	\$699.40
104869	12/21/2016	\$9,950.00
104892	12/21/2016	\$17.33
104918	1/3/2017	\$75.00
104948	1/10/2017	\$999.50
104964	1/10/2017	\$5,665.00
104968	1/10/2017	\$61.56
104975	1/10/2017	\$591.99
105000	1/17/2017	\$18.67
105008	1/17/2017	\$630.00
105010	1/17/2017	\$2,170.00
105018	1/17/2017	\$3,500.00
105023	1/17/2017	\$720.00
105024	1/17/2017	\$150.00
105029	1/17/2017	\$16.25
105030	1/17/2017	\$12,240.00
105041	1/24/2017	\$191.80
105043	1/24/2017	\$266.18
105044	1/24/2017	\$190.00
105046	1/24/2017	\$14.71
105048	1/24/2017	\$1,486.19
105049	1/24/2017	\$13,608.25
105052	1/24/2017	\$4,500.00
105056	1/24/2017	\$294.26
105058	1/24/2017	\$686.00
105059	1/24/2017	\$1,382.45
105063	1/24/2017	\$2,084.00
105065	1/24/2017	\$30.00
105069	1/24/2017	\$2,848.18
105070	1/24/2017	\$366.00
105073	1/24/2017	\$13,739.37
105075	1/24/2017	\$20.00
105077	1/24/2017	\$44,621.25

105079	1/24/2017	\$49,384.41
105080	1/24/2017	\$101.06
105081	1/24/2017	\$129,752.00
105090	1/24/2017	\$6,753.40
105092	1/24/2017	\$4,380.08
105094	1/30/2017	\$19,479.66
105095	1/30/2017	\$180.00
105096	1/30/2017	\$100.00
105097	1/30/2017	\$315.00
105098	1/30/2017	\$886.84
105099	1/30/2017	\$17,335.09
105100	1/30/2017	\$340.74
105101	1/30/2017	\$3,560.00
105102	1/30/2017	\$91.91
105103	1/30/2017	\$850.00
105104	1/30/2017	\$50.85
105105	1/30/2017	\$3,352.91
105106	1/30/2017	\$77,743.24
105107	1/30/2017	\$18,252.00
105108	1/30/2017	\$6.84
105109	1/30/2017	\$625.00
105110	1/30/2017	\$2,520.00
105111	1/30/2017	\$847.50
105112	1/30/2017	\$508,833.62
105113	1/30/2017	\$682.87
105114	1/30/2017	\$3,038.00
105115	1/30/2017	\$196.76
105116	1/30/2017	\$441.00
105117	1/30/2017	\$31.28
105118	1/30/2017	\$4,637.52
105119	1/30/2017	\$3,979.00
105120	1/30/2017	\$5,060.00
105121	1/30/2017	\$164.86
105122	1/30/2017	\$1,080.00
105123	1/30/2017	\$750.18
105126	1/30/2017	\$435,903.21
105127	1/30/2017	\$248.75
105128	1/30/2017	\$280.84
105129	1/30/2017	\$718.00
105130	1/30/2017	\$5,196.00
105131	1/30/2017	\$480.00
105132	1/30/2017	\$349.70
105133	1/30/2017	\$4,487.40
105134	1/30/2017	\$2,329.50
105135	1/30/2017	\$5,242.30
105136	1/30/2017	\$5,000.00
105137	1/30/2017	\$28.80
105138	1/30/2017	\$10,174.50
105139	1/30/2017	\$264.00
105140	1/30/2017	\$165.00
105141	1/30/2017	\$396.25

105142	1/30/2017	\$28.70
105143	1/30/2017	\$36,714.12
105144	1/30/2017	\$28.44
105145	1/30/2017	\$5,295.99
105146	1/30/2017	\$12,779.85
105147	1/30/2017	\$273.24
105148	1/30/2017	\$195.25
105149	1/30/2017	\$576.14
105150	1/30/2017	\$1,832.00
105151	1/30/2017	\$14,353.30
105152	1/30/2017	\$53.30
105153	1/30/2017	\$525.00
105154	1/30/2017	\$1,505.66
		\$1,536,329.30

DETAIL ACCOUNT TRANSACTIONS - A 2010 CAPITAL ONE AP CHECKING - 01/01/17 - 01/31/17

DATE	REF#	INV#	VEND#	EXPLANATION	SCH#	DEBITS	CREDITS	BALANCE
01/01/17				BALANCE 07/01/16 - 12/31/16		0.00	0.00	1,013,313.00
01/04/17				* SEE CASH DISBURSEMENT	CD-86	0.00	752,122.69	261,190.31
01/06/17	1024930			STEEL	CR-27	21.60	0.00	261,211.91
01/10/17	1025004			FUNDING WARRANT #86	CR-27	752,122.69	0.00	1,013,334.60
01/11/17				* SEE CASH DISBURSEMENT	CD-88	0.00	248,395.43	764,939.17
01/13/17	1024933			FUNDING WARRANT #88	CR-27	248,395.43	0.00	1,013,334.60
01/18/17				* SEE CASH DISBURSEMENT	CD-90	0.00	820,755.14	192,579.46
01/20/17	1024959			FUNDING WARRANT #90	CR-27	820,755.14	0.00	1,013,334.60
01/23/17	1024951			DRIVERS ED	CR-27	400.00	0.00	1,013,734.60
01/23/17	1024947			HEALTH, DENTAL, LIFE	CR-27	14,116.56	0.00	1,027,851.16
01/23/17	1024949			DRIVERS ED	CR-27	3,200.00	0.00	1,031,051.16
01/23/17	1024950			CT FUND FOR THE ENVIRON	CR-27	423.42	0.00	1,031,474.58
01/24/17	1024953			COMMUNITY ED	CR-27	50.00	0.00	1,031,524.58
01/24/17	1024954			EFFICIENCY INCENTIVE RPU	CR-27	9,975.00	0.00	1,041,499.58
01/25/17				* SEE CASH DISBURSEMENT	CD-92	0.00	326,021.43	715,478.15
01/26/17	1024968			FUNDING WARRANT #92	CR-27	326,021.43	0.00	1,041,499.58
01/27/17	1024970			POLL SITE USAGE/SUFFOLK	CR-27	1,800.00	0.00	1,043,299.58
01/31/17	1024994			FUNDING WARRANT #93	CR-27	1,201,181.49	0.00	2,244,481.07
01/31/17				* SEE CASH DISBURSEMENT	CD-93	0.00	1,201,181.49	1,043,299.58
				TOTALS		3,378,462.76	3,348,476.18	1,043,299.58

Rocky Point Union Free School District
Treasurer's Report
General Fund - Investment A2011
As of January 31, 2017

Reconciled Balance as of:	12/31/2016		4,519,424.17
Receipts:			
	Interfund Transfer	911,150.18	
	Interest	<u>269.34</u>	
			911,419.52
Disbursements:			<u>0.00</u>
Total available balance per General Ledger as of:	1/31/2017		<u>5,430,843.69</u>
Bank Balance as of:	1/31/2017		<u>5,430,843.69</u>

Prepared by: Linda Beliski
Date: 2/6/2017

Reviewed by:
Date:

Virginia Holloway
2/6/2017

A2011



JPMorgan Chase Bank, N.A.
Northeast Market
P O Box 659754
San Antonio, TX 78265 - 9754

December 31, 2016 through January 31, 2017

Customer Service Information

If you have any questions about your statement, please contact your Customer Service Professional.

00057758 WBS 802 211 03217 NNNNNNNNNN 1 00000000 C2 0000

ROCKY POINT UFSD
GENERAL FUND MONEY MARKET A/C
90 ROCKY POINT YAPHANK RD
ROCKY POINT NY 11778-8423

**Public Funds Commercial MMDA
Summary**

	Number	Market Value/Amount	Shares
Opening Ledger Balance		\$4,519,424.17	
Deposits and Credits	2	\$911,419.52	
Withdrawals and Debits	0	\$0.00	
Checks Paid	0	\$0.00	
Ending Ledger Balance		\$5,430,843.69	
Average Ledger Balance		\$4,547,906	
Interest Credited This Period	\$269.34	Interest Credited Year-to-Date	\$269.34
Interest Rate(s): 01/01 to 01/31 at 0.07%			

Deposits and Credits

Ledger Date	Description	Amount
01/31	Book Transfer Credit B/O: Rocky Point Ufsd Rocky Point NY 11778-8423 Trn: 0088100031Fe YOUR REF: FAX OF 17/01/31	\$911,150.18
01/31	Interest Payment	269.34
Total		\$911,419.52

Daily Balance

Date	Ledger Balance	Date	Ledger Balance
01/31	\$5,430,843.69		

Please examine this statement of account at once. By continuing to use the account, you agree that: (1) the account is subject to the Bank's deposit account agreement, and (2) the Bank has no responsibility for any error in or improper charge to the account (including any unauthorized or altered check) unless you notify us in writing of this error or charge within sixty days of the mailing or availability of the first statement on which the error or charge appears.

DETAIL ACCOUNT TRANSACTIONS - A 2011 CHASE GENERAL FUND MM - 01/01/17 - 01/31/17

DATE	REF#	INV#	VEND#	EXPLANATION	SCH#	DEBITS	CREDITS	BALANCE
01/01/17				BALANCE 07/01/16 - 12/31/16		0.00	0.00	4,519,424.17
01/31/17	1024982			INTERFUND TRANSFER	CR-27	911,150.18	0.00	5,430,574.35
01/31/17	1025003			INTEREST REVENUE	CR-27	269.34	0.00	5,430,843.69
				TOTALS		911,419.52	0.00	5,430,843.69

Report Completed 11:50 AM

Rocky Point Union Free School District
Treasurer's Report
Cafeteria Checking - C207
As of January 31, 2017

Reconciled Balance as of:	12/31/2016		614,056.52
Receipts:			
	Cash Deposit	<u>35,178.96</u>	35,178.96
Disbursements:			
	NSF Check	20.00	
	Cash Disbursements	<u>56,512.05</u>	<u>(56,532.05)</u>
Total available balance per General Ledger as of:	1/31/2017		<u>592,703.43</u>
Bank Balance as of:	1/31/2017		610,281.77
Add:	Deposit in Transit		3,159.05
Less:	Outstanding Checks		<u>20,737.39</u>
Adjusted Bank Balance as of:	1/31/2017		<u>592,703.43</u>

Prepared by: Linda Bilski
Date: 2/8/2017

Reviewed by:
Date: 2/8/2017

Virginia Holloway

C207

ROCKY POINT UFSD
CAFETERIA CHECKING
90 ROCKY POINT YAPHANK RD
ROCKY POINT NY 11778-8423

▶ Contact your Relationship Manager to discuss targeted solutions for your evolving business needs.

ACCOUNT SUMMARY FOR PERIOD JANUARY 01, 2017 - JANUARY 31, 2017

Govt Banking Blended Chking		ROCKY POINT UFSD	
Previous Balance 12/31/16	\$612,894.39	Number of Days in Cycle	31
300 Deposits/Credits	\$33,613.41	Minimum Balance This Cycle	\$602,749.82
32 Checks/Debits	(\$36,226.03)	Average Collected Balance	\$615,319.34
Service Charges	\$0.00		
Ending Balance 01/31/17	\$610,281.77		

ACCOUNT DETAIL FOR PERIOD JANUARY 01, 2017 - JANUARY 31, 2017

Govt Banking Blended Chking		ROCKY POINT UFSD		
Date	Description	Deposits/Credits	Withdrawals/Debits	Resulting Balance
01/03	Check 10659		\$37.95	\$612,856.44
01/04	Customer Deposit	\$175.60		\$613,032.04
01/04	Customer Deposit	\$137.32		\$613,169.36
01/04	Customer Deposit	\$131.85		\$613,301.21
01/04	Customer Deposit	\$120.31		\$613,421.52
01/04	Customer Deposit	\$96.25		\$613,517.77
01/04	Customer Deposit	\$91.50		\$613,609.27
01/04	Customer Deposit	\$69.25		\$613,678.52
01/04	Customer Deposit	\$65.85		\$613,744.37
01/04	Customer Deposit	\$56.45		\$613,800.82
01/04	Customer Deposit	\$31.50		\$613,832.32
01/04	Customer Deposit	\$24.50		\$613,856.82
01/05	Customer Deposit	\$294.50		\$614,151.32
01/05	Customer Deposit	\$290.50		\$614,441.82
01/05	Customer Deposit	\$241.50		\$614,683.32
01/05	Customer Deposit	\$215.05		\$614,898.37
01/05	Customer Deposit	\$158.45		\$615,056.82
01/05	Customer Deposit	\$151.00		\$615,207.82
01/05	Customer Deposit	\$145.86		\$615,353.68

Thank you for banking with us.

Bank Reconciliation Outstanding Checks Listing as of 01/31/17

CHECK#	ISSUE DATE	PAYEE	AMOUNT	CLEARED	CLEAR DATE
10684	01/10/17	SILK SCREEN IMAGES-CAROL	91.20	N	
10703	01/31/17	AMERICAN CLASSIC SPECIALT	934.34	N	
10704	01/31/17	APPCO PAPER & PLASTICS CO	96.86	N	
10705	01/31/17	BIG GEYSER INC.	148.80	N	
10706	01/31/17	BRANAGAN, MAUREEN	47.35	N	
10707	01/31/17	CARGILL KITCHEN SOLUTIONS	941.78	N	
10708	01/31/17	COOKIES & MORE	2,329.52	N	
10709	01/31/17	CREAM-O-LAND DAIRIES, LLC	1,645.80	N	
10710	01/31/17	JAY BEE DISTRIBUTORS	1,229.30	N	
10711	01/31/17	MODERN ITALIAN BAKERY	1,363.80	N	
10712	01/31/17	NARDONE BROS BAKING CO	218.10	N	
10713	01/31/17	PIERRE FOODS, INC	864.57	N	
10714	01/31/17	PROCOLD EAST	298.37	N	
10715	01/31/17	RICH PRODUCTS CORPORATION	809.46	N	
10716	01/31/17	SCHRIER, H. & CO.	2,778.64	N	
10717	01/31/17	SNAPPLE DISTRIBUTORS OF L	1,474.16	N	
10718	01/31/17	T.A. MORRIS SONS INC.	5,465.34	N	
GRAND TOTAL			20,737.39		
TOTAL CHECKS			17		

Report Completed 3:35 PM

DETAIL ACCOUNT TRANSACTIONS - C 207 CAPITAL ONE CHECKING - 01/01/17 - 01/31/17

DATE	REF#	INV#	VEND#	EXPLANATION	SCH#	DEBITS	CREDITS	BALANCE
01/01/17				BALANCE 07/01/16 - 12/31/16		0.00	0.00	614,056.52
01/03/17	1024935			CAFT RECEIPTS	CR-7	145.25	0.00	614,201.77
01/03/17	1024935			CAFT RECEIPTS	CR-7	119.00	0.00	614,320.77
01/03/17	1024935			CAFT RECEIPTS	CR-7	34.00	0.00	614,354.77
01/03/17	1024935			CAFT RECEIPTS	CR-7	71.00	0.00	614,425.77
01/03/17	1024935			CAFT RECEIPTS	CR-7	79.90	0.00	614,505.67
01/03/17	1024935			CAFT RECEIPTS	CR-7	26.20	0.00	614,531.87
01/03/17	1024935			CAFT RECEIPTS	CR-7	145.86	0.00	614,677.73
01/03/17	1024935			CAFT RECEIPTS	CR-7	294.50	0.00	614,972.23
01/03/17	1024935			CAFT RECEIPTS	CR-7	23.80	0.00	614,996.03
01/03/17	1024935			CAFT RECEIPTS	CR-7	53.38	0.00	615,049.41
01/03/17	1024935			CAFT RECEIPTS	CR-7	151.00	0.00	615,200.41
01/03/17	1024935			CAFT RECEIPTS	CR-7	117.21	0.00	615,317.62
01/03/17	1024935			CAFT RECEIPTS	CR-7	48.00	0.00	615,365.62
01/03/17	1024935			CAFT RECEIPTS	CR-7	290.50	0.00	615,656.12
01/03/17	1024935			CAFT RECEIPTS	CR-7	158.45	0.00	615,814.57
01/04/17	1024936			CAFT RECEIPTS	CR-7	3.25	0.00	615,817.82
01/04/17	1024936			CAFT RECEIPTS	CR-7	75.65	0.00	615,893.47
01/04/17	1024936			CAFT RECEIPTS	CR-7	32.45	0.00	615,925.92
01/04/17	1024936			CAFT RECEIPTS	CR-7	26.37	0.00	615,952.29
01/04/17	1024936			CAFT RECEIPTS	CR-7	141.75	0.00	616,094.04
01/04/17	1024936			CAFT RECEIPTS	CR-7	197.25	0.00	616,291.29
01/04/17	1024936			CAFT RECEIPTS	CR-7	11.00	0.00	616,302.29
01/04/17	1024936			CAFT RECEIPTS	CR-7	80.10	0.00	616,382.39
01/04/17	1024936			CAFT RECEIPTS	CR-7	175.25	0.00	616,557.64
01/04/17	1024936			CAFT RECEIPTS	CR-7	50.20	0.00	616,607.84
01/04/17	1024936			CAFT RECEIPTS	CR-7	60.00	0.00	616,667.84
01/04/17	1024936			CAFT RECEIPTS	CR-7	23.05	0.00	616,690.89
01/04/17	1024936			CAFT RECEIPTS	CR-7	217.65	0.00	616,908.54
01/04/17	1024936			CAFT RECEIPTS	CR-7	71.50	0.00	616,980.04
01/04/17	1024936			CAFT RECEIPTS	CR-7	78.05	0.00	617,058.09
01/04/17	1024936			CAFT RECEIPTS	CR-7	201.34	0.00	617,259.43
01/05/17	1024937			CAFT RECEIPTS	CR-7	45.20	0.00	617,304.63
01/05/17	1024937			CAFT RECEIPTS	CR-7	33.00	0.00	617,337.63
01/05/17	1024937			CAFT RECEIPTS	CR-7	146.25	0.00	617,483.88
01/05/17	1024937			CAFT RECEIPTS	CR-7	9.50	0.00	617,493.38
01/05/17	1024937			CAFT RECEIPTS	CR-7	253.70	0.00	617,747.08
01/05/17	1024937			CAFT RECEIPTS	CR-7	170.77	0.00	617,917.85
01/05/17	1024937			CAFT RECEIPTS	CR-7	88.28	0.00	618,006.13
01/05/17	1024937			CAFT RECEIPTS	CR-7	63.35	0.00	618,069.48
01/05/17	1024937			CAFT RECEIPTS	CR-7	8.00	0.00	618,077.48
01/05/17	1024937			CAFT RECEIPTS	CR-7	59.65	0.00	618,137.13
01/05/17	1024937			CAFT RECEIPTS	CR-7	157.00	0.00	618,294.13

DETAIL ACCOUNT TRANSACTIONS - C 207 CAPITAL ONE CHECKING - 01/01/17 - 01/31/17

DATE	REF#	INV#	VEND#	EXPLANATION	SCH#	DEBITS	CREDITS	BALANCE
01/05/17	1024937			CAFT RECEIPTS	CR-7	6.50	0.00	618,300.63
01/05/17	1024937			CAFT RECEIPTS	CR-7	178.40	0.00	618,479.03
01/05/17	1024937			CAFT RECEIPTS	CR-7	162.20	0.00	618,641.23
01/05/17	1024937			CAFT RECEIPTS	CR-7	73.01	0.00	618,714.24
01/05/17	1024937			CAFT RECEIPTS	CR-7	2.50	0.00	618,716.74
01/06/17	1024938			CAFT RECEIPTS	CR-7	120.03	0.00	618,836.77
01/06/17	1024938			CAFT RECEIPTS	CR-7	210.54	0.00	619,047.31
01/06/17	1024938			CAFT RECEIPTS	CR-7	27.00	0.00	619,074.31
01/06/17	1024938			CAFT RECEIPTS	CR-7	138.40	0.00	619,212.71
01/06/17	1024938			CAFT RECEIPTS	CR-7	150.05	0.00	619,362.76
01/06/17	1024938			CAFT RECEIPTS	CR-7	6.00	0.00	619,368.76
01/06/17	1024938			CAFT RECEIPTS	CR-7	119.80	0.00	619,488.56
01/06/17	1024938			CAFT RECEIPTS	CR-7	185.55	0.00	619,674.11
01/06/17	1024938			CAFT RECEIPTS	CR-7	57.24	0.00	619,731.35
01/06/17	1024938			CAFT RECEIPTS	CR-7	68.50	0.00	619,799.85
01/06/17	1024938			CAFT RECEIPTS	CR-7	93.35	0.00	619,893.20
01/06/17	1024938			CAFT RECEIPTS	CR-7	85.25	0.00	619,978.45
01/06/17	1024938			CAFT RECEIPTS	CR-7	790.75	0.00	620,769.20
01/06/17	1024938			CAFT RECEIPTS	CR-7	88.50	0.00	620,857.70
01/06/17	1024938			CAFT RECEIPTS	CR-7	62.30	0.00	620,920.00
01/06/17	1024938			CAFT RECEIPTS	CR-7	124.45	0.00	621,044.45
01/06/17	1024938			CAFT RECEIPTS	CR-7	276.75	0.00	621,321.20
01/09/17	1024961			CAFT RECEIPTS	CR-7	73.01	0.00	621,394.21
01/09/17	1024961			CAFT RECEIPTS	CR-7	149.76	0.00	621,543.97
01/09/17	1024961			CAFT RECEIPTS	CR-7	172.30	0.00	621,716.27
01/09/17	1024961			CAFT RECEIPTS	CR-7	38.00	0.00	621,754.27
01/09/17	1024961			CAFT RECEIPTS	CR-7	172.60	0.00	621,926.87
01/09/17	1024961			CAFT RECEIPTS	CR-7	229.90	0.00	622,156.77
01/09/17	1024961			CAFT RECEIPTS	CR-7	28.35	0.00	622,185.12
01/09/17	1024961			CAFT RECEIPTS	CR-7	68.25	0.00	622,253.37
01/09/17	1024961			CAFT RECEIPTS	CR-7	150.00	0.00	622,403.37
01/09/17	1024961			CAFT RECEIPTS	CR-7	76.00	0.00	622,479.37
01/09/17	1024961			CAFT RECEIPTS	CR-7	113.05	0.00	622,592.42
01/09/17	1024961			CAFT RECEIPTS	CR-7	210.75	0.00	622,803.17
01/09/17	1024961			CAFT RECEIPTS	CR-7	128.20	0.00	622,931.37
01/09/17	1024961			CAFT RECEIPTS	CR-7	30.00	0.00	622,961.37
01/10/17	1024962			CAFT RECEIPTS	CR-7	108.25	0.00	623,069.62
01/10/17	1024962			CAFT RECEIPTS	CR-7	49.70	0.00	623,119.32
01/10/17	1024962			CAFT RECEIPTS	CR-7	21.00	0.00	623,140.32
01/10/17	1024962			CAFT RECEIPTS	CR-7	61.35	0.00	623,201.67
01/10/17	1024962			CAFT RECEIPTS	CR-7	85.20	0.00	623,286.87
01/10/17	1024962			CAFT RECEIPTS	CR-7	39.10	0.00	623,325.97
01/10/17	1024962			CAFT RECEIPTS	CR-7	150.65	0.00	623,476.62

DETAIL ACCOUNT TRANSACTIONS - C 207 CAPITAL ONE CHECKING - 01/01/17 - 01/31/17

DATE	REF#	INV#	VEND#	EXPLANATION	SCH#	DEBITS	CREDITS	BALANCE
01/10/17	1024962			CAFT RECEIPTS	CR-7	175.64	0.00	623,652.26
01/10/17	1024962			CAFT RECEIPTS	CR-7	59.92	0.00	623,712.18
01/10/17	1024962			CAFT RECEIPTS	CR-7	47.75	0.00	623,759.93
01/10/17	1024962			CAFT RECEIPTS	CR-7	86.40	0.00	623,846.33
01/10/17	1024962			CAFT RECEIPTS	CR-7	54.35	0.00	623,900.68
01/10/17	1024962			CAFT RECEIPTS	CR-7	438.00	0.00	624,338.68
01/10/17	1024962			CAFT RECEIPTS	CR-7	112.10	0.00	624,450.78
01/10/17	1024962			CAFT RECEIPTS	CR-7	113.25	0.00	624,564.03
01/10/17	1024962			CAFT RECEIPTS	CR-7	33.95	0.00	624,597.98
01/10/17	1024962			CAFT RECEIPTS	CR-7	342.10	0.00	624,940.08
01/11/17				* SEE CASH DISBURSEMENT	CD-16	0.00	15,636.05	609,304.03
01/11/17	157			NSF CHECK	JE-42	0.00	20.00	609,284.03
01/11/17	1024963			CAFT RECEIPTS	CR-7	102.07	0.00	609,386.10
01/11/17	1024963			CAFT RECEIPTS	CR-7	18.44	0.00	609,404.54
01/11/17	1024963			CAFT RECEIPTS	CR-7	55.10	0.00	609,459.64
01/11/17	1024963			CAFT RECEIPTS	CR-7	123.05	0.00	609,582.69
01/11/17	1024963			CAFT RECEIPTS	CR-7	15.50	0.00	609,598.19
01/11/17	1024963			CAFT RECEIPTS	CR-7	49.00	0.00	609,647.19
01/11/17	1024963			CAFT RECEIPTS	CR-7	161.00	0.00	609,808.19
01/11/17	1024963			CAFT RECEIPTS	CR-7	14.25	0.00	609,822.44
01/11/17	1024963			CAFT RECEIPTS	CR-7	1.63	0.00	609,824.07
01/11/17	1024963			CAFT RECEIPTS	CR-7	57.45	0.00	609,881.52
01/11/17	1024963			CAFT RECEIPTS	CR-7	47.10	0.00	609,928.62
01/11/17	1024963			CAFT RECEIPTS	CR-7	85.90	0.00	610,014.52
01/11/17	1024963			CAFT RECEIPTS	CR-7	21.50	0.00	610,036.02
01/11/17	1024963			CAFT RECEIPTS	CR-7	292.45	0.00	610,328.47
01/11/17	1024963			CAFT RECEIPTS	CR-7	216.76	0.00	610,545.23
01/12/17	1024964			CAFT RECEIPTS	CR-7	149.20	0.00	610,694.43
01/12/17	1024964			CAFT RECEIPTS	CR-7	52.45	0.00	610,746.88
01/12/17	1024964			CAFT RECEIPTS	CR-7	59.00	0.00	610,805.88
01/12/17	1024964			CAFT RECEIPTS	CR-7	38.00	0.00	610,843.88
01/12/17	1024964			CAFT RECEIPTS	CR-7	150.80	0.00	610,994.68
01/12/17	1024964			CAFT RECEIPTS	CR-7	25.50	0.00	611,020.18
01/12/17	1024964			CAFT RECEIPTS	CR-7	60.75	0.00	611,080.93
01/12/17	1024964			CAFT RECEIPTS	CR-7	171.75	0.00	611,252.68
01/12/17	1024964			CAFT RECEIPTS	CR-7	36.30	0.00	611,288.98
01/12/17	1024964			CAFT RECEIPTS	CR-7	89.85	0.00	611,378.83
01/12/17	1024964			CAFT RECEIPTS	CR-7	45.38	0.00	611,424.21
01/12/17	1024964			CAFT RECEIPTS	CR-7	304.85	0.00	611,729.06
01/12/17	1024964			CAFT RECEIPTS	CR-7	96.50	0.00	611,825.56
01/12/17	1024964			CAFT RECEIPTS	CR-7	18.50	0.00	611,844.06
01/12/17	1024964			CAFT RECEIPTS	CR-7	290.90	0.00	612,134.96
01/12/17	1024964			CAFT RECEIPTS	CR-7	180.85	0.00	612,315.81

DETAIL ACCOUNT TRANSACTIONS - C 207 CAPITAL ONE CHECKING - 01/01/17 - 01/31/17

DATE	REF#	INV#	VEND#	EXPLANATION	SCH#	DEBITS	CREDITS	BALANCE
01/13/17	1024965			CAFT RECEIPTS	CR-7	71.24	0.00	612,387.05
01/13/17	1024965			CAFT RECEIPTS	CR-7	61.05	0.00	612,448.10
01/13/17	1024965			CAFT RECEIPTS	CR-7	27.00	0.00	612,475.10
01/13/17	1024965			CAFT RECEIPTS	CR-7	110.48	0.00	612,585.58
01/13/17	1024965			CAFT RECEIPTS	CR-7	315.20	0.00	612,900.78
01/13/17	1024965			CAFT RECEIPTS	CR-7	95.65	0.00	612,996.43
01/13/17	1024965			CAFT RECEIPTS	CR-7	37.00	0.00	613,033.43
01/13/17	1024965			CAFT RECEIPTS	CR-7	74.40	0.00	613,107.83
01/13/17	1024965			CAFT RECEIPTS	CR-7	172.83	0.00	613,280.66
01/13/17	1024965			CAFT RECEIPTS	CR-7	53.10	0.00	613,333.76
01/13/17	1024965			CAFT RECEIPTS	CR-7	5.50	0.00	613,339.26
01/13/17	1024965			CAFT RECEIPTS	CR-7	107.00	0.00	613,446.26
01/13/17	1024965			CAFT RECEIPTS	CR-7	122.15	0.00	613,568.41
01/13/17	1024965			CAFT RECEIPTS	CR-7	138.60	0.00	613,707.01
01/13/17	1024965			CAFT RECEIPTS	CR-7	144.00	0.00	613,851.01
01/13/17	1024965			CAFT RECEIPTS	CR-7	78.35	0.00	613,929.36
01/13/17	1024965			CAFT RECEIPTS	CR-7	186.50	0.00	614,115.86
01/17/17	1024995			CAFT RECEIPTS	CR-7	328.20	0.00	614,444.06
01/17/17	1024995			CAFT RECEIPTS	CR-7	97.35	0.00	614,541.41
01/17/17	1024995			CAFT RECEIPTS	CR-7	58.71	0.00	614,600.12
01/17/17	1024995			CAFT RECEIPTS	CR-7	1,643.50	0.00	616,243.62
01/17/17	1024995			CAFT RECEIPTS	CR-7	63.85	0.00	616,307.47
01/17/17	1024995			CAFT RECEIPTS	CR-7	13.25	0.00	616,320.72
01/17/17	1024995			CAFT RECEIPTS	CR-7	64.35	0.00	616,385.07
01/17/17	1024995			CAFT RECEIPTS	CR-7	103.00	0.00	616,488.07
01/17/17	1024995			CAFT RECEIPTS	CR-7	136.00	0.00	616,624.07
01/17/17	1024995			CAFT RECEIPTS	CR-7	241.30	0.00	616,865.37
01/17/17	1024995			CAFT RECEIPTS	CR-7	64.10	0.00	616,929.47
01/17/17	1024995			CAFT RECEIPTS	CR-7	5.50	0.00	616,934.97
01/17/17	1024995			CAFT RECEIPTS	CR-7	94.93	0.00	617,029.90
01/17/17	1024995			CAFT RECEIPTS	CR-7	84.30	0.00	617,114.20
01/17/17	1024995			CAFT RECEIPTS	CR-7	76.50	0.00	617,190.70
01/18/17				* SEE CASH DISBURSEMENT	CD-17	0.00	20,221.72	596,968.98
01/18/17	1024996			CAFT RECEIPTS	CR-7	22.35	0.00	596,991.33
01/18/17	1024996			CAFT RECEIPTS	CR-7	40.77	0.00	597,032.10
01/18/17	1024996			CAFT RECEIPTS	CR-7	506.35	0.00	597,538.45
01/18/17	1024996			CAFT RECEIPTS	CR-7	81.45	0.00	597,619.90
01/18/17	1024996			CAFT RECEIPTS	CR-7	21.00	0.00	597,640.90
01/18/17	1024996			CAFT RECEIPTS	CR-7	103.30	0.00	597,744.20
01/18/17	1024996			CAFT RECEIPTS	CR-7	172.00	0.00	597,916.20
01/18/17	1024996			CAFT RECEIPTS	CR-7	87.25	0.00	598,003.45
01/18/17	1024996			CAFT RECEIPTS	CR-7	71.45	0.00	598,074.90
01/18/17	1024996			CAFT RECEIPTS	CR-7	9.54	0.00	598,084.44

DETAIL ACCOUNT TRANSACTIONS - C 207 CAPITAL ONE CHECKING - 01/01/17 - 01/31/17

DATE	REF#	INV#	VEND#	EXPLANATION	SCH#	DEBITS	CREDITS	BALANCE
01/18/17	1024996			CAFT RECEIPTS	CR-7	16.10	0.00	598,100.54
01/18/17	1024996			CAFT RECEIPTS	CR-7	81.39	0.00	598,181.93
01/18/17	1024996			CAFT RECEIPTS	CR-7	135.25	0.00	598,317.18
01/18/17	1024996			CAFT RECEIPTS	CR-7	135.10	0.00	598,452.28
01/18/17	1024996			CAFT RECEIPTS	CR-7	5.00	0.00	598,457.28
01/18/17	1024996			CAFT RECEIPTS	CR-7	77.30	0.00	598,534.58
01/18/17	1024996			CAFT RECEIPTS	CR-7	129.50	0.00	598,664.08
01/19/17	1024997			CAFT RECEIPTS	CR-7	61.15	0.00	598,725.23
01/19/17	1024997			CAFT RECEIPTS	CR-7	110.25	0.00	598,835.48
01/19/17	1024997			CAFT RECEIPTS	CR-7	1.00	0.00	598,836.48
01/19/17	1024997			CAFT RECEIPTS	CR-7	83.19	0.00	598,919.67
01/19/17	1024997			CAFT RECEIPTS	CR-7	108.30	0.00	599,027.97
01/19/17	1024997			CAFT RECEIPTS	CR-7	36.40	0.00	599,064.37
01/19/17	1024997			CAFT RECEIPTS	CR-7	77.00	0.00	599,141.37
01/19/17	1024997			CAFT RECEIPTS	CR-7	177.70	0.00	599,319.07
01/19/17	1024997			CAFT RECEIPTS	CR-7	15.20	0.00	599,334.27
01/19/17	1024997			CAFT RECEIPTS	CR-7	43.70	0.00	599,377.97
01/19/17	1024997			CAFT RECEIPTS	CR-7	122.70	0.00	599,500.67
01/19/17	1024997			CAFT RECEIPTS	CR-7	54.01	0.00	599,554.68
01/19/17	1024997			CAFT RECEIPTS	CR-7	159.00	0.00	599,713.68
01/19/17	1024997			CAFT RECEIPTS	CR-7	225.95	0.00	599,939.63
01/19/17	1024997			CAFT RECEIPTS	CR-7	167.45	0.00	600,107.08
01/20/17	1024998			CAFT RECEIPTS	CR-7	8.50	0.00	600,115.58
01/20/17	1024998			CAFT RECEIPTS	CR-7	119.01	0.00	600,234.59
01/20/17	1024998			CAFT RECEIPTS	CR-7	44.00	0.00	600,278.59
01/20/17	1024998			CAFT RECEIPTS	CR-7	74.48	0.00	600,353.07
01/20/17	1024998			CAFT RECEIPTS	CR-7	284.70	0.00	600,637.77
01/20/17	1024998			CAFT RECEIPTS	CR-7	110.00	0.00	600,747.77
01/20/17	1024998			CAFT RECEIPTS	CR-7	126.60	0.00	600,874.37
01/20/17	1024998			CAFT RECEIPTS	CR-7	42.70	0.00	600,917.07
01/20/17	1024998			CAFT RECEIPTS	CR-7	103.00	0.00	601,020.07
01/20/17	1024998			CAFT RECEIPTS	CR-7	60.05	0.00	601,080.12
01/20/17	1024998			CAFT RECEIPTS	CR-7	61.77	0.00	601,141.89
01/20/17	1024998			CAFT RECEIPTS	CR-7	643.18	0.00	601,785.07
01/20/17	1024998			CAFT RECEIPTS	CR-7	165.90	0.00	601,950.97
01/20/17	1024998			CAFT RECEIPTS	CR-7	22.00	0.00	601,972.97
01/20/17	1024998			CAFT RECEIPTS	CR-7	266.45	0.00	602,239.42
01/23/17	1024983			CAFT RECEIPTS	CR-7	57.80	0.00	602,297.22
01/23/17	1024983			CAFT RECEIPTS	CR-7	90.10	0.00	602,387.32
01/23/17	1024983			CAFT RECEIPTS	CR-7	257.80	0.00	602,645.12
01/23/17	1024983			CAFT RECEIPTS	CR-7	2.00	0.00	602,647.12
01/23/17	1024983			CAFT RECEIPTS	CR-7	232.15	0.00	602,879.27
01/23/17	1024983			CAFT RECEIPTS	CR-7	10.14	0.00	602,889.41

DETAIL ACCOUNT TRANSACTIONS - C 207 CAPITAL ONE CHECKING - 01/01/17 - 01/31/17

DATE	REF#	INV#	VEND#	EXPLANATION	SCH#	DEBITS	CREDITS	BALANCE
01/23/17	1024983			CAFT RECEIPTS	CR-7	30.70	0.00	602,929.11
01/23/17	1024983			CAFT RECEIPTS	CR-7	44.20	0.00	602,973.31
01/23/17	1024983			CAFT RECEIPTS	CR-7	226.30	0.00	603,199.61
01/23/17	1024983			CAFT RECEIPTS	CR-7	67.86	0.00	603,267.47
01/23/17	1024983			CAFT RECEIPTS	CR-7	100.70	0.00	603,368.17
01/23/17	1024983			CAFT RECEIPTS	CR-7	2.75	0.00	603,370.92
01/23/17	1024983			CAFT RECEIPTS	CR-7	271.27	0.00	603,642.19
01/23/17	1024983			CAFT RECEIPTS	CR-7	202.73	0.00	603,844.92
01/24/17	1024984			CAFT RECEIPTS	CR-7	53.88	0.00	603,898.80
01/24/17	1024984			CAFT RECEIPTS	CR-7	98.70	0.00	603,997.50
01/24/17	1024984			CAFT RECEIPTS	CR-7	47.11	0.00	604,044.61
01/24/17	1024984			CAFT RECEIPTS	CR-7	106.47	0.00	604,151.08
01/24/17	1024984			CAFT RECEIPTS	CR-7	74.75	0.00	604,225.83
01/24/17	1024984			CAFT RECEIPTS	CR-7	31.24	0.00	604,257.07
01/24/17	1024984			CAFT RECEIPTS	CR-7	75.20	0.00	604,332.27
01/24/17	1024984			CAFT RECEIPTS	CR-7	138.45	0.00	604,470.72
01/24/17	1024984			CAFT RECEIPTS	CR-7	19.40	0.00	604,490.12
01/24/17	1024984			CAFT RECEIPTS	CR-7	87.20	0.00	604,577.32
01/24/17	1024984			CAFT RECEIPTS	CR-7	79.25	0.00	604,656.57
01/24/17	1024984			CAFT RECEIPTS	CR-7	293.50	0.00	604,950.07
01/24/17	1024984			CAFT RECEIPTS	CR-7	18.11	0.00	604,968.18
01/24/17	1024984			CAFT RECEIPTS	CR-7	17.00	0.00	604,985.18
01/24/17	1024984			CAFT RECEIPTS	CR-7	264.30	0.00	605,249.48
01/24/17	1024984			CAFT RECEIPTS	CR-7	175.40	0.00	605,424.88
01/25/17	1024985			CAFT RECEIPTS	CR-7	45.60	0.00	605,470.48
01/25/17	1024985			CAFT RECEIPTS	CR-7	156.55	0.00	605,627.03
01/25/17	1024985			CAFT RECEIPTS	CR-7	93.95	0.00	605,720.98
01/25/17	1024985			CAFT RECEIPTS	CR-7	57.28	0.00	605,778.26
01/25/17	1024985			CAFT RECEIPTS	CR-7	107.30	0.00	605,885.56
01/25/17	1024985			CAFT RECEIPTS	CR-7	91.75	0.00	605,977.31
01/25/17	1024985			CAFT RECEIPTS	CR-7	90.50	0.00	606,067.81
01/25/17	1024985			CAFT RECEIPTS	CR-7	26.00	0.00	606,093.81
01/25/17	1024985			CAFT RECEIPTS	CR-7	83.30	0.00	606,177.11
01/25/17	1024985			CAFT RECEIPTS	CR-7	174.50	0.00	606,351.61
01/25/17	1024985			CAFT RECEIPTS	CR-7	46.80	0.00	606,398.41
01/25/17	1024985			CAFT RECEIPTS	CR-7	195.92	0.00	606,594.33
01/25/17	1024985			CAFT RECEIPTS	CR-7	20.00	0.00	606,614.33
01/25/17	1024985			CAFT RECEIPTS	CR-7	81.55	0.00	606,695.88
01/25/17	1024985			CAFT RECEIPTS	CR-7	83.90	0.00	606,779.78
01/25/17	1024985			CAFT RECEIPTS	CR-7	30.00	0.00	606,809.78
01/26/17	1024986			CAFT RECEIPTS	CR-7	76.20	0.00	606,885.98
01/26/17	1024986			CAFT RECEIPTS	CR-7	200.25	0.00	607,086.23
01/26/17	1024986			CAFT RECEIPTS	CR-7	68.90	0.00	607,155.13

DETAIL ACCOUNT TRANSACTIONS - C 207 CAPITAL ONE CHECKING - 01/01/17 - 01/31/17

DATE	REF#	INV#	VEND#	EXPLANATION	SCH#	DEBITS	CREDITS	BALANCE
01/26/17	1024986			CAFT RECEIPTS	CR-7	62.46	0.00	607,217.59
01/26/17	1024986			CAFT RECEIPTS	CR-7	5.25	0.00	607,222.84
01/26/17	1024986			CAFT RECEIPTS	CR-7	48.35	0.00	607,271.19
01/26/17	1024986			CAFT RECEIPTS	CR-7	429.75	0.00	607,700.94
01/26/17	1024986			CAFT RECEIPTS	CR-7	78.68	0.00	607,779.62
01/26/17	1024986			CAFT RECEIPTS	CR-7	20.15	0.00	607,799.77
01/26/17	1024986			CAFT RECEIPTS	CR-7	95.25	0.00	607,895.02
01/26/17	1024986			CAFT RECEIPTS	CR-7	192.54	0.00	608,087.56
01/26/17	1024986			CAFT RECEIPTS	CR-7	46.33	0.00	608,133.89
01/26/17	1024986			CAFT RECEIPTS	CR-7	32.90	0.00	608,166.79
01/26/17	1024986			CAFT RECEIPTS	CR-7	75.25	0.00	608,242.04
01/26/17	1024986			CAFT RECEIPTS	CR-7	125.01	0.00	608,367.05
01/26/17	1024986			CAFT RECEIPTS	CR-7	34.50	0.00	608,401.55
01/27/17	1024987			CAFT RECEIPTS	CR-7	88.05	0.00	608,489.60
01/27/17	1024987			CAFT RECEIPTS	CR-7	46.00	0.00	608,535.60
01/27/17	1024987			CAFT RECEIPTS	CR-7	106.01	0.00	608,641.61
01/27/17	1024987			CAFT RECEIPTS	CR-7	146.15	0.00	608,787.76
01/27/17	1024987			CAFT RECEIPTS	CR-7	31.50	0.00	608,819.26
01/27/17	1024987			CAFT RECEIPTS	CR-7	163.10	0.00	608,982.36
01/27/17	1024987			CAFT RECEIPTS	CR-7	63.40	0.00	609,045.76
01/27/17	1024987			CAFT RECEIPTS	CR-7	102.80	0.00	609,148.56
01/27/17	1024987			CAFT RECEIPTS	CR-7	96.65	0.00	609,245.21
01/27/17	1024987			CAFT RECEIPTS	CR-7	421.80	0.00	609,667.01
01/27/17	1024987			CAFT RECEIPTS	CR-7	63.00	0.00	609,730.01
01/27/17	1024987			CAFT RECEIPTS	CR-7	21.05	0.00	609,751.06
01/27/17	1024987			CAFT RECEIPTS	CR-7	188.00	0.00	609,939.06
01/27/17	1024987			CAFT RECEIPTS	CR-7	259.60	0.00	610,198.66
01/30/17	1024988			CAFT RECEIPTS	CR-7	48.70	0.00	610,247.36
01/30/17	1024988			CAFT RECEIPTS	CR-7	53.00	0.00	610,300.36
01/30/17	1024988			CAFT RECEIPTS	CR-7	53.50	0.00	610,353.86
01/30/17	1024988			CAFT RECEIPTS	CR-7	93.34	0.00	610,447.20
01/30/17	1024988			CAFT RECEIPTS	CR-7	146.20	0.00	610,593.40
01/30/17	1024988			CAFT RECEIPTS	CR-7	2.00	0.00	610,595.40
01/30/17	1024988			CAFT RECEIPTS	CR-7	134.50	0.00	610,729.90
01/30/17	1024988			CAFT RECEIPTS	CR-7	53.36	0.00	610,783.26
01/30/17	1024988			CAFT RECEIPTS	CR-7	48.55	0.00	610,831.81
01/30/17	1024988			CAFT RECEIPTS	CR-7	82.74	0.00	610,914.55
01/30/17	1024988			CAFT RECEIPTS	CR-7	171.70	0.00	611,086.25
01/30/17	1024988			CAFT RECEIPTS	CR-7	33.50	0.00	611,119.75
01/30/17	1024988			CAFT RECEIPTS	CR-7	146.20	0.00	611,265.95
01/30/17	1024988			CAFT RECEIPTS	CR-7	173.80	0.00	611,439.75
01/31/17				* SEE CASH DISBURSEMENT	CD-18	0.00	20,646.19	590,793.56
01/31/17					CR-7	155.74	0.00	590,949.30

DETAIL ACCOUNT TRANSACTIONS - C 207 CAPITAL ONE CHECKING - 01/01/17 - 01/31/17

DATE	REF#	INV#	VEND#	EXPLANATION	SCH#	DEBITS	CREDITS	BALANCE
01/31/17	1025009			CAFT RECEIPTS	CR-7	8.75	0.00	590,958.05
01/31/17	1025009			CAFT RECEIPTS	CR-7	83.00	0.00	591,041.05
01/31/17	1025009			CAFT RECEIPTS	CR-7	72.00	0.00	591,113.05
01/31/17	1025009			CAFT RECEIPTS	CR-7	48.75	0.00	591,161.80
01/31/17	1025009			CAFT RECEIPTS	CR-7	111.30	0.00	591,273.10
01/31/17	1025009			CAFT RECEIPTS	CR-7	232.20	0.00	591,505.30
01/31/17	1025009			CAFT RECEIPTS	CR-7	96.17	0.00	591,601.47
01/31/17	1025009			CAFT RECEIPTS	CR-7	57.40	0.00	591,658.87
01/31/17	1025009			CAFT RECEIPTS	CR-7	67.00	0.00	591,725.87
01/31/17	1025009			CAFT RECEIPTS	CR-7	433.25	0.00	592,159.12
01/31/17	1025009			CAFT RECEIPTS	CR-7	51.40	0.00	592,210.52
01/31/17	1025009			CAFT RECEIPTS	CR-7	18.00	0.00	592,228.52
01/31/17	1025009			CAFT RECEIPTS	CR-7	268.90	0.00	592,497.42
01/31/17	1025009			CAFT RECEIPTS	CR-7	214.10	0.00	592,711.52
01/31/17	178			CAFETERIA RECEIPTS	JE-42	0.00	8.09	592,703.43
				TOTALS		35,178.96	56,532.05	592,703.43

Report Completed 12:43 PM

Rocky Point Union Free School District
Treasurer's Report
Cafeteria Fund ACH C208
As of January 31, 2017

Reconciled Balance as of:	12/31/2016		911,270.18
Receipts:			
	Café ACH Deposits	30,176.00	
	Interest	<u>37.75</u>	
			30,213.75
Disbursements:			
	Interfund Transfer	<u>911,150.18</u>	
			<u>(911,150.18)</u>
Total available balance per General Ledger as of:	1/31/2017		<u>30,333.75</u>
Bank Balance as of:	1/31/2017		28,925.75
Add: Deposits in Transit			<u>1,408.00</u>
Adjusted Bank Balance as of:	1/31/2017		<u>30,333.75</u>

Prepared by:
Date:

Linda Beliski
2/6/2017

Reviewed by:
Date:

Virginia Holmgren
2/6/2017

C208



JPMorgan Chase Bank, N.A.
Northeast Market
P O Box 659754
San Antonio, TX 78265 - 9754

December 31, 2016 through January 31, 2017

CUSTOMER SERVICE INFORMATION

If you have any questions about your statement, please contact your Customer Service Professional.



00028283 DDA 802 212 03217 NNNNNNNNNN 1 000000000 C1 0000

ROCKY POINT UFSD
SCHOOL LUNCH ACH
90 ROCKY POINT YAPHANK RD
ROCKY POINT NY 11778-8423



CHECKING SUMMARY

Commercial Checking With Interest

	INSTANCES	AMOUNT
Beginning Balance		\$911,150.18
Deposits and Additions	58	28,925.75
Electronic Withdrawals	1	- 911,150.18
Ending Balance	59	\$28,925.75
Annual Percentage Yield Earned This Period		0.05%
Interest Paid This Period		\$37.75
Interest Paid Year-to-Date		\$37.75

Interest paid in 2016 was \$389.75.

DEPOSITS AND ADDITIONS

DATE	DESCRIPTION	AMOUNT
01/03	Orig CO Name:Heartland Orig ID:1223755714 Desc Date:010217 CO Entry Descr:ACH Funds Sec:CCD Trace#:091000018378416 Eed:170103 Ind ID:1298882 Ind Name:Rocky Point Ufsd Trn: 0038378416Tc	\$480.00
01/03	Orig CO Name:Hrtland Pmt Sys Orig ID:Wfbehps001 Desc Date: CO Entry Descr:Txns/Fees Sec:CCD Trace#:091000018378422 Eed:170103 Ind ID:650000007830113 Ind Name:Rocky Point Ufsd Trn: 0038378422Tc	296.60
01/03	Orig CO Name:Hrtland Pmt Sys Orig ID:Wfbehps001 Desc Date: CO Entry Descr:Txns/Fees Sec:CCD Trace#:091000018378414 Eed:170103 Ind ID:650000007830113 Ind Name:Rocky Point Ufsd Trn: 0038378414Tc	90.00
01/03	Orig CO Name:Hrtland Pmt Sys Orig ID:Wfbehps001 Desc Date: CO Entry Descr:Txns/Fees Sec:CCD Trace#:091000018378418 Eed:170103 Ind ID:650000007830113 Ind Name:Rocky Point Ufsd Trn: 0038378418Tc	60.00

DETAIL ACCOUNT TRANSACTIONS - C 208 CHASE ACH REVENUE - 01/01/17 - 01/31/17

DATE	REF#	INV#	VEND#	EXPLANATION	SCH#	DEBITS	CREDITS	BALANCE
01/01/17				BALANCE 07/01/16 - 12/31/16		0.00	0.00	911,270.18
01/31/17	1024982			INTERFUND TRANSFER	CR-27	0.00	911,150.18	120.00
01/31/17	1025002			INTEREST REVENUE	CR-27	37.75	0.00	157.75
01/31/17	1025005			FJC ACH	CR-27	7,599.60	0.00	7,757.35
01/31/17	1025006			JAE ACH	CR-27	7,819.05	0.00	15,576.40
01/31/17	1025007			RPHS ACH	CR-27	6,625.55	0.00	22,201.95
01/31/17	1025008			RPMS ACH	CR-27	8,131.80	0.00	30,333.75
				TOTALS		30,213.75	911,150.18	30,333.75

Report Completed 3:46 PM

Rocky Point Union Free School District
Treasurer's Report
Federal Fund Checking - F205
As of January 31, 2017

Reconciled Balance as of:	12/31/2016		98,248.07
Receipts:			0.00
Disbursements:			
	Cash Disbursements	<u>73,854.96</u>	<u>(73,854.96)</u>
Total available balance per General Ledger as of:	1/31/2017		<u><u>24,393.11</u></u>
Bank Balance as of:	1/31/2017		50,943.81
Less:	Outstanding Checks		<u>26,550.70</u>
Adjusted Bank Balance as of:	1/31/2017		<u><u>24,393.11</u></u>

Prepared by: Linda Bilski
Date: 2/7/2017

Reviewed by: Virginia Holman
Date: 2/7/2017

F205

ROCKY POINT UFSD
FEDERAL CHECKING
90 ROCKY POINT YAPHANK RD
ROCKY POINT NY 11778-8423

▶ Contact your Relationship Manager to discuss targeted solutions for your evolving business needs.

ACCOUNT SUMMARY FOR PERIOD JANUARY 01, 2017 - JANUARY 31, 2017

Govt Banking Blended Chking			ROCKY POINT UFSD	
Previous Balance 12/31/16	\$107,523.07	Number of Days in Cycle	31	
0 Deposits/Credits	\$0.00	Minimum Balance This Cycle	\$50,943.81	
12 Checks/Debits	(\$56,579.26)	Average Collected Balance	\$77,121.34	
Service Charges	\$0.00			
Ending Balance 01/31/17	\$50,943.81			

ACCOUNT DETAIL FOR PERIOD JANUARY 01, 2017 - JANUARY 31, 2017

Govt Banking Blended Chking				ROCKY POINT UFSD	
Date	Description	Deposits/Credits	Withdrawals/Debits	Resulting Balance	
01/10	Check 4293		\$18,570.00	\$88,953.07	
01/10	Check 4295		\$1,539.35	\$87,413.72	
01/10	Check 4294		\$1,201.00	\$86,212.72	
01/10	Check 4291		\$855.00	\$85,357.72	
01/12	Check 4292		\$52.33	\$85,305.39	
01/18	Check 4298		\$9,275.00	\$76,030.39	
01/18	Check 4290		\$9,275.00	\$66,755.39	
01/18	Check 4297		\$7,155.00	\$59,600.39	
01/18	Check 4296		\$3,180.00	\$56,420.39	
01/20	Check 4299		\$30.00	\$56,390.39	
01/23	Check 4301		\$4,881.58	\$51,508.81	
01/23	Check 4300		\$565.00	\$50,943.81	
Total		\$0.00	\$56,579.26		

Govt Banking Blended Chking				ROCKY POINT UFSD				
Checks * designates gap in check sequence								
Check No.	Date	Amount	Check No.	Date	Amount	Check No.	Date	Amount
4290	01/18	\$9,275.00	4291	01/10	\$855.00	4292	01/12	\$52.33

Thank you for banking with us.

Products and services are offered by Capital One, N.A., Member FDIC.
©2017 Capital One. All rights reserved.



Bank Reconciliation Outstanding Checks Listing as of 01/31/17

CHECK#	ISSUE DATE	PAYEE	AMOUNT	CLEARED	CLEAR DATE
4302	01/31/17	COMMITTEE FOR CHILDREN	9,020.70	N	
4303	01/31/17	RUBICON WEST, INC.	17,500.00	N	
4304	01/31/17	WESTERN SUFFOLK BOCES	30.00	N	
GRAND TOTAL			26,550.70		
TOTAL CHECKS			3		

Report Completed 9:14 AM

DETAIL ACCOUNT TRANSACTIONS - F 205 CAPITAL ONE CHECKING - 01/01/17 - 01/31/17

DATE	REF#	INV#	VEND#	EXPLANATION	SCH#	DEBITS	CREDITS	BALANCE
01/01/17				BALANCE 07/01/16 - 12/31/16		0.00	0.00	98,248.07
01/04/17				* SEE CASH DISBURSEMENT	CD-15	0.00	22,217.68	76,030.39
01/11/17				* SEE CASH DISBURSEMENT	CD-16	0.00	19,640.00	56,390.39
01/18/17				* SEE CASH DISBURSEMENT	CD-17	0.00	5,446.58	50,943.81
01/31/17				* SEE CASH DISBURSEMENT	CD-18	0.00	26,550.70	24,393.11
				TOTALS		0.00	73,854.96	24,393.11

Report Completed 11:00 AM

Rocky Point Union Free School District
Treasurer's Report
Capital Fund Checking - H205
As of January 31, 2017

Reconciled Balance as of:	12/31/2016	73,711.78
Receipts:		0.00
Disbursements:		<u>0.00</u>
Total available balance per General Ledger as of:	1/31/2017	<u><u>73,711.78</u></u>
Bank Balance as of:	1/31/2017	<u><u>73,711.78</u></u>

Prepared by: Linda Bielki
Date: 2/8/2017

Reviewed by: Virginia Holman
Date: 2/8/2017

H205

ROCKY POINT UFSD
CAPITAL FUND CHECKING
90 ROCKY POINT YAPHANK RD
ROCKY POINT NY 11778-8423

▶ Contact your Relationship Manager to discuss targeted solutions for your evolving business needs.

ACCOUNT SUMMARY FOR PERIOD JANUARY 01, 2017 - JANUARY 31, 2017

Govt Banking Blended Chking		ROCKY POINT UFSD	
Previous Balance 12/31/16	\$73,711.78	Number of Days in Cycle	31
0 Deposits/Credits	\$0.00	Minimum Balance This Cycle	\$73,711.78
0 Checks/Debits	\$0.00	Average Collected Balance	\$73,711.78
Service Charges	\$0.00		
Ending Balance 01/31/17	\$73,711.78		

ACCOUNT DETAIL FOR PERIOD JANUARY 01, 2017 - JANUARY 31, 2017

Govt Banking Blended Chking		ROCKY POINT UFSD		
<i>Date</i>	<i>Description</i>	<i>Deposits/Credits</i>	<i>Withdrawals/Debits</i>	<i>Resulting Balance</i>
01/01				\$73,711.78
	No Account Activity this Statement Period			
01/31				\$73,711.78
Total		\$0.00	\$0.00	
No Items Processed				

Thank you for banking with us.

DETAIL ACCOUNT TRANSACTIONS - H 205 CAPITAL ONE CHECKING - 01/01/17 - 01/31/17

DATE	REF#	INV#	VEND#	EXPLANATION	SCH#	DEBITS	CREDITS	BALANCE
01/01/17				BALANCE 07/01/16 - 12/31/16		0.00	0.00	73,711.78
					TOTALS	0.00	0.00	73,711.78

Report Completed 11:01 AM

Rocky Point Union Free School District
Treasurer's Report
Trust and Agency Checking - T204
As of January 31, 2017

Reconciled Balance as of:	12/31/2016	3,857,616.50
Receipts:		
	Field Trip	18,092.00
	Refund	9.69
	AP Test	37,346.00
	Funding Transfers	<u>1,318,854.26</u>
		1,374,301.95
Disbursements:		
	Interfund Transfer	2,750,000.00
	NSF Check	851.00
	Cash Disbursements	<u>1,191,049.73</u>
		<u>(3,941,900.73)</u>
Total available balance per General Ledger as of:		<u>1,290,017.72</u>
1/31/2017		
Bank Balance as of:	1/31/2017	1,299,591.89
Less:	Outstanding Checks	<u>9,574.17</u>
Adjusted Bank Balance as of :	1/31/2017	<u>1,290,017.72</u>

Prepared by:
Date:

Linda Bilski
2/8/2017

Reviewed by:
Date:

Virginia Holway
2/8/2017

T204

ROCKY POINT UFSD
TRUST AND AGENCY ACCOUNT
90 ROCKY POINT YAPHANK RD
ROCKY POINT NY 11778-8423

▶ Contact your Relationship Manager to discuss targeted solutions for your evolving business needs.

ACCOUNT SUMMARY FOR PERIOD JANUARY 01, 2017 - JANUARY 31, 2017

Govt Banking Blended Chking		ROCKY POINT UFSD	
Previous Balance 12/31/16	\$3,862,174.61	Number of Days in Cycle	31
9 Deposits/Credits	\$1,374,301.95	Minimum Balance This Cycle	\$1,299,591.89
62 Checks/Debits	(\$3,936,884.67)	Average Collected Balance	\$3,813,903.24
Service Charges	\$0.00		
Ending Balance 01/31/17	\$1,299,591.89		

ACCOUNT DETAIL FOR PERIOD JANUARY 01, 2017 - JANUARY 31, 2017

Govt Banking Blended Chking		ROCKY POINT UFSD		
Date	Description	Deposits/Credits	Withdrawals/Debits	Resulting Balance
01/03	Check 11257		\$117.58	\$3,862,057.03
01/03	Check 11256		\$69.36	\$3,861,987.67
01/03	Check 11255		\$42.91	\$3,861,944.76
01/03	Check 11254		\$27.71	\$3,861,917.05
01/04	Book transfer credit FROM ...5277	\$663,477.35		\$4,525,394.40
01/04	Check 11299		\$839.72	\$4,524,554.68
01/04	Check 11245		\$241.25	\$4,524,313.43
01/04	Check 11276		\$237.75	\$4,524,075.68
01/04	Check 11258		\$237.75	\$4,523,837.93
01/04	Check 11287		\$234.75	\$4,523,603.18
01/04	Check 11288		\$50.00	\$4,523,553.18
01/05	Check 11308		\$1,025.00	\$4,522,528.18
01/06	Wire transfer withdrawal THE OMNI GROUP 010617 USD0001098593		\$79,190.19	\$4,443,337.99
01/06	ACH Withdrawal IRS USATAXPYMT 010617 ROCKY POINT SCHOOL DIS *****9931		\$403,986.16	\$4,039,351.83
01/06	ACH Withdrawal NYS DTF PROMPT WT Tax Paymnt 010617 ROCKY POINT UFSD *****9921		\$66,711.50	\$3,972,640.33

Thank you for banking with us.

Bank Reconciliation Outstanding Checks Listing as of 01/31/17

CHECK#	ISSUE DATE	PAYEE	AMOUNT	CLEARED	CLEAR DATE
11294	12/21/16	Papathanasis, Chrysanthe	20.00	N	
11303	12/21/16	SHERIFF OF SUFFOLK COUNTY	9.24	N	
11304	12/21/16	SHERIFF OF SUFFOLK COUNTY	42.91	N	
11305	12/21/16	SHERIFF OF SUFFOLK COUNTY	69.36	N	
11306	12/21/16	SHERIFF OF SUFFOLK COUNTY	113.48	N	
11307	12/21/16	VOTE COPE	234.75	N	
11317	01/04/17	SHERIFF OF SUFFOLK COUNTY	18.47	N	
11318	01/04/17	SHERIFF OF SUFFOLK COUNTY	41.58	N	
11319	01/04/17	SHERIFF OF SUFFOLK COUNTY	68.16	N	
11320	01/04/17	SHERIFF OF SUFFOLK COUNTY	128.26	N	
11321	01/04/17	VOTE COPE	234.75	N	
11335	01/17/17	SHERIFF OF SUFFOLK COUNTY	9.24	N	
11336	01/17/17	SHERIFF OF SUFFOLK COUNTY	41.58	N	
11337	01/17/17	SHERIFF OF SUFFOLK COUNTY	25.94	N	
11338	01/17/17	SHERIFF OF SUFFOLK COUNTY	121.57	N	
11339	01/17/17	VOTE COPE	234.75	N	
11343	01/31/17	AFLAC	5,870.86	N	
11344	01/31/17	LAIDLAW TRANSIT INC	1,918.22	N	
11345	01/31/17	SECURITY MUTUAL LIFE INS.	371.05	N	

GRAND TOTAL 9,574.17

TOTAL CHECKS 19

Report Completed 9:30 AM

DETAIL ACCOUNT TRANSACTIONS - T 204 CAPITAL ONE TRUST & AGENCY - 01/01/17 - 01/31/17

DATE	REF#	INV#	VEND#	EXPLANATION	SCH#	DEBITS	CREDITS	BALANCE
01/01/17				BALANCE 07/01/16 - 12/31/16		0.00	0.00	3,857,616.50
01/04/17	1024909			TRUST & AGENCY DEDUCTIO	CR-27	663,477.35	0.00	4,521,093.85
01/04/17				* SEE CASH DISBURSEMENT	CD-30	0.00	6,741.55	4,514,352.30
01/06/17	1024929			YANKEE FIELD TRIP	CR-27	381.00	0.00	4,514,733.30
01/10/17	1024931			NYC FIELD TRIP	CR-27	16,504.00	0.00	4,531,237.30
01/13/17	160			NSF CHECK	JE-42	0.00	76.00	4,531,161.30
01/13/17	161			NSF CHECK	JE-42	0.00	76.00	4,531,085.30
01/13/17	162			NSF CHECK	JE-42	0.00	76.00	4,531,009.30
01/13/17	163			NSF CHECK	JE-42	0.00	76.00	4,530,933.30
01/13/17	164			NSF CHECK	JE-42	0.00	76.00	4,530,857.30
01/17/17	1024939			TRUST & AGENCY DEDUCTIO	CR-27	655,376.91	0.00	5,186,234.21
01/18/17				* SEE CASH DISBURSEMENT	CD-33	0.00	3,633.96	5,182,600.25
01/23/17	1024948			AMBER BAIRD AP TEST	CR-27	53.00	0.00	5,182,653.25
01/24/17	1024958			MTH EMPLR RPT RFND TO E	CR-27	9.69	0.00	5,182,662.94
01/24/17	1024952			AP REGISTRATION CHECKS	CR-27	37,293.00	0.00	5,219,955.94
01/24/17	1024955			FIELD TRIP	CR-27	60.00	0.00	5,220,015.94
01/24/17	1024956			FIELD TRIP	CR-27	126.00	0.00	5,220,141.94
01/24/17	1024957			FIELD TRIP	CR-27	102.00	0.00	5,220,243.94
01/25/17				* SEE CASH DISBURSEMENT	CD-35	0.00	9,010.61	5,211,233.33
01/26/17	1024966			INTERFUND TRANSFER	CR-27	0.00	750,000.00	4,461,233.33
01/27/17	1024971			FIELD TRIP	CR-27	168.00	0.00	4,461,401.33
01/27/17	1024972			FIELD TRIP	CR-27	108.00	0.00	4,461,509.33
01/27/17	1024973			FIELD TRIP	CR-27	114.00	0.00	4,461,623.33
01/27/17	1024974			FIELD TRIP	CR-27	115.00	0.00	4,461,738.33
01/27/17	1024975			FIELD TRIP	CR-27	126.00	0.00	4,461,864.33
01/27/17	1024976			FIELD TRIP	CR-27	138.00	0.00	4,462,002.33
01/27/17	1024977			FIELD TRIP	CR-27	132.00	0.00	4,462,134.33
01/27/17	1024978			FIELD TRIP	CR-27	12.00	0.00	4,462,146.33
01/27/17	1024979			FIELD TRIP	CR-27	6.00	0.00	4,462,152.33
01/27/17	172			NSF CHECK	JE-42	0.00	6.00	4,462,146.33
01/27/17	173			NSF CHECK	JE-42	0.00	93.00	4,462,053.33
01/27/17	174			NSF CHECK	JE-42	0.00	279.00	4,461,774.33
01/30/17	176			NSF CHECK	JE-42	0.00	93.00	4,461,681.33
01/31/17				* SEE CASH DISBURSEMENT	CD-31	0.00	572,872.75	3,888,808.58
01/31/17				* SEE CASH DISBURSEMENT	CD-32	0.00	4,486.00	3,884,322.58
01/31/17				* SEE CASH DISBURSEMENT	CD-34	0.00	586,144.73	3,298,177.85
01/31/17	1024981			INTERFUND TRANSFER	CR-27	0.00	2,000,000.00	1,298,177.85
01/31/17				* SEE CASH DISBURSEMENT	CD-36	0.00	8,160.13	1,290,017.72
				TOTALS		1,374,301.95	3,941,900.73	1,290,017.72

Rocky Point Union Free School District
Treasurer's Report
Net Payroll Checking - T205
As of January 31, 2017

Reconciled Balance as of:	12/31/2016		30,791.29
Receipts:			
	Funding Transfer	1,770,283.38	
	OMNI	<u>0.10</u>	
			1,770,283.48
Disbursements:			
	Disburse Net Payroll	<u>1,770,283.38</u>	<u>(1,770,283.38)</u>
Total available balance per General Ledger as of:	1/31/2017		<u>30,791.39</u>
Bank Balance as of:	1/31/2017		41,751.26
Less:	Outstanding Checks		<u>10,959.87</u>
Adjusted Bank Balance as of:	1/31/2017		<u>30,791.39</u> 0.00

Prepared by: Linda Beliski
Date: 2/7/2017

Reviewed by: Virginia Holloway
Date: 2/7/2017

T205

ROCKY POINT UFSD
PAYROLL ACCOUNT
90 ROCKY POINT YAPHANK RD
ROCKY POINT NY 11778-8423

▶ Contact your Relationship Manager to discuss targeted solutions for your evolving business needs.

ACCOUNT SUMMARY FOR PERIOD JANUARY 01, 2017 - JANUARY 31, 2017

Govt Banking Blended Chking		ROCKY POINT UFSD	
Previous Balance 12/31/16	\$48,296.83	Number of Days in Cycle	31
3 Deposits/Credits	\$1,770,283.48	Minimum Balance This Cycle	\$41,751.26
104 Checks/Debits	(\$1,776,829.05)	Average Collected Balance	\$191,155.75
Service Charges	\$0.00		
Ending Balance 01/31/17	\$41,751.26		

ACCOUNT DETAIL FOR PERIOD JANUARY 01, 2017 - JANUARY 31, 2017

Govt Banking Blended Chking		ROCKY POINT UFSD		
Date	Description	Deposits/Credits	Withdrawals/Debits	Resulting Balance
01/03	Miscellaneous credit 93558	\$0.10		\$48,296.93
01/03	Check 93419		\$1,193.80	\$47,103.13
01/03	Check 93491		\$1,193.80	\$45,909.33
01/03	Check 93537		\$332.62	\$45,576.71
01/03	Check 93556		\$88.30	\$45,488.41
01/03	Check 93446		\$71.08	\$45,417.33
01/04	Book transfer credit FROM ...5277	\$898,810.18		\$944,227.51
01/04	Check 93546		\$266.60	\$943,960.91
01/04	Check 93474		\$1,296.27	\$942,664.64
01/04	Check 93518		\$1,265.32	\$941,399.32
01/04	Check 93388		\$75.21	\$941,324.11
01/06	Check 93592		\$279.30	\$941,044.81
01/06	ACH Withdrawal PAYROLL ROCKYPT REG SALARY 010617 PAYROLL ROCKYPT -SETT-TMOBSPEB		\$852,381.29	\$88,663.52
01/06	Check 93576		\$3,407.32	\$85,256.20
01/06	Check 93574		\$2,874.08	\$82,382.12
01/06	Check 93570		\$2,716.88	\$79,665.24
01/06	Check 93567		\$2,632.15	\$77,033.09
01/06	Check 93589		\$1,499.25	\$75,533.84

Thank you for banking with us.

ROCKY POINT UFSD
OUTSTANDING CHECK LIST
AS OF JANUARY 31, 2017

<u>Check #</u>	<u>Check Date</u>	<u>Check Amt.</u>
92795	6/30/2016	\$362.82
93259	10/14/2016	\$257.76
93327	10/28/2016	\$4,521.06
93450	11/25/2016	\$116.57
93451	11/25/2016	\$45.38
93565	1/6/2017	\$1,588.75
93573	1/6/2017	\$1,283.63
93605	1/6/2017	\$88.85
93611	1/6/2017	\$184.21
93613	1/20/2017	\$689.21
93629	1/20/2017	\$91.07
93641	1/20/2017	\$1,182.29
93658	1/20/2017	\$257.76
93659	1/20/2017	\$290.51
		<u>\$10,959.87</u>

DETAIL ACCOUNT TRANSACTIONS - T 205 CAPITAL ONE NET PAYROLL - 01/01/17 - 01/31/17

DATE	REF#	INV#	VEND#	EXPLANATION	SCH#	DEBITS	CREDITS	BALANCE
01/01/17				BALANCE 07/01/16 - 12/31/16		0.00	0.00	30,791.29
01/03/17	177			OMNI	JE-42	0.10	0.00	30,791.39
01/04/17	1024910			FUNDING NET PAYROLL 1.6.1	CR-27	898,810.18	0.00	929,601.57
01/06/17	142			FICA & MED & T&A DEDUCTIO	JE-41	0.00	898,810.18	30,791.39
01/17/17	1024940			FUNDING NET PAYROLL 1.20.	CR-27	871,473.20	0.00	902,264.59
01/20/17	158			FICA & MED & T&A DEDUCTIO	JE-41	0.00	871,473.20	30,791.39
				TOTALS		1,770,283.48	1,770,283.38	30,791.39

Report Completed 10:42 AM

Rocky Point Union Free School District
Treasurer's Report
Scholarship Fund Checking - U200
As of January 31, 2017

Reconciled Balance as of:	12/31/2016	35,142.65
Receipts:		
	Live Like Susie Donation <u>500.00</u>	500.00
Disbursements:		<u>0.00</u>
Total available balance per General Ledger as of:	1/31/2017	<u>35,642.65</u>
Bank Balance as of: 1/31/2017		35,842.65
Less:	Outstanding Checks	<u>200.00</u>
Adjusted Bank Balance as of:	1/31/2017	<u>35,642.65</u>

Prepared by: Linda Bilski
Date: 2/7/2017

Reviewed by: Virginia Holloway
Date: 2/7/2017

U200

ROCKY POINT UFSD
SCHOLARSHIP CHECKING
90 ROCKY POINT YAPHANK RD
ROCKY POINT NY 11778-8423

▶ Contact your Relationship Manager to discuss targeted solutions for your evolving business needs.

ACCOUNT SUMMARY FOR PERIOD JANUARY 01, 2017 - JANUARY 31, 2017

Govt Banking Blended Chking		ROCKY POINT UFSD	
Previous Balance 12/31/16	\$35,342.65	Number of Days in Cycle	31
1 Deposits/Credits	\$500.00	Minimum Balance This Cycle	\$35,342.65
0 Checks/Debits	\$0.00	Average Collected Balance	\$35,665.23
Service Charges	\$0.00		
Ending Balance 01/31/17	\$35,842.65		

ACCOUNT DETAIL FOR PERIOD JANUARY 01, 2017 - JANUARY 31, 2017

Govt Banking Blended Chking		ROCKY POINT UFSD		
Date	Description	Deposits/Credits	Withdrawals/Debits	Resulting Balance
01/11	Customer Deposit	\$500.00		\$35,842.65
Total		\$500.00	\$0.00	

Thank you for banking with us.

Bank Reconciliation Outstanding Checks Listing as of 01/31/17

CHECK#	ISSUE DATE	PAYEE	AMOUNT	CLEARED	CLEAR DATE
320	06/14/16	THOMAS, ROBERT	200.00	N	
			GRAND TOTAL	200.00	
			TOTAL CHECKS	1	

Report Completed 9:37 AM

DETAIL ACCOUNT TRANSACTIONS - U 200 CASH IN CHECKING - 01/01/17 - 01/31/17

DATE	REF#	INV#	VEND#	EXPLANATION	SCH#	DEBITS	CREDITS	BALANCE
01/01/17				BALANCE 07/01/16 - 12/31/16		0.00	0.00	35,142.65
01/10/17	1024932			LIVE LIKE SUSIE SCHOLARSH	CR-27	500.00	0.00	35,642.65
				TOTALS		500.00	0.00	35,642.65

Report Completed 11:02 AM

Rocky Point Union Free School District
Treasurer's Report
Debt Service Fund Checking - V200
As of January 31, 2017

Reconciled Balance as of:	12/31/2016		311,380.06
Receipts:			0.00
Disbursements:			
	Interfund Transfer	<u>203,172.37</u>	<u>(203,172.37)</u>
Total available balance per General Ledger as of:	1/31/2017		<u>108,207.69</u>
Bank Balance as of:	1/31/2017		<u>108,207.69</u> 0.00

Prepared by: Linda Bilski
Date: 2/7/2017

Reviewed by: Virginia Holway
Date: 2/7/2017

V200

ROCKY POINT UFSD
DEBT SERVICE FUND
90 ROCKY POINT YAPHANK RD
ROCKY POINT NY 11778-8423

▶ Contact your Relationship Manager to discuss targeted solutions for your evolving business needs.

ACCOUNT SUMMARY FOR PERIOD JANUARY 01, 2017 - JANUARY 31, 2017

Govt Banking Blended Chking		ROCKY POINT UFSD	
Previous Balance 12/31/16	\$311,380.06	Number of Days in Cycle	31
0 Deposits/Credits	\$0.00	Minimum Balance This Cycle	\$108,207.69
1 Checks/Debits	(\$203,172.37)	Average Collected Balance	\$298,272.16
Service Charges	\$0.00		
Ending Balance 01/31/17	\$108,207.69		

ACCOUNT DETAIL FOR PERIOD JANUARY 01, 2017 - JANUARY 31, 2017

Govt Banking Blended Chking		ROCKY POINT UFSD		
Date	Description	Deposits/Credits	Withdrawals/Debits	Resulting Balance
01/30	Book transfer debit TO ...5277		\$203,172.37	\$108,207.69
Total		\$0.00	\$203,172.37	

Thank you for banking with us.

DETAIL ACCOUNT TRANSACTIONS - V 200 CASH - 01/01/17 - 01/31/17

DATE	REF	INV	VEND	EXPLANATION	SCH	DEBITS	CREDITS	BALANCE
01/01/17				BALANCE 07/01/16 - 12/31/16		0.00	0.00	311,380.06
01/31/17	1024980			INTERFUND TRANSFER	CR-27	0.00	203,172.37	108,207.69
				TOTALS		0.00	203,172.37	108,207.69

Report Completed 11:02 AM

Rocky Point Union Free School District
Treasurer's Report
Extra Class Checking - X201
As of January 31, 2017

Reconciled Balance as of:	12/31/2016		90,851.00
Receipts:			
	Leader's Club Water Machine	400.00	
	BANN Singing Santas	5,012.00	
	Skills USA International Beauty Show	1,178.00	
	BANN Broadway Field Trip	4,400.00	
	MS Yearbook Sales	<u>1,995.00</u>	
			12,985.00
Disbursements:			
	Cash Disbursements	<u>6,744.94</u>	<u>6,744.94</u>
Total available balance per General Ledger as of:	1/31/2017		<u>97,091.06</u>
Bank Balance as of:	1/31/2017		102,247.86
Less:	Outstanding Checks		<u>5,156.80</u>
Adjusted Bank Balance as of:	1/31/2017		<u>97,091.06</u>

Prepared by:
Date:

Linda Bilski
2/7/2017

Reviewed by:
Date:

Virginia McHenry
2/7/2017

X201

ROCKY POINT UFSD
EXTRA CLASS CHECKING
90 ROCKY POINT YAPHANK RD
ROCKY POINT NY 11778-8423

▶ Contact your Relationship Manager to discuss targeted solutions for your evolving business needs.

ACCOUNT SUMMARY FOR PERIOD JANUARY 01, 2017 - JANUARY 31, 2017

Govt Banking Blended Chking			ROCKY POINT UFSD	
Previous Balance 12/31/16	\$91,300.17	Number of Days in Cycle	31	
7 Deposits/Credits	\$12,985.00	Minimum Balance This Cycle	\$90,741.41	
5 Checks/Debits	(\$2,037.31)	Average Collected Balance	\$93,370.18	
Service Charges	\$0.00			
Ending Balance 01/31/17	\$102,247.86			

ACCOUNT DETAIL FOR PERIOD JANUARY 01, 2017 - JANUARY 31, 2017

Govt Banking Blended Chking			ROCKY POINT UFSD		
Date	Description	Deposits/Credits	Withdrawals/Debits	Resulting Balance	
01/04	Check 10998		\$303.26	\$90,996.91	
01/04	Check 7		\$215.00	\$90,781.91	
01/13	Check 10993		\$40.50	\$90,741.41	
01/17	Customer Deposit	\$4,117.00		\$94,858.41	
01/17	Customer Deposit	\$895.00		\$95,753.41	
01/25	Customer Deposit	\$1,178.00		\$96,931.41	
01/25	Check 11000		\$1,464.75	\$95,466.66	
01/25	Check 10999		\$13.80	\$95,452.86	
01/30	Customer Deposit	\$4,400.00		\$99,852.86	
01/30	Customer Deposit	\$1,050.00		\$100,902.86	
01/30	Customer Deposit	\$945.00		\$101,847.86	
01/30	Customer Deposit	\$400.00		\$102,247.86	
Total		\$12,985.00	\$2,037.31		

Govt Banking Blended Chking			ROCKY POINT UFSD					
Checks * designates gap in check sequence								
Check No.	Date	Amount	Check No.	Date	Amount	Check No.	Date	Amount
710995	01/04	\$215.00	10993*	01/13	\$40.50	10998*	01/04	\$303.26

Thank you for banking with us.

Bank Reconciliation Outstanding Checks Listing as of 01/31/17

CHECK#	ISSUE DATE	PAYEE	AMOUNT	CLEARED	CLEAR DATE
10990	11/29/16	POMPEI RESTAURANT & PIZZE	39.11	N	
11001	01/17/17	ROCKY POINT CHILD NUTRITI	154.56	N	
11002	01/31/17	LIDLAW TRANSIT INC	281.33	N	
11003	01/31/17	LIDLAW TRANSIT INC	775.79	N	
11004	01/31/17	MAC BEVERAGE, INC.	149.66	N	
11005	01/31/17	PEPSI BOTTLING COMPANY	211.30	N	
11006	01/31/17	PORT JEFFERSON SPORTING G	1,642.61	N	
11007	01/31/17	PORT JEFFERSON SPORTING G	332.18	N	
11008	01/31/17	PORT JEFFERSON SPORTING G	423.26	N	
11009	01/31/17	QUESTEX MEDIA GROUP LLC	1,147.00	N	
		GRAND TOTAL	5,156.80		
		TOTAL CHECKS	10		

Report Completed 9:56 AM

DETAIL ACCOUNT TRANSACTIONS - X 201 CAPITAL ONE CHECKING - 01/01/17 - 01/31/17

DATE	REF#	INV#	VEND#	EXPLANATION	SCH#	DEBITS	CREDITS	BALANCE
01/01/17				BALANCE 07/01/16 - 12/31/16		0.00	0.00	90,851.00
01/17/17	1024941			SINGING SANTAS-LEISURE VI	CR-27	895.00	0.00	91,746.00
01/17/17	1024942			BANN SINGING SANTAS CON	CR-27	4,117.00	0.00	95,863.00
01/25/17	1024960			INT'L BEAUTY SHOW REGIST	CR-27	1,178.00	0.00	97,041.00
01/30/17	1024993			BANN BROADWAY CITY TRIP	CR-27	4,400.00	0.00	101,441.00
01/30/17	1024990			WATER MACHINE DEPOSIT	CR-27	400.00	0.00	101,841.00
01/30/17	1024991			MS YEARBOOK SALES	CR-27	945.00	0.00	102,786.00
01/30/17	1024992			MS YEARBOOK SALES	CR-27	1,050.00	0.00	103,836.00
01/31/17				* SEE CASH DISBURSEMENT	CD-14	0.00	303.26	103,532.74
01/31/17				* SEE CASH DISBURSEMENT	CD-15	0.00	13.80	103,518.94
01/31/17				* SEE CASH DISBURSEMENT	CD-16	0.00	1,464.75	102,054.19
01/31/17				* SEE CASH DISBURSEMENT	CD-17	0.00	4,963.13	97,091.06
				TOTALS		12,985.00	6,744.94	97,091.06

Report Completed 11:07 AM

Rocky Point UFSD
 PERIOD COVERED 7/1/16 to 6/30/2017
 CASH FLOW SUMMARY (THOUSANDS OF DOLLARS)

MONTH	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE
BEGINNING BALANCE	22,447	20,140	22,272	21,959	16,984	10,641	7,724	22,168	22,168	22,168	22,168	22,168
RECEIPTS:	XXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
PROPERTY TAXES	0	970	0	0	0	345	16,798	0	0	0	0	0
STAR AID	0	0	0	0	0	0	0	0	0	0	0	0
STATE AID	0	0	3,748	200	202	1,884	149	0	0	0	0	0
OTHER	128	153	1,026	39	8	96	70	0	0	0	0	0
TRF FR OTHER FUNDS	0	0	0	0	0	0	3,864	0	0	0	0	0
LOANS FR OTH FDS	0	0	0	0	0	0	0	0	0	0	0	0
NYS AID DUE TO OTHER FUNDS	0	0	99	198	353	149	0	0	0	0	0	0
TAN PROCEEDS	0	4,750	0	0	0	0	0	0	0	0	0	0
TOTAL RECEIPTS:	128	5,873	4,873	437	563	2,474	20,881	0	0	0	0	0
DISBURSEMENTS:	XXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
SAL & BEN	496	1,042	3,075	3,264	3,128	3,334	3,089	0	0	0	0	0
OPERATING EXPENSES	1,939	2,699	2,111	2,148	3,495	2,057	3,348	0	0	0	0	0
OTHER	0	0	0	0	0	0	0	0	0	0	0	0
DUE TO OTHER FUNDS	0	0	0	0	0	0	0	0	0	0	0	0
DEBT SERVICE	0	0	0	0	283	0	0	0	0	0	0	0
LOAN TO OTH FDS	0	0	0	0	0	0	0	0	0	0	0	0
REPYMT OF LOANS	0	0	0	0	0	0	0	0	0	0	0	0
REPYMT OF TAN	0	0	0	0	0	0	0	0	0	0	0	0
TAN INTEREST PAYMENT	0	0	0	0	0	0	0	0	0	0	0	0
INT REPAY	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL DISB:	2,435	3,741	5,186	5,412	6,906	5,391	6,437	0	0	0	0	0
BALANCE	20,140	22,272	21,959	16,984	10,641	7,724	22,168	22,168	22,168	22,168	22,168	22,168
Fund Balance Projection	XXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
Opening Undesignated FB	3224	3224	3224	3224	3224	3224	3224	0	0	0	0	0
Current Year Surplus / Deficit	0	0	500	545	630	621	973	0	0	0	0	0
Projected Fund Balance at Year End	3224	3224	3724	3769	3854	3845	4197	0	0	0	0	0

**CASH REPORT
FOR THE MONTH ENDED
January 31, 2017**

GENERAL FUND

A210	Petty Cash	\$	600.00
A2008	Capital One Investment	\$	15,693,315.68
A2010	Capital One AP Checking	\$	1,043,299.58
A2011	JP Morgan Chase-Money Market	\$	5,430,843.69

Total General Fund: \$ 22,168,058.95

SCHOOL LUNCH FUND

C207	Capital One Lunch Fund Checking	\$	592,703.43
C208	JP Morgan Chase-Lunch ACH	\$	30,333.75

Total School Lunch Fund: \$ 623,037.18

SPECIAL AID FUND

F205	Capital One Federal Checking	\$	24,393.11
------	------------------------------	----	-----------

Total Special Aid Fund: \$ 24,393.11

CAPITAL FUND

H205	Capital One - Checking	\$	73,711.78
------	------------------------	----	-----------

Total Capital Fund: \$ 73,711.78

TRUST & AGENCY FUND

T204	Capital One - Checking	\$	1,290,017.72
T205	Capital One - Net Payroll Checking	\$	30,791.39

Total Trust & Agency Fund: \$ 1,320,809.11

SCHOLARSHIP FUND

U200	Capital One - Checking	\$	35,642.65
------	------------------------	----	-----------

Total Scholarship Fund \$ 35,642.65

DEBT SERVICE FUND

V200	Capital One - Money Market	\$	108,207.69
------	----------------------------	----	------------

Total Debt Service Fund \$ 108,207.69

EXTRA CLASS FUND

X201	Capital One - Checking	\$	97,091.06
------	------------------------	----	-----------

Total Extra Class Fund \$ 97,091.06

Total All Funds: \$ 24,450,951.53

**ROCKY POINT UNION FREE SCHOOL DISTRICT
FOR THE MONTH ENDED JANUARY 2017**

GENERAL FUND

TRIAL BALANCE - FUND: A GENERAL FUND 07/01/16 - 01/31/17

ACCOUNT	ACCOUNT NAME	DEBITS	CREDITS
A2008	CAPITAL ONE INVESTMENT	15,693,315.68	0.00
A2010	CAPITAL ONE AP CHECKING	1,043,299.58	0.00
A2011	CHASE GENERAL FUND MM	5,430,843.69	0.00
A210	PETTY CASH	600.00	0.00
A391	DUE FROM FEDERAL FUND	633,316.38	0.00
A3911	DUE FROM TRUST AND AGENCY	1,163,997.92	0.00
A3912	DUE FROM SCHOOL LUNCH	766,322.96	0.00
A391H	DUE FROM CAPITAL FUND	196,844.43	0.00
A4805	PREPAID INSURANCE	60,000.00	0.00
A510	ESTIMATED REVENUES	76,812,164.84	0.00
A521	ENCUMBRANCES	32,997,794.58	0.00
A522	EXPENDITURES	31,541,097.73	0.00
A599	APPROPRIATED FUND BALANCE	4,232,428.83	0.00
A600	ACCOUNTS PAYABLE	0.00	116,003.01
A620	TAX ANTICIP NOTES PAYABLE	0.00	4,750,000.00
A630	DUE TO OTHER FUNDS	0.00	542.00
A6301	DUE TO SCHOOL LUNCH FUND	0.00	195,297.52
A6305	DUE TO DEBT SERVICE	0.00	783.00
A632	DUE TO STATE TEACHERS' RET	0.00	49,700.38
A691	DEFERRED REVENUES	0.00	400.00
A806	NONSPENDABLE FUND BALANCE	0.00	60,000.00
A814	WORKER'S COMPENSATION RESE	0.00	1,511,089.00
A815	UNEMPLOYMENT INSURANCE RES	0.00	530,761.36
A821	RESERVE FOR ENCUMBRANCES	0.00	32,997,794.08
A825	ERS RESERVE	0.00	6,093,159.00
A861	PROPERTY LOSS RESERVE	0.00	53,369.00
A862	LIABILITY LOSS RESERVE	0.00	53,369.00
A867	RESERVE FOR EMPLOYEE BENEF	0.00	4,053,734.00
A878	CAPITAL RESERVE	0.00	4,242,566.00
A909	FUND BALANCE	0.00	3,110,507.96
A910	APPROPRIATED FUND BALANCE	0.00	1,931,759.00
A911	UNAPPROPRIATED FUND BALANC	0.00	2,315,108.30
A960	APPROPRIATIONS	0.00	81,044,593.67
A980	REVENUES	0.00	27,461,490.34
GRAND TOTALS		170,572,026.62	170,572,026.62

Report Completed 9:37 AM

REVENUE BUDGET STATUS - FUNDS: A FOR PERIOD COVERED 07/01/16 - 01/31/17

ACCOUNT	ACCOUNT NAME	BUDGET	ADJUSTMENTS	REVISED BUDGET	REVENUE EARNED	UNEARNED REVENUE
A 1001	REAL PROPERTY TAX	41,859,714.00	0.00	41,859,714.00	17,141,565.63	24,718,148.37
A 1085	STAR REIMBURSEMENT	6,225,000.00	0.00	6,225,000.00	0.00	6,225,000.00
A 1315	CONTINUING ED-SUMMER	25,000.00	0.00	25,000.00	18,615.00	6,385.00
A 1315..A	CONTINUING ED-FALL	2,500.00	0.00	2,500.00	1,315.00	1,185.00
A 1315..B	CONTINUING ED-SPRING	2,500.00	0.00	2,500.00	50.00	2,450.00
A 1316	DRIVER EDUCATION-SUMMER	30,000.00	0.00	30,000.00	23,400.00	6,600.00
A 1316..A	DRIVERS ED-FALL	31,500.00	0.00	31,500.00	38,400.00	(6,900.00)
A 1316..B	DRIVERS ED-SPRING	31,500.00	0.00	31,500.00	37,600.00	(6,100.00)
A 1489	OTHER CHARGES-PROM, YEARBO	25,000.00	0.00	25,000.00	0.00	25,000.00
A 2401	INTEREST AND EARNINGS	35,000.00	0.00	35,000.00	22,472.39	12,527.61
A 2655	MINOR SALES, OTHER	0.00	0.00	0.00	675.00	(675.00)
A 2690	FINES - LOST BOOKS	0.00	0.00	0.00	668.29	(668.29)
A 2703	PRIOR YEAR REFUNDS-OTHER	25,000.00	0.00	25,000.00	0.00	25,000.00
A 2705	GIFTS AND DONATIONS	0.00	3,277.84	3,277.84	3,517.84	(240.00)
A 2710	PREMIUM ON OBLIGATIONS	0.00	0.00	0.00	47,880.00	(47,880.00)
A 2770	OTHER UNCLASSIFIED	0.00	0.00	0.00	41,208.35	(41,208.35)
A 2772	E-RATE REVUENE	30,000.00	0.00	30,000.00	0.00	30,000.00
A 2801	INTERFUND REVENUE	0.00	0.00	0.00	100,000.00	(100,000.00)
A 3101	GROSS STATE AID - BASIC	17,258,488.00	0.00	17,258,488.00	4,337,777.66	12,920,710.34
A 3101.E	STATE AID EXCESS COST	5,000,000.00	0.00	5,000,000.00	1,456,729.42	3,543,270.58
A 3102	STATE AID LOTTERY	4,100,000.00	0.00	4,100,000.00	4,032,547.15	67,452.85
A 3103	STATE AID BOCES	1,749,000.00	0.00	1,749,000.00	0.00	1,749,000.00
A 3260	STATE AID TEXTBOOKS	261,000.00	0.00	261,000.00	49,620.00	211,380.00
A 3262	STATE AID COMPUTER SOFTWA	48,385.00	0.00	48,385.00	0.00	48,385.00
A 3263	STATE AID LIBRARY LOAN PR	21,000.00	0.00	21,000.00	0.00	21,000.00
A 3289	OTHER STATE AID	0.00	0.00	0.00	78,247.96	(78,247.96)
A 4285	MEDICAID MANAGEMENT REIMB	0.00	0.00	0.00	29,200.65	(29,200.65)
A 4601	MEDICAID REIMBURSEMENT (A	48,300.00	0.00	48,300.00	0.00	48,300.00
FUND A TOTAL		76,808,887.00	3,277.84	76,812,164.84	27,461,490.34	49,350,674.50

APPROPRIATION STATUS REPORT - BY FUNCTION: FOR PERIOD 07/01/16 - 01/31/17 (Summary)

ACCOUNT GROUPING	ORIG BUDGET	ADJUSTMENTS	ADJ BUDGET	EXPENSED	ENCUMBERED	AVAILABLE
A 1010....BOARD OF EDUCATION *	12,450.00	0.00	12,450.00	7,447.43	614.21	4,388.36
A 1040....DISTRICT CLERK *	14,595.00	0.00	14,595.00	8,142.27	6,162.50	290.23
A 1060....DISTRICT MEETING *	11,010.00	0.00	11,010.00	0.00	0.00	11,010.00
A 1240....CHIEF SCHOOL ADMINISTRATOR *	380,042.00	573.75	380,615.75	204,262.52	159,766.30	16,586.93
A 1310....BUSINESS ADMINISTRATION *	649,765.00	(553.55)	649,211.45	344,493.74	260,700.46	44,017.25
A 1320....AUDITING *	105,000.00	0.00	105,000.00	44,582.11	46,672.89	13,745.00
A 1325....TREASURER *	10,000.00	0.00	10,000.00	5,850.00	0.00	4,150.00
A 1345....PURCHASING *	38,548.00	0.00	38,548.00	25,672.45	12,009.55	866.00
A 1380....FISCAL AGENT FEE *	9,000.00	0.00	9,000.00	9,000.00	0.00	0.00
A 1420....LEGAL *	175,000.00	0.00	175,000.00	34,969.30	115,030.70	25,000.00
A 1430....PERSONNEL *	379,553.00	0.00	379,553.00	186,948.40	191,298.69	1,305.91
A 1480....PUBLIC INFORMATION AND SERVICES *	40,650.00	0.00	40,650.00	17,984.50	22,665.50	0.00
A 1620....OPERATION OF PLANT *	3,836,388.00	26,065.00	3,862,453.00	1,829,726.52	1,729,386.04	303,340.44
A 1621....MAINTENANCE OF PLANT *	802,725.00	558,685.49	1,361,410.49	863,145.99	305,086.07	193,178.43
A 1670....CENTRAL PRINTING AND MAILING *	66,000.00	0.00	66,000.00	32,976.87	30,811.13	2,212.00
A 1680....CENTRAL DATA PROCESSING *	754,300.00	0.00	754,300.00	372,779.18	381,520.82	0.00
A 1910....UNALLOCATED INSURANCE *	529,725.00	0.00	529,725.00	472,590.97	10,531.93	46,602.10
A 1981....ADMINISTRATIVE CHARGE-BOCES *	310,000.00	0.00	310,000.00	179,456.68	130,543.32	0.00
A 2010....CURRICULUM DEVELOPMENT AND SUPE *	468,280.00	(300.00)	467,980.00	192,083.19	257,246.29	18,650.52
A 2020....SUPERVISION - ADMINISTRATION *	2,385,373.00	1,241.38	2,386,614.38	1,115,689.11	792,133.57	478,791.70
A 2060....RESEARCH, PLANNING AND EVALUATI *	45,000.00	0.00	45,000.00	0.00	0.00	45,000.00
A 2070....INSERVICE TRAINING - INSTRUCTIO *	15,350.00	377.92	15,727.92	6,278.55	9,158.84	290.53
A 2110....TEACHING - REGULAR SCHOOL *	22,902,094.71	32,218.97	22,934,313.68	8,642,712.50	11,375,162.98	2,916,438.20
A 2138....MUSIC & FINE ARTS *	70,956.00	616.74	71,572.74	34,460.00	17,624.27	19,488.47
A 2250....PROGRAMS FOR HANDICAPPED CHILDR *	15,078,880.25	(220,036.25)	14,858,844.00	5,524,147.22	7,632,147.88	1,702,548.90
A 2280....OCCUPATIONAL EDUCATION *	1,060,507.00	0.00	1,060,507.00	541,924.94	516,935.97	1,646.09
A 2330....COMMUNITY EDUCATION *	1,000,100.00	0.00	1,000,100.00	313,270.48	613,312.83	73,516.69
A 2610....SCHOOL LIBRARY AND AUDIOVISUAL *	597,106.00	106.68	597,212.68	267,004.10	278,801.40	51,407.18
A 2620....EDUCATIONAL TELEVISION *	12,900.00	0.00	12,900.00	0.00	12,900.00	0.00
A 2630....COMPUTER ASSISTED INSTRUCTION *	277,886.00	1,683.60	279,569.60	90,550.29	50,334.92	138,684.39
A 2805....ATTENDANCE - REGULAR SCHOOL *	50,042.00	0.00	50,042.00	20,405.13	13,252.50	16,384.37
A 2810....GUIDANCE - REGULAR SCHOOL *	1,092,877.00	20,021.81	1,112,898.81	515,781.39	583,127.99	13,989.43
A 2815....HEALTH SERVICES - REGULAR SCHOO *	466,468.80	0.00	466,468.80	169,647.27	253,341.71	43,479.82
A 2820....PSYCHOLOGICAL SERVICES - REGULA *	284,074.00	0.00	284,074.00	107,959.20	172,734.80	3,380.00
A 2825....SOCIAL WORK SERVICES - REGULAR *	425,042.00	0.00	425,042.00	143,461.60	219,582.40	61,998.00
A 2850....CO-CURRICULAR ACTIVITIES - REG. *	363,700.00	249.37	363,949.37	166,294.16	6,036.13	191,619.08
A 2855....INTERSCHOLASTIC ATHLETICS - REG *	890,941.00	0.00	890,941.00	447,749.56	127,446.91	315,744.53
A 5510....DISTRICT TRANSPORTATION SERVICE *	81,139.00	0.00	81,139.00	45,173.56	35,965.44	0.00
A 5540....CONTRACT TRANSPORTATION *	4,781,108.00	0.00	4,781,108.00	2,011,007.08	2,767,497.42	2,603.50
A 9010....NYS EMPLOYEES RETIREMENT *	982,997.00	0.00	982,997.00	584,290.35	0.00	398,706.65

APPROPRIATION STATUS REPORT - BY FUNCTION: FOR PERIOD 07/01/16 - 01/31/17 (Summary)

ACCOUNT GROUPING		ORIG BUDGET	ADJUSTMENTS	ADJ BUDGET	EXPENSED	ENCUMBERED	AVAILABLE
A 9020.....NYS TEACHERS RETIREMENT	*	3,793,178.00	0.00	3,793,178.00	(34,350.00)	0.00	3,827,528.00
A 9030.....SOCIAL SECURITY	*	2,865,860.00	0.00	2,865,860.00	1,110,516.54	0.00	1,755,343.46
A 9040.....WORKERS' COMPENSATION	*	500,000.00	0.00	500,000.00	253,113.71	124,951.23	121,935.06
A 9045.....LIFE INSURANCE	*	37,000.00	0.00	37,000.00	13,864.88	15,572.78	7,562.34
A 9050.....UNEMPLOYMENT INSURANCE	*	50,000.00	0.00	50,000.00	1,687.90	48,312.10	0.00
A 9060.....HEALTH INSURANCE	*	8,669,500.00	0.00	8,669,500.00	4,333,580.46	3,671,414.11	664,505.43
A 9760.....TAX ANTICIPATION NOTES	*	95,000.00	0.00	95,000.00	0.00	0.00	95,000.00
A 9901.....TRANSFER TO SPECIAL AID	*	3,155,532.00	0.00	3,155,532.00	282,765.63	0.00	2,872,766.37
GRAND TOTALS		80,623,642.76	420,950.91	81,044,593.67	31,541,097.73	32,997,794.58	16,505,701.36

Report Completed 9:48 AM

**ROCKY POINT UNION FREE SCHOOL DISTRICT
FOR THE MONTH ENDED JANUARY 2017**

CAFETERIA FUND

TRIAL BALANCE - FUND: C LUNCH FUND 07/01/16 - 01/31/17

ACCOUNT	ACCOUNT NAME	DEBITS	CREDITS
C207	CAPITAL ONE CHECKING	592,703.43	0.00
C208	CHASE ACH REVENUE	30,333.75	0.00
C380	ACCOUNTS RECEIVABLE	184.63	0.00
C3801	ACCOUNTS RECEIVABLE SPEC F	1,625.00	0.00
C391	DUE FROM GENERAL FUND	195,297.52	0.00
C445	SUPPLY INVENTORY	8,000.03	0.00
C446	SURPLUS FOOD INVENTORY	18,333.79	0.00
C447	PURCHASED FOOD INVENTORY	5,950.08	0.00
C510	ESTIMATED REVENUES	1,015,866.00	0.00
C521	ENCUMBRANCES	346,399.04	0.00
C522	EXPENDITURES	518,846.44	0.00
C630	DUE TO GENERAL FUND	0.00	766,322.97
C631	DUE TO OTHER GOVT.	0.00	68.29
C691	DEFERRED REVENUE	0.00	42,735.50
C821	RESERVE FOR ENCUMBRANCES	0.00	346,399.04
C845	FUND BALANCE RESERVE FOR I	0.00	32,283.86
C909	FUND BALANCE	0.00	79,049.69
C960	APPROPRIATIONS	0.00	1,015,866.00
C980	REVENUES	0.00	450,814.36
GRAND TOTALS		2,733,539.71	2,733,539.71

Report Completed 9:37 AM

REVENUE BUDGET STATUS - FUNDS: C FOR PERIOD COVERED 07/01/16 - 01/31/17

ACCOUNT	ACCOUNT NAME	BUDGET	ADJUSTMENTS	REVISED BUDGET	REVENUE EARNED	UNEARNED REVENUE
C 1440	SALE OF TYPE A LUNCHES	269,625.00	0.00	269,625.00	143,490.15	126,134.85
C 1441	ADULT ALA CARTE	2,810.00	0.00	2,810.00	2,183.09	626.91
C 1445	OTHER CAFETERIA SALES	303,790.00	0.00	303,790.00	166,249.01	137,540.99
C 2401	INTEREST AND EARNINGS	1,288.00	0.00	1,288.00	946.99	341.01
C 2770	MISCELLANEOUS REVENUES	278.00	2,500.00	2,778.00	3,681.10	(903.10)
C 2771	REBATES	15,873.00	0.00	15,873.00	0.00	15,873.00
C 3190	GOVERNMENT REIMB-STATE	0.00	0.00	0.00	6,647.00	(6,647.00)
C 4109	SURPLUS FOOD	68,620.00	0.00	68,620.00	0.00	68,620.00
C 4191	GOVERNMENT REIMB-FEDERAL	351,082.00	0.00	351,082.00	158,721.00	192,361.00
	FUND C TOTAL	1,013,366.00	2,500.00	1,015,866.00	481,918.34	533,947.66

Report Completed 11:32 AM

APPROPRIATION STATUS REPORT - BY FUNCTION: FOR PERIOD 07/01/16 - 01/31/17 (Summary)

ACCOUNT GROUPING		ORIG BUDGET	ADJUSTMENTS	ADJ BUDGET	EXPENSED	ENCUMBERED	AVAILABLE
C 2860....	*	963,366.00	2,500.00	965,866.00	496,103.92	346,399.04	123,363.04
C 9030....	*	50,000.00	0.00	50,000.00	22,742.52	0.00	27,257.48
GRAND TOTALS		1,013,366.00	2,500.00	1,015,866.00	518,846.44	346,399.04	150,620.52

Report Completed 9:49 AM

**ROCKY POINT UNION FREE SCHOOL DISTRICT
FOR THE MONTH ENDED JANUARY 2017**

FEDERAL FUND

TRIAL BALANCE - FUND: F FEDERAL FUND 07/01/16 - 01/31/17

ACCOUNT	ACCOUNT NAME	DEBITS	CREDITS
F205	CAPITAL ONE CHECKING	24,393.11	0.00
F410	STATE AND FEDERAL AID REC	245,939.00	0.00
F510	ESTIMATED REVENUES	1,573,895.35	0.00
F521	ENCUMBRANCES	718,480.52	0.00
F522	EXPENDITURES	726,147.14	0.00
F599	APPROPRIATED FUND BALANCE	166,382.75	0.00
F630	DUE TO GENERAL FUND	0.00	633,316.18
F631	DUE TO OTHER GOVT'S	0.00	11,156.00
F691	DEFERRED REVENUES	0.00	73.44
F821	RESERVE FOR ENCUMBRANCES	0.00	718,480.52
F960	APPROPRIATIONS	0.00	1,740,278.10
F980	REVENUES	0.00	351,933.63
GRAND TOTALS		3,455,237.87	3,455,237.87

Report Completed 3:39 PM

REVENUE BUDGET STATUS - FUNDS: F FOR PERIOD COVERED 07/01/16 - 01/31/17

ACCOUNT	ACCOUNT NAME	BUDGET	ADJUSTMENTS	REVISED BUDGET	REVENUE EARNED	UNEARNED REVENUE
F 2110.12M.ENT	MENTORING	72.36	0.00	72.36	0.00	72.36
F 3289.UPK.17	UPK REVENUE 2017	197,136.00	0.00	197,136.00	98,568.00	98,568.00
F 4126.TLI.16	REVENUE TITLE I	14,714.05	0.00	14,714.05	7,652.05	7,062.00
F 4126.TLI.17	REVENUE TITLE I	219,591.00	0.00	219,591.00	43,918.00	175,673.00
F 4256.16R.SP	REVENUE RESPECT	118,867.73	17,068.52	135,936.25	0.00	135,936.25
F 4256.PRE.17	REVENUE PRE	41,257.00	0.00	41,257.00	8,251.00	33,006.00
F 4256.PTB.17	REVENUE PTB	696,390.00	82,903.00	779,293.00	139,278.00	640,015.00
F 4289.IMM.16	REVENUE IMMIGRANT STUDENT	14,002.00	0.00	14,002.00	0.00	14,002.00
F 4289.IMM.17	REVENUE IMMIGRANT STUDENT	22,783.00	0.00	22,783.00	4,556.00	18,227.00
F 4289.LEP.16	REVENUE TLEP	1,753.11	0.00	1,753.11	0.00	1,753.11
F 4289.LEP.17	REVENUE TLEP	14,151.00	0.00	14,151.00	2,830.00	11,321.00
F 4289.TII.16	REVENUE TITLE IIA	49,507.58	0.00	49,507.58	30,141.58	19,366.00
F 4289.TII.17	REVENUE TITLE IIA	83,699.00	0.00	83,699.00	16,739.00	66,960.00
FUND F TOTAL		1,473,923.83	99,971.52	1,573,895.35	351,933.63	1,221,961.72

Report Completed 3:38 PM

APPROPRIATION STATUS REPORT - BY FUNCTION: FOR PERIOD 07/01/16 - 01/31/17 (Summary)

ACCOUNT GROUPING		ORIG BUDGET	ADJUSTMENTS	ADJ BUDGET	EXPENSED	ENCUMBERED	AVAILABLE
F 2110....	*	703,844.58	195,140.52	898,985.10	284,631.44	333,075.17	281,278.49
F 2250....	*	737,647.00	84,358.48	822,005.48	422,421.18	385,405.35	14,178.95
F 9000....	*	0.00	0.00	0.00	(193.00)	0.00	193.00
F 9060....	*	28,101.00	(25,882.00)	2,219.00	2,219.00	0.00	0.00
GRAND TOTALS		1,469,592.58	253,617.00	1,723,209.58	709,078.62	718,480.52	295,650.44

Report Completed 9:49 AM

**ROCKY POINT UNION FREE SCHOOL DISTRICT
FOR THE MONTH ENDED JANUARY 2017**

CAPITAL FUND

TRIAL BALANCE - FUND: H CAPITAL FUND 07/01/16 - 01/31/17

ACCOUNT	ACCOUNT NAME	DEBITS	CREDITS
H205	CAPITAL ONE CHECKING	73,711.78	0.00
H510	ESTIMATED REVENUES	1,318,751.00	0.00
H521	ENCUMBRANCES	390,990.49	0.00
H522	EXPENDITURES	361,558.96	0.00
H6301	DUE TO GENERAL FUND	0.00	196,844.43
H6304	DUE TO DEBT SERVICE FUND	0.00	7,463.96
H821	RESERVE FOR ENCUMBRANCES	0.00	390,990.49
H909	FUND BALANCE	0.00	230,962.35
H960	APPROPRIATIONS	0.00	1,318,751.00
GRAND TOTALS		2,145,012.23	2,145,012.23

Report Completed 9:37 AM

REVENUE BUDGET STATUS - FUNDS: H FOR PERIOD COVERED 07/01/16 - 01/31/17

ACCOUNT	ACCOUNT NAME	BUDGET	ADJUSTMENTS	REVISED BUDGET	REVENUE EARNED	UNEARNED REVENUE
H 5731	BANS	997,338.00	321,413.00	1,318,751.00	0.00	1,318,751.00
	FUND H TOTAL	997,338.00	321,413.00	1,318,751.00	0.00	1,318,751.00

Report Completed 9:47 AM

APPROPRIATION STATUS REPORT - BY FUNCTION: FOR PERIOD 07/01/16 - 01/31/17 (Summary)

ACCOUNT GROUPING		ORIG BUDGET	ADJUSTMENTS	ADJ BUDGET	EXPENSED	ENCUMBERED	AVAILABLE
H 1625....	*	997,338.00	321,413.00	1,318,751.00	361,558.96	390,990.49	566,201.55
GRAND TOTALS		997,338.00	321,413.00	1,318,751.00	361,558.96	390,990.49	566,201.55

Report Completed 9:49 AM

**ROCKY POINT UNION FREE SCHOOL DISTRICT
FOR THE MONTH ENDED JANUARY 2017**

TRUST AND AGENCY FUND

TRIAL BALANCE - FUND: T TRUST & AGENCY 07/01/16 - 01/31/17

ACCOUNT	ACCOUNT NAME	DEBITS	CREDITS
T200EX	EXTRACLASSROOM	97,586.56	0.00
T204	CAPITAL ONE TRUST & AGENCY	1,290,017.72	0.00
T205	CAPITAL ONE NET PAYROLL	30,791.39	0.00
T23	INCOME EXECUTIONS	0.00	12,170.34
T281I	FLEX PLAN-HEALTH CARE - YR	0.00	11,039.06
T281J	FLEX PLAN-HEALTH CARE - YR	0.00	11,536.02
T282I	FLEX PLAN DEPENDENT CARE-Y	0.00	3,350.00
T282J	FLEX PLAN DEPENDENT CARE-Y	0.00	4,400.00
T290	AFLAC -CPP	0.00	2,593.51
T291	AFLAC - STD	0.00	1,255.63
T35	SCHOLARSHIP	0.00	995.00
T38	EXTRACLASSROOM ACTIVITY	0.00	97,586.56
T63001	DUE TO GENERAL FUND	0.00	1,163,997.92
T84	OTHER-NYS EMPL RETIRE LOAN	0.00	5,080.37
T85	OTHER-NYS EMPL RETIRE	0.00	5,950.06
T89	OTHER VOTE COPE	0.00	342.25
T91	LONG TERM DISABILITY	741.44	0.00
T931	SCHOOL ACTIVITIES-FJC	0.00	4,823.25
T932	SCHOOL ACTIVITIES-JAE	0.00	2,933.73
T933	SCHOOL ACTIVITIES-M/S	0.00	15,187.98
T9331	HIGH SCHOOL TESTING	0.00	8,286.12
T9335	NYSSMA	0.00	67.00
T9337	AP TEST DEPOSITS	0.00	55,506.23
T9338	MARK TWAIN DINNER	0.00	393.00
T935	SCHOOL ACTIVITIES-H/S	0.00	9,487.08
T9351	MUSIC DEPT. HIGH SCHOOL	0.00	631.00
T9352	SEAN JOHNS MEMORIAL-CHALLE	0.00	925.00
T936	FJC - KIDS IN NEED (RUTH S	0.00	600.00
GRAND TOTALS		1,419,137.11	1,419,137.11

Report Completed 9:38 AM

**ROCKY POINT UNION FREE SCHOOL DISTRICT
FOR THE MONTH ENDED JANUARY 2017**

SCHOLARSHIP FUND

TRIAL BALANCE - FUND: U SCHOLARSHIP FUND 07/01/16 - 01/31/17

ACCOUNT	ACCOUNT NAME	DEBITS	CREDITS
U200	CASH IN CHECKING	35,642.65	0.00
U2401	INTEREST	0.00	40.04
U3912	DUE FROM GENERAL	46.50	0.00
U9000	ALLISON FISCH VERADO SCHOL	0.00	0.50
U9001	RITA SULLIVAN SCHOLARSHIP	0.00	423.47
U9002	RYAN CAUFIELD SCHOLARSDHIP	0.00	23.69
U9003	ADMIN SCHOLARSHIP	0.00	1,074.52
U9004	K-MART	0.00	81.68
U9005	TARGET SCH HS/JR	0.00	43.45
U9006	TARGET SCHOLARSHIP JAE	0.00	267.13
U9007	TARGET SCHOLARSHIP	0.00	108.32
U9008	FRANCIS RYAN SCHOLARSHIP	0.00	253.26
U9009	GENERAL SCHOLARSHIP	0.00	62.61
U9010	AL MAIN SCHOLARSHIP	0.00	6,753.47
U9011	JOSEPH FALLICA	0.00	835.73
U9015	SASBO SCHOLARSHIP	0.00	0.92
U9016	SOUND BEACH MUSIC	0.00	0.92
U9018	LIVE LIKE SUSIE MEMORIAL S	0.00	25,219.44
U9020	INTERDIST.COUNCIL OF SUPTS	0.00	500.00
GRAND TOTALS		35,689.15	35,689.15

Report Completed 9:38 AM

**ROCKY POINT UNION FREE SCHOOL DISTRICT
FOR THE MONTH ENDED JANUARY 2017**

DEBT SERVICE FUND

TRIAL BALANCE - FUND: V DEBT SERVICE FUND 07/01/16 - 01/31/17

ACCOUNT	ACCOUNT NAME	DEBITS	CREDITS
V200	CASH	108,207.69	0.00
V391	DUE FROM CAPITAL	7,463.96	0.00
V3911	DUE FROM GENERAL	783.00	0.00
V522	EXPENDITURES	382,765.63	0.00
V909	FUND BALANCE, UNRESERVED	0.00	215,923.54
V980	REVENUES	0.00	283,296.74
GRAND TOTALS		499,220.28	499,220.28

Report Completed 9:38 AM

REVENUE BUDGET STATUS - FUNDS: V FOR PERIOD COVERED 07/01/16 - 01/31/17

ACCOUNT	ACCOUNT NAME	BUDGET	ADJUSTMENTS	REVISED BUDGET	REVENUE EARNED	UNEARNED REVENUE
V 2401	INTEREST EARNINGS	0.00	0.00	0.00	531.11	(531.11)
V 5031	INTERFUND TRANSFERS	0.00	0.00	0.00	282,765.63	(282,765.63)
	FUND V TOTAL	0.00	0.00	0.00	283,296.74	(283,296.74)

Report Completed 9:47 AM

APPROPRIATION STATUS REPORT - BY FUNCTION: FOR PERIOD 07/01/16 - 01/31/17 (Summary)

ACCOUNT GROUPING		ORIG BUDGET	ADJUSTMENTS	ADJ BUDGET	EXPENSED	ENCUMBERED	AVAILABLE
V 9711....	*	0.00	0.00	0.00	282,765.63	0.00	(282,765.63)
V 9901....	*	0.00	0.00	0.00	100,000.00	0.00	(100,000.00)
GRAND TOTALS		0.00	0.00	0.00	382,765.63	0.00	(382,765.63)

Report Completed 9:49 AM

**ROCKY POINT UNION FREE SCHOOL DISTRICT
STUDENT ACTIVITY ACCOUNTS
FOR THE MONTH ENDED JANUARY 2017**

TRIAL BALANCE - FUND: X STUDENT ACTIVITY 07/01/16 - 01/31/17

ACCOUNT	ACCOUNT NAME	DEBITS	CREDITS
X201	CAPITAL ONE CHECKING	97,091.06	0.00
X391	DUE FROM OTHER FUNDS	495.50	0.00
X6002016	CLASS OF 2016	0.00	944.71
X6002017	CLASS OF 2017	0.00	401.21
X6307	LEADERS CLUB	0.00	887.14
X6308	MATH HONOR SOCIETY	0.00	55.79
X6309	VARSITY CLUB	0.00	1,924.78
X6310	SCIENCE CLUB	0.00	270.43
X6351	STUDENT COUNCIL-MS	0.00	11,489.50
X6353	YEARBOOK-MS	0.00	8,699.15
X6402	MS SCHOOL STORE	0.00	260.52
X6403	BUSINESS CLUB	0.00	13.81
X6404	MS ROBOTICS CLUB	0.00	69.27
X6452	BE A NICER NEIGHBOR CLUB	0.00	8,816.12
X64521	BANN-KIN	0.00	1,907.49
X6453	FBLA CLUB	0.00	3.63
X6454	COMMUNITY SERVICE CLUB	0.00	2,731.35
X6457	SKILLS USA - HS COSMOTOLOG	0.00	119.16
X6460	GAY STRAIGHT ALLIANCE CLUB	0.00	55.10
X6461	HUMAN RIGHTS CLUB	0.00	246.32
X65010	S.A.D.D.	0.00	1,252.61
X650115	THESPIAN TROUPE #696	0.00	272.92
X65012	HS YEARBOOK CLUB	0.00	39,963.90
X65016	STUDENT COUNCIL	0.00	10,453.98
X65017	ART CLUB	0.00	1,366.04
X65018	BUSINESS HONOR SOCIETY	0.00	1,309.23
X65025	JAE STUDENT COUNCIL	0.00	3,487.04
X6533	ROBOTICS CLUB HS	0.00	493.90
X700	SURPLUS FUNDS	0.00	91.46
GRAND TOTALS		97,586.56	97,586.56

Report Completed 9:38 AM



John F. Dennehy
Certified Public Accountant

February 9, 2017

Board of Education
Rocky Point School District
90 Rocky Point-Yaphank Road
Rocky Point, NY 11778

*Re: Internal Claims Audit Report for the period
January 1, 2017 through January 31, 2017*

Board of Education:

I have completed my internal claims auditing services for the Rocky Point School District covering the period January 1, 2017 through January 31, 2017. The services I performed, as outlined within my proposal, include reviewing all claims against the District. The purpose of this report is to update the Board of Education on work performed to date, my findings, and recommendations.

For ease of reference I have categorized the remainder of this report as follow:

Internal Claims Audit Services

Exhibits

INTERNAL CLAIMS AUDIT SERVICES

The internal claims audit services performed on each claim against the District consisted of:

1. Verification of the accuracy of invoices and claim forms
2. Ensuring proper approval of all purchases; checking that purchases constitute legal expenses of the school district
3. Determining that purchase orders have been issued in accordance with Board of Education policy, and applicable state laws

Board of Education
Rocky Point School District
February 9, 2017
Page 2

*Re: Internal Claims Audit Report for the time period of
January 1, 2017 through January 31, 2017*

4. Comparison of invoices or claims with previously approved contracts
5. Reviewing price extensions, claiming of applicable discounts, inclusion of shipping and freight charges
6. Approving all charges that are presented for payment which are supported with documentary evidence indicating compliance with all pertinent laws, policies and regulations

Over the time period of January 1, 2017 through January 31, 2017 I have audited 316 claims against the District in the amount of **\$3,415,128.13**. (See attached Exhibit I) I made inquiries and/ or observations into 49 claims in the amount of **\$130,768.75**. I have summarized the inquiries and/or observations as well as the resolutions within Exhibit II. It should be noted that currently, there are 0 outstanding inquiries in regards to the audit of the claims made against the District for the period of January 1, 2017 through January 31, 2017. I have summarized all voided checks and notable exceptions in Exhibit III.

I trust that the foregoing comments are clear. If you have any questions or you would like to discuss this matter further, please contact me at 631-928-5406.

Very truly yours,

John F. Dennehy, Jr.
Certified Public Accountant

Internal Claims Audit By Fund

Rocky Point School District

Exhibit I

Warrant Date	Audit Date	Warrant #	Fund	# of Checks	\$ Value of Checks	# of Inquiries	\$ Value of Inquiries	# of Resolved Inquiries	# of Outstanding Inquiries	Check Sequence
1/4/2017	1/4/2017	86	A	31	752,122.69	11	14,955.11	11	-	104897-104927
1/11/2017	1/11/2017	88	A	61	248,395.43	6	11,189.29	6	-	104928-104988
1/18/2017	1/18/2017	90	A	49	820,755.14	6	23,876.12	6	-	104989-105037
1/25/2017	1/25/2017	92	A	56	326,021.43	11	56,901.57	11	-	105038-105093
1/11/2017	1/11/2017	16	C	17	15,636.05	3	91.20	3	-	10671-10687
1/18/2017	1/18/2017	17	C	15	20,221.72	-	-	-	-	10688-10702
1/4/2017	1/4/2017	15	F	5	22,217.68	5	2,740.35	5	-	4291-4295
1/11/2017	1/11/2017	16	F	4	19,640.00	2	16,430.00	2	-	4296-4299
1/18/2017	1/18/2017	17	F	2	5,446.58	-	-	-	-	4300-4301
1/4/2017	1/4/2017	30	T	3	6,741.55	-	-	-	-	11308-11310
1/4/2017	1/4/2017	31	T	29	572,872.75	-	-	-	-	11311-11321,
1/11/2017	1/11/2017	32	T	3	4,486.00	1	2,436.00	1	-	5113827-5113844
1/18/2017	1/18/2017	33	T	3	3,633.96	1	516.00	1	-	11322-11324
1/17/2017	1/17/2017	34	T	30	586,144.73	-	-	-	-	11325-11327
1/24/2017	1/24/2017	35	T	3	9,010.61	-	-	-	-	11328-11339,
1/4/2017	1/4/2017	14	X	1	303.26	-	-	-	-	11340-11342
1/11/2017	1/11/2017	15	X	1	13.80	1	13.80	1	-	10998
1/18/2017	1/18/2017	16	X	3	1,464.75	2	1,619.31	2	-	10999
TOTAL				316	\$ 3,415,128.13	49	\$ 130,768.75	49	-	11000-11001

Legend:

A - General	P (A) - Chase General
C - Cafeteria	T - Trust & Agency
F - Federal	HB - Bond 2003
H - Capital	CM- Misc Spec Revenue
HCP - Capital Projects	TE-Expendable Trust

John F. Dennehy, Jr.
Certified Public Accountant, PC

Rocky Point School District
Claims Audit - Analysis by Number of Inquiries & Dollar Value
Summary of Inquiries / Resolutions and Percentage of Total Claims & Dollar Value of Claims
Exhibit II

2016 / 2017 YTD

Analysis by Number of Inquiries

Reason For Inquiry	Resolution	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17
All invoices not reflected on check	Pay unpaid invoice(s) next warrant	2 0.6%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Check amount not equal to invoices	Difference <\$1; Immaterial, claim paid	- 0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Check amount not equal to invoices	Will pay balance with next invoice	- 0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Check amount not equal to invoices	Void & reissue	- 0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Current year expense paid prior year P.O.	P.O. Funds carried over	1 0.3%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Incorrect vendor name	Void & reissue	- 0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Insufficient supporting backup	Hold for missing information	1 0.3%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Insufficient supporting backup	Backup Provided	1 0.3%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Insufficient supporting backup	Void check	1 0.3%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Invoice date precedes PO date	Noted by Business Office	22 6.9%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Invoice over 90 days outstanding/undated	Verified no duplicate payment	10 3.1%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Invoice previously stamped by claims auditor	Confirmed original check void	1 0.3%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Missing administrator approval endorsement	Received proper authorization	- 0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Missing receiving signature on invoice or PO	Verified receipt of goods/services	- 0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
No Purchase Order encumbered	Void & reissue after P.O. encumbered	- 0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Not an original invoice	Copy, fax or statement accepted	11 3.5%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Paid sales tax	Amount immaterial (< \$5), claim paid	- 0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
PO insufficient funds	PO funds increased post invoice/paid direct from budget code	1 0.3%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Prior year invoice paid current year funds	Noted by Business Office	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Pre-dated Invoice	Hold until service date	- 0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Separation of Duties	Same individual signed P.O. and authorized payment; additional admin approval provided	2 0.6%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Xtra Class club purchased gift cards for needy family	Utilizing recipient verification procedure through school social worker	- 0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Total Number (#) of Inquiries		49 15.51%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Total Claims Audited		316 100.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Total Outstanding Inquiries		0 0.00%	0 #DIV/0!	0 #DIV/0!	0 #DIV/0!	0 #DIV/0!	0 #DIV/0!

Rocky Point School District
Claims Audit - Analysis by Number of Inquiries & Dollar Value
Summary of Inquiries / Resolutions and Percentage of Total Claims & Dollar Value of Claims
Exhibit II

2016 / 2017 YTD

Analysis by Dollar Value

Reason For Inquiry	Resolution	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17
All invoices not reflected on check	Pay unpaid invoice(s) next warrant	2,537.40 0.07%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Check amount not equal to invoices	Difference<\$1; Immaterial, claim paid	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Check amount not equal to invoices	Will pay balance with next invoice	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Check amount not equal to invoices	Void & reissue	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Current year expense paid prior year P.O.	P.O. Funds carried over	16,152.92 0.47%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Incorrect vendor name	Void & reissue	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Insufficient supporting backup	Hold for missing information	13.80 0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Insufficient supporting backup	Backup Provided	1,201.00 0.04%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Insufficient supporting backup	Void check	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Invoice date precedes PO date	Noted by Business Office	84,420.77 2.47%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Invoice over 90 days outstanding/undated	Verified no duplicate payment	1,735.26 0.05%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Invoice previously stamped by claims auditor	Confirmed original check void	154.56 0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Missing administrator approval endorsement	Received proper authorization	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Missing receiving signature on invoice or PO	Verified receipt of goods/services	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
No Purchase Order encumbered	Void & reissue after P.O. encumbered	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Not an original invoice	Copy, fax or statement accepted	20,651.04 0.60%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Paid sales tax	Amount immaterial (< \$5), claim paid	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
PO insufficient funds	PO funds increased post invoice/paid direct from budget code	950.00 0.03%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Prior year invoice paid current year funds	Noted by Business Office	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Pre-dated Invoice	Hold until service date	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Separation of Duties	Same individual signed P.O. and authorized payment; additional admin approval provided	2,952.00 0.09%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Xtra Class club purchased gift cards for needy family	Utilizing recipient verification procedure through school social worker	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Total Value (\$) of Inquiries		130,768.75 3.83%	- #DIV/0!	- #DIV/0!	- #DIV/0!	- #DIV/0!	- #DIV/0!
Total Claims Audited		3,415,128.13 100.00%	- #DIV/0!	- #DIV/0!	- #DIV/0!	- #DIV/0!	- #DIV/0!
Total Outstanding Inquiries		- 0.00%	- #DIV/0!	- #DIV/0!	- #DIV/0!	- #DIV/0!	- #DIV/0!

**Rocky Point School District
Internal Claim Audit
Notable Exceptions
Exhibit III**

Void Checks - January 2017

Fund	Ck #	Amount \$	Vendor	Warrant #	Warrant Date	Reason For Inquiry	Resolution
None		-					
Total	2 Voids	-					

Other Notable Exceptions - January 2017

Fund	Ck #	Amount \$	Vendor	Warrant #	Warrant Date	Reason For Inquiry	Resolution
None		-					
Total	0 Inquiries	-					

*John F. Dennehy, Jr.
Certified Public Accountant, PC*

**Rocky Point School District
Internal Claims Audit
Payroll Audit
Exhibit IV**

Audited Payroll Checks - January 2017

Fund	Ck #	Amount \$	Employee	Payroll Date	Exceptions
PR	93566	2,438.40	Yashowitz, Mark	1/6/2017	None
PR	93585	439.14	Panteleo, Mary Ann	1/6/2017	None
PR	246319	2,108.16	Birnstein, Kelly A	1/6/2017	None
PR	246373	2,393.74	Zumpol, Stacie	1/6/2017	None
PR	246429	2,779.75	Varriale, Laurie L	1/6/2017	None
PR	246888	2,436.76	Goelz, Kelly	1/20/2017	None
PR	246945	2,373.26	Jacobellis, Francine	1/20/2017	None
PR	246991	2,458.23	Blume, Christine	1/20/2017	None
PR	247055	2,683.19	Nardiello, Cynthia A	1/20/2017	None
PR	247132	2,516.61	Burke, Jennifer	1/20/2017	None
		22,627.24			

*Please note all checks have been selected at random using a random number generator.

**A result of no exceptions means that the the payroll check is accurate when compared against employee contracts and renewal letters.

**John F. Dennehy, Jr.
Certified Public Accountant, PC**

**Budget Transfer Summary Report
February 2017**

<u>From Account</u>			<u>To Account</u>			
From Account #	Description	Amount	To Account #	Description	Amount	Reason
A2855436040000	Student Fees	215.00	A2855400040000	Contractual	215.00	Supplies
A2250490040000	BOCES Services	19,324.00	A2855530040000	Supplies	19,324.00	Girls Lacrosse Headgear & Other Supplies
A2250490040000	BOCES Services	75,000.00	A1620400040000	Contractual	10,000.00	Septic System Repairs
			A1620521040000	Custodial Supplies	7,000.00	Parking Lot Repair
			A1621400040000	Contractual	38,000.00	Watercoolers
			A1621520040000	Bldgs. & Grounds Materials	20,000.00	Athletic Field Supplies
A2250470040000	Tuition Outside Placements	13,500.00	A2250439040000	Student Related Services	13,500.00	Tutoring Services
A2855560040000	Uniforms	3,000.00	A2855530040000	Supplies	3,000.00	Softball Windscreens
A2250490040000	BOCES Services	58,000.00	A1620400040000	Contractual	58,000.00	Student Desks

**ROCKY POINT UNION FREE SCHOOL DISTRICT
FINANCE REPORTS
FOR THE MONTH ENDED FEBRUARY 2017**

BOARD MEETING BOOK

TREASURER'S REPORT
EXTRA-CLASSROOM ACTIVITY TREASURER'S REPORT

REPORTS FILED IN DISTRICT CLERKS OFFICE:

CASH REPORT
CASH FLOW REPORT

GENERAL FUND

TRIAL BALANCE
REVENUE STATUS REPORT
APPR. BUDGET STATUS REPORT

CAFETERIA FUND

TRIAL BALANCE
REVENUE STATUS REPORT
APPR. BUDGET STATUS REPORT

FEDERAL FUND

TRIAL BALANCE
REVENUE STATUS REPORT
APPR. BUDGET STATUS REPORT

CAPITAL FUND

TRIAL BALANCE
REVENUE STATUS REPORT
APPR. BUDGET STATUS REPORT

TRUST AND AGENCY FUND

TRIAL BALANCE

SCHOLARSHIP FUND

TRIAL BALANCE

DEBT SERVICE FUND

TRIAL BALANCE
REVENUE STATUS REPORT
APPR. BUDGET STATUS REPORT

STUDENT ACTIVITY

TRIAL BALANCE

**Rocky Point Union Free School District
Treasurer's Report
For the Month Ended: February 28, 2017**

Rocky Point Union Free School District
Treasurer's Report
General Fund - Investment A2008
As of February 28, 2017

Reconciled Balance as of:	1/31/2017	15,693,315.68
Receipts:		
Interest Revenue	2,082.77	
Federal Breakfast & Lunch Revenue	48,610.00	
State Breakfast & Lunch Revenue	2,034.00	
Interfund Transfer	1,000,000.00	
VLT Lottery Revenue 2016-2017	148,723.25	
Cleary School Revenue 2015-2016	121,299.62	
Summer School Revenue 2014-2015	8,409.60	
Tax Revenue 2016-2017	<u>6,894,231.16</u>	
		8,225,390.40
Disbursements:		
Funding Transfer: Interfund Transfer	150,783.00	
Funding Transfer: AP Warrants	2,214,923.01	
Funding Transfer: Net Payroll	2,996,398.31	
Funding Transfer: Payroll Deductions	<u>2,141,356.17</u>	
		<u>(7,503,460.49)</u>
Total available balance per General Ledger as of:	2/28/2017	<u><u>16,415,245.59</u></u>
Bank Balance as of: 2/28/2017		<u><u>16,415,245.59</u></u>

Prepared by: Linda Bielki
Date: 3/3/2017

Reviewed by: Virginia Holy
Date: 3/3/2017

A2008

ROCKY POINT UFSD
GENERAL FUND INVESTMENT ACCOUNT
90 ROCKY POINT YAPHANK RD
ROCKY POINT NY 11778-8423

▶ Contact your Relationship Manager to discuss targeted solutions for your evolving business needs.

ACCOUNT SUMMARY FOR PERIOD FEBRUARY 01, 2017 - FEBRUARY 28, 2017

Govt Banking Blended Chking		ROCKY POINT UFSD	
Previous Balance 01/31/17	\$15,693,315.68	Number of Days in Cycle	28
10 Deposits/Credits	\$8,225,390.40	Minimum Balance This Cycle	\$13,997,086.53
Interest Paid	\$0.00	Average Collected Balance	\$16,919,532.94
11 Checks/Debits	(\$7,503,460.49)	Interest Earned During this Cycle	\$0.00
Service Charges	\$0.00	Interest Paid Year-To-Date	\$3,452.52
Ending Balance 02/28/17	\$16,415,245.59		

ACCOUNT DETAIL FOR PERIOD FEBRUARY 01, 2017 - FEBRUARY 28, 2017

Govt Banking Blended Chking		ROCKY POINT UFSD		
<i>Date</i>	<i>Description</i>	<i>Deposits/Credits</i>	<i>Withdrawals/Debits</i>	<i>Resulting Balance</i>
02/01	Book transfer debit TO ...3946		\$981,355.07	\$14,711,960.61
02/02	Book transfer debit TO ...3954		\$714,874.08	\$13,997,086.53
02/03	ACH deposit BROOKHAVEN CASH DISB 020317 ROCKY POINT SCH DIST	\$3,823,164.55		\$17,820,251.08
02/03	Book transfer debit TO ...9588		\$150,000.00	\$17,670,251.08
02/07	ACH deposit NYS OSC ACH 020717 ROCKY POINT SCHOOL DIS AP00021871099	\$48,610.00		\$17,718,861.08
02/08	ACH deposit NYS OSC ACH 020817 ROCKY POINT SCHOOL DIS AP00021872308	\$2,034.00		\$17,720,895.08
02/08	Book transfer debit TO ...9596		\$1,051,757.12	\$16,669,137.96
02/14	ACH deposit NYS OSC ACH 021417 ROCKY POINT SCHOOL DIS AP00021894453	\$121,299.62		\$16,790,437.58
02/14	Book transfer debit TO ...3946		\$1,109,533.76	\$15,680,903.82
02/14	Book transfer debit TO ...3954		\$759,750.78	\$14,921,153.04
02/15	ACH deposit BROOKHAVEN CASH DISB 021517 ROCKY POINT SCH DIST	\$2,005,594.52		\$16,926,747.56

Thank you for banking with us.

DETAIL ACCOUNT TRANSACTIONS - A 2008 CAPITAL ONE INVESTMENT - 02/01/17 - 02/28/17

DATE	REF#	INV#	VEND#	EXPLANATION	SCH#	DEBITS	CREDITS	BALANCE
02/01/17				BALANCE 07/01/16 - 01/31/17		0.00	0.00	15,693,315.68
02/01/17	1025001			FUNDING NET PAYROLL 2.3.1	CR-28	0.00	981,355.07	14,711,960.61
02/02/17	1025000			TRUST & AGENCY DEDUCTIO	CR-28	0.00	714,874.08	13,997,086.53
02/03/17	1024989			TAX REVENUE #5	CR-28	3,823,164.55	0.00	17,820,251.08
02/03/17	1025010			FUNDING TRANSFER	CR-28	0.00	150,000.00	17,670,251.08
02/07/17	1025050			FEDERAL B'FAST REVENUE J	CR-28	9,052.00	0.00	17,679,303.08
02/07/17	1025051			FEDERAL LUNCH REVENUE J	CR-28	39,558.00	0.00	17,718,861.08
02/08/17	1025011			FUNDING WARRANT #95	CR-28	0.00	1,051,757.12	16,667,103.96
02/08/17	1025052			STATE B'FAST REVENUE JAN	CR-28	475.00	0.00	16,667,578.96
02/08/17	1025053			STATE LUNCH REVENUE JAN	CR-28	1,559.00	0.00	16,669,137.96
02/14/17	1025029			FUNDING NET PAYROLL 2.17	CR-28	0.00	1,109,533.76	15,559,604.20
02/14/17	1025028			TRUST & AGENCY DEDUCTIO	CR-28	0.00	759,750.78	14,799,853.42
02/14/17	1025055			STATE AID CLEARY SCHOOL	CR-28	121,299.62	0.00	14,921,153.04
02/15/17	1025027			TAX REVENUE #6	CR-28	2,005,594.52	0.00	16,926,747.56
02/16/17	1025033			FUNDING WARRANT #96	CR-28	0.00	936,394.71	15,990,352.85
02/17/17	1025037			INTERFUND TRANSFER	CR-28	1,000,000.00	0.00	16,990,352.85
02/17/17	1025045			INTERFUND TRANSFER	CR-28	0.00	783.00	16,989,569.85
02/23/17	1025048			TAX REVENUE #7	CR-28	1,065,472.09	0.00	18,055,041.94
02/24/17	1025058			INTEREST REVENUE	CR-28	2,082.77	0.00	18,057,124.71
02/27/17	1025054			VLT LOTTERY REVENUE 2016	CR-28	148,723.25	0.00	18,205,847.96
02/28/17	1025070			FUNDING WARRANT #98	CR-28	0.00	226,771.18	17,979,076.78
02/28/17	1025072			TRUST & AGENCY DEDUCTIO	CR-28	0.00	666,731.31	17,312,345.47
02/28/17	1025073			FUNDING NET PAYROLL 3.3.1	CR-28	0.00	905,509.48	16,406,835.99
02/28/17	1025074			SUMMER SCHL. REV. 2014-20	CR-28	8,409.60	0.00	16,415,245.59
				TOTALS		8,225,390.40	7,503,460.49	16,415,245.59

Report Completed 4:26 PM

Rocky Point Union Free School District
Treasurer's Report
General Fund - AP Checking A2010
As of February 28, 2017

Reconciled Balance as of:	1/31/2017		1,043,299.58
Receipts:			
	Steel	24.60	
	Donations	1,540.20	
	Royalties	38.17	
	Lost Books	22.35	
	Refunds	144,454.73	
	Printer Disposal	1,115.00	
	Hofstra Diversity Essay Contest	150.00	
	Health, Dental, Life	30,780.64	
	Funding Transfer	<u>2,214,923.01</u>	
			2,393,048.70
Disbursements:			
	NSF Check	742.56	
	Cash Disbursements	<u>2,214,923.01</u>	
			<u>(2,215,665.57)</u>
Total available balance per General Ledger as of:	2/28/2017		<u><u>1,220,682.71</u></u>
Bank Balance as of:	2/28/2017		1,458,150.69
Add:	Deposits in Transit		6,681.76
Less:	Outstanding Checks		<u>(244,149.74)</u>
Adjusted Bank Balance as of:	2/28/2017		<u><u>1,220,682.71</u></u>

Prepared by: Linda Bilski
Date: 3/3/2017

Reviewed by: Virginia Hely
Date: 3/3/2017

A2010

ROCKY POINT UFSD
GENERAL FUND CHECKING
90 ROCKY POINT YAPHANK RD
ROCKY POINT NY 11778-8423

▶ Contact your Relationship Manager to discuss targeted solutions for your evolving business needs.

ACCOUNT SUMMARY FOR PERIOD FEBRUARY 01, 2017 - FEBRUARY 28, 2017

Govt Banking Blended Chking		ROCKY POINT UFSD	
Previous Balance 01/31/17	\$2,579,628.88	Number of Days in Cycle	28
9 Deposits/Credits	\$2,386,366.94	Minimum Balance This Cycle	\$1,081,505.77
174 Checks/Debits	(\$3,507,845.13)	Average Collected Balance	\$1,832,049.08
Service Charges	\$0.00		
Ending Balance 02/28/17	\$1,458,150.69		

ACCOUNT DETAIL FOR PERIOD FEBRUARY 01, 2017 - FEBRUARY 28, 2017

Govt Banking Blended Chking		ROCKY POINT UFSD		
<i>Date</i>	<i>Description</i>	<i>Deposits/Credits</i>	<i>Withdrawals/Debits</i>	<i>Resulting Balance</i>
01/31	Check 105092		\$4,380.08	\$2,575,248.80
02/01	Check 105081		\$129,752.00	\$2,445,496.80
02/01	Check 105079		\$49,384.41	\$2,396,112.39
02/01	Check 105049		\$13,608.25	\$2,382,504.14
02/01	Check 105090		\$6,753.40	\$2,375,750.74
02/01	Check 105059		\$1,382.45	\$2,374,368.29
02/01	Check 104867		\$699.40	\$2,373,668.89
02/01	Check 104507		\$200.00	\$2,373,468.89
02/01	Check 104717		\$150.00	\$2,373,318.89
02/01	Check 104670		\$18.85	\$2,373,300.04
02/02	Check 105018		\$3,500.00	\$2,369,800.04
02/02	Check 105048		\$1,486.19	\$2,368,313.85
02/02	Check 105058		\$686.00	\$2,367,627.85
02/02	Check 105070		\$366.00	\$2,367,261.85
02/02	Check 105046		\$14.71	\$2,367,247.14
02/03	Check 105069		\$2,848.18	\$2,364,398.96
02/03	Check 104975		\$591.99	\$2,363,806.97
02/03	Check 105044		\$190.00	\$2,363,616.97
02/06	Customer Deposit	\$30.00		\$2,363,646.97

Thank you for banking with us.

ROCKY POINT UFSD		
OUTSTANDING CHECK LIST		
AS OF FEBRUARY 28, 2017		
CHECK#	CHECK DATE	CHECK AMOUNT
103688	7/19/2016	\$17.00
104066	9/13/2016	\$120.00
104266	10/18/2016	\$6.91
104574	11/15/2016	\$200.00
104629	11/22/2016	\$30.89
104674	11/29/2016	\$19.76
104692	11/29/2016	\$16.41
104788	12/13/2016	\$120.00
104869	12/21/2016	\$9,950.00
104948	1/10/2017	\$999.50
104968	1/10/2017	\$61.56
105000	1/17/2017	\$18.67
105043	1/24/2017	\$266.18
105065	1/24/2017	\$30.00
105210	2/14/2017	\$149.18
105223	2/14/2017	\$4,362.80
105224	2/14/2017	\$240.00
105225	2/14/2017	\$200.00
105226	2/14/2017	\$349.70
105232	2/14/2017	\$70.00
105239	2/27/2017	\$2,272.50
105240	2/27/2017	\$2,593.44
105241	2/27/2017	\$45.00
105242	2/27/2017	\$96.13
105243	2/27/2017	\$554.10
105244	2/27/2017	\$5,050.29
105245	2/27/2017	\$181.70
105246	2/27/2017	\$20,845.39
105247	2/27/2017	\$190.00
105248	2/27/2017	\$160.16
105249	2/27/2017	\$225.00
105250	2/27/2017	\$250.00
105251	2/27/2017	\$580.45
105252	2/27/2017	\$3,655.50
105253	2/27/2017	\$2,753.76
105254	2/27/2017	\$14,680.25
105255	2/27/2017	\$608.79
105256	2/27/2017	\$8,881.24
105257	2/27/2017	\$38,871.62
105258	2/27/2017	\$45.00
105259	2/27/2017	\$4,280.00
105260	2/27/2017	\$193.20
105261	2/27/2017	\$294.26
105262	2/27/2017	\$5,490.56
105263	2/27/2017	\$6,022.20
105264	2/27/2017	\$3,532.31
105265	2/27/2017	\$409.50

105266	2/27/2017	\$89.90	
105267	2/27/2017	\$3,937.99	
105268	2/27/2017	\$588.60	
105269	2/27/2017	\$478.00	
105270	2/27/2017	\$83.16	
105271	2/27/2017	\$1,259.00	
105272	2/27/2017	\$840.00	
105273	2/27/2017	\$8,107.00	
105274	2/27/2017	\$192.00	
105275	2/27/2017	\$238.47	
105276	2/27/2017	\$3,150.00	
105277	2/27/2017	\$105.95	
105278	2/27/2017	\$166.44	
105279	2/27/2017	\$30.86	
105280	2/27/2017	\$293.40	
105281	2/27/2017	\$150.00	
105282	2/27/2017	\$18,664.90	
105283	2/27/2017	\$4,487.40	
105284	2/27/2017	\$553.98	
105285	2/27/2017	\$40,224.42	
105286	2/27/2017	\$79.77	
105287	2/27/2017	\$1,675.00	
105288	2/27/2017	\$7,988.40	
105289	2/27/2017	\$70.00	
105290	2/27/2017	\$150.00	
105291	2/27/2017	\$75.00	
105292	2/27/2017	\$170.00	
105293	2/27/2017	\$393.72	
105294	2/27/2017	\$202.52	
105295	2/27/2017	\$165.46	
105296	2/27/2017	\$500.00	
105297	2/27/2017	\$40.00	
105298	2/27/2017	\$223.39	
105299	2/27/2017	\$128.60	
105300	2/27/2017	\$7,884.46	
105301	2/27/2017	\$165.98	
105302	2/27/2017	\$285.00	
105303	2/27/2017	\$20.41	
105304	2/27/2017	\$299.65	
		\$244,149.74	

DETAIL ACCOUNT TRANSACTIONS - A 2010 CAPITAL ONE AP CHECKING - 02/01/17 - 02/28/17

DATE	REF#	INV#	VEND#	EXPLANATION	SCH#	DEBITS	CREDITS	BALANCE
02/01/17				BALANCE 07/01/16 - 01/31/17		0.00	0.00	1,043,299.58
02/06/17	1025014			REFUND/FEDEX	CR-28	30.00	0.00	1,043,329.58
02/08/17				* SEE CASH DISBURSEMENT	CD-95	0.00	1,051,757.12	-8,427.54
02/08/17	1025011			FUNDING WARRANT #95	CR-28	1,051,757.12	0.00	1,043,329.58
02/14/17	1025021			DIVERSITY ESSAY/HOFSTRA	CR-28	150.00	0.00	1,043,479.58
02/14/17	1025024			GREAT AMERICAN/ONLINE G	CR-28	15.20	0.00	1,043,494.78
02/14/17	1025023			ROCKY POINT PTA/ HS DRUG	CR-28	1,500.00	0.00	1,044,994.78
02/14/17	1025022			DONATION/YOURCAUSE LLC	CR-28	25.00	0.00	1,045,019.78
02/14/17	1025015			HEALTH, DENTAL, LIFE	CR-28	21,821.90	0.00	1,066,841.68
02/14/17	1025016			HEALTH, DENTAL	CR-28	1,712.10	0.00	1,068,553.78
02/14/17	1025017			STEEL	CR-28	9.00	0.00	1,068,562.78
02/14/17	1025018			OHIO PYLE PRINTS INC / QUA	CR-28	38.17	0.00	1,068,600.95
02/14/17	1025019			LOST BOOKS	CR-28	22.35	0.00	1,068,623.30
02/14/17	1025020			REFUND A/R / EASTRER SUF	CR-28	144,424.73	0.00	1,213,048.03
02/14/17	1025026			DENTAL, LIFE, LTD.	CR-28	1,679.88	0.00	1,214,727.91
02/15/17				* SEE CASH DISBURSEMENT	CD-96	0.00	936,394.71	278,333.20
02/16/17	1025033			FUNDING WARRANT #96	CR-28	936,394.71	0.00	1,214,727.91
02/17/17	1025040			STEEL	CR-28	15.60	0.00	1,214,743.51
02/17/17	204			NSF CHECK	JE-44	0.00	742.56	1,214,000.95
02/27/17				* SEE CASH DISBURSEMENT	CD-98	0.00	226,771.18	987,229.77
02/28/17	1025062			DISPOSAL OF LEXMARK PRIN	CR-28	1,115.00	0.00	988,344.77
02/28/17	1025064			HEALTH, DENTAL, LIFE	CR-28	5,566.76	0.00	993,911.53
02/28/17	1025070			FUNDING WARRANT #98	CR-28	226,771.18	0.00	1,220,682.71
				TOTALS		2,393,048.70	2,215,665.57	1,220,682.71

Report Completed 10:49 AM

Rocky Point Union Free School District
Treasurer's Report
General Fund - Investment A2011
As of February 28, 2017

Reconciled Balance as of:	1/31/2017		5,430,843.69
Receipts:			
	Interest	<u>290.44</u>	290.44
Disbursements:			<u>0.00</u>
Total available balance per General Ledger as of:	2/28/2017		<u><u>5,431,134.13</u></u>
Bank Balance as of:	2/28/2017		<u><u>5,431,134.13</u></u>

Prepared by: Linda Bilski
Date: 3/3/2017

Reviewed by: Virginia Holly
Date: 3/3/2017

A2011



JPMorgan Chase Bank, N.A.
Northeast Market
P O Box 659754
San Antonio, TX 78265 - 9754

February 01, 2017 through February 28, 2017

Customer Service Information

If you have any questions about your statement, please contact your Customer Service Professional.

00057776 WBS 802 211 06017 NNNNNNNNNNN 1 000000000 C2 0000
ROCKY POINT UFSD
GENERAL FUND MONEY MARKET A/C
90 ROCKY POINT YAPHANK RD
ROCKY POINT NY 11778-8423



**Public Funds Commercial MMDA
Summary**

	Number	Market Value/Amount	Shares
Opening Ledger Balance		\$5,430,843.69	
Deposits and Credits	1	\$290.44	
Withdrawals and Debits	0	\$0.00	
Checks Paid	0	\$0.00	
Ending Ledger Balance		\$5,431,134.13	
Average Ledger Balance		\$5,430,854	
Interest Credited This Period	\$290.44	Interest Credited Year-to-Date	\$559.78
Interest Rate(s):	02/01 to 02/28 at 0.07%		

Deposits and Credits

Ledger Date	Description	Amount
02/28	Interest Payment	\$290.44
Total		\$290.44

Daily Balance

Date	Ledger Balance	Date	Ledger Balance
02/28	\$5,431,134.13		

Your service charges, fees and earnings credit have been calculated through account analysis.

Please examine this statement of account at once. By continuing to use the account, you agree that: (1) the account is subject to the Bank's deposit account agreement, and (2) the Bank has no responsibility for any error in or improper charge to the account (including any unauthorized or altered check) unless you notify us in writing of this error or charge within sixty days of the mailing or availability of the first statement on which the error or charge appears.

DETAIL ACCOUNT TRANSACTIONS - A 2011 CHASE GENERAL FUND MM - 02/01/17 - 02/28/17

DATE	REF#	INV#	VEND#	EXPLANATION	SCH#	DEBITS	CREDITS	BALANCE
02/01/17				BALANCE 07/01/16 - 01/31/17		0.00	0.00	5,430,843.69
02/28/17	1025071			INTEREST REVENUE	CR-28	290.44	0.00	5,431,134.13
				TOTALS		290.44	0.00	5,431,134.13

Report Completed 12:01 PM

[The remainder of the page contains multiple horizontal bands of heavy noise and artifacts, likely from a scanning or printing error, obscuring any text that might have been present.]

Rocky Point Union Free School District
Treasurer's Report
Cafeteria Checking - C207
As of February 28, 2017

Reconciled Balance as of:	1/31/2017		592,703.43
Receipts:			
	Cash Deposit	<u>20,524.57</u>	20,524.57
Disbursements:			
	NSF Check	40.00	
	Cash Disbursements	<u>24,601.33</u>	<u>(24,641.33)</u>
Total available balance per General Ledger as of:	2/28/2017		<u>588,586.67</u>
Bank Balance as of:	2/28/2017		596,449.80
Add:	Deposit in Transit		3,609.58
Less:	Outstanding Checks		<u>11,472.71</u>
Adjusted Bank Balance as of:	2/28/2017		<u>588,586.67</u>

Prepared by: Linda Bilski
Date: 3/6/2017

Reviewed by: Virginia Holly
Date: 3/6/2017

C207

ROCKY POINT UFSD
CAFETERIA CHECKING
90 ROCKY POINT YAPHANK RD
ROCKY POINT NY 11778-8423

▶ Contact your Relationship Manager to discuss targeted solutions for your evolving business needs.

ACCOUNT SUMMARY FOR PERIOD FEBRUARY 01, 2017 - FEBRUARY 28, 2017

Govt Banking Blended Chking		ROCKY POINT UFSD	
Previous Balance 01/31/17	\$610,281.77	Number of Days in Cycle	28
197 Deposits/Credits	\$20,074.03	Minimum Balance This Cycle	\$594,594.25
32 Checks/Debits	(\$33,906.00)	Average Collected Balance	\$602,008.67
Service Charges	\$0.00		
Ending Balance 02/28/17	\$596,449.80		

ACCOUNT DETAIL FOR PERIOD FEBRUARY 01, 2017 - FEBRUARY 28, 2017

Govt Banking Blended Chking		ROCKY POINT UFSD		
Date	Description	Deposits/Credits	Withdrawals/Debits	Resulting Balance
02/01	Customer Deposit	\$173.80		\$610,455.57
02/01	Customer Deposit	\$171.70		\$610,627.27
02/01	Customer Deposit	\$146.20		\$610,773.47
02/01	Customer Deposit	\$146.20		\$610,919.67
02/01	Customer Deposit	\$134.50		\$611,054.17
02/01	Customer Deposit	\$93.34		\$611,147.51
02/01	Customer Deposit	\$82.74		\$611,230.25
02/01	Customer Deposit	\$53.50		\$611,283.75
02/01	Customer Deposit	\$53.36		\$611,337.11
02/01	Customer Deposit	\$53.00		\$611,390.11
02/01	Customer Deposit	\$48.70		\$611,438.81
02/01	Customer Deposit	\$48.55		\$611,487.36
02/01	Customer Deposit	\$33.50		\$611,520.86
02/01	Customer Deposit	\$2.00		\$611,522.86
02/02	Customer Deposit	\$433.25		\$611,956.11
02/02	Customer Deposit	\$268.90		\$612,225.01
02/02	Customer Deposit	\$232.20		\$612,457.21
02/02	Customer Deposit	\$214.10		\$612,671.31
02/02	Customer Deposit	\$155.74		\$612,827.05

Thank you for banking with us.

Bank Reconciliation Outstanding Checks Listing as of 02/28/17

CHECK#	ISSUE DATE	PAYEE	AMOUNT	CLEARED	CLEAR DATE
10733	02/27/17	AMERICAN CLASSIC SPECIALT	530.56	N	
10734	02/27/17	COOKIES & MORE	722.59	N	
10735	02/27/17	CREAM-O-LAND DAIRIES, LLC	2,140.17	N	
10736	02/27/17	J & F SUPPLY INC. OF L I	171.00	N	
10737	02/27/17	JAY BEE DISTRIBUTORS	401.97	N	
10739	02/27/17	MIVILA FOODS OF NY	1,990.97	N	
10740	02/27/17	MODERN ITALIAN BAKERY	508.89	N	
10741	02/27/17	NARDONE BROS BAKING CO	145.40	N	
10742	02/27/17	SCHRIER, H. & CO.	1,628.38	N	
10743	02/27/17	SNAPPLE DISTRIBUTORS OF L	168.58	N	
10744	02/27/17	Staples Business Advantag	124.37	N	
10745	02/27/17	T.A. MORRIS SONS INC.	2,939.83	N	
		GRAND TOTAL	11,472.71		
		TOTAL CHECKS	12		

Report Completed 9:10 AM

DETAIL ACCOUNT TRANSACTIONS - C 207 CAPITAL ONE CHECKING - 02/01/17 - 02/28/17

DATE	REF#	INV#	VEND#	EXPLANATION	SCH#	DEBITS	CREDITS	BALANCE
02/01/17				BALANCE 07/01/16 - 01/31/17		0.00	0.00	592,703.43
02/01/17	1025030			CAFT RECEIPTS	CR-8	83.91	0.00	592,787.34
02/01/17	1025030			CAFT RECEIPTS	CR-8	31.40	0.00	592,818.74
02/01/17	1025030			CAFT RECEIPTS	CR-8	128.50	0.00	592,947.24
02/01/17	1025030			CAFT RECEIPTS	CR-8	179.85	0.00	593,127.09
02/01/17	1025030			CAFT RECEIPTS	CR-8	115.25	0.00	593,242.34
02/01/17	1025030			CAFT RECEIPTS	CR-8	328.40	0.00	593,570.74
02/01/17	1025030			CAFT RECEIPTS	CR-8	15.79	0.00	593,586.53
02/01/17	1025030			CAFT RECEIPTS	CR-8	5.50	0.00	593,592.03
02/01/17	1025030			CAFT RECEIPTS	CR-8	73.05	0.00	593,665.08
02/01/17	1025030			CAFT RECEIPTS	CR-8	35.61	0.00	593,700.69
02/01/17	1025030			CAFT RECEIPTS	CR-8	55.61	0.00	593,756.30
02/01/17	1025030			CAFT RECEIPTS	CR-8	74.00	0.00	593,830.30
02/01/17	1025030			CAFT RECEIPTS	CR-8	83.50	0.00	593,913.80
02/01/17	1025030			CAFT RECEIPTS	CR-8	196.58	0.00	594,110.38
02/02/17	1025031			CAFT RECEIPTS	CR-8	63.85	0.00	594,174.23
02/02/17	1025031			CAFT RECEIPTS	CR-8	26.74	0.00	594,200.97
02/02/17	1025031			CAFT RECEIPTS	CR-8	128.17	0.00	594,329.14
02/02/17	1025031			CAFT RECEIPTS	CR-8	509.25	0.00	594,838.39
02/02/17	1025031			CAFT RECEIPTS	CR-8	72.00	0.00	594,910.39
02/02/17	1025031			CAFT RECEIPTS	CR-8	29.04	0.00	594,939.43
02/02/17	1025031			CAFT RECEIPTS	CR-8	102.20	0.00	595,041.63
02/02/17	1025031			CAFT RECEIPTS	CR-8	127.95	0.00	595,169.58
02/02/17	1025031			CAFT RECEIPTS	CR-8	37.95	0.00	595,207.53
02/02/17	1025031			CAFT RECEIPTS	CR-8	9.50	0.00	595,217.03
02/02/17	1025031			CAFT RECEIPTS	CR-8	52.50	0.00	595,269.53
02/02/17	1025031			CAFT RECEIPTS	CR-8	54.00	0.00	595,323.53
02/02/17	1025031			CAFT RECEIPTS	CR-8	289.10	0.00	595,612.63
02/02/17	1025031			CAFT RECEIPTS	CR-8	289.15	0.00	595,901.78
02/02/17	1025031			CAFT RECEIPTS	CR-8	10.50	0.00	595,912.28
02/02/17	1025031			CAFT RECEIPTS	CR-8	216.90	0.00	596,129.18
02/03/17	1025032			CAFT RECEIPTS	CR-8	83.25	0.00	596,212.43
02/03/17	1025032			CAFT RECEIPTS	CR-8	20.00	0.00	596,232.43
02/03/17	1025032			CAFT RECEIPTS	CR-8	123.10	0.00	596,355.53
02/03/17	1025032			CAFT RECEIPTS	CR-8	98.00	0.00	596,453.53
02/03/17	1025032			CAFT RECEIPTS	CR-8	24.70	0.00	596,478.23
02/03/17	1025032			CAFT RECEIPTS	CR-8	61.10	0.00	596,539.33
02/03/17	1025032			CAFT RECEIPTS	CR-8	123.50	0.00	596,662.83
02/03/17	1025032			CAFT RECEIPTS	CR-8	46.10	0.00	596,708.93
02/03/17	1025032			CAFT RECEIPTS	CR-8	21.90	0.00	596,730.83
02/03/17	1025032			CAFT RECEIPTS	CR-8	169.35	0.00	596,900.18
02/03/17	1025032			CAFT RECEIPTS	CR-8	162.35	0.00	597,062.53

DETAIL ACCOUNT TRANSACTIONS - C 207 CAPITAL ONE CHECKING - 02/01/17 - 02/28/17

DATE	REF#	INV#	VEND#	EXPLANATION	SCH#	DEBITS	CREDITS	BALANCE
02/03/17	1025032			CAFT RECEIPTS	CR-8	11.39	0.00	597,339.12
02/03/17	1025032			CAFT RECEIPTS	CR-8	285.05	0.00	597,624.17
02/06/17	1025042			CAFT RECEIPTS	CR-8	102.80	0.00	597,726.97
02/06/17	1025042			CAFT RECEIPTS	CR-8	71.05	0.00	597,798.02
02/06/17	1025042			CAFT RECEIPTS	CR-8	33.95	0.00	597,831.97
02/06/17	1025042			CAFT RECEIPTS	CR-8	135.18	0.00	597,967.15
02/06/17	1025042			CAFT RECEIPTS	CR-8	120.33	0.00	598,087.48
02/06/17	1025042			CAFT RECEIPTS	CR-8	36.25	0.00	598,123.73
02/06/17	1025042			CAFT RECEIPTS	CR-8	104.37	0.00	598,228.10
02/06/17	1025042			CAFT RECEIPTS	CR-8	260.00	0.00	598,488.10
02/06/17	1025042			CAFT RECEIPTS	CR-8	53.01	0.00	598,541.11
02/06/17	1025042			CAFT RECEIPTS	CR-8	89.00	0.00	598,630.11
02/06/17	1025042			CAFT RECEIPTS	CR-8	27.35	0.00	598,657.46
02/06/17	1025042			CAFT RECEIPTS	CR-8	48.65	0.00	598,706.11
02/06/17	1025042			CAFT RECEIPTS	CR-8	8.00	0.00	598,714.11
02/06/17	1025042			CAFT RECEIPTS	CR-8	347.80	0.00	599,061.91
02/07/17	1025044			CAFT RECEIPTS	CR-8	63.00	0.00	599,124.91
02/07/17	1025044			CAFT RECEIPTS	CR-8	87.61	0.00	599,212.52
02/07/17	1025044			CAFT RECEIPTS	CR-8	209.00	0.00	599,421.52
02/07/17	1025044			CAFT RECEIPTS	CR-8	10.20	0.00	599,431.72
02/07/17	1025044			CAFT RECEIPTS	CR-8	48.40	0.00	599,480.12
02/07/17	1025044			CAFT RECEIPTS	CR-8	67.75	0.00	599,547.87
02/07/17	1025044			CAFT RECEIPTS	CR-8	13.00	0.00	599,560.87
02/07/17	1025044			CAFT RECEIPTS	CR-8	88.60	0.00	599,649.47
02/07/17	1025044			CAFT RECEIPTS	CR-8	49.00	0.00	599,698.47
02/07/17	1025044			CAFT RECEIPTS	CR-8	44.45	0.00	599,742.92
02/07/17	1025044			CAFT RECEIPTS	CR-8	47.10	0.00	599,790.02
02/07/17	1025044			CAFT RECEIPTS	CR-8	389.00	0.00	600,179.02
02/07/17	1025044			CAFT RECEIPTS	CR-8	54.05	0.00	600,233.07
02/07/17	1025044			CAFT RECEIPTS	CR-8	17.25	0.00	600,250.32
02/07/17	1025044			CAFT RECEIPTS	CR-8	310.75	0.00	600,561.07
02/07/17	1025044			CAFT RECEIPTS	CR-8	135.15	0.00	600,696.22
02/08/17	1025046			CAFT RECEIPTS	CR-8	77.51	0.00	600,773.73
02/08/17	1025046			CAFT RECEIPTS	CR-8	38.65	0.00	600,812.38
02/08/17	1025046			CAFT RECEIPTS	CR-8	20.00	0.00	600,832.38
02/08/17	1025046			CAFT RECEIPTS	CR-8	69.27	0.00	600,901.65
02/08/17	1025046			CAFT RECEIPTS	CR-8	277.50	0.00	601,179.15
02/08/17	1025046			CAFT RECEIPTS	CR-8	87.63	0.00	601,266.78
02/08/17	1025046			CAFT RECEIPTS	CR-8	30.00	0.00	601,296.78
02/08/17	1025046			CAFT RECEIPTS	CR-8	37.15	0.00	601,333.93
02/08/17	1025046			CAFT RECEIPTS	CR-8	128.25	0.00	601,462.18
02/08/17	1025046			CAFT RECEIPTS	CR-8	19.85	0.00	601,482.03

DETAIL ACCOUNT TRANSACTIONS - C 207 CAPITAL ONE CHECKING - 02/01/17 - 02/28/17

DATE	REF#	INV#	VEND#	EXPLANATION	SCH#	DEBITS	CREDITS	BALANCE
02/08/17	1025046			CAFT RECEIPTS	CR-8	34.79	0.00	601,592.02
02/08/17	1025046			CAFT RECEIPTS	CR-8	98.15	0.00	601,690.17
02/08/17	1025046			CAFT RECEIPTS	CR-8	6.50	0.00	601,696.67
02/08/17	1025046			CAFT RECEIPTS	CR-8	130.30	0.00	601,826.97
02/08/17	1025046			CAFT RECEIPTS	CR-8	126.00	0.00	601,952.97
02/13/17	1025047			CAFT RECEIPTS	CR-8	1.50	0.00	601,954.47
02/13/17	1025047			CAFT RECEIPTS	CR-8	133.40	0.00	602,087.87
02/13/17	1025047			CAFT RECEIPTS	CR-8	278.15	0.00	602,366.02
02/13/17	1025047			CAFT RECEIPTS	CR-8	109.85	0.00	602,475.87
02/13/17	1025047			CAFT RECEIPTS	CR-8	78.50	0.00	602,554.37
02/13/17	1025047			CAFT RECEIPTS	CR-8	66.80	0.00	602,621.17
02/13/17	1025047			CAFT RECEIPTS	CR-8	94.00	0.00	602,715.17
02/13/17	1025047			CAFT RECEIPTS	CR-8	29.37	0.00	602,744.54
02/13/17	1025047			CAFT RECEIPTS	CR-8	58.05	0.00	602,802.59
02/13/17	1025047			CAFT RECEIPTS	CR-8	29.75	0.00	602,832.34
02/13/17	1025047			CAFT RECEIPTS	CR-8	98.18	0.00	602,930.52
02/13/17	1025047			CAFT RECEIPTS	CR-8	209.25	0.00	603,139.77
02/13/17	1025047			CAFT RECEIPTS	CR-8	18.39	0.00	603,158.16
02/13/17	1025047			CAFT RECEIPTS	CR-8	104.10	0.00	603,262.26
02/13/17	1025047			CAFT RECEIPTS	CR-8	66.09	0.00	603,328.35
02/14/17	1025057			CAFT RECEIPTS	CR-8	50.25	0.00	603,378.60
02/14/17	1025057			CAFT RECEIPTS	CR-8	65.00	0.00	603,443.60
02/14/17	1025057			CAFT RECEIPTS	CR-8	64.00	0.00	603,507.60
02/14/17	1025057			CAFT RECEIPTS	CR-8	114.66	0.00	603,622.26
02/14/17	1025057			CAFT RECEIPTS	CR-8	98.48	0.00	603,720.74
02/14/17	1025057			CAFT RECEIPTS	CR-8	23.50	0.00	603,744.24
02/14/17	1025057			CAFT RECEIPTS	CR-8	139.76	0.00	603,884.00
02/14/17	1025057			CAFT RECEIPTS	CR-8	176.00	0.00	604,060.00
02/14/17	1025057			CAFT RECEIPTS	CR-8	52.90	0.00	604,112.90
02/14/17	1025057			CAFT RECEIPTS	CR-8	37.70	0.00	604,150.60
02/14/17	1025057			CAFT RECEIPTS	CR-8	47.60	0.00	604,198.20
02/14/17	1025057			CAFT RECEIPTS	CR-8	77.15	0.00	604,275.35
02/14/17	1025057			CAFT RECEIPTS	CR-8	8.50	0.00	604,283.85
02/14/17	1025057			CAFT RECEIPTS	CR-8	471.26	0.00	604,755.11
02/15/17				* SEE CASH DISBURSEMENT	CD-19	0.00	13,128.61	591,626.50
02/15/17	1025056			CREDIT FOR 12/14/2016 DEP	CR-8	8.00	0.00	591,634.50
02/15/17	1025059			CAFT RECEIPTS	CR-8	79.75	0.00	591,714.25
02/15/17	1025059			CAFT RECEIPTS	CR-8	188.05	0.00	591,902.30
02/15/17	1025059			CAFT RECEIPTS	CR-8	16.00	0.00	591,918.30
02/15/17	1025059			CAFT RECEIPTS	CR-8	76.70	0.00	591,995.00
02/15/17	1025059			CAFT RECEIPTS	CR-8	168.00	0.00	592,163.00
02/15/17	1025059			CAFT RECEIPTS	CR-8	103.58	0.00	592,266.58

DETAIL ACCOUNT TRANSACTIONS - C 207 CAPITAL ONE CHECKING - 02/01/17 - 02/28/17

DATE	REF#	INV#	VEND#	EXPLANATION	SCH#	DEBITS	CREDITS	BALANCE
02/15/17	1025059			CAFT RECEIPTS	CR-8	59.61	0.00	592,345.79
02/15/17	1025059			CAFT RECEIPTS	CR-8	147.75	0.00	592,493.54
02/15/17	1025059			CAFT RECEIPTS	CR-8	30.85	0.00	592,524.39
02/15/17	1025059			CAFT RECEIPTS	CR-8	40.10	0.00	592,564.49
02/15/17	1025059			CAFT RECEIPTS	CR-8	63.09	0.00	592,627.58
02/15/17	1025059			CAFT RECEIPTS	CR-8	470.55	0.00	593,098.13
02/15/17	1025059			CAFT RECEIPTS	CR-8	111.76	0.00	593,209.89
02/15/17	1025059			CAFT RECEIPTS	CR-8	25.80	0.00	593,235.69
02/15/17	1025059			CAFT RECEIPTS	CR-8	166.10	0.00	593,401.79
02/16/17	1025060			CAFT RECEIPTS	CR-8	40.75	0.00	593,442.54
02/16/17	1025060			CAFT RECEIPTS	CR-8	44.45	0.00	593,486.99
02/16/17	1025060			CAFT RECEIPTS	CR-8	33.25	0.00	593,520.24
02/16/17	1025060			CAFT RECEIPTS	CR-8	42.41	0.00	593,562.65
02/16/17	1025060			CAFT RECEIPTS	CR-8	65.49	0.00	593,628.14
02/16/17	1025060			CAFT RECEIPTS	CR-8	58.50	0.00	593,686.64
02/16/17	1025060			CAFT RECEIPTS	CR-8	133.15	0.00	593,819.79
02/16/17	1025060			CAFT RECEIPTS	CR-8	161.10	0.00	593,980.89
02/16/17	1025060			CAFT RECEIPTS	CR-8	20.93	0.00	594,001.82
02/16/17	1025060			CAFT RECEIPTS	CR-8	20.00	0.00	594,021.82
02/16/17	1025060			CAFT RECEIPTS	CR-8	104.65	0.00	594,126.47
02/16/17	1025060			CAFT RECEIPTS	CR-8	71.65	0.00	594,198.12
02/16/17	1025060			CAFT RECEIPTS	CR-8	51.56	0.00	594,249.68
02/16/17	1025060			CAFT RECEIPTS	CR-8	23.50	0.00	594,273.18
02/16/17	1025060			CAFT RECEIPTS	CR-8	230.10	0.00	594,503.28
02/16/17	1025060			CAFT RECEIPTS	CR-8	130.98	0.00	594,634.26
02/17/17	201			NSF CHECK	JE-44	0.00	40.00	594,594.26
02/17/17	1025068			CAFT RECEIPTS	CR-8	58.45	0.00	594,652.71
02/17/17	1025068			CAFT RECEIPTS	CR-8	132.73	0.00	594,785.44
02/17/17	1025068			CAFT RECEIPTS	CR-8	5.00	0.00	594,790.44
02/17/17	1025068			CAFT RECEIPTS	CR-8	55.10	0.00	594,845.54
02/17/17	1025068			CAFT RECEIPTS	CR-8	190.15	0.00	595,035.69
02/17/17	1025068			CAFT RECEIPTS	CR-8	28.00	0.00	595,063.69
02/17/17	1025068			CAFT RECEIPTS	CR-8	93.32	0.00	595,157.01
02/17/17	1025068			CAFT RECEIPTS	CR-8	178.00	0.00	595,335.01
02/17/17	1025068			CAFT RECEIPTS	CR-8	65.05	0.00	595,400.06
02/17/17	1025068			CAFT RECEIPTS	CR-8	33.00	0.00	595,433.06
02/17/17	1025068			CAFT RECEIPTS	CR-8	80.85	0.00	595,513.91
02/17/17	1025068			CAFT RECEIPTS	CR-8	124.94	0.00	595,638.85
02/17/17	1025068			CAFT RECEIPTS	CR-8	471.25	0.00	596,110.10
02/17/17	1025068			CAFT RECEIPTS	CR-8	222.28	0.00	596,332.38
02/17/17	1025068			CAFT RECEIPTS	CR-8	8.53	0.00	596,340.91
02/17/17	1025068			CAFT RECEIPTS	CR-8	108.90	0.00	596,449.81
02/17/17	1025068			CAFT RECEIPTS	CR-8	115.00	0.00	596,574.81

DETAIL ACCOUNT TRANSACTIONS - C 207 CAPITAL ONE CHECKING - 02/01/17 - 02/28/17

DATE	REF#	INV#	VEND#	EXPLANATION	SCH#	DEBITS	CREDITS	BALANCE
02/27/17	1025066			CAFT RECEIPTS	CR-8	37.45	0.00	596,612.26
02/27/17	1025066			CAFT RECEIPTS	CR-8	106.85	0.00	596,719.11
02/27/17	1025066			CAFT RECEIPTS	CR-8	83.88	0.00	596,802.99
02/27/17	1025066			CAFT RECEIPTS	CR-8	13.85	0.00	596,816.84
02/27/17	1025066			CAFT RECEIPTS	CR-8	204.88	0.00	597,021.72
02/27/17	1025066			CAFT RECEIPTS	CR-8	210.10	0.00	597,231.82
02/27/17	1025066			CAFT RECEIPTS	CR-8	106.27	0.00	597,338.09
02/27/17	1025066			CAFT RECEIPTS	CR-8	4.00	0.00	597,342.09
02/27/17	1025066			CAFT RECEIPTS	CR-8	39.00	0.00	597,381.09
02/27/17	1025066			CAFT RECEIPTS	CR-8	53.84	0.00	597,434.93
02/27/17	1025066			CAFT RECEIPTS	CR-8	187.56	0.00	597,622.49
02/27/17	1025066			CAFT RECEIPTS	CR-8	33.10	0.00	597,655.59
02/27/17	1025066			CAFT RECEIPTS	CR-8	116.80	0.00	597,772.39
02/27/17	1025066			CAFT RECEIPTS	CR-8	174.55	0.00	597,946.94
02/27/17				* SEE CASH DISBURSEMENT	CD-20	0.00	11,472.71	586,474.23
02/28/17	215			CAFETERIA RECEIPTS	JE-44	0.00	0.01	586,474.22
02/28/17	1025067			CAFT RECEIPTS	CR-8	71.55	0.00	586,545.77
02/28/17	1025067			CAFT RECEIPTS	CR-8	98.49	0.00	586,644.26
02/28/17	1025067			CAFT RECEIPTS	CR-8	34.20	0.00	586,678.46
02/28/17	1025067			CAFT RECEIPTS	CR-8	50.02	0.00	586,728.48
02/28/17	1025067			CAFT RECEIPTS	CR-8	310.50	0.00	587,038.98
02/28/17	1025067			CAFT RECEIPTS	CR-8	63.94	0.00	587,102.92
02/28/17	1025067			CAFT RECEIPTS	CR-8	23.00	0.00	587,125.92
02/28/17	1025067			CAFT RECEIPTS	CR-8	112.75	0.00	587,238.67
02/28/17	1025067			CAFT RECEIPTS	CR-8	167.25	0.00	587,405.92
02/28/17	1025067			CAFT RECEIPTS	CR-8	70.30	0.00	587,476.22
02/28/17	1025067			CAFT RECEIPTS	CR-8	96.25	0.00	587,572.47
02/28/17	1025067			CAFT RECEIPTS	CR-8	38.32	0.00	587,610.79
02/28/17	1025067			CAFT RECEIPTS	CR-8	277.85	0.00	587,888.64
02/28/17	1025067			CAFT RECEIPTS	CR-8	131.50	0.00	588,020.14
02/28/17	1025067			CAFT RECEIPTS	CR-8	31.40	0.00	588,051.54
02/28/17	1025067			CAFT RECEIPTS	CR-8	402.80	0.00	588,454.34
02/28/17	1025067			CAFT RECEIPTS	CR-8	132.33	0.00	588,586.67
				TOTALS		20,524.57	24,641.33	588,586.67

Rocky Point Union Free School District
Treasurer's Report
Cafeteria Fund ACH C208
As of February 28, 2017

Reconciled Balance as of:	1/31/2017		30,333.75
Receipts:			
	Café ACH Deposits	20,044.20	
	Interest	<u>1.57</u>	
			20,045.77
Disbursements:			
	Interfund Transfer	<u> </u>	<u>0.00</u>
Total available balance per General Ledger as of:	2/28/2017		<u>50,379.52</u>
Bank Balance as of:	2/28/2017		49,004.47
Add: Deposits in Transit			<u>1,375.05</u>
Adjusted Bank Balance as of:	2/28/2017		<u>50,379.52</u>

Prepared by: Linda Beliski
Date: 3/3/2017

Reviewed by: Virginia H. Hays
Date: 3/3/2017

C208



JPMorgan Chase Bank, N.A.
Northeast Market
P O Box 659754
San Antonio, TX 78265 - 9754

February 01, 2017 through February 28, 2017

CUSTOMER SERVICE INFORMATION

If you have any questions about your statement, please contact your Customer Service Professional.



00029236 DDA 802 212 06017 NNNNNNNNNN 1 00000000 C1 0000

ROCKY POINT UFSD
SCHOOL LUNCH ACH
90 ROCKY POINT YAPHANK RD
ROCKY POINT NY 11778-8423



CHECKING SUMMARY

Commercial Checking With Interest

	INSTANCES	AMOUNT
Beginning Balance		\$28,925.75
Deposits and Additions	48	20,078.72
Ending Balance	48	\$49,004.47

Annual Percentage Yield Earned This Period	0.05%
Interest Paid This Period	\$1.57
Interest Paid Year-to-Date	\$39.32

Interest paid in 2016 for account \$389.75.

DEPOSITS AND ADDITIONS

DATE	DESCRIPTION	AMOUNT
02/01	Orig CO Name:Hrtland Pmt Sys Orig ID:Wfbehps001 Desc Date: CO Entry Descr:Txns/Fees Sec:CCD Trace#:091000015609925 Eed:170201 Ind ID:650000007830113 Ind Name:Rocky Point Ufsd Trn: 0325609925Tc	\$1,078.00
02/01	Orig CO Name:Heartland Orig ID:1223755714 Desc Date:013117 CO Entry Descr:ACH Funds Sec:CCD Trace#:091000019039226 Eed:170201 Ind ID:1351974 Ind Name:Rocky Point Ufsd Trn: 0319039226Tc	330.00
02/02	Orig CO Name:Hrtland Pmt Sys Orig ID:Wfbehps001 Desc Date: CO Entry Descr:Txns/Fees Sec:CCD Trace#:091000016825361 Eed:170202 Ind ID:650000007830113 Ind Name:Rocky Point Ufsd Trn: 0336825361Tc	1,188.50
02/02	Orig CO Name:Heartland Orig ID:1223755714 Desc Date:020117 CO Entry Descr:ACH Funds Sec:CCD Trace#:091000016825359 Eed:170202 Ind ID:1354681 Ind Name:Rocky Point Ufsd Trn: 0336825359Tc	107.30
02/03	Orig CO Name:Hrtland Pmt Sys Orig ID:Wfbehps001 Desc Date: CO Entry Descr:Txns/Fees Sec:CCD Trace#:091000013964432 Eed:170203 Ind ID:650000007830113 Ind Name:Rocky Point Ufsd Trn: 0343964432Tc	1,140.00

DETAIL ACCOUNT TRANSACTIONS - C 208 CHASE ACH REVENUE - 02/01/17 - 02/28/17

DATE	REF#	INV#	VEND#	EXPLANATION	SCH#	DEBITS	CREDITS	BALANCE
02/01/17				BALANCE 07/01/16 - 01/31/17		0.00	0.00	30,333.75
02/28/17	1025075			FJC ACH	CR-28	4,442.10	0.00	34,775.85
02/28/17	1025076			JAE ACH	CR-28	5,043.00	0.00	39,818.85
02/28/17	1025077			RPHS ACH	CR-28	4,984.10	0.00	44,802.95
02/28/17	1025078			RPMS ACH	CR-28	5,575.00	0.00	50,377.95
02/28/17	1025065			INTEREST REVENUE	CR-28	1.57	0.00	50,379.52
				TOTALS		20,045.77	0.00	50,379.52

Report Completed 1:15 PM

Rocky Point Union Free School District
Treasurer's Report
Federal Fund Checking - F205
As of February 28, 2017

Reconciled Balance as of:	1/31/2017		24,393.11
Receipts:			
	Funding Transfer	<u>150,000.00</u>	150,000.00
Disbursements:			
	Cash Disbursements	<u>45,745.78</u>	<u>(45,745.78)</u>
Total available balance per General Ledger as of:	2/28/2017		<u>128,647.33</u>
Bank Balance as of:	2/28/2017		143,421.33
Less:	Outstanding Checks		<u>14,774.00</u>
Adjusted Bank Balance as of:	2/28/2017		<u>128,647.33</u>

Prepared by:
Date:

Linda Beliski
3/3/2017

Reviewed by:
Date:

Virginia Bellizzi
3/3/2017

F205

ROCKY POINT UFSD
FEDERAL CHECKING
90 ROCKY POINT YAPHANK RD
ROCKY POINT NY 11778-8423

▶ Contact your Relationship Manager to discuss targeted solutions for your evolving business needs.

ACCOUNT SUMMARY FOR PERIOD FEBRUARY 01, 2017 - FEBRUARY 28, 2017

Govt Banking Blended Chking		ROCKY POINT UFSD	
Previous Balance 01/31/17	\$50,943.81	Number of Days in Cycle	28
1 Deposits/Credits	\$150,000.00	Minimum Balance This Cycle	\$50,943.81
9 Checks/Debits	(\$57,522.48)	Average Collected Balance	\$152,722.73
Service Charges	\$0.00		
Ending Balance 02/28/17	\$143,421.33		

ACCOUNT DETAIL FOR PERIOD FEBRUARY 01, 2017 - FEBRUARY 28, 2017

Govt Banking Blended Chking		ROCKY POINT UFSD		
<i>Date</i>	<i>Description</i>	<i>Deposits/Credits</i>	<i>Withdrawals/Debits</i>	<i>Resulting Balance</i>
02/03	Book transfer credit FROM ...5277	\$150,000.00		\$200,943.81
02/07	Check 4303		\$17,500.00	\$183,443.81
02/07	Check 4302		\$9,020.70	\$174,423.11
02/10	Check 4305		\$1,463.65	\$172,959.46
02/13	Check 4308		\$3,180.00	\$169,779.46
02/13	Check 4307		\$344.93	\$169,434.53
02/14	Check 4309		\$18,570.00	\$150,864.53
02/14	Check 4304		\$30.00	\$150,834.53
02/15	Check 4310		\$7,155.00	\$143,679.53
02/16	Check 4306		\$258.20	\$143,421.33
Total		\$150,000.00	\$57,522.48	

Govt Banking Blended Chking		ROCKY POINT UFSD						
Checks * designates gap in check sequence								
<i>Check No.</i>	<i>Date</i>	<i>Amount</i>	<i>Check No.</i>	<i>Date</i>	<i>Amount</i>	<i>Check No.</i>	<i>Date</i>	<i>Amount</i>
4302	02/07	\$9,020.70	4305	02/10	\$1,463.65	4308	02/13	\$3,180.00
4303	02/07	\$17,500.00	4306	02/16	\$258.20	4309	02/14	\$18,570.00
4304	02/14	\$30.00	4307	02/13	\$344.93	4310	02/15	\$7,155.00

Thank you for banking with us.

Bank Reconciliation Outstanding Checks Listing as of 02/28/17

CHECK#	ISSUE DATE	PAYEE	AMOUNT	CLEARED	CLEAR DATE
4311	02/07/17	TRINITY EVANGELICAL LUTHE	9,275.00	N	
4312	02/27/17	GOV CONNECTION INC.	319.00	N	
4313	02/27/17	HOUGHTON MIFFLIN	2,775.00	N	
4314	02/27/17	LEARNING A-Z AND	824.60	N	
4315	02/27/17	PORT JEFFERSON SPORTING G	299.00	N	
4316	02/27/17	Staples Business Advantag	1,281.40	N	
GRAND TOTAL			14,774.00		
TOTAL CHECKS			6		

Report Completed 1:50 PM

DETAIL ACCOUNT TRANSACTIONS - F 205 CAPITAL ONE CHECKING - 02/01/17 - 02/28/17

DATE	REF#	INV#	VEND#	EXPLANATION	SCH#	DEBITS	CREDITS	BALANCE
02/01/17				BALANCE 07/01/16 - 01/31/17		0.00	0.00	24,393.11
02/03/17	1025010			FUNDING TRANSFER	CR-28	150,000.00	0.00	174,393.11
02/08/17				* SEE CASH DISBURSEMENT	CD-19	0.00	40,246.78	134,146.33
02/27/17				* SEE CASH DISBURSEMENT	CD-20	0.00	5,499.00	128,647.33
				TOTALS		150,000.00	45,745.78	128,647.33

Report Completed 1:26 PM

Rocky Point Union Free School District
Treasurer's Report
Capital Fund Checking - H205
As of February 28, 2017

Reconciled Balance as of:	1/31/2017	73,711.78
Receipts:		0.00
Disbursements:		
	Interfund Transfer	7,463.96
		<u>(7,463.96)</u>
Total available balance per General Ledger as of:	2/28/2017	<u>66,247.82</u>
Bank Balance as of:	2/28/2017	<u>66,247.82</u>

Prepared by: Linda Bilski
Date: 3/3/2017

Reviewed by: Virginia Holley
Date: 3/3/2017

H205

ROCKY POINT UFSD
CAPITAL FUND CHECKING
90 ROCKY POINT YAPHANK RD
ROCKY POINT NY 11778-8423

▶ Contact your Relationship Manager to discuss targeted solutions for your evolving business needs.

ACCOUNT SUMMARY FOR PERIOD FEBRUARY 01, 2017 - FEBRUARY 28, 2017

Govt Banking Blended Chking		ROCKY POINT UFSD	
Previous Balance 01/31/17	\$73,711.78	Number of Days in Cycle	28
0 Deposits/Credits	\$0.00	Minimum Balance This Cycle	\$66,247.82
1 Checks/Debits	(\$7,463.96)	Average Collected Balance	\$70,512.94
Service Charges	\$0.00		
Ending Balance 02/28/17	\$66,247.82		

ACCOUNT DETAIL FOR PERIOD FEBRUARY 01, 2017 - FEBRUARY 28, 2017

Govt Banking Blended Chking		ROCKY POINT UFSD		
<i>Date</i>	<i>Description</i>	<i>Deposits/Credits</i>	<i>Withdrawals/Debits</i>	<i>Resulting Balance</i>
02/17	Book transfer debit TO ...8541		\$7,463.96	\$66,247.82
Total		\$0.00	\$7,463.96	

Thank you for banking with us.

DETAIL ACCOUNT TRANSACTIONS - H 205 CAPITAL ONE CHECKING - 02/01/17 - 02/28/17

DATE	REF#	INV#	VEND#	EXPLANATION	SCH#	DEBITS	CREDITS	BALANCE
02/01/17				BALANCE 07/01/16 - 01/31/17		0.00	0.00	73,711.78
02/17/17	1025043			INTERFUND TRANSFER	CR-28	0.00	7,463.96	66,247.82
				TOTALS		0.00	7,463.96	66,247.82

Report Completed 3:13 PM

Rocky Point Union Free School District
Treasurer's Report
Trust and Agency Checking - T204
As of February 28, 2017

Reconciled Balance as of:	1/31/2017	1,290,017.72
Receipts:		
	Field Trip	14,332.00
	AP Test	465.00
	Funding Transfers	<u>2,141,356.17</u>
		2,156,153.17
Disbursements:		
	Interfund Transfer	1,000,000.00
	ERS	10,515.49
	Contractual Retirement	53,315.15
	NSF Check	58.00
	Cash Disbursements	<u>1,325,765.60</u>
		<u>(2,389,654.24)</u>
Total available balance per General Ledger as of:		<u>1,056,516.65</u>
		2/28/2017
Bank Balance as of:	2/28/2017	1,067,667.63
Add:	Deposit in Transit	1,225.00
Less:	Outstanding Checks	<u>12,375.98</u>
Adjusted Bank Balance as of :		<u>1,056,516.65</u>
		2/28/2017

Prepared by: Linda Bilski
Date: 3/6/2017

Reviewed by: Virginia Holloway
Date: 3/6/2017

T204

ROCKY POINT UFSD
TRUST AND AGENCY ACCOUNT
90 ROCKY POINT YAPHANK RD
ROCKY POINT NY 11778-8423

▶ Contact your Relationship Manager to discuss targeted solutions for your evolving business needs.

ACCOUNT SUMMARY FOR PERIOD FEBRUARY 01, 2017 - FEBRUARY 28, 2017

Govt Banking Blended Chking		ROCKY POINT UFSD	
Previous Balance 01/31/17	\$1,299,591.89	Number of Days in Cycle	28
7 Deposits/Credits	\$2,155,728.17	Minimum Balance This Cycle	\$400,945.56
44 Checks/Debits	(\$2,387,652.43)	Average Collected Balance	\$1,093,323.84
Service Charges	\$0.00		
Ending Balance 02/28/17	\$1,067,667.63		

ACCOUNT DETAIL FOR PERIOD FEBRUARY 01, 2017 - FEBRUARY 28, 2017

Govt Banking Blended Chking		ROCKY POINT UFSD		
<i>Date</i>	<i>Description</i>	<i>Deposits/Credits</i>	<i>Withdrawals/Debits</i>	<i>Resulting Balance</i>
02/02	Book transfer credit FROM ...5277	\$714,874.08		\$2,014,465.97
02/03	Wire transfer withdrawal THE OMNI GROUP 020317 USD0001224508		\$78,219.17	\$1,936,246.80
02/03	ACH Withdrawal IRS USATAXPYMT 020317 ROCKY POINT SCHOOL DIS *****3336		\$445,713.53	\$1,490,533.27
02/03	ACH Withdrawal NYS DTF PROMPT WT Tax Paymnt 020317 ROCKY POINT UFSD *****1782		\$74,169.96	\$1,416,363.31
02/03	ACH Withdrawal 9102716322 CONS COLL 020317 ROCKY POINT UF 74728-010		\$10,515.49	\$1,405,847.82
02/06	Customer Deposit	\$285.00		\$1,406,132.82
02/06	Check 11352		\$17,854.95	\$1,388,277.87
02/06	Check 11347		\$631.61	\$1,387,646.26
02/07	Check 11345		\$371.05	\$1,387,275.21
02/07	Check 11346		\$118.46	\$1,387,156.75
02/08	Check 11343		\$5,870.86	\$1,381,285.89
02/08	Check 11351		\$4,702.45	\$1,376,583.44
02/08	Check 11349		\$841.53	\$1,375,741.91

Thank you for banking with us.

Bank Reconciliation Outstanding Checks Listing as of 02/28/17

CHECK#	ISSUE DATE	PAYEE	AMOUNT	CLEARED	CLEAR DATE
11294	12/21/16	Papathanasis, Chrysanthe	20.00	N	
11350	02/01/17	ROCKY POINT ADMIN ASSOCIA	592.00	N	
11353	02/01/17	SHERIFF OF SUFFOLK COUNTY	45.69	N	
11354	02/01/17	SHERIFF OF SUFFOLK COUNTY	41.58	N	
11355	02/01/17	SHERIFF OF SUFFOLK COUNTY	68.16	N	
11356	02/01/17	SHERIFF OF SUFFOLK COUNTY	185.39	N	
11364	02/15/17	ROCKY POINT ADMIN ASSOCIA	592.00	N	
11367	02/15/17	SHERIFF OF SUFFOLK COUNTY	36.85	N	
11368	02/15/17	SHERIFF OF SUFFOLK COUNTY	41.58	N	
11369	02/15/17	SHERIFF OF SUFFOLK COUNTY	68.16	N	
11370	02/15/17	SHERIFF OF SUFFOLK COUNTY	122.81	N	
11371	02/15/17	VOTE COPE	234.75	N	
11372	02/27/17	AXA EQUITABLE	297.83	N	
11373	02/27/17	BUSH, ERMINIA J	186.00	N	
11374	02/27/17	HAMPTON JITNEY	1,200.00	N	
11375	02/27/17	J.J. STANIS AND COMPANY,	8,243.18	N	
11376	02/27/17	Museum Of Modern Art	400.00	N	
GRAND TOTAL			12,375.98		
TOTAL CHECKS			17		

DETAIL ACCOUNT TRANSACTIONS - T 204 CAPITAL ONE TRUST & AGENCY - 02/01/17 - 02/28/17

DATE	REF#	INV#	VEND#	EXPLANATION	SCH#	DEBITS	CREDITS	BALANCE
02/01/17				BALANCE 07/01/16 - 01/31/17		0.00	0.00	1,290,017.72
02/02/17	1025000			TRUST & AGENCY DEDUCTIO	CR-28	714,874.08	0.00	2,004,891.80
02/03/17	175			ERS JANUARY 2017	JE-44	0.00	10,515.49	1,994,376.31
02/06/17	1025012			AP CHECK REPLACEMENT	CR-28	279.00	0.00	1,994,655.31
02/06/17	1025013			FIELD TRIP	CR-28	6.00	0.00	1,994,661.31
02/14/17	1025028			TRUST & AGENCY DEDUCTIO	CR-28	759,750.78	0.00	2,754,412.09
02/15/17				* SEE CASH DISBURSEMENT	CD-38	0.00	2,935.43	2,751,476.66
02/17/17	1025041			FIELD TRIP	CR-28	1,632.00	0.00	2,753,108.66
02/17/17	1025038			AP EXAM REPLACEMENT CK	CR-28	93.00	0.00	2,753,201.66
02/17/17	1025039			NYSSMA FESTIVAL	CR-28	72.00	0.00	2,753,273.66
02/17/17	196			CONTRACTUAL RETIREMENT	JE-44	0.00	53,315.15	2,699,958.51
02/17/17	1025034			HS SIX FLAGS MUSIC FESTIV	CR-28	11,037.00	0.00	2,710,995.51
02/17/17	1025035			AP EXAM REPLACEMENT CK	CR-28	93.00	0.00	2,711,088.51
02/17/17	1025036			RIVERHEAD CORRECTIONAL	CR-28	360.00	0.00	2,711,448.51
02/17/17	1025037			INTERFUND TRANSFER	CR-28	0.00	1,000,000.00	1,711,448.51
02/22/17	203			NSF CHECK	JE-44	0.00	58.00	1,711,390.51
02/27/17				* SEE CASH DISBURSEMENT	CD-40	0.00	10,327.01	1,701,063.50
02/28/17	1025063			FIELD TRIP	CR-28	1,225.00	0.00	1,702,288.50
02/28/17				* SEE CASH DISBURSEMENT	CD-37	0.00	623,471.51	1,078,816.99
02/28/17				* SEE CASH DISBURSEMENT	CD-39	0.00	689,031.65	389,785.34
02/28/17	1025072			TRUST & AGENCY DEDUCTIO	CR-28	666,731.31	0.00	1,056,516.65
				TOTALS		2,156,153.17	2,389,654.24	1,056,516.65

Rocky Point Union Free School District
Treasurer's Report
Net Payroll Checking - T205
As of February 28, 2017

Reconciled Balance as of:	1/31/2017		30,791.39
Receipts:			
	Funding Transfer	<u>2,996,398.31</u>	2,996,398.31
Disbursements:			
	Disburse Net Payroll	<u>2,090,888.83</u>	<u>(2,090,888.83)</u>
Total available balance per General Ledger as of:	2/28/2017		<u>936,300.87</u>
Bank Balance as of:	2/28/2017		991,344.74
Less:	Outstanding Checks		<u>55,043.87</u>
Adjusted Bank Balance as of:	2/28/2017		<u>936,300.87</u>

Prepared by Linda Balski
Date: 3/6/2017

Reviewed by:
Date:

Virginia Holley
3/6/2017

T205

ROCKY POINT UFSD
PAYROLL ACCOUNT
90 ROCKY POINT YAPHANK RD
ROCKY POINT NY 11778-8423

▶ Contact your Relationship Manager to discuss targeted solutions for your evolving business needs.

ACCOUNT SUMMARY FOR PERIOD FEBRUARY 01, 2017 - FEBRUARY 28, 2017

Govt Banking Blended Chking		ROCKY POINT UFSD	
Previous Balance 01/31/17	\$41,751.26	Number of Days in Cycle	28
4 Deposits/Credits	\$2,996,398.32	Minimum Balance This Cycle	\$41,751.26
216 Checks/Debits	(\$2,046,804.84)	Average Collected Balance	\$339,961.22
Service Charges	\$0.00		
Ending Balance 02/28/17	\$991,344.74		

ACCOUNT DETAIL FOR PERIOD FEBRUARY 01, 2017 - FEBRUARY 28, 2017

Govt Banking Blended Chking		ROCKY POINT UFSD		
Date	Description	Deposits/Credits	Withdrawals/Debits	Resulting Balance
02/01	Book transfer credit FROM ...5277	\$981,355.07		\$1,023,106.33
02/01	Check 93659		\$290.51	\$1,022,815.82
02/01	Check 93629		\$91.07	\$1,022,724.75
02/03	ACH Withdrawal PAYROLL ROCKYPT REG SALARY 020317 PAYROLL ROCKYPT -SETT-TMOBSPEB		\$868,847.58	\$153,877.17
02/03	Check 93675		\$2,854.15	\$151,023.02
02/03	Check 93674		\$1,873.10	\$149,149.92
02/03	Check 93665		\$1,525.15	\$147,624.77
02/03	Check 93668		\$1,461.99	\$146,162.78
02/03	Check 93684		\$1,211.46	\$144,951.32
02/03	Check 93641		\$1,182.29	\$143,769.03
02/03	Check 93664		\$574.03	\$143,195.00
02/03	Check 93692		\$370.24	\$142,824.76
02/03	Check 93690		\$296.24	\$142,528.52
02/03	Check 93669		\$265.25	\$142,263.27
02/06	Check 93667		\$2,716.88	\$139,546.39
02/06	Check 93663		\$2,632.15	\$136,914.24
02/06	Check 93662		\$2,438.40	\$134,475.84
02/06	Check 93718		\$2,343.53	\$132,132.31

Thank you for banking with us.

**ROCKY POINT UFSD
OUTSTANDING CHECK LIST
AS OF FEBRUARY 28, 2017**

<u>Check #</u>	<u>Check Date</u>	<u>Check Amt.</u>
92795	6/30/2016	\$362.82
93259	10/14/2016	\$257.76
93450	11/25/2016	\$116.57
93451	11/25/2016	\$45.38
93605	1/6/2017	\$88.85
93701	2/3/2017	\$136.83
93705	2/3/2017	\$3,255.57
93707	2/3/2017	\$4,826.67
93713	2/3/2017	\$4,167.64
93715	2/3/2017	\$4,836.12
93717	2/3/2017	\$2,669.59
93719	2/3/2017	\$2,786.43
93722	2/3/2017	\$3,047.79
93723	2/3/2017	\$2,287.06
93724	2/17/2017	\$885.84
93729	2/17/2017	\$1,560.98
93737	2/17/2017	\$1,435.38
93740	2/17/2017	\$1,394.22
93754	2/17/2017	\$148.09
93758	2/17/2017	\$401.05
93763	2/17/2017	\$297.83
93764	2/17/2017	\$1,562.34
93771	2/17/2017	\$758.83
93780	2/17/2017	\$2,768.24
93786	2/17/2017	\$558.79
93791	2/17/2017	\$1,968.87
93796	2/17/2017	\$1,435.38
93812	2/17/2017	\$1,887.47
93832	2/17/2017	\$1,853.09
93847	2/17/2017	\$403.30
93848	2/17/2017	\$794.33
93849	2/17/2017	\$1,393.31
93854	2/17/2017	\$1,588.75
93862	2/17/2017	\$1,283.63
93879	2/17/2017	\$1,182.29
93895	2/17/2017	\$596.78
		<u>\$55,043.87</u>

DETAIL ACCOUNT TRANSACTIONS - T 205 CAPITAL ONE NET PAYROLL - 02/01/17 - 02/28/17

DATE	REF#	INV#	VEND#	EXPLANATION	SCH#	DEBITS	CREDITS	BALANCE
02/01/17				BALANCE 07/01/16 - 01/31/17		0.00	0.00	30,791.39
02/01/17	1025001			FUNDING NET PAYROLL 2.3.1	CR-28	981,355.07	0.00	1,012,146.46
02/03/17	170			FICA & MED & T&A DEDUCTIO	JE-43	0.00	981,355.07	30,791.39
02/14/17	1025029			FUNDING NET PAYROLL 2.17.	CR-28	1,109,533.76	0.00	1,140,325.15
02/17/17	185			FICA & MED & T&A DEDUCTIO	JE-44	0.00	1,109,533.76	30,791.39
02/28/17	1025073			FUNDING NET PAYROLL 3.3.1	CR-28	905,509.48	0.00	936,300.87
				TOTALS		2,996,398.31	2,090,888.83	936,300.87

Report Completed 3:53 PM

Rocky Point Union Free School District
Treasurer's Report
Scholarship Fund Checking - U200
As of February 28, 2017

Reconciled Balance as of:	1/31/2017	35,642.65
Receipts:		
	Live Like Susie Donation	<u>100.00</u>
		100.00
Disbursements:		<u>0.00</u>
Total available balance per General Ledger as of:	2/28/2017	<u>35,742.65</u>
Bank Balance as of: 2/28/2017		35,942.65
Less:	Outstanding Checks	<u>200.00</u>
Adjusted Bank Balance as of:	2/28/2017	<u>35,742.65</u>

Prepared by: Linda Bilucki
Date: 3/3/2017

Reviewed by: Virginia B. Hwang
Date: 3/3/2017

U200

ROCKY POINT UFSD
SCHOLARSHIP CHECKING
90 ROCKY POINT YAPHANK RD
ROCKY POINT NY 11778-8423

▶ Contact your Relationship Manager to discuss targeted solutions for your evolving business needs.

ACCOUNT SUMMARY FOR PERIOD FEBRUARY 01, 2017 - FEBRUARY 28, 2017

Govt Banking Blended Chking		ROCKY POINT UFSD	
Previous Balance 01/31/17	\$35,842.65	Number of Days in Cycle	28
1 Deposits/Credits	\$100.00	Minimum Balance This Cycle	\$35,842.65
0 Checks/Debits	\$0.00	Average Collected Balance	\$35,889.07
Service Charges	\$0.00		
Ending Balance 02/28/17	\$35,942.65		

ACCOUNT DETAIL FOR PERIOD FEBRUARY 01, 2017 - FEBRUARY 28, 2017

Govt Banking Blended Chking		ROCKY POINT UFSD		
Date	Description	Deposits/Credits	Withdrawals/Debits	Resulting Balance
02/15	Customer Deposit	\$100.00		\$35,942.65
Total		\$100.00	\$0.00	

Thank you for banking with us.

Bank Reconciliation Outstanding Checks Listing as of 02/28/17

CHECK#	ISSUE DATE	PAYEE	AMOUNT	CLEARED	CLEAR DATE
320	06/14/16	THOMAS, ROBERT	200.00	N	
GRAND TOTAL			200.00		
TOTAL CHECKS			1		

Report Completed 3:55 PM

DETAIL ACCOUNT TRANSACTIONS - U 200 CASH IN CHECKING - 02/01/17 - 02/28/17

DATE	REF#	INV#	VEND#	EXPLANATION	SCH#	DEBITS	CREDITS	BALANCE
02/01/17				BALANCE 07/01/16 - 01/31/17		0.00	0.00	35,642.65
02/14/17	1025025			LIVE LIKE SUSIE DONATION	CR-28	100.00	0.00	35,742.65
				TOTALS		100.00	0.00	35,742.65

Report Completed 3:52 PM

Rocky Point Union Free School District
Treasurer's Report
Debt Service Fund Checking - V200
As of February 28, 2017

Reconciled Balance as of:	1/31/2017		108,207.69
Receipts:			
	Interfund Transfer	<u>8,246.96</u>	8,246.96
Disbursements:			<u>0.00</u>
Total available balance per General Ledger as of:	2/28/2017		<u>116,454.65</u>
Bank Balance as of:	2/28/2017		<u>116,454.65</u> 0.00

Prepared by: Linda Bilski
Date: 3/3/2017

Reviewed by: Virginia Holley
Date: 3/3/2017

V200

ROCKY POINT UFSD
DEBT SERVICE FUND
90 ROCKY POINT YAPHANK RD
ROCKY POINT NY 11778-8423

▶ Contact your Relationship Manager to discuss targeted solutions for your evolving business needs.

ACCOUNT SUMMARY FOR PERIOD FEBRUARY 01, 2017 - FEBRUARY 28, 2017

Govt Banking Blended Chking		ROCKY POINT UFSD	
Previous Balance 01/31/17	\$108,207.69	Number of Days in Cycle	28
2 Deposits/Credits	\$8,246.96	Minimum Balance This Cycle	\$108,207.69
0 Checks/Debits	\$0.00	Average Collected Balance	\$111,742.10
Service Charges	\$0.00		
Ending Balance 02/28/17	\$116,454.65		

ACCOUNT DETAIL FOR PERIOD FEBRUARY 01, 2017 - FEBRUARY 28, 2017

Govt Banking Blended Chking		ROCKY POINT UFSD		
<i>Date</i>	<i>Description</i>	<i>Deposits/Credits</i>	<i>Withdrawals/Debits</i>	<i>Resulting Balance</i>
02/17	Book transfer credit FROM ...7067	\$7,463.96		\$115,671.65
02/17	Book transfer credit FROM ...5277	\$783.00		\$116,454.65
Total		\$8,246.96	\$0.00	

Thank you for banking with us.

DETAIL ACCOUNT TRANSACTIONS - V 200 CASH - 02/01/17 - 02/28/17

DATE	REF#	INV#	VEND#	EXPLANATION	SCH#	DEBITS	CREDITS	BALANCE
02/01/17				BALANCE 07/01/16 - 01/31/17		0.00	0.00	108,207.69
02/17/17	1025043			INTERFUND TRANSFER	CR-28	7,463.96	0.00	115,671.65
02/17/17	1025045			INTERFUND TRANSFER	CR-28	783.00	0.00	116,454.65
				TOTALS		8,246.96	0.00	116,454.65

Report Completed 3:52 PM

STUDENT ACTIVITY ACCOUNTS						
February-17						
FROM: 2/1/17						
TO: 2/28/17					JE	
		2/1/2017			OR	2/28/2017
ACCOUNT	NAME	BEG. BAL.	RECEIPTS	DISB	TRANSFERS	END BAL.
600-2016	CLASS OF 2016	\$944.71				\$944.71
600-2017	CLASS OF 2017	\$401.21				\$401.21
630-7	LEADERS CLUB	\$887.14				\$887.14
630-8	MATH HONOR SOCIETY	\$55.79				\$55.79
630-9	VARSITY CLUB	\$1,924.78		\$378.25		\$1,546.53
6310	SCIENCE CLUB	\$270.43				\$270.43
6351	STUDENT COUNCIL-MS	\$11,489.50		\$194.59		\$11,294.91
635-3	MS/YEARBOOK	\$8,699.15	\$4,095.00		(\$70.00)	\$12,724.15
640-2	MS SCHOOL STORE	\$260.52				\$260.52
640-3	BUSINESS CLUB	\$13.81				\$13.81
640-4	MS ROBOTICS	\$69.27				\$69.27
645-2	NICER NEIGHBOR CLUB	\$8,816.12		\$4,480.00		\$4,336.12
64521	BANN-KIN	\$1,907.49				\$1,907.49
645-3	FBLA CLUB	\$3.64				\$3.64
645-4	COMMUNITY SERVICE	\$2,731.35				\$2,731.35
645-7	SKILLS USA	\$119.16	\$966.00	\$860.00	(\$50.00)	\$175.16
6460	GAY/STRAIGHT ALLIANCE	\$55.10				\$55.10
6461	HUMAN RIGHTS CLUB	\$246.32				\$246.32
65010	SADD	\$1,252.61				\$1,252.61
650-115	THESPIAN TROUPE	\$272.92				\$272.92
650-12	YEARBOOK CLUB	\$39,963.89				\$39,963.89
650-16	HS STUDENT COUNCIL	\$10,453.98				\$10,453.98
650-17	ART CLUB	\$1,366.04				\$1,366.04
65018	BUSINESS HONOR	\$1,309.23		\$501.12		\$808.11
650-25	JAE STUDENT COUNCIL	\$3,487.04		\$310.94		\$3,176.10
6533	ROBOTICS HS	\$493.90				\$493.90
	Sub Total	\$97,495.10	\$5,061.00	\$6,724.90	(\$120.00)	\$95,711.20
700	INTEREST	\$91.46			\$10.34	\$101.80
	TOTALS	\$97,586.56			(\$109.66)	\$95,813.00
		2/1/2017			CASH	2/28/2017
		END BAL.	RECEIPTS	DISB.	MOVE	END BAL.
201 - CHECKING ACCT - CAP ONE		\$97,091.06	\$5,061.00	\$6,724.90	(\$120.00)	\$95,307.16
391- DUE FROM GENERAL		\$495.50			\$10.34	\$505.84
		\$97,586.56			(\$109.66)	\$95,813.00
I certify that this financial report is correct, that all cash receipts have been recorded and deposited intact, that all disbursements were supported by the proper authorities and documentary evidence with state laws, regulations and school board regulations.						
Prepared by:	<i>Linda Bilski</i>	Reviewed by:	<i>Virginia Hoang</i>			

Rocky Point Union Free School District
Treasurer's Report
Extra Class Checking - X201
As of February 28, 2017

Reconciled Balance as of:	1/31/2017		97,091.06
Receipts:			
	International Beauty Show	966.00	
	MS Yearbook Sales	<u>4,095.00</u>	
			5,061.00
Disbursements:			
	NSF Checks	120.00	
	Cash Disbursements	<u>6,724.90</u>	
			<u>6,844.90</u>
Total available balance per General Ledger as of:	2/28/2017		<u>95,307.16</u>
Bank Balance as of:	2/28/2017		96,290.02
Less:	Outstanding Checks		<u>982.86</u>
Adjusted Bank Balance as of:	2/28/2017		<u>95,307.16</u>

Prepared by: Linda Bilski
Date: 3/3/2017

Reviewed by:
Date:

Virginia J. Unsa
3/3/2017

X201

ROCKY POINT UFSD
EXTRA CLASS CHECKING
90 ROCKY POINT YAPHANK RD
ROCKY POINT NY 11778-8423

▶ Contact your Relationship Manager to discuss targeted solutions for your evolving business needs.

ACCOUNT SUMMARY FOR PERIOD FEBRUARY 01, 2017 - FEBRUARY 28, 2017

Govt Banking Blended Chking		ROCKY POINT UFSD	
Previous Balance 01/31/17	\$102,247.86	Number of Days in Cycle	28
2 Deposits/Credits	\$5,061.00	Minimum Balance This Cycle	\$95,097.14
17 Checks/Debits	(\$11,018.84)	Average Collected Balance	\$98,305.33
Service Charges	\$0.00		
Ending Balance 02/28/17	\$96,290.02		

ACCOUNT DETAIL FOR PERIOD FEBRUARY 01, 2017 - FEBRUARY 28, 2017

Govt Banking Blended Chking		ROCKY POINT UFSD		
<i>Date</i>	<i>Description</i>	<i>Deposits/Credits</i>	<i>Withdrawals/Debits</i>	<i>Resulting Balance</i>
02/02	Chargeback NSF 1st	013017	\$35.00	\$102,212.86
02/06	Check 11005		\$211.30	\$102,001.56
02/06	Check 11004		\$149.66	\$101,851.90
02/09	Check 11003		\$775.79	\$101,076.11
02/09	Check 11002		\$281.33	\$100,794.78
02/10	Check 11010		\$3,105.00	\$97,689.78
02/13	Check 11006		\$1,642.61	\$96,047.17
02/13	Check 11008		\$423.26	\$95,623.91
02/13	Check 11007		\$332.18	\$95,291.73
02/13	Check 11011		\$194.59	\$95,097.14
02/15	Customer Deposit	\$4,095.00		\$99,192.14
02/15	Check 11009		\$1,147.00	\$98,045.14
02/17	Chargeback NSF 1st	021517	\$35.00	\$98,010.14
02/17	Check 11014		\$860.00	\$97,150.14
02/21	Customer Deposit	\$966.00		\$98,116.14
02/21	Check 11013		\$1,275.00	\$96,841.14
02/21	Check 11012		\$501.12	\$96,340.02
02/24	Chargeback NSF 1st	022117	\$25.00	\$96,315.02

Thank you for banking with us.

Bank Reconciliation Outstanding Checks Listing as of 02/28/17

CHECK#	ISSUE DATE	PAYEE	AMOUNT	CLEARED	CLEAR DATE
10990	11/29/16	POMPEI RESTAURANT & PIZZE	39.11	N	
11001	01/17/17	ROCKY POINT CHILD NUTRITI	154.56	N	
11015	02/27/17	AHOLD USA, INC	100.00	N	
11016	02/27/17	BROOKLYN BAGELS AND CAFE,	65.94	N	
11017	02/27/17	PEPSI BOTTLING COMPANY	378.25	N	
11018	02/27/17	ROCKY POINT CHILD NUTRITI	245.00	N	
GRAND TOTAL			982.86		
TOTAL CHECKS			6		

Report Completed 4:04 PM

DETAIL ACCOUNT TRANSACTIONS - X 201 CAPITAL ONE CHECKING - 02/01/17 - 02/28/17

DATE	REF#	INV#	VEND#	EXPLANATION	SCH#	DEBITS	CREDITS	BALANCE
02/01/17				BALANCE 07/01/16 - 01/31/17		0.00	0.00	97,091.06
02/02/17	181			NSF CHECK	JE-44	0.00	35.00	97,056.06
02/15/17	1025049			MS YEARBOOK SALES DRIVE	CR-28	4,095.00	0.00	101,151.06
02/17/17	202			NSF CHECK	JE-44	0.00	35.00	101,116.06
02/21/17	1025061			IBS COACH BUS	CR-28	966.00	0.00	102,082.06
02/24/17	213			NSF CHECK	JE-44	0.00	25.00	102,057.06
02/24/17	214			NSF CHECK	JE-44	0.00	25.00	102,032.06
02/28/17				* SEE CASH DISBURSEMENT	CD-18	0.00	3,105.00	98,927.06
02/28/17				* SEE CASH DISBURSEMENT	CD-19	0.00	695.71	98,231.35
02/28/17				* SEE CASH DISBURSEMENT	CD-20	0.00	2,135.00	96,096.35
02/28/17				* SEE CASH DISBURSEMENT	CD-21	0.00	789.19	95,307.16
02/28/17				TOTALS		5,061.00	6,844.90	95,307.16

Report Completed 4:02 PM

**CASH REPORT
FOR THE MONTH ENDED
February 28, 2017**

GENERAL FUND

A210	Petty Cash	\$	600.00
A2008	Capital One Investment	\$	16,415,245.59
A2010	Capital One AP Checking	\$	1,220,682.71
A2011	JP Morgan Chase-Money Market	\$	5,431,134.13
Total General Fund:		\$	<u>23,067,662.43</u>

SCHOOL LUNCH FUND

C207	Capital One Lunch Fund Checking	\$	588,586.67
C208	JP Morgan Chase-Lunch ACH	\$	50,379.52
Total School Lunch Fund:		\$	<u>638,966.19</u>

SPECIAL AID FUND

F205	Capital One Federal Checking	\$	128,647.33
Total Special Aid Fund:		\$	<u>128,647.33</u>

CAPITAL FUND

H205	Capital One - Checking	\$	66,247.82
Total Capital Fund:		\$	<u>66,247.82</u>

TRUST & AGENCY FUND

T204	Capital One - Checking	\$	1,056,516.65
T205	Capital One - Net Payroll Checking	\$	936,300.87
Total Trust & Agency Fund:		\$	<u>1,992,817.52</u>

SCHOLARSHIP FUND

U200	Capital One - Checking	\$	35,742.65
Total Scholarship Fund		\$	<u>35,742.65</u>

DEBT SERVICE FUND

V200	Capital One - Money Market	\$	116,454.65
Total Debt Service Fund		\$	<u>116,454.65</u>

EXTRA CLASS FUND

X201	Capital One - Checking	\$	95,307.16
Total Extra Class Fund		\$	<u>95,307.16</u>

Total All Funds:		\$	<u>26,141,845.75</u>
------------------	--	----	----------------------

Rocky Point UFSD
 PERIOD COVERED 7/1/16 to 6/30/2017
 CASH FLOW SUMMARY (THOUSANDS OF DOLLARS)

MONTH	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE
BEGINNING BALANCE	22,447	20,140	22,272	21,959	16,984	10,641	7,724	22,168	23,068	23,068	23,068	23,068
RECEIPTS:	:XXXXXXXX	XXXXXXXXXX	:XXXXXXXX:XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
PROPERTY TAXES	0	970	0	0	0	345	16,798	6,893	0	0	0	0
STAR AID	0	0	0	0	0	0	0	0	0	0	0	0
STATE AID	0	0	3,748	200	202	1,884	149	148	0	0	0	0
OTHER	128	153	1,026	39	8	96	70	191	0	0	0	0
TRF FR OTHER FUNDS	0	0	0	0	0	0	3,864	1,000	0	0	0	0
LOANS FR OTH FDS	0	0	0	0	0	0	0	0	0	0	0	0
NYS AID DUE TO OTHER FUNDS	0	0	99	198	353	149	0	172	0	0	0	0
TAN PROCEEDS	0	4,750	0	0	0	0	0	0	0	0	0	0
TOTAL RECEIPTS:	128	5,873	4,873	437	563	2,474	20,881	8,404	0	0	0	0
DISBURSEMENTS:	:XXXXXXXX	XXXXXXXXXX	:XXXXXXXX:XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
SAL & BEN	496	1,042	3,075	3,264	3,128	3,334	3,089	5,138	0	0	0	0
OPERATING EXPENSES	1,939	2,699	2,111	2,148	3,495	2,057	3,348	2,216	0	0	0	0
OTHER	0	0	0	0	0	0	0	0	0	0	0	0
DUE TO OTHER FUNDS	0	0	0	0	0	0	0	0	0	0	0	0
DEBT SERVICE	0	0	0	0	283	0	0	0	0	0	0	0
LOAN TO OTH FDS	0	0	0	0	0	0	0	150	0	0	0	0
REPYMT OF LOANS	0	0	0	0	0	0	0	0	0	0	0	0
REPYMT OF TAN	0	0	0	0	0	0	0	0	0	0	0	0
TAN INTEREST PAYMENT	0	0	0	0	0	0	0	0	0	0	0	0
INT REPAY	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL DISB:	2,435	3,741	5,186	5,412	6,906	5,391	6,437	7,504	0	0	0	0
BALANCE	20,140	22,272	21,959	16,984	10,641	7,724	22,168	23,068	23,068	23,068	23,068	23,068
Fund Balance Projection	XXXXXXXXXX	XXXXXXXXXX	:XXXXXXXX:XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Opening Undesignated FB	3224	3224	3224	3224	3224	3224	3224	3224	0	0	0	0
Current Year Surplus / Deficit	0	0	500	545	630	621	973	1519	0	0	0	0
Projected Fund Balance at Year End	3224	3224	3724	3769	3854	3845	4197	4743	0	0	0	0

**ROCKY POINT UNION FREE SCHOOL DISTRICT
FOR THE MONTH ENDED FEBRUARY 2017**

GENERAL FUND

TRIAL BALANCE - FUND: A GENERAL FUND 07/01/16 - 02/28/17

ACCOUNT	ACCOUNT NAME	DEBITS	CREDITS
A2008	CAPITAL ONE INVESTMENT	16,415,245.59	0.00
A2010	CAPITAL ONE AP CHECKING	1,220,682.71	0.00
A2011	CHASE GENERAL FUND MM	5,431,134.13	0.00
A210	PETTY CASH	600.00	0.00
A391	DUE FROM FEDERAL FUND	759,158.75	0.00
A3911	DUE FROM TRUST AND AGENCY	248,810.89	0.00
A3912	DUE FROM SCHOOL LUNCH	855,528.39	0.00
A391H	DUE FROM CAPITAL FUND	196,844.43	0.00
A4805	PREPAID INSURANCE	60,000.00	0.00
A510	ESTIMATED REVENUES	76,813,855.04	0.00
A521	ENCUMBRANCES	28,325,021.84	0.00
A522	EXPENDITURES	37,085,078.52	0.00
A599	APPROPRIATED FUND BALANCE	4,232,428.83	0.00
A600	ACCOUNTS PAYABLE	0.00	116,003.01
A620	TAX ANTICIP NOTES PAYABLE	0.00	4,750,000.00
A630	DUE TO OTHER FUNDS	0.00	555.96
A6301	DUE TO SCHOOL LUNCH FUND	0.00	246,003.23
A6304	DUE TO TRUST AGENCY	1,508,549.64	0.00
A6305	DUE TO DEBT SERVICE	0.00	18.39
A632	DUE TO STATE TEACHERS' RET	0.00	59,161.39
A691	DEFERRED REVENUES	0.00	400.00
A806	NONSPENDABLE FUND BALANCE	0.00	60,000.00
A814	WORKER'S COMPENSATION RESE	0.00	1,511,089.00
A815	UNEMPLOYMENT INSURANCE RES	0.00	530,761.36
A821	RESERVE FOR ENCUMBRANCES	0.00	28,325,021.34
A825	ERS RESERVE	0.00	6,093,159.00
A861	PROPERTY LOSS RESERVE	0.00	53,369.00
A862	LIABILITY LOSS RESERVE	0.00	53,369.00
A867	RESERVE FOR EMPLOYEE BENEF	0.00	4,053,734.00
A878	CAPITAL RESERVE	0.00	4,242,566.00
A909	FUND BALANCE	0.00	3,110,507.96
A910	APPROPRIATED FUND BALANCE	0.00	1,931,759.00
A911	UNAPPROPRIATED FUND BALANC	0.00	2,315,108.30
A960	APPROPRIATIONS	0.00	81,046,283.87
A980	REVENUES	0.00	34,654,068.95
GRAND TOTALS		173,152,938.76	173,152,938.76

REVENUE BUDGET STATUS - FUNDS: A FOR PERIOD COVERED 07/01/16 - 02/28/17

ACCOUNT	ACCOUNT NAME	BUDGET	ADJUSTMENTS	REVISED BUDGET	REVENUE EARNED	UNEARNED REVENUE
A 1001	REAL PROPERTY TAX	41,859,714.00	0.00	41,859,714.00	24,035,796.79	17,823,917.21
A 1085	STAR REIMBURSEMENT	6,225,000.00	0.00	6,225,000.00	0.00	6,225,000.00
A 1315	CONTINUING ED-SUMMER	25,000.00	0.00	25,000.00	18,615.00	6,385.00
A 1315..A	CONTINUING ED-FALL	2,500.00	0.00	2,500.00	1,315.00	1,185.00
A 1315..B	CONTINUING ED-SPRING	2,500.00	0.00	2,500.00	50.00	2,450.00
A 1316	DRIVER EDUCATION-SUMMER	30,000.00	0.00	30,000.00	23,400.00	6,600.00
A 1316..A	DRIVERS ED-FALL	31,500.00	0.00	31,500.00	38,400.00	(6,900.00)
A 1316..B	DRIVERS ED-SPRING	31,500.00	0.00	31,500.00	37,600.00	(6,100.00)
A 1489	OTHER CHARGES-PROM, YEARBO	25,000.00	0.00	25,000.00	0.00	25,000.00
A 2401	INTEREST AND EARNINGS	35,000.00	0.00	35,000.00	24,751.54	10,248.46
A 2655	MINOR SALES, OTHER	0.00	0.00	0.00	1,790.00	(1,790.00)
A 2690	FINES - LOST BOOKS	0.00	0.00	0.00	690.64	(690.64)
A 2701	REFUNDS FOR PRIOR YEARS*	0.00	0.00	0.00	144,424.73	(144,424.73)
A 2703	PRIOR YEAR REFUNDS-OTHER	25,000.00	0.00	25,000.00	0.00	25,000.00
A 2705	GIFTS AND DONATIONS	0.00	4,818.04	4,818.04	5,058.04	(240.00)
A 2710	PREMIUM ON OBLIGATIONS	0.00	0.00	0.00	47,880.00	(47,880.00)
A 2770	OTHER UNCLASSIFIED	0.00	150.00	150.00	41,451.12	(41,301.12)
A 2772	E-RATE REVUENE	30,000.00	0.00	30,000.00	0.00	30,000.00
A 2801	INTERFUND REVENUE	0.00	0.00	0.00	100,000.00	(100,000.00)
A 3101	GROSS STATE AID - BASIC	17,258,488.00	0.00	17,258,488.00	4,337,777.66	12,920,710.34
A 3101.E	STATE AID EXCESS COST	5,000,000.00	0.00	5,000,000.00	1,456,729.42	3,543,270.58
A 3102	STATE AID LOTTERY	4,100,000.00	0.00	4,100,000.00	4,181,270.40	(81,270.40)
A 3103	STATE AID BOCES	1,749,000.00	0.00	1,749,000.00	0.00	1,749,000.00
A 3260	STATE AID TEXTBOOKS	261,000.00	0.00	261,000.00	49,620.00	211,380.00
A 3262	STATE AID COMPUTER SOFTWA	48,385.00	0.00	48,385.00	0.00	48,385.00
A 3263	STATE AID LIBRARY LOAN PR	21,000.00	0.00	21,000.00	0.00	21,000.00
A 3289	OTHER STATE AID	0.00	0.00	0.00	78,247.96	(78,247.96)
A 4285	MEDICAID MANAGEMENT REIMB	0.00	0.00	0.00	29,200.65	(29,200.65)
A 4601	MEDICAID REIMBURSEMENT (A	48,300.00	0.00	48,300.00	0.00	48,300.00
FUND A TOTAL		76,808,887.00	4,968.04	76,813,855.04	34,654,068.95	42,159,786.09

APPROPRIATION STATUS REPORT - BY FUNCTION: FOR PERIOD 07/01/16 - 02/28/17 (Summary)

ACCOUNT GROUPING	ORIG BUDGET	ADJUSTMENTS	ADJ BUDGET	EXPENSED	ENCUMBERED	AVAILABLE
A 1010....BOARD OF EDUCATION *	12,450.00	0.00	12,450.00	7,447.43	939.21	4,063.36
A 1040....DISTRICT CLERK *	14,595.00	0.00	14,595.00	9,257.02	5,242.98	95.00
A 1060....DISTRICT MEETING *	11,010.00	0.00	11,010.00	0.00	0.00	11,010.00
A 1240....CHIEF SCHOOL ADMINISTRATOR *	380,042.00	573.75	380,615.75	231,537.00	132,491.82	16,586.93
A 1310....BUSINESS ADMINISTRATION *	649,765.00	(553.55)	649,211.45	386,418.88	221,669.57	41,123.00
A 1320....AUDITING *	105,000.00	0.00	105,000.00	47,545.03	43,709.97	13,745.00
A 1325....TREASURER *	10,000.00	0.00	10,000.00	5,850.00	0.00	4,150.00
A 1345....PURCHASING *	38,548.00	0.00	38,548.00	27,591.69	10,090.31	866.00
A 1380....FISCAL AGENT FEE *	9,000.00	0.00	9,000.00	9,000.00	0.00	0.00
A 1420....LEGAL *	175,000.00	0.00	175,000.00	39,332.10	110,667.90	25,000.00
A 1430....PERSONNEL *	379,553.00	0.00	379,553.00	209,804.52	169,510.88	237.60
A 1480....PUBLIC INFORMATION AND SERVICES *	40,650.00	0.00	40,650.00	17,984.50	22,665.50	0.00
A 1620....OPERATION OF PLANT *	3,836,388.00	101,065.00	3,937,453.00	2,120,688.06	1,496,479.22	320,285.72
A 1621....MAINTENANCE OF PLANT *	802,725.00	616,685.49	1,419,410.49	885,250.87	285,297.47	248,862.15
A 1670....CENTRAL PRINTING AND MAILING *	66,000.00	0.00	66,000.00	34,134.91	29,653.09	2,212.00
A 1680....CENTRAL DATA PROCESSING *	754,300.00	0.00	754,300.00	372,779.18	381,520.82	0.00
A 1910....UNALLOCATED INSURANCE *	529,725.00	0.00	529,725.00	472,590.97	10,531.93	46,602.10
A 1981....ADMINISTRATIVE CHARGE-BOCES *	310,000.00	0.00	310,000.00	179,456.68	130,543.32	0.00
A 2010....CURRICULUM DEVELOPMENT AND SUPE *	468,280.00	(300.00)	467,980.00	213,493.41	236,947.54	17,539.05
A 2020....SUPERVISION - ADMINISTRATION *	2,385,373.00	1,241.38	2,386,614.38	1,262,456.77	653,435.92	470,721.69
A 2060....RESEARCH, PLANNING AND EVALUATI *	45,000.00	0.00	45,000.00	0.00	0.00	45,000.00
A 2070....INSERVICE TRAINING - INSTRUCTIO *	15,350.00	377.92	15,727.92	6,278.55	9,158.84	290.53
A 2110....TEACHING - REGULAR SCHOOL *	22,902,094.71	33,909.17	22,936,003.88	10,625,728.51	9,869,638.74	2,440,636.63
A 2138....MUSIC & FINE ARTS *	70,956.00	616.74	71,572.74	34,979.24	17,406.79	19,186.71
A 2250....PROGRAMS FOR HANDICAPPED CHILDRE *	15,078,880.25	(372,360.25)	14,706,520.00	6,316,004.61	6,914,703.73	1,475,811.66
A 2280....OCCUPATIONAL EDUCATION *	1,060,507.00	0.00	1,060,507.00	542,505.39	516,355.52	1,646.09
A 2330....COMMUNITY EDUCATION *	1,000,100.00	0.00	1,000,100.00	319,561.33	613,312.83	67,225.84
A 2610....SCHOOL LIBRARY AND AUDIOVISUAL *	597,106.00	106.68	597,212.68	309,400.63	237,183.97	50,628.08
A 2620....EDUCATIONAL TELEVISION *	12,900.00	0.00	12,900.00	0.00	12,900.00	0.00
A 2630....COMPUTER ASSISTED INSTRUCTION *	277,886.00	1,683.60	279,569.60	94,995.51	50,561.79	134,012.30
A 2805....ATTENDANCE - REGULAR SCHOOL *	50,042.00	0.00	50,042.00	23,605.29	10,927.50	15,509.21
A 2810....GUIDANCE - REGULAR SCHOOL *	1,092,877.00	20,021.81	1,112,898.81	598,908.58	500,764.94	13,225.29
A 2815....HEALTH SERVICES - REGULAR SCHOO *	466,468.80	0.00	466,468.80	203,486.64	195,217.62	67,764.54
A 2820....PSYCHOLOGICAL SERVICES - REGULA *	284,074.00	0.00	284,074.00	129,551.04	151,142.96	3,380.00
A 2825....SOCIAL WORK SERVICES - REGULAR *	425,042.00	0.00	425,042.00	175,611.92	187,432.08	61,998.00
A 2850....CO-CURRICULAR ACTIVITIES - REG. *	363,700.00	249.37	363,949.37	176,582.56	6,667.84	180,698.97
A 2855....INTERSCHOLASTIC ATHLETICS - REG *	890,941.00	19,324.00	910,265.00	580,155.73	120,528.33	209,580.94
A 5510....DISTRICT TRANSPORTATION SERVICE *	81,139.00	0.00	81,139.00	51,663.02	29,475.98	0.00
A 5540....CONTRACT TRANSPORTATION *	4,781,108.00	0.00	4,781,108.00	2,016,447.08	2,762,057.42	2,603.50
A 9010....NYS EMPLOYEES RETIREMENT *	982,997.00	0.00	982,997.00	584,290.35	0.00	398,706.65

APPROPRIATION STATUS REPORT - BY FUNCTION: FOR PERIOD 07/01/16 - 02/28/17 (Summary)

ACCOUNT GROUPING		ORIG BUDGET	ADJUSTMENTS	ADJ BUDGET	EXPENSED	ENCUMBERED	AVAILABLE
A 9020....NYS TEACHERS RETIREMENT	*	3,793,178.00	0.00	3,793,178.00	(34,350.00)	0.00	3,827,528.00
A 9030....SOCIAL SECURITY	*	2,865,860.00	0.00	2,865,860.00	1,349,764.79	0.00	1,516,095.21
A 9040....WORKERS' COMPENSATION	*	500,000.00	0.00	500,000.00	270,916.80	113,638.59	115,444.61
A 9045....LIFE INSURANCE	*	37,000.00	0.00	37,000.00	17,047.77	7,426.11	12,526.12
A 9050....UNEMPLOYMENT INSURANCE	*	50,000.00	0.00	50,000.00	1,687.90	48,312.10	0.00
A 9060....HEALTH INSURANCE	*	8,669,500.00	0.00	8,669,500.00	5,874,870.63	2,008,810.71	785,818.66
A 9760....TAX ANTICIPATION NOTES	*	95,000.00	0.00	95,000.00	0.00	0.00	95,000.00
A 9901....TRANSFER TO SPECIAL AID	*	3,155,532.00	0.00	3,155,532.00	282,765.63	0.00	2,872,766.37
GRAND TOTALS		80,623,642.76	422,641.11	81,046,283.87	37,085,078.52	28,325,021.84	15,636,183.51

Report Completed 3:34 PM

**ROCKY POINT UNION FREE SCHOOL DISTRICT
FOR THE MONTH ENDED FEBRUARY 2017**

CAFETERIA FUND

TRIAL BALANCE - FUND: C LUNCH FUND 07/01/16 - 02/28/17

ACCOUNT	ACCOUNT NAME	DEBITS	CREDITS
C207	CAPITAL ONE CHECKING	588,586.67	0.00
C208	CHASE ACH REVENUE	50,379.52	0.00
C380	ACCOUNTS RECEIVABLE	184.63	0.00
C391	DUE FROM GENERAL FUND	246,003.23	0.00
C445	SUPPLY INVENTORY	8,000.03	0.00
C446	SURPLUS FOOD INVENTORY	18,333.79	0.00
C447	PURCHASED FOOD INVENTORY	5,950.08	0.00
C510	ESTIMATED REVENUES	1,015,866.00	0.00
C521	ENCUMBRANCES	294,371.33	0.00
C522	EXPENDITURES	669,321.00	0.00
C630	DUE TO GENERAL FUND	0.00	855,528.40
C631	DUE TO OTHER GOVT.	0.00	68.29
C632	DUE TO OTHER FUNDS	29,139.50	0.00
C691	DEFERRED REVENUE	0.00	8,357.14
C821	RESERVE FOR ENCUMBRANCES	0.00	294,371.33
C845	FUND BALANCE RESERVE FOR I	0.00	32,283.86
C909	FUND BALANCE	0.00	79,049.69
C960	APPROPRIATIONS	0.00	1,015,866.00
C980	REVENUES	0.00	640,611.07
GRAND TOTALS		2,926,135.78	2,926,135.78

Report Completed 3:25 PM

REVENUE BUDGET STATUS - FUNDS: C FOR PERIOD COVERED 07/01/16 - 02/28/17

ACCOUNT	ACCOUNT NAME	BUDGET	ADJUSTMENTS	REVISED BUDGET	REVENUE EARNED	UNEARNED REVENUE
C 1440	SALE OF TYPE A LUNCHES	269,625.00	0.00	269,625.00	161,878.35	107,746.65
C 1441	ADULT ALA CARTE	2,810.00	0.00	2,810.00	2,527.91	282.09
C 1445	OTHER CAFETERIA SALES	303,790.00	0.00	303,790.00	187,447.26	116,342.74
C 2401	INTEREST AND EARNINGS	1,288.00	0.00	1,288.00	1,010.27	277.73
C 2770	MISCELLANEOUS REVENUES	278.00	2,500.00	2,778.00	5,927.97	(3,149.97)
C 2771	REBATES	15,873.00	0.00	15,873.00	0.00	15,873.00
C 3190	GOVERNMENT REIMB-STATE	0.00	0.00	0.00	8,681.00	(8,681.00)
C 4109	SURPLUS FOOD	68,620.00	0.00	68,620.00	65,807.31	2,812.69
C 4191	GOVERNMENT REIMB-FEDERAL	351,082.00	0.00	351,082.00	207,331.00	143,751.00
FUND C TOTAL		1,013,366.00	2,500.00	1,015,866.00	640,611.07	375,254.93

Report Completed 3:30 PM

APPROPRIATION STATUS REPORT - BY FUNCTION: FOR PERIOD 07/01/16 - 02/28/17 (Summary)

ACCOUNT GROUPING		ORIG BUDGET	ADJUSTMENTS	ADJ BUDGET	EXPENSED	ENCUMBERED	AVAILABLE
C 2860....	*	963,366.00	2,500.00	965,866.00	642,309.98	294,371.33	29,184.69
C 9030....	*	50,000.00	0.00	50,000.00	27,011.02	0.00	22,988.98
GRAND TOTALS		1,013,366.00	2,500.00	1,015,866.00	669,321.00	294,371.33	52,173.67

Report Completed 3:34 PM

**ROCKY POINT UNION FREE SCHOOL DISTRICT
FOR THE MONTH ENDED FEBRUARY 2017**

FEDERAL FUND

TRIAL BALANCE - FUND: F FEDERAL FUND 07/01/16 - 02/28/17

ACCOUNT	ACCOUNT NAME	DEBITS	CREDITS
F205	CAPITAL ONE CHECKING	128,647.33	0.00
F410	STATE AND FEDERAL AID REC	116,229.78	0.00
F510	ESTIMATED REVENUES	1,615,884.35	0.00
F521	ENCUMBRANCES	614,768.72	0.00
F522	EXPENDITURES	842,962.18	0.00
F599	APPROPRIATED FUND BALANCE	166,382.75	0.00
F630	DUE TO GENERAL FUND	0.00	759,158.55
F631	DUE TO OTHER GOVT'S	0.00	11,156.00
F632	DUE TO TRUST AND AGENCY	34,482.33	0.00
F691	DEFERRED REVENUES	0.00	73.44
F821	RESERVE FOR ENCUMBRANCES	0.00	614,768.72
F960	APPROPRIATIONS	0.00	1,782,267.10
F980	REVENUES	0.00	351,933.63
GRAND TOTALS		3,519,357.44	3,519,357.44

Report Completed 3:25 PM

REVENUE BUDGET STATUS - FUNDS: F FOR PERIOD COVERED 07/01/16 - 02/28/17

ACCOUNT	ACCOUNT NAME	BUDGET	ADJUSTMENTS	REVISED BUDGET	REVENUE EARNED	UNEARNED REVENUE
F 2110.12M.EN.T	MENTORING	72.36	0.00	72.36	0.00	72.36
F 3289.UPK.17	UPK REVENUE 2017	197,136.00	0.00	197,136.00	98,568.00	98,568.00
F 4126.TLI.16	REVENUE TITLE I	14,714.05	0.00	14,714.05	7,652.05	7,062.00
F 4126.TLI.17	REVENUE TITLE I	219,591.00	7,062.00	226,653.00	43,918.00	182,735.00
F 4256.16R.SP	REVENUE RESPECT	118,867.73	17,068.52	135,936.25	0.00	135,936.25
F 4256.PRE.17	REVENUE PRE	41,257.00	0.00	41,257.00	8,251.00	33,006.00
F 4256.PTB.17	REVENUE PTB	696,390.00	82,903.00	779,293.00	139,278.00	640,015.00
F 4289.IMM.16	REVENUE IMMIGRANT STUDENT	14,002.00	0.00	14,002.00	0.00	14,002.00
F 4289.IMM.17	REVENUE IMMIGRANT STUDENT	22,783.00	14,002.00	36,785.00	4,556.00	32,229.00
F 4289.LEP.16	REVENUE TLEP	1,753.11	0.00	1,753.11	0.00	1,753.11
F 4289.LEP.17	REVENUE TLEP	14,151.00	1,752.00	15,903.00	2,830.00	13,073.00
F 4289.TII.16	REVENUE TITLE IIA	49,507.58	0.00	49,507.58	30,141.58	19,366.00
F 4289.TII.17	REVENUE TITLE IIA	83,699.00	19,173.00	102,872.00	16,739.00	86,133.00
FUND F TOTAL		1,473,923.83	141,960.52	1,615,884.35	351,933.63	1,263,950.72

Report Completed 3:30 PM

APPROPRIATION STATUS REPORT - BY FUNCTION: FOR PERIOD 07/01/16 - 02/28/17 (Summary)

ACCOUNT GROUPING		ORIG BUDGET	ADJUSTMENTS	ADJ BUDGET	EXPENSED	ENCUMBERED	AVAILABLE
F 2110....	*	703,844.58	254,198.04	958,042.62	358,269.82	279,803.91	319,968.89
F 2250....	*	737,647.00	84,358.48	822,005.48	482,666.36	334,964.81	4,374.31
F 9000....	*	0.00	0.00	0.00	(193.00)	0.00	193.00
F 9060....	*	28,101.00	(25,882.00)	2,219.00	2,219.00	0.00	0.00
GRAND TOTALS		1,469,592.58	312,674.52	1,782,267.10	842,962.18	614,768.72	324,536.20

Report Completed 3:34 PM

**ROCKY POINT UNION FREE SCHOOL DISTRICT
FOR THE MONTH ENDED FEBRUARY 2017**

CAPITAL FUND

TRIAL BALANCE - FUND: H CAPITAL FUND 07/01/16 - 02/28/17

ACCOUNT	ACCOUNT NAME	DEBITS	CREDITS
H205	CAPITAL ONE CHECKING	66,247.82	0.00
H510	ESTIMATED REVENUES	1,318,751.00	0.00
H521	ENCUMBRANCES	396,865.49	0.00
H522	EXPENDITURES	361,558.96	0.00
H6301	DUE TO GENERAL FUND	0.00	196,844.43
H821	RESERVE FOR ENCUMBRANCES	0.00	396,865.49
H909	FUND BALANCE	0.00	230,962.35
H960	APPROPRIATIONS	0.00	1,318,751.00
GRAND TOTALS		2,143,423.27	2,143,423.27

Report Completed 3:25 PM

REVENUE BUDGET STATUS - FUNDS: H FOR PERIOD COVERED 07/01/16 - 02/28/17

ACCOUNT	ACCOUNT NAME	BUDGET	ADJUSTMENTS	REVISED BUDGET	REVENUE EARNED	UNEARNED REVENUE
H 5731	BANS	997,338.00	321,413.00	1,318,751.00	0.00	1,318,751.00
	FUND H TOTAL	997,338.00	321,413.00	1,318,751.00	0.00	1,318,751.00

Report Completed 3:30 PM

APPROPRIATION STATUS REPORT - BY FUNCTION: FOR PERIOD 07/01/16 - 02/28/17 (Summary)

ACCOUNT GROUPING		ORIG BUDGET	ADJUSTMENTS	ADJ BUDGET	EXPENSED	ENCUMBERED	AVAILABLE
H 1625....	*	997,338.00	321,413.00	1,318,751.00	361,558.96	396,865.49	560,326.55
GRAND TOTALS		997,338.00	321,413.00	1,318,751.00	361,558.96	396,865.49	560,326.55

Report Completed 3:34 PM

**ROCKY POINT UNION FREE SCHOOL DISTRICT
FOR THE MONTH ENDED FEBRUARY 2017**

TRUST AND AGENCY FUND

TRIAL BALANCE - FUND: T TRUST & AGENCY 07/01/16 - 02/28/17

ACCOUNT	ACCOUNT NAME	DEBITS	CREDITS
T200EX	EXTRACLASSROOM	95,813.00	0.00
T204	CAPITAL ONE TRUST & AGENCY	1,056,516.65	0.00
T205	CAPITAL ONE NET PAYROLL	936,300.87	0.00
T23	INCOME EXECUTIONS	0.00	11,971.81
T281I	FLEX PLAN-HEALTH CARE - YR	0.00	14,752.28
T281J	FLEX PLAN-HEALTH CARE - YR	0.00	10,462.62
T282I	FLEX PLAN DEPENDENT CARE-Y	0.00	500.00
T282J	FLEX PLAN DEPENDENT CARE-Y	0.00	4,400.00
T290	AFLAC -CPP	0.00	2,644.53
T291	AFLAC - STD	0.00	1,271.20
T35	SCHOLARSHIP	0.00	1,165.00
T38	EXTRACLASSROOM ACTIVITY	0.00	95,813.00
T391	DUE FROM OTHER FUNDS	0.00	1,572,240.79
T3911	DUE FROM GENERAL FUND	69.32	0.00
T63001	DUE TO GENERAL FUND	0.00	248,810.89
T84	OTHER-NYS EMPL RETIRE LOAN	0.00	5,017.44
T85	OTHER-NYS EMPL RETIRE	0.00	7,782.26
T89	OTHER VOTE COPE	0.00	342.25
T91	LONG TERM DISABILITY	267.62	0.00
T931	SCHOOL ACTIVITIES-FJC	0.00	4,823.25
T932	SCHOOL ACTIVITIES-JAE	0.00	2,939.73
T933	SCHOOL ACTIVITIES-M/S	0.00	15,187.98
T9331	HIGH SCHOOL TESTING	0.00	8,286.12
T9335	NYSSMA	0.00	139.00
T9337	AP TEST DEPOSITS	0.00	55,785.23
T9338	MARK TWAIN DINNER	0.00	393.00
T935	SCHOOL ACTIVITIES-H/S	0.00	11,104.08
T9351	MUSIC DEPT. HIGH SCHOOL	0.00	11,610.00
T9352	SEAN JOHNS MEMORIAL-CHALLE	0.00	925.00
T936	FJC - KIDS IN NEED (RUTH S	0.00	600.00
GRAND TOTALS		2,088,967.46	2,088,967.46

Report Completed 3:25 PM

**ROCKY POINT UNION FREE SCHOOL DISTRICT
FOR THE MONTH ENDED FEBRUARY 2017**

SCHOLARSHIP FUND

TRIAL BALANCE - FUND: U SCHOLARSHIP FUND 07/01/16 - 02/28/17

ACCOUNT	ACCOUNT NAME	DEBITS	CREDITS
U200	CASH IN CHECKING	35,742.65	0.00
U2401	INTEREST	0.00	43.66
U3912	DUE FROM GENERAL	50.12	0.00
U9000	ALLISON FISCH VERADO SCHOL	0.00	0.50
U9001	RITA SULLIVAN SCHOLARSHIP	0.00	423.47
U9002	RYAN CAUFIELD SCHOLARSDHIP	0.00	23.69
U9003	ADMIN SCHOLARSHIP	0.00	1,074.52
U9004	K-MART	0.00	81.68
U9005	TARGET SCH HS/JR	0.00	43.45
U9006	TARGET SCHOLARSHIP JAE	0.00	267.13
U9007	TARGET SCHOLARSHIP	0.00	108.32
U9008	FRANCIS RYAN SCHOLARSHIP	0.00	253.26
U9009	GENERAL SCHOLARSHIP	0.00	62.61
U9010	AL MAIN SCHOLARSHIP	0.00	6,753.47
U9011	JOSEPH FALICA	0.00	835.73
U9015	SASBO SCHOLARSHIP	0.00	0.92
U9016	SOUND BEACH MUSIC	0.00	0.92
U9018	LIVE LIKE SUSIE MEMORIAL S	0.00	25,319.44
U9020	INTERDIST.COUNCIL OF SUPTS	0.00	500.00
GRAND TOTALS		35,792.77	35,792.77

Report Completed 3:26 PM

**ROCKY POINT UNION FREE SCHOOL DISTRICT
FOR THE MONTH ENDED FEBRUARY 2017**

DEBT SERVICE FUND

TRIAL BALANCE - FUND: V DEBT SERVICE FUND 07/01/16 - 02/28/17

ACCOUNT	ACCOUNT NAME	DEBITS	CREDITS
V200	CASH	116,454.65	0.00
V3911	DUE FROM GENERAL	18.39	0.00
V522	EXPENDITURES	382,765.63	0.00
V909	FUND BALANCE, UNRESERVED	0.00	215,923.54
V980	REVENUES	0.00	283,315.13
GRAND TOTALS		499,238.67	499,238.67

Report Completed 3:26 PM

REVENUE BUDGET STATUS - FUNDS: V FOR PERIOD COVERED 07/01/16 - 02/28/17

ACCOUNT	ACCOUNT NAME	BUDGET	ADJUSTMENTS	REVISED BUDGET	REVENUE EARNED	UNEARNED REVENUE
V 2401	INTEREST EARNINGS	0.00	0.00	0.00	549.50	(549.50)
V 5031	INTERFUND TRANSFERS	0.00	0.00	0.00	282,765.63	(282,765.63)
	FUND V TOTAL	0.00	0.00	0.00	283,315.13	(283,315.13)

Report Completed 3:31 PM

APPROPRIATION STATUS REPORT - BY FUNCTION: FOR PERIOD 07/01/16 - 02/28/17 (Summary)

ACCOUNT GROUPING		ORIG BUDGET	ADJUSTMENTS	ADJ BUDGET	EXPENSED	ENCUMBERED	AVAILABLE
V 9711....	*	0.00	0.00	0.00	282,765.63	0.00	(282,765.63)
V 9901....	*	0.00	0.00	0.00	100,000.00	0.00	(100,000.00)
GRAND TOTALS		0.00	0.00	0.00	382,765.63	0.00	(382,765.63)

Report Completed 3:35 PM

**ROCKY POINT UNION FREE SCHOOL DISTRICT
STUDENT ACTIVITY ACCOUNTS
FOR THE MONTH ENDED FEBRUARY 2017**

TRIAL BALANCE - FUND: X STUDENT ACTIVITY 07/01/16 - 02/28/17

ACCOUNT	ACCOUNT NAME	DEBITS	CREDITS
X201	CAPITAL ONE CHECKING	95,307.16	0.00
X391	DUE FROM OTHER FUNDS	505.84	0.00
X6002016	CLASS OF 2016	0.00	944.71
X6002017	CLASS OF 2017	0.00	401.21
X6307	LEADERS CLUB	0.00	887.14
X6308	MATH HONOR SOCIETY	0.00	55.79
X6309	VARSITY CLUB	0.00	1,546.53
X6310	SCIENCE CLUB	0.00	270.43
X6351	STUDENT COUNCIL-MS	0.00	11,294.91
X6353	YEARBOOK-MS	0.00	12,724.15
X6402	MS SCHOOL STORE	0.00	260.52
X6403	BUSINESS CLUB	0.00	13.81
X6404	MS ROBOTICS CLUB	0.00	69.27
X6452	BE A NICER NEIGHBOR CLUB	0.00	4,336.12
X64521	BANN-KIN	0.00	1,907.49
X6453	FBLA CLUB	0.00	3.63
X6454	COMMUNITY SERVICE CLUB	0.00	2,731.35
X6457	SKILLS USA - HS COSMOTOLOG	0.00	175.16
X6460	GAY STRAIGHT ALLIANCE CLUB	0.00	55.10
X6461	HUMAN RIGHTS CLUB	0.00	246.32
X65010	S.A.D.D.	0.00	1,252.61
X650115	THESPIAN TROUPE #696	0.00	272.92
X65012	HS YEARBOOK CLUB	0.00	39,963.90
X65016	STUDENT COUNCIL	0.00	10,453.98
X65017	ART CLUB	0.00	1,366.04
X65018	BUSINESS HONOR SOCIETY	0.00	808.11
X65025	JAE STUDENT COUNCIL	0.00	3,176.10
X6533	ROBOTICS CLUB HS	0.00	493.90
X700	SURPLUS FUNDS	0.00	101.80
GRAND TOTALS		95,813.00	95,813.00

Report Completed 3:26 PM



John F. Dennehy
Certified Public Accountant

March 8, 2017

Board of Education
Rocky Point School District
90 Rocky Point-Yaphank Road
Rocky Point, NY 11778

*Re: Internal Claims Audit Report for the period
February 1, 2017 through February 28, 2017*

Board of Education:

I have completed my internal claims auditing services for the Rocky Point School District covering the period February 1, 2017 through February 28, 2017. The services I performed, as outlined within my proposal, include reviewing all claims against the District. The purpose of this report is to update the Board of Education on work performed to date, my findings, and recommendations.

For ease of reference I have categorized the remainder of this report as follow:

Internal Claims Audit Services

Exhibits

INTERNAL CLAIMS AUDIT SERVICES

The internal claims audit services performed on each claim against the District consisted of:

1. Verification of the accuracy of invoices and claim forms
2. Ensuring proper approval of all purchases; checking that purchases constitute legal expenses of the school district
3. Determining that purchase orders have been issued in accordance with Board of Education policy, and applicable state laws

Board of Education
Rocky Point School District
March 8, 2017
Page 2

*Re: Internal Claims Audit Report for the time period of
February 1, 2017 through February 28, 2017*

4. Comparison of invoices or claims with previously approved contracts
5. Reviewing price extensions, claiming of applicable discounts, inclusion of shipping and freight charges
6. Approving all charges that are presented for payment which are supported with documentary evidence indicating compliance with all pertinent laws, policies and regulations

Over the time period of February 1, 2017 through February 28, 2017 I have audited 452 claims against the District in the amount of \$5,453,714.63. (See attached Exhibit I) I made inquiries and/ or observations into 46 claims in the amount of \$204,798.49. I have summarized the inquiries and/or observations as well as the resolutions within Exhibit II. It should be noted that currently, there are 0 outstanding inquiries in regards to the audit of the claims made against the District for the period of February 1, 2017 through February 28, 2017. I have summarized all voided checks and notable exceptions in Exhibit III.

I trust that the foregoing comments are clear. If you have any questions or you would like to discuss this matter further, please contact me at 631-928-5406.

Very truly yours,

John F. Dennehy, Jr.
Certified Public Accountant

Internal Claims Audit By Fund

Rocky Point School District

Exhibit I

Warrant Date	Audit Date	Warrant #	Fund	# of Checks	\$ Value of Checks	# of Inquiries	\$ Value of Inquiries	# of Resolved Inquiries	# of Outstanding Inquiries	Check Sequence
2/1/2017	2/1/2017	93	A	63	1,201,181.49	13	81,678.98	13	-	105094-105154
2/8/2017	2/8/2017	95	A	54	1,051,757.12	13	70,939.46	13	-	105155-105208
2/15/2017	2/15/2017	96	A	96	936,394.71	4	4,469.64	4	-	105209-105238
2/27/2017	3/1/2017	98	A	67	226,771.18	12	19,374.29	12	-	105239-105304
2/1/2017	2/1/2017	18	C	16	20,646.19	1	17,500.00	1	-	10703-10718
2/15/2017	2/15/2017	19	C	14	13,128.61	-	-	-	-	10719-10732
2/27/2017	3/1/2017	20	C	13	11,472.71	-	-	-	-	10733-10745
2/1/2017	2/1/2017	18	F	3	26,550.70	-	-	-	-	4302-4304
2/8/2017	2/8/2017	19	F	7	40,246.78	2	10,335.00	2	-	4305-4311
2/28/2017	3/1/2017	20	F	5	5,499.00	-	-	-	-	4312-4316
2/1/2017	2/1/2017	36	T	3	8,160.13	-	-	-	-	11343-11345
2/1/2017	2/1/2017	37	T	30	623,471.51	-	-	-	-	11346-11357, 5113863-5113880
2/15/2017	2/15/2017	38	T	1	2,935.43	-	-	-	-	11358
2/15/2017	2/15/2017	39	T	31	689,031.65	-	-	-	-	11359-11371, 5113881-5113898
2/28/2017	3/1/2017	40	T	5	10,327.01	-	-	-	-	11372-11376
2/28/2017	3/1/2017	41	T	27	574,452.38	-	-	-	-	11377-11385, 5113899-5113916
2/1/2017	2/1/2017	17	X	8	4,963.13	-	-	-	-	11002-11009
2/1/2017	2/1/2017	18	X	1	3,105.00	-	-	-	-	11010
2/8/2017	2/8/2017	19	X	2	695.71	1	501.12	1	-	11011-11012
2/15/2017	2/15/2017	20	X	2	2,135.00	-	-	-	-	11013-11014
2/28/2017	3/1/2017	21	X	4	789.19	-	-	-	-	11015-11018
TOTAL				452	\$ 5,453,714.63	46	\$ 204,798.49	46	-	

Legend:	
A - General	P (A) - Chase General
C - Cafeteria	T - Trust & Agency
F - Federal	IIB - Bond 2003
H - Capital	CM- Misc Spec Revenue
HCP - Capital Projects	TE-Expendable Trust

John F. Dennehy, Jr.
Certified Public Accountant, PC

Rocky Point School District
Claims Audit - Analysis by Number of Inquiries & Dollar Value
Summary of Inquiries / Resolutions and Percentage of Total Claims & Dollar Value of Claims
Exhibit II

2016 / 2017 YTD

Analysis by Number of Inquiries

Reason For Inquiry	Resolution	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17
All invoices not reflected on check	Pay unpaid invoice(s) next warrant	2 0.00%	0.00%				
Check amount not equal to invoices	Difference<\$1; Immaterial, claim paid	0.00%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Check amount not equal to invoices	Will pay balance with next invoice	0.00%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Check amount not equal to invoices	Void & reissue	0.00%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Current year expense paid prior year P.O.	P.O. Funds carried over	1 0.33%	1 0.33%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Incorrect vendor name	Void & reissue	0.00%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Insufficient supporting backup	Hold for missing information	1 0.75%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Insufficient supporting backup	Backup Provided	1 0.33%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Insufficient supporting backup	Void check	0.00%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Invoice date precedes PO date	Noted by Business Office	22 6.94%	20 4.48%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Invoice over 90 days outstanding/undated	Verified no duplicate payment	10 3.10%	7 1.53%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Invoice previously stamped by claims auditor	Confirmed original check void	1 0.33%	1 0.33%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Missing administrator approval endorsement	Received proper authorization	0.00%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Missing receiving signature on invoice or PO	Verified receipt of goods/services	0.00%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
No Purchase Order encumbered	Void & reissue after P.O. encumbered	0.00%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Not an original invoice	Copy, fax or statement accepted	8 2.53%	10 2.21%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Paid sales tax	Amount immaterial (< \$5), claim paid	0.00%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
PO insufficient funds	PO funds increased post invoice/paid direct from budget code	1 0.33%	7 1.53%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Prior year invoice paid current year funds	Noted by Business Office	0.00%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Pre-dated Invoice	Hold until service date	0.00%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Separation of Duties	Same individual signed P.O. and authorized payment; additional admin approval provided	2 0.63%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Xtra Class club purchased gift cards for needy family	Utilizing recipient verification procedure through school social worker	0.00%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Total Number (#) of Inquiries		49 15.51%	46 10.18%	- #DIV/0!	- #DIV/0!	- #DIV/0!	- #DIV/0!
Total Claims Audited		316 100.00%	452 100.00%	- #DIV/0!	- #DIV/0!	- #DIV/0!	- #DIV/0!
Total Outstanding Inquiries		0 0.00%	0 0.00%	0 #DIV/0!	0 #DIV/0!	0 #DIV/0!	0 #DIV/0!

Rocky Point School District
Claims Audit - Analysis by Number of Inquiries & Dollar Value
Summary of Inquiries / Resolutions and Percentage of Total Claims & Dollar Value of Claims
Exhibit II

2016 / 2017 YTD

Analysis by Dollar Value

Reason For Inquiry	Resolution	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17
All invoices not reflected on check	Pay unpaid invoice(s) next warrant	2,587.40 0.07%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Check amount not equal to invoices	Difference<\$1; Immaterial, claim paid	0.00%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Check amount not equal to invoices	Will pay balance with next invoice	0.00%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Check amount not equal to invoices	Void & reissue	0.00%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Current year expense paid prior year P.O.	P.O. Funds carried over	16,152.92 0.47%	17,385.09 0.32%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Incorrect vendor name	Void & reissue	0.00%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Insufficient supporting backup	Hold for missing information	13.80 0.00%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Insufficient supporting backup	Backup Provided	1,201.00 0.03%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Insufficient supporting backup	Void check	0.00%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Invoice date precedes PO date	Noted by Business Office	84,420.77 2.47%	94,936.81 1.74%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Invoice over 90 days outstanding/undated	Verified no duplicate payment	1,735.25 0.05%	6,319.39 0.12%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Invoice previously stamped by claims auditor	Confirmed original check void	154.56 0.00%	200.00 0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Missing administrator approval endorsement	Received proper authorization	0.00%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Missing receiving signature on invoice or PO	Verified receipt of goods/services	0.00%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
No Purchase Order encumbered	Void & reissue after P.O. encumbered	0.00%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Not an original invoice	Copy, fax or statement accepted	20,651.04 0.60%	11,665.40 0.21%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Paid sales tax	Amount immaterial (< \$5), claim paid	0.00%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
PO insufficient funds	PO funds increased post invoice/paid direct from budget code	950.00 0.03%	74,341.80 1.36%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Prior year invoice paid current year funds	Noted by Business Office	0.00%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Pre-dated Invoice	Hold until service date	0.00%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Separation of Duties	Same individual signed P.O. and authorized payment; additional admin approval provided	2,952.00 0.09%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Xtra Class club purchased gift cards for needy family	Utilizing recipient verification procedure through school social worker	0.00%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Total Value (\$) of Inquiries		130,768.75 3.83%	204,798.49 3.76%	- #DIV/0!	- #DIV/0!	- #DIV/0!	- #DIV/0!
Total Claims Audited		3,415,128.18 100.00%	5,453,714.68 100.00%	- #DIV/0!	- #DIV/0!	- #DIV/0!	- #DIV/0!
Total Outstanding Inquiries		- 0.00%	- 0.00%	- #DIV/0!	- #DIV/0!	- #DIV/0!	- #DIV/0!

**Rocky Point School District
Internal Claim Audit
Notable Exceptions
Exhibit III**

Void Checks - February 2017

Fund	Ck #	Amount \$	Vendor	Warrant		Reason For Inquiry	Resolution
				Warrant #	Date		
None		-					
Total	2 Voids	-					

Other Notable Exceptions - February 2017

Fund	Ck #	Amount \$	Vendor	Warrant		Reason For Inquiry	Resolution
				Warrant #	Date		
None		-					
Total	0 Inquiries	-					

*John F. Dennehy, Jr.
Certified Public Accountant, PC*

**Rocky Point School District
Internal Claims Audit
Payroll Audit
Exhibit III**

Audited Payroll Checks - February 2017

Fund	Ck #	Amount \$	Employee	Payroll Date	Exceptions
PR	247409	\$2,804.56	Gasparro, Lisa	2/3/2017	None
PR	247465	1,559.44	Fabian, Gina M	2/3/2017	None
PR	247446	2,335.09	Zimmer, Michele	2/3/2017	None
PR	247544	2,384.09	Eichler, Chester	2/3/2017	None
PR	247567	2,810.94	Levine, Andrew S	2/3/2017	None
PR	248010	2,278.57	Ciliento, Sharon	2/17/2017	None
PR	248231	2,789.79	Hallock, Audra	2/17/2017	None
PR	248233	2,408.58	Hoening, Laura	2/17/2017	None
PR	248442	534.79	DeGroot, Charlene M	2/17/2017	None
PR	248449	92.92	George, Carrie L.	2/17/2017	None
		\$11,894.12			

*Please note all checks have been selected at random using a random number generator.

**A result of no exceptions means that the the payroll check is accurate when compared against employee contracts and renewal letters.

John F. Dennehy, Jr.
Certified Public Accountant, PC

Interoffice Memorandum

TO: Dr. Michael Ring, Superintendent

FROM: Andrea Moscatiello, Director of Special Education

DATE: 3/20/2017

RE: Board Action Sheets

Below please find the schedule to be approved at the 3/20/2017 Board of Education meeting:

SCHEDULE A		
Year	Date	Location
2016-2017	12/22/2016	FJC Committee
2016-2017	01/11/2017	JAЕ Committee
2016-2017	01/12/2017	FJC Committee
2016-2017	01/19/2017	FJC Committee
2016-2017	01/19/2017	JAЕ Committee
2016-2017	01/23/2017	JAЕ Committee
2016-2017	01/24/2017	FJC Committee
2016-2017	01/25/2017	JAЕ Committee
2016-2017	01/30/2017	JAЕ Committee
2017-2018	01/30/2017	Cleary School
2017-2018	02/02/2017	FJC Committee
2017-2018	02/02/2017	RPHS Committee
2017-2018	02/03/2017	Masera Learning Center
2016-2017	02/06/2017	FJC Committee
2017-2018	02/06/2017	JAЕ Committee
2017-2018	02/06/2017	RPHS Committee
2016-2017	02/08/2017	RPMS Committee
2016-2017	02/08/2017	RPMS Committee
2017-2018	02/08/2017	RPHS Committee
2016-2017	02/13/2017	JAЕ Committee
2017-2018	02/13/2017	JAЕ Committee
2016-2017	02/13/2017	RPHS Committee
2017-2018	02/13/2017	RPHS Committee
2017-2018	02/13/2017	BOCES
2016-2017	02/14/2017	RPHS Committee
2017-2018	02/14/2017	RPHS Committee
2016-2017	02/15/2017	RPMS Committee
2017-2018	02/15/2017	RPHS Committee
2016-2017	02/15/2017	Manifestation
2016-2017	02/16/2017	Jefferson Academic Center
2016-2017	02/17/2017	Sayville Learning Center
2017-2018	02/17/2017	RPHS Committee

2016-2017	02/27/2017	Bellport Academic Center
2016-2017	03/02/2017	RPHS Committee
2017-2018	03/02/2017	RPHS Committee
2016-2017	03/03/2017	Manifestation
2016-2017	January, February & March	District Wide Amendments without meetings

Dr. Michael Ring - Board Action Sheets
AM/em

Rocky Point Union Free School District
Committee Meeting Recommendations for Board of Education

Student: 'Board of Education Copy'								
Meeting Date	BOE Date	Committee / Reason			Decision	Placement Recommendation / School		
12/22/2016	03/20/2017	Subcommittee on Special Education / Initial Eligibility Determination Meeting			Classified	Home Public School District(HPSD) / Frank J. Carasiti Elem.		
Recommended Program/Service		Start Date	End Date	Ratio	Frequency	Period	Duration	Location
Speech/Language Therapy		12/22/2016	06/23/2017	Individual	2	Weekly	30min.	Therapy Room
Speech/Language Therapy		12/22/2016	06/23/2017	Small Group (5:1)	1	Weekly	30min.	Classroom

Student: 'Board of Education Copy'								
Meeting Date	BOE Date	Committee / Reason			Decision	Placement Recommendation / School		
12/22/2016	03/20/2017	Subcommittee on Special Education / Initial Eligibility Determination Meeting			Ineligible	Home Public School District(HPSD) / Frank J. Carasiti Elem.		

Rocky Point Union Free School District
Committee Meeting Recommendations for Board of Education

Student: 'Board of Education Copy'								
Meeting Date	BOE Date	Committee / Reason			Decision		Placement Recommendation / School	
01/11/2017	03/20/2017	Subcommittee on Special Education / Initial Eligibility Determination Meeting			Classified		Home Public School District(HPSD) / Joseph A. Edgar School	
Recommended Program/Service		Start Date	End Date	Ratio	Frequency	Period	Duration	Location
Integrated Co-teaching Services		01/11/2017	06/23/2017		6	Daily	40min.	Classroom
Speech/Language Therapy		01/11/2017	06/23/2017	Small Group (5:1)	2	Weekly	30min.	Therapy Room or Classroom

Student: 'Board of Education Copy'								
Meeting Date	BOE Date	Committee / Reason			Decision		Placement Recommendation / School	
01/11/2017	03/20/2017	Subcommittee on Special Education / Initial Eligibility Determination Meeting			Ineligible		Home Public School District(HPSD) / Joseph A. Edgar School	

Student: 'Board of Education Copy'								
Meeting Date	BOE Date	Committee / Reason			Decision		Placement Recommendation / School	
01/11/2017	03/20/2017	Subcommittee on Special Education / Initial Eligibility Determination Meeting			Classified		Home Public School District(HPSD) / Joseph A. Edgar School	
Recommended Program/Service		Start Date	End Date	Ratio	Frequency	Period	Duration	Location
Resource Room Program		01/11/2017	06/23/2017	5:1	1	Daily	30min.	Classroom
Counseling		01/11/2017	06/23/2017	Individual	1	Bi-weekly	30min.	Counselor's Office

Rocky Point Union Free School District
Committee Meeting Recommendations for Board of Education

Student: 'Board of Education Copy'			Grade: 01
Meeting Date	BOE Date	Committee / Reason	Decision
01/12/2017	03/20/2017	Committee on Special Education / Initial Eligibility Determination Meeting	Initial Meeting - Eligibility Not Determined

**-Rocky Point Union Free School District
Committee Meeting Recommendations for Board of Education**

Student: 'Board of Education Copy'							Grade: Kdg.	
Meeting Date	BOE Date	Committee / Reason			Decision			
01/19/2017	03/20/2017	Subcommittee on Special Education / Initial Eligibility Determination Meeting			Classified			
<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>	
Speech/Language Therapy	01/19/2017	06/23/2017	Small Group (5:1)	3	Weekly	30min.	Therapy Room or Classroom	

Rocky Point Union Free School District
Committee Meeting Recommendations for Board of Education

Student: 'Board of Education Copy'			Grade: 04
Meeting Date	BOE Date	Committee / Reason	Decision
01/19/2017	03/20/2017	Subcommittee on Special Education / Initial Eligibility Determination Meeting	Ineligible

Rocky Point Union Free School District
Committee Meeting Recommendations for Board of Education

Student: 'Board of Education Copy'				Grade: 02			
Meeting Date	BOE Date	Committee / Reason	Decision				
01/23/2017	03/20/2017	Subcommittee on Special Education / Initial Eligibility Determination Meeting	Classified				
<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>
Resource Room Program	01/23/2017	06/23/2017	5:1	1	Daily	40min.	Classroom

**Rocky Point Union Free School District
Committee Meeting Recommendations for Board of Education**

Student: 'Board of Education Copy'								
Meeting Date	BOE Date	Committee / Reason			Decision	Placement Recommendation / School		
01/24/2017	03/20/2017	Subcommittee on Special Education / Initial Eligibility Determination Meeting			Classified	Home Public School District(HPSD) / Frank J. Carasiti Elem.		
Recommended Program/Service		Start Date	End Date	Ratio	Frequency	Period	Duration	Location
Speech/Language Therapy		01/24/2017	06/23/2017	Individual	1	Weekly	30min.	Therapy Room or Classroom
Speech/Language Therapy		01/24/2017	06/23/2017	Small Group (5:1)	2	Weekly	30min.	Therapy Room or Classroom

Student: 'Board of Education Copy'								
Meeting Date	BOE Date	Committee / Reason			Decision	Placement Recommendation / School		
01/24/2017	03/20/2017	Committee on Special Education / Initial Eligibility Determination Meeting			Ineligible	Home Public School District(HPSD) / Frank J. Carasiti Elem.		

**Rocky Point Union Free School District
Committee Meeting Recommendations for Board of Education**

Student: 'Board of Education Copy'				Grade: 04				
Meeting Date	BOE Date	Committee / Reason	Decision					
01/25/2017	03/20/2017	Subcommittee on Special Education / Requested Review	Classified					
<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>	
Integrated Co-teaching Services	09/07/2016	06/23/2017		6	Daily	40min.	Classroom	
Speech/Language Therapy	09/07/2016	06/23/2017	Small Group (5:1)	1	Weekly	30min.	Therapy Room or Classroom	
Speech/Language Therapy	09/07/2016	06/23/2017	Individual	1	Weekly	30min.	Therapy Room or Classroom	
Counseling-Social Skills Counseling	10/17/2016	06/23/2017	Small Group (5:1)	1	Weekly	30min.	Counselor's Office/Classroom	
Occupational Therapy	01/25/2017	06/23/2017	Small Group (5:1)	2	Weekly	30min.	Therapy Room or Classroom	

Student: 'Board of Education Copy'				Grade: 03				
Meeting Date	BOE Date	Committee / Reason	Decision					
01/25/2017	03/20/2017	Subcommittee on Special Education / Initial Eligibility Determination Meeting	Classified					
<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>	
Speech/Language Therapy	01/25/2017	06/23/2017	Small Group (5:1)	2	Weekly	30min.	Therapy Room or Classroom	

Student: 'Board of Education Copy'				Grade: 04				
Meeting Date	BOE Date	Committee / Reason	Decision					
01/25/2017	03/20/2017	Subcommittee on Special Education / Initial Eligibility Determination Meeting	Classified					
<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>	
Resource Room Program	01/25/2017	06/23/2017	5:1	1	Daily	40min.	Classroom	

Student: 'Board of Education Copy'				Grade: 04				
Meeting Date	BOE Date	Committee / Reason	Decision					
01/25/2017	03/20/2017	Subcommittee on Special Education / Initial Eligibility Determination Meeting	Classified					
<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>	
Resource Room Program	01/25/2017	06/23/2017	5:1	1	Daily	40min.	Classroom	
Speech/Language Therapy	01/25/2017	06/23/2017	Small Group (5:1)	2	Weekly	30min.	Therapy Room or Classroom	

Meeting Date	BOE Date	Committee / Reason	Decision
01/25/2017	03/20/2017	Subcommittee on Special Education / Initial Eligibility Determination Meeting	Classified

<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>
Resource Room Program	01/25/2017	06/23/2017	5:1	1	Daily	40min.	Classroom
Speech/Language Therapy	01/25/2017	06/23/2017	Small Group (5:1)	2	Weekly	30min.	Therapy Room or Classroom

Rocky Point Union Free School District
Committee Meeting Recommendations for Board of Education

Student: 'Board of Education Copy'							Grade: 03	
Meeting Date	BOE Date	Committee / Reason			Decision			
01/30/2017	03/20/2017	Committee on Special Education / Initial Eligibility Determination Meeting			Classified			
<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>	
Integrated Co-teaching Services	01/31/2017	06/23/2017		6	Daily	40min.	Classroom	

Rocky Point Union Free School District
Committee Meeting Recommendations for Board of Education

Student: 'Board of Education Copy'								
Meeting Date	BOE Date	Committee / Reason				Decision	Placement Recommendation / School	
01/30/2017	03/20/2017	Subcommittee on Special Education / Annual Review				Classified	State Supported School (4201)(SS-4201) / Cleary School @ East Islip HS	
<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>	
Special Class	09/06/2017	06/22/2018	6:1+1	1	Daily	5hr. 15min.	School	
Adapted Physical Education	09/06/2017	06/22/2018	15:1+1	5	10 day cycle	40min.	Gym	
Special Class - Science	09/06/2017	06/22/2018	15:1	5	Weekly	40min.	Special Classes	
Special Class	07/03/2017	08/11/2017	6:1+1	5	Weekly	6hr. 15min.	School	
Speech/Language Therapy	09/06/2017	06/22/2018	Small Group	5	10 day cycle	40min.	School	
Skilled Nursing Services	09/06/2017	06/22/2018	Individual	1	Daily	15min.	Nurse's Office	
Interpreting Services	09/06/2017	06/22/2018	Small Group	5	Weekly	1hr. 20min.	All Academic Classes	
Speech/Language Therapy	07/03/2017	08/11/2017	Small Group	3	Weekly	30min.	School	
Skilled Nursing Services	07/03/2017	08/11/2017	Individual	1	Daily	15min.	Nurse's Office	

Student: 'Board of Education Copy'								
Meeting Date	BOE Date	Committee / Reason				Decision	Placement Recommendation / School	
01/30/2017	03/20/2017	Committee on Special Education / Reevaluation Review				Classified	State Supported School (4201)(SS-4201) / Cleary School @ East Islip HS	
<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>	
Special Class	09/06/2017	06/22/2018	6:1:1	5	Weekly	5hr. 15min.	Special Classes	
Special Class	07/03/2017	08/11/2017	6:1:1	5	Weekly	5hr.	Special Location	
Sign Language Interpreter	09/06/2017	06/22/2018	Small Group	1	Daily	1hr. 20min.	Within the building	
Speech/Language Therapy	09/06/2017	06/22/2018	Small Group (5:1)	5	Bi-weekly	40min.	Therapy Room	
Speech/Language Therapy	07/03/2017	08/11/2017	Small Group	3	Weekly	30min.	Therapy Room	

Rocky Point Union Free School District
Committee Meeting Recommendations for Board of Education

Student: 'Board of Education Copy'				Grade: 02				
Meeting Date	BOE Date	Committee / Reason	Decision					
02/02/2017	03/20/2017	Committee on Special Education / Annual Review	Classified					
<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>	
Integrated Co-teaching Services	09/06/2017	06/22/2018		6	Daily	40min.	Classroom	
Speech/Language Therapy	09/06/2017	06/22/2018	Individual	2	Weekly	30min.	Therapy Room or Classroom	
Speech/Language Therapy	09/06/2017	06/22/2018	Small Group (5:1)	1	Weekly	30min.	Therapy Room or Classroom	
Occupational Therapy	09/06/2017	06/22/2018	Small Group (5:1)	2	Weekly	30min.	Therapy Room or Classroom	
Physical Therapy	09/06/2017	06/22/2018	Individual	1	Weekly	30min.	Therapy Room or Classroom	
Speech/Language Therapy	07/03/2017	08/11/2017	Individual	2	Weekly	30min.	School	

Student: 'Board of Education Copy'				Grade: 02				
Meeting Date	BOE Date	Committee / Reason	Decision					
02/02/2017	03/20/2017	Subcommittee on Special Education / Annual Review	Classified					
<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>	
Special Class	09/06/2017	06/22/2018	15:1	6	Daily	40min.	Classroom	
Speech/Language Therapy	09/06/2017	06/22/2018	Small Group	2	Weekly	30min.	Therapy Room or Classroom	
Speech/Language Therapy	09/06/2017	06/22/2018	Individual	1	Weekly	30min.	Therapy Room or Classroom	
Occupational Therapy	09/06/2017	06/22/2018	Small Group (5:1)	1	Weekly	30min.	Therapy Room or Classroom	
Speech/Language Therapy	07/03/2017	08/11/2017	Small Group	2	Weekly	30min.	Classroom	

Student: 'Board of Education Copy'				Grade: 02				
Meeting Date	BOE Date	Committee / Reason	Decision					
02/02/2017	03/20/2017	Subcommittee on Special Education / Annual Review	Classified					
<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>	
Special Class	09/06/2017	06/22/2018	15:1	6	Daily	40min.	Classroom	
Speech/Language Therapy	09/06/2017	06/22/2018	Small Group (5:1)	3	Weekly	30min.	Therapy Room or Classroom	
Physical Therapy	09/06/2017	06/22/2018	Individual	2	Weekly	30min.	Therapy Room or Classroom	

Occupational Therapy	09/06/2017	06/22/2018	Small Group (5:1)	-	2	Weekly	30min.	Therapy Room or Classroom	-
Aide	09/06/2017	06/22/2018	5:1		6	Daily	40 minutes	Classroom	

Student: 'Board of Education Copy' **Grade:** 02

Meeting Date	BOE Date	Committee / Reason	Decision						
02/02/2017	03/20/2017	Subcommittee on Special Education / Annual Review	Classified						
<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>		
Special Class	09/06/2017	06/22/2018	15:1	6	Daily	40min.	Classroom		
Speech/Language Therapy	09/06/2017	06/22/2018	Small Group	3	Weekly	30min.	Therapy Room or Classroom		
Counseling-Social Skills Counseling	09/06/2017	06/22/2018	Small Group (5:1)	1	Weekly	30min.	Therapy Room or Classroom		

Rocky Point Union Free School District
Committee Meeting Recommendations for Board of Education

Student: 'Board of Education Copy'

Meeting Date	BOE Date	Committee / Reason						Decision	Placement Recommendation / School
02/02/2017	03/20/2017	Subcommittee on Special Education / Annual Review						Classified	Home Public School District(HPSD) / Rocky Point High School
		Recommended Program/Service	Start Date	End Date	Ratio	Frequency	Period	Duration	Location
		Integrated Co-teaching Services (ICT-Math)	09/06/2017	06/22/2018		1	Daily	42min.	Classroom
		Integrated Co-teaching Services (ICT-English)	09/06/2017	06/22/2018		1	Daily	42min.	Classroom
		Integrated Co-teaching Services (ICT-Social Studies)	09/06/2017	06/22/2018		1	Daily	42min.	Classroom
		Integrated Co-teaching Services (ICT-Science)	09/06/2017	06/22/2018		1	Daily	42min.	Classroom
		Counseling	09/06/2017	06/22/2018	Individual	1	Weekly	30min.	Counselor's Office/Special Location

Rocky Point Union Free School District
Committee Meeting Recommendations for Board of Education

Student: 'Board of Education Copy'

Meeting Date	BOE Date	Committee / Reason	Decision					Placement Recommendation / School
02/03/2017	03/20/2017	Committee on Special Education / Reevaluation/Annual Review	Classified					BOCES Class in a Public School(BOCES-PSD) / BOCES ES- Masera Learning Center @ Paul J. Bellew Elementary
<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>	
Special Class (Masera Learning Center@Paul J. Bellew Elem.)	09/06/2017	06/22/2018	8:1+1	5	Weekly	5hr. 30min.	Across All Educational Settings	
Special Class (Masera Learning Center)	07/03/2017	08/11/2017	8:1+1	5	Weekly	5hr. 30min.	Across All Educational Settings	
Speech/Language Therapy	09/06/2017	06/22/2018	Individual	3	Weekly	30min.	Across All Educational Settings	
Speech/Language Therapy	09/06/2017	06/22/2018	Small Group (5:1)	2	Weekly	30min.	Across All Educational Settings	
Psychological Counseling Services	09/06/2017	06/22/2018	Small Group (5:1)	1	Weekly	30min.	Across All Educational Settings	
Speech/Language Therapy	07/03/2017	08/11/2017	Individual	2	Weekly	30min.	Across All Educational Settings	
Speech/Language Therapy	07/03/2017	08/11/2017	Small Group (5:1)	1	Weekly	30min.	Across All Educational Settings	
Aide Shared 4:1	09/06/2017	06/22/2018		5	Weekly	Throughout the School Day	Across All Educational Settings	
Aide Shared 4:1	07/03/2017	08/11/2017		5	Weekly	Throughout the School Day	Across All Educational Settings	

**Rocky Point Union Free School District
Committee Meeting Recommendations for Board of Education**

Student: 'Board of Education Copy'				Grade: 02				
Meeting Date 02/06/2017	BOE Date 03/20/2017	Committee / Reason Committee on Special Education / Requested Review	Decision Classified					
<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>	
Special Class	09/07/2016	06/23/2017	15:1	6	Daily	40min.	Classroom	
Special Class	07/04/2016	08/12/2016	15:1	1	Daily	2hr. 30min.	Classroom	
Occupational Therapy	09/07/2016	06/23/2017	Small Group (5:1)	2	Weekly	30min.	Therapy Room or Classroom	
Physical Therapy	09/07/2016	06/23/2017	Individual	2	Weekly	30min.	Therapy Room or Classroom	
Speech/Language Therapy	09/07/2016	06/23/2017	Small Group	2	Weekly	30min.	Therapy Room or Classroom	
Occupational Therapy	07/04/2016	08/12/2016	Small Group	1	Weekly	30min.	Therapy Room	
Physical Therapy	07/04/2016	08/12/2016	Small Group	1	Weekly	30min.	Therapy Room	
Speech/Language Therapy	07/04/2016	08/12/2016	Small Group	2	Weekly	30min.	Classroom	
Counseling	07/04/2016	08/12/2016	Small Group	2	Weekly	30min.	Classroom	

Student: 'Board of Education Copy'				Grade: 02				
Meeting Date 02/04/2016	BOE Date 04/13/2016	Committee / Reason Subcommittee on Special Education / Annual Review	Decision Classified					
<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>	
Special Class	09/07/2016	06/23/2017	15:1	6	Daily	40min.	Classroom	
Special Class	07/04/2016	08/12/2016	12:1+1	1	Daily	2hr. 30min.	Classroom	
Speech/Language Therapy	09/07/2016	06/23/2017	Small Group (5:1)	2	Weekly	30min.	Therapy Room or Classroom	
Speech/Language Therapy	07/04/2016	08/12/2016	Small Group	2	Weekly	30min.	Classroom	
Counseling Services	07/04/2016	08/12/2016	Small Group	2	Weekly	30min.	Classroom	

**Rocky Point Union Free School District
Committee Meeting Recommendations for Board of Education**

Student: 'Board of Education Copy'				Grade: 03			
Meeting Date	BOE Date	Committee / Reason	Decision				
02/06/2016	03/20/2017	Committee on Special Education / Annual Review	Classified				
<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>
Integrated Co-teaching Services	09/06/2017	06/22/2018		6	Daily	40min.	Classroom
Occupational Therapy	09/06/2017	06/22/2018	Small Group (5:1)	2	Weekly	30min.	Therapy Room or Classroom
Physical Therapy	09/06/2017	06/22/2018	Individual	2	Weekly	30min.	Therapy Room or Classroom
Speech/Language Therapy	09/06/2017	06/22/2018	Small Group (5:1)	2	Weekly	30min.	Therapy Room or Classroom

Student: 'Board of Education Copy'				Grade: 03			
Meeting Date	BOE Date	Committee / Reason	Decision				
02/07/2017	03/20/2017	Committee on Special Education / Annual Review	Classified				
<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>
Special Class	09/06/2017	06/22/2018	15:1	6	Daily	40min.	Classroom
Speech/Language Therapy	09/06/2017	06/22/2018	Individual	3	Weekly	30min.	Therapy Room or Classroom
Speech/Language Therapy	09/06/2017	06/22/2018	Small Group (5:1)	2	Weekly	30min.	Therapy Room or Classroom
Occupational Therapy	09/06/2017	06/22/2018	Small Group (5:1)	1	Weekly	30min.	Therapy Room or Classroom
Physical Therapy	09/06/2017	06/22/2018	Individual	2	Weekly	30min.	Therapy Room or Classroom
Speech/Language Therapy	07/03/2017	08/11/2017	Individual	2	Weekly	30min.	Classroom
Shared Aide	09/06/2017	06/22/2018		6	Daily	40 minutes	academics- ELA, Reading, Writing, Mathematics, Science/Social Studies/Health classroom
Speech/Language Consultation	09/06/2017	06/22/2018		1	Monthly	30 minutes	classroom

Student: 'Board of Education Copy'				Grade: 03			
Meeting Date	BOE Date	Committee / Reason	Decision				
02/06/2017	03/20/2017	Committee on Special Education / Annual Review	Classified				
<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>

Special Class	09/06/2017	06/22/2018	15:1	6	Daily	40min.	Classroom
Special Class	07/03/2017	08/11/2017	12:1+1	5	Weekly	2hr. 30min.	School
Speech/Language Therapy	09/06/2017	06/22/2018	Small Group (5:1)	3	Weekly	30min.	Therapy Room or Classroom
Occupational Therapy	09/06/2017	06/22/2018	Small Group (5:1)	2	Weekly	30min.	Therapy Room or Classroom
Speech/Language Therapy	07/03/2017	08/11/2017	Small Group (5:1)	2	Weekly	30min.	Classroom
Counseling	07/03/2017	08/11/2017	Small Group (5:1)	2	Weekly	30min.	School
Occupational Therapy	07/03/2017	08/11/2017	Small Group (5:1)	1	Weekly	30min.	Special Location

Student: 'Board of Education Copy'							Grade: 03	
Meeting Date	BOE Date	Committee / Reason			Decision			
02/07/2017	03/20/2017	Subcommittee on Special Education / Annual Review			Classified			
<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>	
Special Class	09/06/2017	06/22/2018	15:1	6	Daily	40min.	Classroom	
Special Class	07/03/2017	08/11/2017	12:1+1	1	Daily	2hr. 30min.	Classroom	
Speech/Language Therapy	09/06/2017	06/22/2018	Small Group (5:1)	2	Weekly	30min.	Therapy Room or Classroom	
Speech/Language Therapy	07/03/2017	08/11/2017	Small Group	2	Weekly	30min.	Classroom	
Counseling Services	07/03/2017	08/11/2017	Small Group	2	Weekly	30min.	Classroom	

Student: 'Board of Education Copy'							Grade: 03	
Meeting Date	BOE Date	Committee / Reason			Decision			
02/06/2017	03/20/2017	Subcommittee on Special Education / Annual Review			Classified			
<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>	
Integrated Co-teaching Services	09/06/2017	06/22/2018		6	Daily	40min.	Classroom	
Speech/Language Therapy	09/06/2017	06/22/2018	Small Group (5:1)	2	Weekly	30min.	Therapy Room or Classroom	
Occupational Therapy	09/06/2017	06/22/2018	Small Group (5:1)	1	Weekly	30min.	Therapy Room or Classroom	

Student: 'Board of Education Copy'							Grade: 03	
Meeting Date	BOE Date	Committee / Reason			Decision			
02/06/2017	03/20/2017	Committee on Special Education / Annual Review			Classified			
<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>	
Integrated Co-teaching Services	09/06/2017	06/22/2018		6	Daily	40min.	Classroom	

Speech/Language Therapy	09/06/2017	06/22/2018	Small Group (5:1)	3	Weekly	30min.	Therapy Room or Classroom
Occupational Therapy	09/06/2017	06/22/2018	Small Group (5:1)	1	Weekly	30min.	Therapy Room or Classroom
Physical Therapy	09/06/2017	06/22/2018	Individual	2	Weekly	30min.	Therapy Room or Classroom

Rocky Point Union Free School District
Committee Meeting Recommendations for Board of Education

Student: 'Board of Education Copy'

Meeting Date	BOE Date	Committee / Reason	Decision	Placement Recommendation / School
02/06/2017	03/20/2017	Subcommittee on Special Education / Annual Review	Classified	Home Public School District(HPSD) / Rocky Point High School

<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>
Integrated Co-teaching Services (ICT-English)	09/06/2017	06/22/2018		1	Daily	42min.	Classroom

Rocky Point Union Free School District
Committee Meeting Recommendations for Board of Education

Student: 'Board of Education Copy'

Meeting Date	BOE Date	Committee / Reason	Decision	Placement Recommendation / School
02/08/2017	03/20/2017	Committee on Special Education / Initial Eligibility Determination Meeting	Initial Meeting - Eligibility Not Determined	Home Public School District(HPSD) / Rocky Point Middle School

Rocky Point Union Free School District
Committee Meeting Recommendations for Board of Education

Student: 'Board of Education Copy'

Meeting Date	BOE Date	Committee / Reason				Decision	Placement Recommendation / School		
02/08/2017	03/20/2017	Subcommittee on Special Education / Reevaluation/Annual Review				Classified	Home Public School District(HPSD) / Rocky Point Middle School		
<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>		
Integrated Co-teaching Services (ICT-English)	09/07/2016	06/23/2017		1	Daily	42min.	Classroom		
Integrated Co-teaching Services (ICT-Social Studies)	09/07/2016	06/23/2017		1	Daily	42min.	Classroom		
Integrated Co-teaching Services (ICT-Science)	09/07/2016	06/23/2017		1	Daily	42min.	Classroom		
Special Class (Learning Lab - Math)	09/07/2016	06/23/2017	15:1	1	Every Other Day	42min.	Classroom		
Special Class (Learning Lab - ELA)	09/07/2016	06/23/2017	15:1	1	Every Other Day	42min.	Classroom		
Integrated Co-teaching Services (ICT-Math)	09/07/2016	06/23/2017		1	Daily	42min.	Classroom		

Rocky Point Union Free School District
Committee Meeting Recommendations for Board of Education

Student: 'Board of Education Copy'								
Meeting Date	BOE Date	Committee / Reason			Decision	Placement Recommendation / School		
02/08/2017	03/20/2017	Subcommittee on Special Education / Reevaluation/Annual Review			Classified	Home Public School District(HPSD) / Rocky Point High School		
<u>Recommended Program/Service</u>		<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>
Integrated Co-teaching Services (ICT-Math)		09/06/2017	06/22/2018		1	Daily	42min.	Classroom
Integrated Co-teaching Services (ICT-English)		09/06/2017	06/22/2018		1	Daily	42min.	Classroom
Integrated Co-teaching Services (ICT-Social Studies)		09/06/2017	06/22/2018		1	Daily	42min.	Classroom
Integrated Co-teaching Services (ICT-Science)		09/06/2017	06/22/2018		1	Daily	42min.	Classroom

Rocky Point Union Free School District
Committee Meeting Recommendations for Board of Education

Student: Board of Education Copy

Grade: 03

Meeting Date	BOE Date	Committee / Reason	Decision					
02/13/2017	03/20/2017	Committee on Special Education / Requested Review	Classified					
<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>	
Special Class	09/07/2016	06/23/2017	8:1+1	6	Daily	40min.	Classroom	
Special Class	07/04/2016	08/12/2016	12:1+1	5	Weekly	5hr.	Classroom	
Speech/Language Therapy	09/07/2016	06/23/2017	Individual	3	Weekly	30min.	Therapy Room or Classroom	
Occupational Therapy	09/07/2016	06/23/2017	Individual	1	Weekly	30min.	Therapy Room	
Physical Therapy	09/07/2016	06/23/2017	Individual	2	Weekly	30min.	Therapy Room	
Speech/Language Therapy	07/04/2016	08/12/2016	Small Group	2	Weekly	30min.	Classroom	
Counseling-Social Skills Counseling	07/04/2016	08/12/2016	Small Group	2	Weekly	30min.	Classroom	
Occupational Therapy	07/04/2016	08/12/2016	Individual	1	Weekly	30min.	Therapy Room	
Physical Therapy	07/04/2016	08/12/2016	Small Group	1	Weekly	30min.	Classroom	
Aide	07/04/2016	08/12/2016	5:1	5	Weekly	5 hours	Classroom	

**Rocky Point Union Free School District
Committee Meeting Recommendations for Board of Education**

Student: 'Board of Education Copy'				Grade: 05				
Meeting Date	BOE Date	Committee / Reason	Decision					
02/13/2017	03/20/2017	Subcommittee on Special Education / Annual Review	Classified					
Recommended Program/Service	Start Date	End Date	Ratio	Frequency	Period	Duration	Location	
Special Class	09/06/2017	06/22/2018	15:1	6	Daily	40min.	Classroom	
Counseling - Psychological	09/06/2017	06/22/2018	Small Group (5:1)	2	Weekly	30min.	Counselor's Office	
Speech/Language Therapy	09/06/2017	06/22/2018	Small Group (5:1)	3	Weekly	30min.	Therapy Room or Classroom	

Student: 'Board of Education Copy'				Grade: Ungraded				
Meeting Date	BOE Date	Committee / Reason	Decision					
02/13/2017	03/20/2017	Subcommittee on Special Education / Annual Review	Classified					
Recommended Program/Service	Start Date	End Date	Ratio	Frequency	Period	Duration	Location	
Special Class	09/06/2017	06/22/2018	12:1+1	6	Daily	40min.	Classroom	
Special Class	07/03/2017	08/11/2017	12:1+1	5	Weekly	5hr.	Classroom	
Speech/Language Therapy	09/06/2017	06/22/2018	Small Group (5:1)	2	Weekly	30min.	Therapy Room or Classroom	
Speech/Language Therapy	09/06/2017	06/22/2018	Individual	2	Weekly	30min.	Therapy Room or Classroom	
Parent Counseling and Training	09/06/2017	06/22/2018	Individual	4	Yearly	30min.	Conference Room	
Physical Therapy	09/06/2017	06/22/2018	Individual	2	Weekly	30min.	Therapy Room or Classroom	
Occupational Therapy	09/06/2017	06/22/2018	Individual	2	Weekly	30min.	Therapy Room or Classroom	
Occupational Therapy	07/03/2017	08/11/2017	Small Group	1	Weekly	30min.	Therapy Room or Classroom	
Physical Therapy	07/03/2017	08/11/2017	Small Group	1	Weekly	30min.	Therapy Room or Classroom	
Speech/Language Therapy	07/03/2017	08/11/2017	Small Group	2	Weekly	30min.	Classroom	
Counseling-Social Skills Counseling	07/03/2017	08/11/2017	Small Group	2	Weekly	30min.	Classroom	
Shared Aide/Monitor	09/06/2017	06/22/2018		8	Daily	40 minutes	Classroom/Therapy Room.	

Student: 'Board of Education Copy'				Grade: 05				
Meeting Date	BOE Date	Committee / Reason	Decision					
02/13/2017	03/20/2017	Subcommittee on Special Education / Annual Review	Classified					

<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>
Special Class	09/06/2017	06/22/2018	15:1	6	Daily	40min.	Classroom

Student: 'Board of Education Copy'

Grade: 05

<u>Meeting Date</u>	<u>BOE Date</u>	<u>Committee / Reason</u>	<u>Decision</u>
02/13/2017	03/20/2017	Committee on Special Education / Annual Review	Classified

<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>
Special Class	09/06/2017	06/22/2018	15:1	6	Daily	40min.	Classroom
Special Class	07/03/2017	08/11/2017	12:1+1	5	Daily	5hr.	Classroom
Counseling-Social Skills Counseling	09/06/2017	06/22/2018	Small Group (5:1)	1	Weekly	30min.	Therapy Room or Classroom
Occupational Therapy	09/06/2017	06/22/2018	Small Group (5:1)	2	Weekly	30min.	Therapy Room or Classroom
Counseling-Social Skills Counseling	07/03/2017	08/11/2017	Small Group	2	Weekly	30min.	Classroom
Speech/Language Therapy	07/03/2017	08/11/2017	Small Group	2	Weekly	30min.	Classroom
Occupational Therapy	07/03/2017	08/11/2017	Small Group	1	Weekly	30min.	Therapy Room
Shared Aide	07/03/2017	06/22/2018		6	Daily	40 minutes	Classroom

Student: 'Board of Education Copy'

Grade: 05

<u>Meeting Date</u>	<u>BOE Date</u>	<u>Committee / Reason</u>	<u>Decision</u>
02/13/2017	03/20/2017	Subcommittee on Special Education / Reevaluation/Annual Review	Classified

<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>
Special Class	09/06/2017	06/22/2018	15:1	6	Daily	40min.	Classroom
Counseling-Social Skills Counseling	09/06/2017	06/22/2018	Small Group (5:1)	1	Weekly	30min.	Counselor's Office/Classroom

**Rocky Point Union Free School District
Committee Meeting Recommendations for Board of Education**

Student: 'Board of Education Copy'								
Meeting Date	BOE Date	Committee / Reason			Decision	Placement Recommendation / School		
02/13/2017	03/20/2017	Subcommittee on Special Education / Reevaluation/Annual Review			Classified	Home Public School District(HPSD) / Rocky Point High School		
Recommended Program/Service		Start Date	End Date	Ratio	Frequency	Period	Duration	Location
Special Class - English		09/07/2016	06/23/2017	15:1	1	Daily	42min.	Classroom
Special Class - Math		09/07/2016	06/23/2017	15:1	1	Daily	42min.	Classroom
Special Class - Social Studies		09/07/2016	06/23/2017	15:1	1	Daily	42min.	Classroom
Special Class - Science		09/07/2016	06/23/2017	15:1	1	Daily	42min.	Classroom

Student: 'Board of Education Copy'								
Meeting Date	BOE Date	Committee / Reason			Decision	Placement Recommendation / School		
02/13/2017	03/20/2017	Subcommittee on Special Education / Reevaluation Review			Classified	Home Public School District(HPSD) / Rocky Point High School		
Recommended Program/Service		Start Date	End Date	Ratio	Frequency	Period	Duration	Location
Integrated Co-teaching Services (ICT-English)		09/07/2016	06/23/2017		1	Daily	42min.	Classroom
Integrated Co-teaching Services (ICT-Social Studies)		09/07/2016	06/23/2017		1	Daily	42min.	Classroom

Student: 'Board of Education Copy'								
Meeting Date	BOE Date	Committee / Reason			Decision	Placement Recommendation / School		
02/13/2017	03/20/2017	Subcommittee on Special Education / Reevaluation/Annual Review			Classified	Home Public School District(HPSD) / Rocky Point High School		
Recommended Program/Service		Start Date	End Date	Ratio	Frequency	Period	Duration	Location
Integrated Co-teaching Services (ICT-English)		09/07/2016	06/23/2017		1	Daily	42min.	Classroom
Integrated Co-teaching Services (ICT-Social Studies)		09/07/2016	06/23/2017		1	Daily	42min.	Classroom

Rocky Point Union Free School District
Committee Meeting Recommendations for Board of Education

Student: 'Board of Education Copy'								
Meeting Date	BOE Date	Committee / Reason			Decision	Placement Recommendation / School		
02/13/2017	03/20/2017	Subcommittee on Special Education / Annual Review			Classified	Home Public School District(HPSD) / Rocky Point High School		
Recommended Program/Service		Start Date	End Date	Ratio	Frequency	Period	Duration	Location
Integrated Co-teaching Services (ICT-English)		09/06/2017	06/22/2018		1	Daily	42min.	Classroom
Integrated Co-teaching Services (ICT-Social Studies)		09/06/2017	06/22/2018		1	Daily	42min.	Classroom

Student: 'Board of Education Copy'								
Meeting Date	BOE Date	Committee / Reason			Decision	Placement Recommendation / School		
02/13/2017	03/20/2017	Subcommittee on Special Education / Annual Review			Classified	Home Public School District(HPSD) / Rocky Point High School		
Recommended Program/Service		Start Date	End Date	Ratio	Frequency	Period	Duration	Location
Special Class English		09/06/2017	06/22/2018	15:1	1	Daily	42min.	Classroom
Special Class - Social Studies		09/06/2017	06/22/2018	15:1	1	Daily	42min.	Classroom

Student: 'Board of Education Copy'								
Meeting Date	BOE Date	Committee / Reason			Decision	Placement Recommendation / School		
02/13/2017	03/20/2017	Subcommittee on Special Education / Reevaluation/Annual Review			Classified	Home Public School District(HPSD) / Rocky Point High School		
Recommended Program/Service		Start Date	End Date	Ratio	Frequency	Period	Duration	Location
Integrated Co-teaching Services (ICT-English)		09/06/2017	06/22/2018		1	Daily	42min.	Classroom

Student: 'Board of Education Copy'								
Meeting Date	BOE Date	Committee / Reason			Decision	Placement Recommendation / School		
02/13/2017	03/20/2017	Subcommittee on Special Education / Reevaluation/Annual Review			Classified	Home Public School District(HPSD) / Rocky Point High School		
Recommended Program/Service		Start Date	End Date	Ratio	Frequency	Period	Duration	Location
Integrated Co-teaching Services (ICT-English)		09/06/2017	06/22/2018		1	Daily	42min.	Classroom
Integrated Co-teaching Services (ICT-Social Studies)		09/06/2017	06/22/2018		1	Daily	42min.	Classroom

**Rocky Point Union Free School District
Committee Meeting Recommendations for Board of Education**

Student: Board of Education Copy

Meeting Date	BOE Date	Committee / Reason	Decision					Placement Recommendation / School
02/13/2017	03/20/2017	Subcommittee on Special Education / Annual Review	Classified					BOCES Class in a Public School(BOCES-PSD) / BOCES ES Premm @ Merrimac
<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>	
Special Class (Premm LC@Merrimac Elementary School)	09/06/2017	06/22/2018	8:1:1	5	Weekly	5hr. 30min.	Classroom	
Special Class (Premm Learning Center)	07/03/2017	08/11/2017	8:1+1	5	Weekly	5hr. 30min.	Therapy Room	
Occupational Therapy	09/06/2017	06/22/2018	Individual	3	Weekly	30min.	Across All Educational Settings	
Physical Therapy	09/06/2017	06/22/2018	Individual	3	Weekly	30min.	Across All Educational Settings	
Speech/Language Therapy	09/06/2017	06/22/2018	Individual	3	Weekly	30min.	Across All Educational Settings	
Speech/Language Therapy	09/06/2017	06/22/2018	Small Group	1	Weekly	30min.	Across All Educational Settings	
Speech/Language Therapy	07/03/2017	08/11/2017	Individual	2	Weekly	30min.	Across All Educational Settings	
Occupational Therapy	07/03/2017	08/11/2017	Individual	2	Weekly	30min.	Across All Educational Settings	
Physical Therapy	07/03/2017	08/11/2017	Individual	2	Weekly	30min.	Across All Educational Settings	
Aide	09/06/2017	06/22/2018	1:1	1	Daily	5 hours 30 minutes	school and bus	
Aide	07/03/2017	08/11/2017	1:1	1	Daily	5 hours 30 minutes	School and bus	

Student: Board of Education Copy

Meeting Date	BOE Date	Committee / Reason	Decision					Placement Recommendation / School
02/13/2017	03/20/2017	Subcommittee on Special Education / Annual Review	Classified					Approved Private School - Residential(APS-R) / Summit School
<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>	
Special Class	09/06/2017	06/22/2018	12:1+1	5	Weekly	6hr.	Special Location	
Special Class	07/03/2017	08/11/2017	12:1+1	5	Weekly	6hr.	Special Classes	
Counseling	09/06/2017	06/22/2018	Individual	2	Weekly	30min.	Special Location	
Counseling	07/03/2017	08/11/2017	Individual	2	Weekly	30min.	Special Location	

Student: Board of Education Copy

Meeting Date	BOE Date	Committee / Reason	Decision					Placement Recommendation / School
02/13/2017	03/20/2017	Subcommittee on Special Education / Reevaluation/Annual Review	Classified					Approved Private School - Residential(APS-R) / Devereux in New York

<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>
Special Class	09/06/2017	06/22/2018	6:1:2	5	Weekly	6hr.	All Academic Classes
Adapted Physical Education	09/06/2017	06/22/2018	6:1:2	2	Weekly	30min.	Special Classes
Special Class	07/11/2017	08/21/2017	6:1:2	1	Daily	6hr.	Special Class
Adapted Physical Education	07/11/2017	08/21/2017	6:1:2	2	Weekly	30min.	Special Class
Parent Counseling and Training	07/11/2017	06/22/2018	Individual	5	Yearly	30min.	Special Location
Physical Therapy	09/06/2017	06/22/2018	Individual	3	Weekly	30min.	Therapy Room
Speech/Language Therapy	09/06/2017	06/22/2018	Individual	2	Weekly	30min.	Therapy Room
Speech/Language Therapy	09/06/2017	06/22/2018	Small Group	2	Weekly	30min.	Therapy Room
Occupational Therapy	09/06/2017	06/22/2018	Individual	2	Weekly	30min.	Therapy Room
Individual Behavior Intervention Therapy	09/06/2017	06/22/2018	Individual	2	Monthly	30min.	Special Location
Physical Therapy	07/11/2017	08/21/2017	Individual	3	Weekly	30min.	Therapy Room
Speech/Language Therapy	07/11/2017	08/21/2017	Individual	2	Weekly	30min.	Therapy Room
Speech/Language Therapy	07/11/2017	08/21/2017	Small Group	2	Weekly	30min.	Therapy Room
Occupational Therapy	07/11/2017	08/21/2017	Individual	2	Weekly	30min.	Therapy Room
Individual Behavior Intervention Therapy	07/11/2017	08/21/2017	Individual	2	Monthly	30min.	Special Location

**Rocky Point Union Free School District
Committee Meeting Recommendations for Board of Education**

Student: 'Board of Education Copy'

Meeting Date	BOE Date	Committee / Reason			Decision				Placement Recommendation / School
02/14/2017	03/20/2017	Subcommittee on Special Education / Reevaluation Review			Classified				Home Public School District(HPSD) / Rocky Point High School
Recommended Program/Service		Start Date	End Date	Ratio	Frequency	Period	Duration	Location	
Integrated Co-teaching Services (ICT-English)		09/07/2016	06/23/2017		1	Daily	42min.	Classroom	
Integrated Co-teaching Services (ICT-Science)		09/07/2016	06/23/2017		1	Daily	42min.	Classroom	
Integrated Co-teaching Services (ICT-Social Studies)		09/07/2016	06/23/2017		1	Daily	42min.	Classroom	
Special Class (Learning Lab - Math)		09/07/2016	06/23/2017	15:1	1	Every Other Day	42min.	Classroom	
Integrated Co-teaching Services (ICT-Math)		09/07/2016	06/23/2017		1	Daily	42min.	Conference Room	
Special Class (Learning Lab - ELA)		09/07/2016	06/23/2017	15:1	1	Every Other Day	42min.	Classroom	

Rocky Point Union Free School District
Committee Meeting Recommendations for Board of Education

Student: 'Board of Education Copy'

Meeting Date	BOE Date	Committee / Reason	Decision	Placement Recommendation / School		
02/14/2017	03/20/2017	Subcommittee on Special Education / Annual Review	Classified	Home Public School District(HPSD) / Rocky Point High School		
<u>Recommended Program/Service</u>						
Integrated Co-teaching Services (ICT-English)	09/06/2017	06/22/2018	1	Daily	42min.	Classroom
Integrated Co-teaching Services (ICT-Social Studies)	09/06/2017	06/22/2018	1	Daily	42min.	Classroom

Student: 'Board of Education Copy'

Meeting Date	BOE Date	Committee / Reason	Decision	Placement Recommendation / School		
02/14/2017	03/20/2017	Subcommittee on Special Education / Annual Review	Classified	Home Public School District(HPSD) / Rocky Point High School		
<u>Recommended Program/Service</u>						
Integrated Co-teaching Services (ICT-English)	09/06/2017	06/22/2018	1	Daily	42min.	Classroom
Integrated Co-teaching Services (ICT-Social Studies)	09/06/2017	06/22/2018	1	Daily	42min.	Classroom

Student: 'Board of Education Copy'

Meeting Date	BOE Date	Committee / Reason	Decision	Placement Recommendation / School			
02/14/2017	03/20/2017	Subcommittee on Special Education / Annual Review	Classified	Home Public School District(HPSD) / Rocky Point High School			
<u>Recommended Program/Service</u>							
Special Class - Math	09/06/2017	06/22/2018	15:1	1	Daily	42min.	Classroom
Integrated Co-teaching Services (ICT-English)	09/06/2017	06/22/2018	1	Daily	42min.	Classroom	
Integrated Co-teaching Services (ICT-Science)	09/06/2017	06/22/2018	1	Daily	42min.	Classroom	
Integrated Co-teaching Services (ICT-Social Studies)	09/06/2017	06/22/2018	1	Daily	42min.	Classroom	

Student: 'Board of Education Copy'

Meeting Date	BOE Date	Committee / Reason	Decision	Placement Recommendation / School		
02/14/2017	03/20/2017	Committee on Special Education / Reevaluation/Annual Review	Classified	Home Public School District(HPSD) / Rocky Point High School		
<u>Recommended Program/Service</u>						
Integrated Co-teaching Services (ICT-English)	09/06/2017	06/22/2018	1	Daily	42min.	Integrated

Integrated Co-teaching Services (ICT-Social Studies)	09/06/2017	06/22/2018	1	Daily	42min.	Integrated
---	------------	------------	---	-------	--------	------------

Student: 'Board of Education Copy'							
Meeting Date	BOE Date	Committee / Reason		Decision		Placement Recommendation / School	
02/14/2017	03/20/2017	Subcommittee on Special Education / Reevaluation/Annual Review		Classified		Home Public School District(HPSD) / Rocky Point High School	
<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>
Integrated Co-teaching Services (ICT-Social Studies)	09/06/2017	06/22/2018		1	Daily	42min.	Integrated
Integrated Co-teaching Services (ICT-English)	09/06/2017	06/22/2018		1	Daily	42min.	Integrated

Student: 'Board of Education Copy'							
Meeting Date	BOE Date	Committee / Reason		Decision		Placement Recommendation / School	
02/14/2017	03/20/2017	Subcommittee on Special Education / Reevaluation/Annual Review		Classified		Home Public School District(HPSD) / Rocky Point High School	
<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>
Integrated Co-teaching Services (ICT-English)	09/06/2017	06/22/2018		1	Daily	42min.	Classroom
Integrated Co-teaching Services (ICT-Science)	09/06/2017	06/22/2018		1	Daily	42min.	Classroom
Integrated Co-teaching Services (ICT-Social Studies)	09/06/2017	06/22/2018		1	Daily	42min.	Classroom

Student: 'Board of Education Copy'							
Meeting Date	BOE Date	Committee / Reason		Decision		Placement Recommendation / School	
02/14/2017	03/20/2017	Subcommittee on Special Education / Annual Review		Classified		Home Public School District(HPSD) / Rocky Point High School	
<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>
Integrated Co-teaching Services (ICT-English)	09/06/2017	06/22/2018		1	Daily	42min.	Classroom
Integrated Co-teaching Services (ICT-Social Studies)	09/06/2017	06/22/2018		1	Daily	42min.	Classroom

Rocky Point Union Free School District
Committee Meeting Recommendations for Board of Education

Student: 'Board of Education Copy'

Meeting Date	BOE Date	Committee / Reason						Decision	Placement Recommendation / School
02/15/2017	03/20/2017	Subcommittee on Special Education / Program Review						Classified	Home Public School District(HPSD) / Rocky Point Middle School
		Recommended Program/Service	Start Date	End Date	Ratio	Frequency	Period	Duration	Location
		Special Class - Reading	09/07/2016	06/23/2017	15:1	1	Daily	42min.	Classroom
		Special Class - Math	09/07/2016	06/23/2017	15:1	1	Daily	42min.	Classroom
		Special Class - English	09/07/2016	06/23/2017	15:1	1	Daily	42min.	Classroom
		Special Class - Social Studies	09/07/2016	06/23/2017	15:1	1	Daily	42min.	Classroom
		Special Class - Science	02/15/2017	06/23/2017	15:1	1	Daily	42min.	Classroom
		Counseling - Psychological	09/07/2016	06/23/2017	Individual	1	Weekly	30min.	Counselor's Office

**Rocky Point Union Free School District
Committee Meeting Recommendations for Board of Education**

Student: 'Board of Education Copy'

Meeting Date	BOE Date	Committee / Reason	Decision	Placement Recommendation / School
02/15/2017	03/20/2017	Subcommittee on Special Education / Annual Review	Classified	Home Public School District(HPSD) / Rocky Point High School

<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>
Special Class - Math	09/06/2017	06/22/2018	15:1	1	Daily	42min.	Classroom
Special Class - English	09/06/2017	06/22/2018	15:1	1	Daily	42min.	Classroom
Special Class - Social Studies	09/06/2017	06/22/2018	15:1	1	Daily	42min.	Classroom
Special Class - Science	09/06/2017	06/22/2018	15:1	1	Daily	42min.	Classroom
Counseling - Psychological	09/06/2017	06/22/2018	Individual	1	Weekly	30min.	Counselor's Office

Rocky Point Union Free School District
Committee Meeting Recommendations for Board of Education

Student: 'Board of Education Copy'									
Meeting Date	BOE Date	Committee / Reason			Decision	Placement Recommendation / School			
02/15/2017	03/20/2017	Committee on Special Education / Manifestation Determination			Classified	Home Public School District(HPSD) / Rocky Point High School			
<u>Recommended Program/Service</u>		<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>	
Special Class - English		09/07/2016	06/23/2017	15:1	1	Daily	42min.	Special Classes	
Special Class - Social Studies		09/07/2016	06/23/2017	15:1	1	Daily	42min.	Special Classes	
Special Class - Science		09/07/2016	06/23/2017	15:1	1	Daily	42min.	Special Classes	
Special Class - Math		09/07/2016	06/23/2017	15:1	1	Daily	42min.	Special Classes	

Rocky Point Union Free School District
Committee Meeting Recommendations for Board of Education

Student: 'Board of Education Copy'

Meeting Date	BOE Date	Committee / Reason	Decision				Placement Recommendation / School	
02/16/2017	03/20/2017	Committee on Special Education / Requested Review	Classified				BOCES Class in a Public School(BOCES-PSD) / BOCES ES Jefferson Academic Center	
<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>	
Special Class (Jefferson Academic Center)	09/07/2016	06/23/2017	8:1:1	5	Weekly	6hr.	Classroom	
Psychological Counseling Services	09/07/2016	06/23/2017	Individual	2	Weekly	30min.	Counselor's Office and other therapeutic settings	
Psychological Counseling Services	09/07/2016	06/23/2017	Small Group (5:1)	1	Weekly	30min.	Across All Educational Settings	

Rocky Point Union Free School District
Committee Meeting Recommendations for Board of Education

Student: 'Board of Education Copy'		Grade: 01						
Meeting Date	BOE Date	Committee / Reason					Placement Recommendation / School	
02/17/2017	03/20/2017	Committee on Special Education / Initial Eligibility Determination Meeting					BOCES Class(BOCES-SS) / BOCES ES-Sayville Learning Center	
<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>	
Special Class	03/06/2017	06/23/2017	8:1:1	5	Weekly	6hr.	Special Classes	
Counseling	03/06/2017	06/23/2017	Individual	1	Weekly	30min.	Special Location	
Counseling	03/06/2017	06/23/2017	Small Group (5:1)	1	Weekly	30min.	Classroom	
Speech/Language Therapy	03/06/2017	06/23/2017	Small Group (5:1)	2	Weekly	30min.	Special Location	

Rocky Point Union Free School District
Committee Meeting Recommendations for Board of Education

Student: 'Board of Education Copy'								
Meeting Date	BOE Date	Committee / Reason			Decision	Placement Recommendation / School		
02/17/2017	03/20/2017	Subcommittee on Special Education / Annual Review			Classified	Home Public School District(HPSD) / Rocky Point High School		
Recommended Program/Service		Start Date	End Date	Ratio	Frequency	Period	Duration	Location
Integrated Co-teaching Services (ICT-English)		09/06/2017	06/22/2018		1	Daily	42min.	Classroom
Integrated Co-teaching Services (ICT-Math)		09/06/2017	06/22/2018		1	Daily	42min.	Classroom
Integrated Co-teaching Services (ICT-Social Studies)		09/06/2017	06/22/2018		1	Daily	42min.	Classroom

Student: 'Board of Education Copy'								
Meeting Date	BOE Date	Committee / Reason			Decision	Placement Recommendation / School		
02/17/2017	03/20/2017	Subcommittee on Special Education / Annual Review			Classified	Home Public School District(HPSD) / Rocky Point High School		
Recommended Program/Service		Start Date	End Date	Ratio	Frequency	Period	Duration	Location
Integrated Co-teaching Services (ICT-English)		09/06/2017	06/22/2018		1	Daily	42min.	Classroom
Integrated Co-teaching Services (ICT-Social Studies)		09/06/2017	06/22/2018		1	Daily	42min.	Classroom

Student: 'Board of Education Copy'								
Meeting Date	BOE Date	Committee / Reason			Decision	Placement Recommendation / School		
02/17/2017	03/20/2017	Subcommittee on Special Education / Annual Review			Classified	Home Public School District(HPSD) / Rocky Point High School		
Recommended Program/Service		Start Date	End Date	Ratio	Frequency	Period	Duration	Location
Integrated Co-teaching Services (ICT-English)		09/06/2017	06/22/2018		1	Daily	42min.	Classroom
Integrated Co-teaching Services (ICT-Social Studies)		09/06/2017	06/22/2018		1	Daily	42min.	Classroom

Rocky Point Union Free School District
Committee Meeting Recommendations for Board of Education

Student: 'Board of Education Copy'								
Meeting Date	BOE Date	Committee / Reason			Decision	Placement Recommendation / School		
02/27/2017	03/20/2017	Committee on Special Education / Program Review			Classified	BOCES Class in a Public School(BOCES-PSD) / BOCES ES Bellport Academic Center		
<u>Recommended Program/Service</u>		<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>
Special Class		03/06/2017	06/23/2017	12:1+1	5	Weekly	6hr.	Special Classes
Psychological Counseling Services		11/14/2016	06/23/2017	Individual	1	Weekly	30min.	Counselor's Office
Psychological Counseling Services		11/14/2016	06/23/2017	Small Group (5:1)	1	Weekly	30min.	Counselor's Office

Rocky Point Union Free School District
Committee Meeting Recommendations for Board of Education

Student: 'Board of Education Copy'

Meeting Date	BOE Date	Committee / Reason	Decision	Placement Recommendation / School
03/02/2017	03/20/2017	Subcommittee on Special Education / Manifestation Determination	Classified	Home Public School District(HPSD) / Rocky Point High School

Recommended Program/Service	Start Date	End Date	Ratio	Frequency	Period	Duration	Location
Integrated Co-teaching Services (ICT-English)	09/07/2016	06/23/2017		1	Daily	42min.	Classroom

**Rocky Point Union Free School District
Committee Meeting Recommendations for Board of Education**

Student: 'Board of Education Copy'							Grade: 12	
Meeting Date	BOE Date	Committee / Reason			Decision	Placement Recommendation / School		
03/02/2017	03/02/2017	Subcommittee on Special Education / Annual Review			Classified	Home Public School District(HPSD) / Rocky Point High School		
<u>Recommended Program/Service</u>		<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>
Integrated Co-teaching Services (ICT-Social Studies)		09/06/2017	06/22/2018		1	Daily	42min.	Classroom
Integrated Co-teaching Services (ICT-English)		09/06/2017	06/22/2018		1	Daily	42min.	Classroom

**Rocky Point Union Free School District
Committee Meeting Recommendations for Board of Education**

Student: Board of Education Copy								
Meeting Date	BOE Date	Committee / Reason			Decision	Placement Recommendation / School		
03/03/2017	03/20/2017	Subcommittee on Special Education / Manifestation Determination			Classified	Home Public School District(HPSD) / Rocky Point High School		
<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>	
Special Class - Math	09/07/2016	06/23/2017	15:1	1	Daily	42min.	Classroom	
Special Class - English	09/07/2016	06/23/2017	15:1	1	Daily	42min.	Classroom	
Special Class - Social Studies	09/07/2016	06/23/2017	15:1	1	Daily	42min.	Classroom	
Special Class - Science	09/07/2016	06/23/2017	15:1	1	Daily	42min.	Classroom	
Counseling-Social Skills Training	09/07/2016	06/23/2017	Small Group (5:1)	1	Weekly	42min.	Therapy Room/ Counselors Office	

**Rocky Point Union Free School District
Committee Meeting Recommendations for Board of Education**

Student: 'Board of Education Copy' **Grade:** Kdg.

Meeting Date	BOE Date	Committee / Reason	Decision					
01/31/2017	03/20/2017	Subcommittee on Special Education / Amendment - Agreement No Meeting	Classified					
<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>	
Special Class (Home Instruction)	09/26/2016	06/23/2017	1:1	1	Daily	1hr.	Home	
Counseling-Social Skills Counseling	09/07/2016	06/23/2017	Small Group (5:1)	1	Weekly	30min.	Therapy Room or Classroom	
Occupational Therapy	11/17/2016	06/23/2017	Individual	2	Weekly	30min.	Home	
Speech/Language Therapy	11/17/2016	06/23/2017	Individual	3	Weekly	30min.	Home	
Physical Therapy	02/01/2017	06/23/2017	Individual	1	Monthly	30min.	Home	

Student: 'Board of Education Copy' **Grade:** 07

Meeting Date	BOE Date	Committee / Reason	Decision					
01/24/2017	03/20/2017	Subcommittee on Special Education / Amendment - Agreement No Meeting	Classified					
<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>	
Integrated Co-teaching Services (ICT-English)	09/07/2016	06/23/2017		1	Daily	42min.	Classroom	
Integrated Co-teaching Services (ICT-Math)	09/07/2016	06/23/2017		1	Daily	42min.	Classroom	
Integrated Co-teaching Services (ICT-Science)	09/07/2016	06/23/2017		1	Daily	42min.	Classroom	
Integrated Co-teaching Services (ICT-Social Studies)	09/07/2016	06/23/2017		1	Daily	42min.	Classroom	

Student: 'Board of Education Copy' **Grade:** 02

Meeting Date	BOE Date	Committee / Reason	Decision					
01/26/2017	03/20/2017	Subcommittee on Special Education / Amendment	Classified					
<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>	
Integrated Co-teaching Services	09/07/2016	06/23/2017		6	Daily	40min.	Classroom	
Speech/Language Therapy	09/07/2016	06/23/2017	Small Group (5:1)	2	Weekly	30min.	Therapy Room or Classroom	

Student: 'Board of Education Copy' **Grade:** 10

Meeting Date	BOE Date	Committee / Reason	Decision					
02/16/2017	03/20/2017	Subcommittee on Special Education / Amendment - Agreement No Meeting	Classified					

<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>
Special Class - Math	09/07/2016	06/23/2017	15:1	1	Daily	42min.	Classroom
Special Class - English	09/07/2016	06/23/2017	15:1	1	Daily	42min.	Classroom
Special Class - Social Studies	09/07/2016	06/23/2017	15:1	1	Daily	42min.	Classroom
Special Class - Science	09/07/2016	06/23/2017	15:1	1	Daily	42min.	Classroom
Speech/Language Therapy	09/07/2016	06/23/2017	Small Group (5:1)	1	Weekly	42min.	Therapy Room or Classroom

Student: 'Board of Education Copy' **Grade:** 01

<u>Meeting Date</u>	<u>BOE Date</u>	<u>Committee / Reason</u>	<u>Decision</u>
02/14/2017	03/20/2017	Subcommittee on Special Education / Amendment	Classified

<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>
Special Class	09/07/2016	06/23/2017	15:1	6	Daily	40min.	Classroom
Occupational Therapy	09/07/2016	06/23/2017	Small Group (5:1)	2	Weekly	30min.	Therapy Room or Classroom
Speech/Language Therapy	09/07/2016	06/23/2017	Individual	1	Weekly	30min.	Therapy Room or Classroom
Speech/Language Therapy	09/07/2016	06/23/2017	Small Group (5:1)	2	Weekly	30min.	Therapy Room or Classroom
Speech/Language Therapy	07/04/2016	08/12/2016	Individual	2	Weekly	30min.	Classroom

Student: 'Board of Education Copy' **Grade:** 07

<u>Meeting Date</u>	<u>BOE Date</u>	<u>Committee / Reason</u>	<u>Decision</u>
02/03/2017	03/20/2017	Subcommittee on Special Education / Amendment - Agreement No Meeting	Classified

<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>
Special Class - Reading	09/07/2016	06/23/2017	15:1	1	Daily	42min.	Classroom
Special Class - Math	09/07/2016	06/23/2017	15:1	1	Daily	42min.	Classroom
Special Class - English	09/07/2016	06/23/2017	15:1	1	Daily	42min.	Classroom
Special Class - Social Studies	09/07/2016	06/23/2017	15:1	1	Daily	42min.	Classroom
Special Class - Science	09/07/2016	06/23/2017	15:1	1	Daily	42min.	Classroom

Student: 'Board of Education Copy' **Grade:** 10

<u>Meeting Date</u>	<u>BOE Date</u>	<u>Committee / Reason</u>	<u>Decision</u>
03/06/2017	03/20/2017	Subcommittee on Special Education / Amendment - Agreement No Meeting	Classified

<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>
Special Class - Science	09/07/2016	06/23/2017	15:1	1	Daily	42min.	Classroom
Special Class - Math	09/07/2016	06/23/2017	15:1	1	Daily	42min.	Classroom
Special Class - Social Studies	09/07/2016	06/23/2017	15:1	1	Daily	42min.	Classroom
Special Class - English	09/07/2016	06/23/2017	15:1	1	Daily	42min.	Classroom

Meeting Date	BOE Date	Committee / Reason	Decision
02/16/2017	03/20/2017	Committee on Special Education / Amendment	Classified

<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>
Integrated Co-teaching Services	09/07/2016	06/23/2017		6	Daily	40min.	Classroom
Occupational Therapy	09/07/2016	06/23/2017	Small Group (5:1)	1	Weekly	30min.	Therapy Room or Classroom
Speech/Language Therapy	09/07/2016	06/23/2017	Small Group (5:1)	3	Weekly	30min.	Therapy Room or Classroom
Speech/Language Therapy	07/04/2016	08/12/2016	Individual	2	Weekly	30min.	Therapy Room

Interoffice Memorandum

TO: *Dr. Michael Ring, Superintendent*
FROM: *Andrea Moscatiello, Director of Special Education*
DATE: *3/20/2017*
RE: *Board Action Sheets*

Below please find the schedule to be approved at the 3/20/2017 Board of Education meeting:

<i>SCHEDULE- B 3/20/2017</i>	
<i>Date</i>	<i>Location</i>
<i>1/17/2017</i>	<i>CPSE Committee</i>
<i>1/24/2017</i>	<i>CPSE Amendment</i>
<i>2/16/2017</i>	<i>CPSE Committee</i>
<i>3/3/2017</i>	<i>CPSE Committee</i>

Dr. Michael Ring-Board Action Sheets-DD/kao

Rocky Point Union Free School District
Committee Meeting Recommendations for Board of Education

Student: 'Board of Education Copy'		AltID#:			Grade: Preschool			
Meeting Date	BOE Date	Committee / Reason	Decision		Placement Recommendation / School			
01/17/2017	03/20/2017	Committee on Preschool Special Education / Reevaluation Review	Classified Preschool		Approved Preschool Special Education Program(APSEP) / New Interdisciplinary School			
<u>Recommended Program/Service</u>		<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>
Special Class		09/08/2016	06/23/2017	8:1+2	5	Weekly	5hr.	Classroom
Speech/Language Therapy		01/09/2017	06/23/2017	Individual	3	Weekly	30min.	Therapy Room or Classroom
Occupational Therapy		01/30/2017	06/23/2017	Individual	2	Weekly	30min.	Therapy Room or Classroom
Physical Therapy		01/30/2017	06/23/2017	Individual	2	Weekly	30min.	Therapy Room or Classroom

Student: 'Board of Education Copy'		AltID#:			Grade: Preschool			
Meeting Date	BOE Date	Committee / Reason	Decision		Placement Recommendation / School			
01/24/2017	03/20/2017	Committee on Preschool Special Education / Amendment	Classified Preschool		Approved Preschool Special Education Program(APSEP) / Developmental Disabilities Institute			
<u>Recommended Program/Service</u>		<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>
Special Class		09/07/2016	06/23/2017	6:1:3.5	5	Weekly	5hr.	Classroom

Student: 'Board of Education Copy'		AltID#:			Grade: Preschool			
Meeting Date	BOE Date	Committee / Reason	Decision		Placement Recommendation / School			
01/17/2017	03/20/2017	Committee on Preschool Special Education / Initial Eligibility Determination Meeting	Ineligible		/			

Student: 'Board of Education Copy'		AltID#:			Grade: Preschool			
Meeting Date	BOE Date	Committee / Reason	Decision		Placement Recommendation / School			
03/03/2017	03/20/2017	Committee on Preschool Special Education / Program Review	Classified Preschool		Preschool Itinerant Services Only(PISO) / Preschool Itinerant Services Only			
<u>Recommended Program/Service</u>		<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>
Speech/Language Therapy		03/06/2017	06/23/2017	Individual	3	Weekly	30min.	Home

Student: 'Board of Education Copy'		AltID#:			Grade: Preschool			
Meeting Date	BOE Date	Committee / Reason	Decision		Placement Recommendation / School			
01/17/2017	03/20/2017	Committee on Preschool Special Education / Parent Request	Classified Preschool		Preschool Itinerant Services Only(PISO) / Preschool Itinerant Services Only			

<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>
Speech/Language Therapy	09/07/2016	06/23/2017	Individual	2	Weekly	30min.	Therapy Room
Occupational Therapy	09/07/2016	06/23/2017	Individual	2	Weekly	30min.	Therapy Room

Student: 'Board of Education Copy'			AltID#:	Grade:
<u>Meeting Date</u>	<u>BOE Date</u>	<u>Committee / Reason</u>	<u>Decision</u>	<u>Placement Recommendation / School</u>
02/16/2017	03/20/2017	Committee on Preschool Special Education / Initial Eligibility Determination Meeting	Ineligible	/

Student: 'Board of Education Copy'			AltID#:	Grade: Preschool
<u>Meeting Date</u>	<u>BOE Date</u>	<u>Committee / Reason</u>	<u>Decision</u>	<u>Placement Recommendation / School</u>
01/17/2017	03/20/2017	Committee on Preschool Special Education / Initial Eligibility Determination Meeting	Ineligible	/

Student: 'Board of Education Copy'			AltID#:	Grade:
<u>Meeting Date</u>	<u>BOE Date</u>	<u>Committee / Reason</u>	<u>Decision</u>	<u>Placement Recommendation / School</u>
02/16/2017	03/20/2017	Committee on Preschool Special Education / Initial Eligibility Determination Meeting	Ineligible	/

Student: 'Board of Education Copy'			AltID#:	Grade: Preschool			
<u>Meeting Date</u>	<u>BOE Date</u>	<u>Committee / Reason</u>	<u>Decision</u>	<u>Placement Recommendation / School</u>			
03/03/2017	03/20/2017	Committee on Preschool Special Education / Reevaluation Review	Classified Preschool	Preschool Itinerant Services Only(PISO) / Preschool Itinerant Services Only			
<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>
Occupational Therapy	03/20/2017	06/23/2017	Individual	1	Weekly	30min.	Therapy Room
Speech/Language Therapy	01/17/2017	06/23/2017	Individual	3	Weekly	30min.	Home/Community

**Rocky Point Union Free School District
SURPLUS EQUIPMENT DISPOSAL--3/1/17**

DESCRIPTION	MODEL #	SERIAL #	PROPERTY TAG	QUANTITY	REASON FOR DISPOSAL
CPUs (computers)	ACER Veriton M2	PSV8803009013162612700	N/A	1	End of life/Beyond repair
CPUs (computers)	ACER Veriton M2	PSV8803009013162532700	N/A	1	End of life/Beyond repair
CPUs (computers)	ACER Veriton M4	DTVC5AA001218068699202	N/A	1	End of life/Beyond repair
CPUs (computers)	ACER Veriton M4	DTVF8AA001251070DF9200	N/A	1	End of life/Beyond repair
CPUs (computers)	ACER Veriton M2	PSV8803009013162E42700	N/A	1	End of life/Beyond repair
CPUs (computers)	ACER Veriton M4	DTVC5AA0012180693A9202	N/A	1	End of life/Beyond repair
CPUs (computers)	ACER Veriton M2	PSV8803009013160E62700	3316	1	End of life/Beyond repair
CPUs (computers)	ACER Veriton M4	PSVC503001123019079200	4672	1	End of life/Beyond repair
CPUs (computers)	ACER Veriton M2	PSV88030090131625D2700	3172	1	End of life/Beyond repair
CPUs (computers)	ACER Veriton M4	DTVF8AA001251070849200	N/A	1	End of life/Beyond repair
CPUs (computers)	ACER Veriton M4	DTVF8AA001251071089200	N/A	1	End of life/Beyond repair
CPUs (computers)	ACER Veriton M2	PSV8803009013163092700	3266	1	End of life/Beyond repair
CPUs (computers)	ACER Veriton M2	PSV88030090131624E2700	N/A	1	End of life/Beyond repair
CPUs (computers)	ACER Veriton M4	DTVF8AA001251071969200	N/A	1	End of life/Beyond repair
CPUs (computers)	ACER Veriton M2	PSV8803009013162972700	3261	1	End of life/Beyond repair
CPUs (computers)	ACER Veriton M2	PSV8803009013161032700	3335	1	End of life/Beyond repair
CPUs (computers)	ACER Veriton M2	PSV88030090131623E2700	3268	1	End of life/Beyond repair
CPUs (computers)	ACER Veriton M2	PSV880300901363532	3330	1	End of life/Beyond repair
CPUs (computers)	ACER Veriton M4	1A02NEFB7-600-1116200662280A	4675	1	End of life/Beyond repair
CPUs (computers)	HP 7800	2UA8340LRN	N/A	1	End of life/Beyond repair
CPUs (computers)	HP 7800	2UA8340LR5	N/A	1	End of life/Beyond repair
CPUs (computers)	HP 7800	2UA9110CYR	N/A	1	End of life/Beyond repair
CPUs (computers)	HP 7800	2UA83412H0	N/A	1	End of life/Beyond repair
CPUs (computers)	HP 7800	2UA8340LQN	N/A	1	End of life/Beyond repair
CPUs (computers)	HP 7800	2UA83412HJ	N/A	1	End of life/Beyond repair
CPUs (computers)	HP 7800	2UA83210GW	N/A	1	End of life/Beyond repair
CPUs (computers)	HP 7800	2UA83412GC	N/A	1	End of life/Beyond repair
CPUs (computers)	HP 7800	2UA83412GL	N/A	1	End of life/Beyond repair
CPUs (computers)	HP 7800	2UA83412GT	N/A	1	End of life/Beyond repair
CPUs (computers)	HP 7800	2UA83412FZ	N/A	1	End of life/Beyond repair
CPUs (computers)	HP 7800	2UA83412F7	N/A	1	End of life/Beyond repair
CPUs (computers)	HP 7800	2UA83412FG	N/A	1	End of life/Beyond repair
CPUs (computers)	HP 7800	2UA8340LNT	N/A	1	End of life/Beyond repair
CPUs (computers)	HP 7800	2UA91108HG	N/A	1	End of life/Beyond repair
CPUs (computers)	HP 7800	2UA83412H7	N/A	1	End of life/Beyond repair
CPUs (computers)	HP 7800	2UA83412G4	N/A	1	End of life/Beyond repair
CPUs (computers)	HP 7800	2UA83412HF	N/A	1	End of life/Beyond repair
CPUs (computers)	HP 7800	2UA9110CYK	N/A	1	End of life/Beyond repair

Rocky Point Union Free School District
SURPLUS EQUIPMENT DISPOSAL--3/1/17

DESCRIPTION	MODEL #	SERIAL #	PROPERTY TAG	QUANTITY	REASON FOR DISPOSAL
CPUs (computers)	HP 7800	2UA83412G7	N/A	1	End of life/Beyond repair
CPUs (computers)	HP 7800	2UA83412F6	N/A	1	End of life/Beyond repair
CPUs (computers)	HP 7800	2UA9110CYY	N/A	1	End of life/Beyond repair
CPUs (computers)	HP 7700	2UA7280CZ2	4420	1	End of life/Beyond repair
CPUs (computers)	HP 7700	2UA7280CXT	4313	1	End of life/Beyond repair
CPUs (computers)	HP 7700	2UA7280CYC	4424	1	End of life/Beyond repair
CPUs (computers)	HP 7700	2UA7280CYN	N/A	1	End of life/Beyond repair
CPUs (computers)	HP 7700	2UA7280CXP	4417	1	End of life/Beyond repair
CPUs (computers)	HP 7700	2UA7280CXH	4306	1	End of life/Beyond repair
CPUs (computers)	HP 7700	2UA7280CXV	4321	1	End of life/Beyond repair
CPUs (computers)	HP 7700	2UA7280CZY	4429	1	End of life/Beyond repair
CPUs (computers)	HP 7700	2UA7280CXS	4308	1	End of life/Beyond repair
CPUs (computers)	HP Compaq 7600	2UA6281FRJ	4548	1	End of life/Beyond repair
CPUs (computers)	HP Compaq 7600	2UA6281FSD	4254	1	End of life/Beyond repair
CPUs (computers)	HP Compaq 7600	2UA6281FSG	4381	1	End of life/Beyond repair
CPUs (computers)	HP Compaq 7600	2UA6281FSV	4379	1	End of life/Beyond repair
CPUs (computers)	HP Compaq 7600	2UA6281FTM	4468	1	End of life/Beyond repair
CPUs (computers)	HP Compaq 7600	2UA6281FRW	4469	1	End of life/Beyond repair
CPUs (computers)	HP Compaq 7600	2UA6281FS8	N/A	1	End of life/Beyond repair
CPUs (computers)	HP Compaq 7600	2UA6281FS0	4386	1	End of life/Beyond repair
CPUs (computers)	HP Compaq 7600	2UA6281FRQ	4517	1	End of life/Beyond repair
CPUs (computers)	HP Compaq 7600	2UA6281FTG	4276	1	End of life/Beyond repair
CPUs (computers)	HP Compaq 7600	2UA6281FSL	4373	1	End of life/Beyond repair
CPUs (computers)	HP Compaq 7600	2UA6281FRL	4372	1	End of life/Beyond repair
CPUs (computers)	HP Compaq 7600	2UA6281FR7	4383	1	End of life/Beyond repair
CPUs (computers)	HP Compaq 7600	2UA6281FSH	4511	1	End of life/Beyond repair
CPUs (computers)	HP Compaq 7600	2UA6281FR1	4359	1	End of life/Beyond repair
CPUs (computers)	HP Compaq 7600	2UA6281FTN	4408	1	End of life/Beyond repair
CPUs (computers)	HP Compaq 7600	2UA6281FT6	2983	1	End of life/Beyond repair
CPUs (computers)	HP Compaq 7600	2UA6281FRF	4464	1	End of life/Beyond repair
CPUs (computers)	HP Compaq 7600	2UA6281FT5	4406	1	End of life/Beyond repair
CPUs (computers)	HP Compaq 7600	2UA6281FT4	4491	1	End of life/Beyond repair
CPUs (computers)	HP Compaq 7600	2UA6281FSN	4510	1	End of life/Beyond repair
CPUs (computers)	HP Compaq 7600	2UA6281FS1	N/A	1	End of life/Beyond repair
CPUs (computers)	HP Compaq 7600	2UA6281FT0	4409	1	End of life/Beyond repair
CPUs (computers)	HP Compaq 7600	2UA6281FS5	4451	1	End of life/Beyond repair
CPUs (computers)	HP Compaq 7600	45674041124	4253	1	End of life/Beyond repair
CPUs (computers)	HP Compaq 7600	2UA6281FRT	4398	1	End of life/Beyond repair

Rocky Point Union Free School District
SURPLUS EQUIPMENT DISPOSAL--3/1/17

DESCRIPTION	MODEL #	SERIAL #	PROPERTY TAG	QUANTITY	REASON FOR DISPOSAL
CPUs (computers)	HP Compaq 7600	2UA6281FRM	4355	1	End of life/Beyond repair
CPUs (computers)	HP Compaq 7600	2UA6281FSM	4378	1	End of life/Beyond repair
CPUs (computers)	HP Compaq 7600	2UA6281FST	4358	1	End of life/Beyond repair
CPUs (computers)	DELL XP-DHS	45585473436	2638	1	End of life/Beyond repair
CPUs (computers)	DELL XP-DHS	45500810980	1949	1	End of life/Beyond repair
CPUs (computers)	HP Compaq 6005	x144568343259	3140	1	End of life/Beyond repair
CPUs (computers)	HP Compaq 6005	2UA00608VC	3157	1	End of life/Beyond repair
CPUs (computers)	ULTRA tower	NO S/N	N/A	1	End of life/Beyond repair
Laptops (computers)	EARTHWALK S15S	SY0201000755	N/A	1	End of life/Beyond repair
Laptops (computers)	EARTHWALK S15S	SY0201000744	N/A	1	End of life/Beyond repair
Laptops (computers)	EARTHWALK S14Y	SY7411001156	4212	1	End of life/Beyond repair
Laptops (computers)	EARTHWALK S14Y	SY8291000594	N/A	1	End of life/Beyond repair
Laptops (computers)	EARTHWALK S14Y	SY7411001411	4217	1	End of life/Beyond repair
Laptops (computers)	EARTHWALK S14Y	SY8291000518	4554	1	End of life/Beyond repair
Laptops (computers)	EARTHWALK S14Y	SY8291001192	N/A	1	End of life/Beyond repair
Laptops (computers)	EARTHWALK S14Y	SY7411001252	4220	1	End of life/Beyond repair
Laptops (computers)	EARTHWALK S14Y	SY8291001162	N/A	1	End of life/Beyond repair
Laptops (computers)	EARTHWALK S14Y	SY7411001409	4206	1	End of life/Beyond repair
Laptops (computers)	EARTHWALK S14Y	SY8271003174	N/A	1	End of life/Beyond repair
Laptops (computers)	EARTHWALK S14Y	SY7411001000	4226	1	End of life/Beyond repair
Laptops (computers)	EARTHWALK S14D	SY6471001409	4193	1	End of life/Beyond repair
Laptops (computers)	EARTHWALK S14D	SY6471001324	4167	1	End of life/Beyond repair
Laptops (computers)	EARTHWALK S14D	SY6471001535	4194	1	End of life/Beyond repair
Laptops (computers)	EARTHWALK S14D	SY6471001499	4184	1	End of life/Beyond repair
Laptops (computers)	EARTHWALK S14D	SY6471001724	4175	1	End of life/Beyond repair
Laptops (computers)	EARTHWALK S14D	SY6471001510	4173	1	End of life/Beyond repair
Laptops (computers)	EARTHWALK S14D	SY6471001317	4165	1	End of life/Beyond repair
Laptops (computers)	EARTHWALK S14D	SY6471001509	4170	1	End of life/Beyond repair
Laptops (computers)	DELL PP01L	19092114579	2966	1	End of life/Beyond repair
Laptops (computers)	DELL PP01L	19092114746	2304	1	End of life/Beyond repair
Laptops (computers)	DELL PP01L	19092115196	2290	1	End of life/Beyond repair
Laptops (computers)	DELL PP01L	19087235819	2275	1	End of life/Beyond repair
Laptops (computers)	DELL PP01L	19092114559	2960	1	End of life/Beyond repair
Laptops (computers)	DELL PP01L	19087235820	2276	1	End of life/Beyond repair
Laptops (computers)	DELL PP04X	45671355215	4570	1	End of life/Beyond repair
Laptops (computers)	DELL PP04X	45671355210	4574	1	End of life/Beyond repair
Laptops (computers)	DELL PP04X	45671355220	4573	1	End of life/Beyond repair
Laptops (computers)	DELL PP07	45457597412	2372	1	End of life/Beyond repair

Rocky Point Union Free School District
SURPLUS EQUIPMENT DISPOSAL--3/1/17

DESCRIPTION	MODEL #	SERIAL #	PROPERTY TAG	QUANTITY	REASON FOR DISPOSAL
Laptops (computers)	DELL PP07	45547683970	2540	1	End of life/Beyond repair
Laptops (computers)	DELL PP15L	45620832763	2700	1	End of life/Beyond repair
Laptops (computers)	DELL PP09S	x80045401298229	4150	1	End of life/Beyond repair
Laptops (computers)	DELL PP22X	00144-026-765-441	4236	1	End of life/Beyond repair
Laptops (computers)	GATEWAY W350A	x146525195218	4580	1	End of life/Beyond repair
Laptops (computers)	GATEWAY W350A	x146525195258	4579	1	End of life/Beyond repair
Laptops (computers)	LENOVO ThinkPad	1S20BL000BUSPB0136D8	N/A	1	End of life/Beyond repair
Laptops (computers)	LENOVO ThinkPad	1S20BL000BUSPB0136EJ	N/A	1	End of life/Beyond repair
Laptops (computers)	IBM ThinkPad 2656	45164608971	2344	1	End of life/Beyond repair
Laptops (computers)	ASUS X200M	E9N0CX474895393	4842	1	End of life/Beyond repair
Laptops (computers)	TOSHIBA Satellite P	x43571967315	2701	1	End of life/Beyond repair
Laptops (computers)	SONY PCG-7113L	x144493491898	4576	1	End of life/Beyond repair
Laptops (computers)	EARTHWALK S14Y	SY7411001027	4232	1	End of life/Beyond repair
Laptops (computers)	EARTHWALK S14Y	SY8291000676	N/A	1	End of life/Beyond repair
Laptops (computers)	EARTHWALK S14Y	SY7411001402	4216	1	End of life/Beyond repair
Printer	HP Laserjet 1100	USPE009738	1059	1	End of life/Beyond repair
Printer	HP Laserjet 1100	USPF030459	799	1	End of life/Beyond repair
Printer	HP Laserjet 1100	USPE023065	1071	1	End of life/Beyond repair
Printer	HP Laserjet 1100	USPE029950	967	1	End of life/Beyond repair
Printer	HP Laserjet 1200	CNCB682135	1863	1	End of life/Beyond repair
Printer	Lexmark 260	72L8ZFD	N/A	1	End of life/Beyond repair
Printer	Lexmark 350	6235G9V	N/A	1	End of life/Beyond repair
Printer	Lexmark 350	621YBZB	N/A	1	End of life/Beyond repair
Printer	Lexmark 350	6235G8N	N/A	1	End of life/Beyond repair
Printer	HP Laserjet 4200	USGNN47134	N/A	1	End of life/Beyond repair
Printer	HP Laserjet 4100	USLND32594	2094	1	End of life/Beyond repair
Printer	HP Laserjet 1200	CNCB586655	N/A	1	End of life/Beyond repair
Printer	HP Laserjet 1200	CNCB682128	N/A	1	End of life/Beyond repair
Printer	HP Laserjet 1200	CNCB592574	N/A	1	End of life/Beyond repair
Printer	HP Laserjet 1200	CNCB658272	N/A	1	End of life/Beyond repair
Printer	HP Laserjet 1200	CNCB682104	N/A	1	End of life/Beyond repair
Printer	HP Laserjet 1200	CNCB658689	N/A	1	End of life/Beyond repair
Printer	HP Laserjet 1200	CNCB658689	N/A	1	End of life/Beyond repair
Printer	HP Laserjet 1200	CNCB658465	N/A	1	End of life/Beyond repair
Printer	HP Laserjet 1200	CNBB254935	N/A	1	End of life/Beyond repair
Printer	HP Laserjet 1200	CNCB658421	N/A	1	End of life/Beyond repair
Printer	HP Laserjet 1200	CNCB682126	N/A	1	End of life/Beyond repair
Printer	HP Laserjet 1200	CNCQ370830	N/A	1	End of life/Beyond repair

Rocky Point Union Free School District
SURPLUS EQUIPMENT DISPOSAL--3/1/17

DESCRIPTION	MODEL #	SERIAL #	PROPERTY TAG	QUANTITY	REASON FOR DISPOSAL
Printer	HP Laserjet 1200	CNCB592576	N/A	1	End of life/Beyond repair
Printer	HP Laserjet 1200	CNCB658440	N/A	1	End of life/Beyond repair
Printer	HP Laserjet 1200	CNCB682128	N/A	1	End of life/Beyond repair
Printer	HP Laserjet 1200	CNCB658278	N/A	1	End of life/Beyond repair
Printer	HP Laserjet 1200	CNCQ370842	N/A	1	End of life/Beyond repair
Printer	HP Laserjet 1300	CNCK076862	N/A	1	End of life/Beyond repair
Printer	HP Laserjet 1300	CNBB271321	N/A	1	End of life/Beyond repair
Printer	HP Laserjet 1300	CNBB271268	N/A	1	End of life/Beyond repair
Printer	HP Laserjet 1300	CNBB271294	N/A	1	End of life/Beyond repair
Printer	HP Laserjet 1100	USPE009905	1174	1	End of life/Beyond repair
Printer	HP Laserjet 1100	USPG009950	1326	1	End of life/Beyond repair
Printer	HP Laserjet 1100	USPF010179	863	1	End of life/Beyond repair
Printer	HP Laserjet 1100	USPG030045	1065	1	End of life/Beyond repair
Printer	HP Laserjet 1100	USPD029979	893	1	End of life/Beyond repair
Printer	HP Laserjet 1100	USPD010031	1531	1	End of life/Beyond repair
Printer	Lexmark 350	621YBZF	N/A	1	End of life/Beyond repair
Printer	Lexmark 350	621YBZ6	N/A	1	End of life/Beyond repair
Printer	Lexmark 350	6235G9G	N/A	1	End of life/Beyond repair
Printer	Lexmark 350	622TYVV	N/A	1	End of life/Beyond repair
Printer	Lexmark T644	7924N7M	7778	1	End of life/Beyond repair
Printer	Lexmark 260	72L8Z17	N/A	1	End of life/Beyond repair
Printer	Lexmark 260	72L8ZFB	N/A	1	End of life/Beyond repair
Printer	HP Laserjet 1006	VND3818474	N/A	1	End of life/Beyond repair
Printer	BROTHER 4750EFAJ	U60283M2J866052	N/A	1	End of life/Beyond repair
Printer	BROTHER 4750EFAJ	U56460D2J310808	N/A	1	End of life/Beyond repair
Printer	BROTHER 8220 FAX	U60995K8J434648	3030	1	End of life/Beyond repair
Monitors	DELL E770P	MX0832DX47801091H02Z	N/A	1	End of life/Beyond repair
Monitors	DELL E770P	MX0832DX4780109BH0TY	N/A	1	End of life/Beyond repair
Monitors	DELL E770P	MX0832DX47801055B0SW	N/A	1	End of life/Beyond repair
Monitors	DELL E770P	CN095WUP4663322P808Q	N/A	1	End of life/Beyond repair
Monitors	DELL E770P	MY095WUP4663214Q91H6	N/A	1	End of life/Beyond repair
Monitors	DELL E770P	MX0419TG47801243B1M7	N/A	1	End of life/Beyond repair
Monitors	DELL E770P	MX0419TG4780122KC1KT	N/A	1	End of life/Beyond repair
Monitors	DELL E770P	CN06R6444780427JL3EU	N/A	1	End of life/Beyond repair
Monitors	DELL E151FP	MX0832DX47801091H06P	N/A	1	End of life/Beyond repair
Monitors	VIEW SONIC VES10	x919030910199	N/A	1	End of life/Beyond repair
Monitors	GATEWAY1750	ME74B 90A 00049	N/A	1	End of life/Beyond repair
Monitors	AOC 5702	34757HA008611	N/A	1	End of life/Beyond repair

Rocky Point Union Free School District
SURPLUS EQUIPMENT DISPOSAL--3/1/17

DESCRIPTION	MODEL #	SERIAL #	PROPERTY TAG	QUANTITY	REASON FOR DISPOSAL
Monitors	HP 1740	CND62400BP	N/A	1	End of life/Beyond repair
Monitors	HP 1750	3CQ8292NPD	N/A	1	End of life/Beyond repair
Monitors	HP 1750	3CQ9062PPZ	N/A	1	End of life/Beyond repair
Monitors	HP 1750	3CQ8270M4L	N/A	1	End of life/Beyond repair
Monitors	HP 1750	3CQ8291DJC	N/A	1	End of life/Beyond repair
Monitors	HP 1750	3CQ8271GGJ	N/A	1	End of life/Beyond repair
Monitors	HP 1750	3CQ8270M39	N/A	1	End of life/Beyond repair
Monitors	HP 1750	3CQ8271FZL	N/A	1	End of life/Beyond repair
Monitors	HP 1750	3CQ8190K6H	N/A	1	End of life/Beyond repair
Monitors	HP 1750	3CQ8291F32	N/A	1	End of life/Beyond repair
Monitors	HP 1750	3CQ8190KDQ	N/A	1	End of life/Beyond repair
Monitors	HP 1750	3CQ8291F30	N/A	1	End of life/Beyond repair
Monitors	HP 1750	3CQ8271FYC	N/A	1	End of life/Beyond repair
Monitors	HP 1750	3CQ8270MGJ	N/A	1	End of life/Beyond repair
Monitors	HP 1750	3CQ8270M2D	N/A	1	End of life/Beyond repair
Monitors	HP 1750	3CQ8291DSZ	N/A	1	End of life/Beyond repair
Monitors	HP 1750	3CQ8190JW6	N/A	1	End of life/Beyond repair
Monitors	HP 1750	3CQ8271GG2	N/A	1	End of life/Beyond repair
Monitors	HP 1750	3CQ8270M30	N/A	1	End of life/Beyond repair
Monitors	HP 1750	3CQ8291DSV	N/A	1	End of life/Beyond repair
Monitors	HP 1750	3CQ8291F2Z	N/A	1	End of life/Beyond repair
Monitors	HP 1750	3CQ8270M3Q	N/A	1	End of life/Beyond repair
Monitors	HP 1750	3CQ8270M46	N/A	1	End of life/Beyond repair
Monitors	HP 1750	3CQ8271FXN	N/A	1	End of life/Beyond repair
Monitors	HP 1750	3CQ8270LN5	N/A	1	End of life/Beyond repair
Monitors	HP 1750	3CQ8270MF9	N/A	1	End of life/Beyond repair
Monitors	HP 1750	3CQ8271FXN	N/A	1	End of life/Beyond repair
Monitors	ACER V173	MMLE1AA00131901E4F8588	N/A	1	End of life/Beyond repair
Monitors	ACER V173	MMLE1AA0013040CBC88588	N/A	1	End of life/Beyond repair
Monitors	PELCO PMCL417	493470014	N/A	1	End of life/Beyond repair
Monitors	COMPAC S1922	CNC010RRX5	N/A	1	End of life/Beyond repair
Projector	VT695	8700463EK	N/A	1	End of life/Beyond repair
Projector	VT695	8700346EK	N/A	1	End of life/Beyond repair
Projector	VT695	8700407EK	N/A	1	End of life/Beyond repair
Projector	VT695	8700552EK	N/A	1	End of life/Beyond repair
Projector	VT695	8700666EK	N/A	1	End of life/Beyond repair
Projector	VT695	8700348EK	N/A	1	End of life/Beyond repair
Projector	VT695	8700664EK	N/A	1	End of life/Beyond repair

Rocky Point Union Free School District
SURPLUS EQUIPMENT DISPOSAL--3/1/17

DESCRIPTION	MODEL #	SERIAL #	PROPERTY TAG	QUANTITY	REASON FOR DISPOSAL
Projector	VT695	8700640EK	N/A	1	End of life/Beyond repair
Projector	NP400	9600706EJ	N/A	1	End of life/Beyond repair
Projector	NP400	9600872EJ	N/A	1	End of life/Beyond repair
Projector	NP410	0700830FF	N/A	1	End of life/Beyond repair
Projector	NP410	0700838FF	N/A	1	End of life/Beyond repair
Projector	TOSHIBA TDP-SB20	11833613	N/A	1	End of life/Beyond repair
Projector	TOSHIBA TDP-SB20	11831367	N/A	1	End of life/Beyond repair
Projector	TOSHIBA TDP-SB20	11831372	N/A	1	End of life/Beyond repair
Projector	TOSHIBA TDP-SB20	11837698	N/A	1	End of life/Beyond repair
Projector	EIKI LC-SB20	G43A2202	2474	1	End of life/Beyond repair
Projector	EIKI LC-SD14	H59A3488	4508	1	End of life/Beyond repair
Projector	TOSHIBA TDP-SB20	11837562	N/A	1	End of life/Beyond repair
Projector	EIKI LC-NB3E	G37A6286	2734	1	End of life/Beyond repair
Projector	EIKI LC-NB3E	G37A6474	2475	1	End of life/Beyond repair
Projector	Proxima 6860	ABPH23800143	1934	1	End of life/Beyond repair
Projector	Proxima 6860	ABPH23800137	1939	1	End of life/Beyond repair
Projector	Proxima 6860	41D026598	2718	1	End of life/Beyond repair
Projector	Proxima 6860	40H026421	2	1	End of life/Beyond repair
Projector	SHARP VISSION	614664	252	1	End of life/Beyond repair
Projector	EIKI LC-NB3E	G39A7649	2799	1	End of life/Beyond repair
Projector	DELL 5100MP	CN0N8278S008177G0116	4281	1	End of life/Beyond repair
Tablets	ACER ZEIV4	32512362116	N/A	1	End of life/Beyond repair
Tablets	ARCHOS A101IT	111403140	3461	1	End of life/Beyond repair
Misc.	Infinity Solutions Sc	N/A	2101	1	End of life/Beyond repair
Misc.	ProAction Media	DUP8024776	N/A	1	End of life/Beyond repair
Misc.	Digital Speech PC	N/A	55	1	End of life/Beyond repair
Misc.	AVER MEDIA	55949 7080	N/A	1	End of life/Beyond repair
Misc.	AVER MEDIA	55944 7080	N/A	1	End of life/Beyond repair
Misc.	AVER MEDIA	52845 08080	N/A	1	End of life/Beyond repair
Misc.	AVER MEDIA	37580 7070	N/A	1	End of life/Beyond repair
Misc.	AVER MEDIA	53296 7080	N/A	1	End of life/Beyond repair
Misc.	AVER MEDIA	55993 7080	N/A	1	End of life/Beyond repair
Scanner	CANNONS Flatbed S	CZJ332076	N/A	1	End of life/Beyond repair
Scanner	HP Flatbed Scanner	SCN39XS28Y27V	N/A	1	End of life/Beyond repair
Scanner	HP Flatbed Scanner	SCN1BDAB0R8BX	N/A	1	End of life/Beyond repair
Scanner	HP Flatbed Scanner	SCN44VB13VN7Y	N/A	1	End of life/Beyond repair
Scanner	HP Flatbed Scanner	SCN39XS28YX7V	N/A	1	End of life/Beyond repair
Scanner	HP Flatbed Scanner	MY98B1245JCT	N/A	1	End of life/Beyond repair

Rocky Point Union Free School District
SURPLUS EQUIPMENT DISPOSAL--3/1/17

DESCRIPTION	MODEL #	SERIAL #	PROPERTY TAG	QUANTITY	REASON FOR DISPOSAL
Scanner	HP Flatbed Scanner	SCN29JT51C91R	N/A	1	End of life/Beyond repair
Scanner	HP Flatbed Scanner	SG95B13115HT	N/A	1	End of life/Beyond repair
Misc.	AOC TV	O1599JA018177	N/A	1	End of life/Beyond repair
Misc.	OLEVIA TV	VCLK6C180754	N/A	1	End of life/Beyond repair
Misc.	eINSTRUCTION Mol	IP5011019060092	N/A	1	End of life/Beyond repair
Misc.	eINSTRUCTION Mol	MW6001139073198	N/A	1	End of life/Beyond repair
Misc.	eINSTRUCTION Mol	MW6001139073200	N/A	1	End of life/Beyond repair
Misc.	eINSTRUCTION Mol	MW6001139073175	N/A	1	End of life/Beyond repair
Overhead Projector	EIKI SPP 3850A		6122073 N/A	1	End of life/Beyond repair
Overhead Projector	EIKI SPP 3850A		2220027 N/A	1	End of life/Beyond repair
Overhead Projector	EIKI SPP 3850A		2222017 N/A	1	End of life/Beyond repair
Overhead Projector	3M 905 SPP	N/A	N/A	1	End of life/Beyond repair
TV with Cart	Sharp TV	N/A	N/A	1	End of life/Beyond repair
TV with Cart	Sharp TV	N/A	N/A	1	End of life/Beyond repair
U.P.S.	APC 1400VA	AS0813161085	N/A	1	End of life/Beyond repair
U.P.S.	APC 1400VA	AS0052110305	N/A	1	End of life/Beyond repair
U.P.S.	APC 1400VA	AS0816160214	N/A	1	End of life/Beyond repair
U.P.S.	APC 1400VA	AS0102110283	N/A	1	End of life/Beyond repair
U.P.S.	APC 1400VA	AS0223212959	N/A	1	End of life/Beyond repair



SURPLUS EQUIPMENT DISPOSAL

School: Middle School

Name: Peter Scalzone

Description	Model#/Serial#	Property Tag #	Quantity	Reason for Disposal
CAFE TABLE	VIRCO-MTB172912	001703	1	BROKEN
CAFE TABLE	VIRCO-MTB172912	001699	1	
CAFE TABLE	VIRCO MTB172912	NO STICKER	1	
CAFE TABLE	VIRCO MTB172912	NO STICKER	1	
CAFE - TABLE	VIRCO M+BI72912	001707	1	
CAFE TABLE	VIRCO M+BI72912	001715	1	
WINDER	TITAN Wet/Dry	002317	1	BROKEN
DELTA SHOP	SAW	000693	1	OBSOLETE
DELTA SHOP	SAW	000695	1	OBSOLETE
DELTA SHOP	SAW	000694	1	OBSOLETE

Administrator Signature [Signature]

Date: 2-13-17

Scholarship AMERICA

One Scholarship Way
Saint Peter, MN 56082 | 507-931-1682

256263

01/09/2017

TARGET FIELD TRIP GRANTS PROGRAM
TARGET

Rocky Point High School

.....
NANCY HUNTER

Scholarship

Check Amount: \$700.00

1 of 1

01/09/2017 256263

SEVEN HUNDRED AND 00/100 DOLLARS

\$700.00

Rocky Point High School

1 of 1
TARGET
Hunter, Nancy
Scholarship
2017-014523
TARGET

1322

PLEASE DETACH BEFORE DEPOSITING AND RETAIN FOR YOUR RECORDS

Scholarship AMERICA

One Scholarship Way
Saint Peter, MN 56082 | 507-931-1682

75-133/819

256263



226 West Nassau Street
Saint Peter, Minnesota 56082
Main Telephone 507-931-4000
24 Hour Telephone Banking 507-931-2265
FNBMN.com

CHECK DATE NUMBER
01/09/2017 256263

PAY SEVEN HUNDRED AND 00/100 DOLLARS
PAY TO THE ORDER OF
Rocky Point High School

CHECK AMOUNT
\$700.00

NOT VALID AFTER 90 DAYS

1 of 1
TARGET
Hunter, Nancy
Scholarship
2017-014523
TARGET

Robert C. Ballard, President & CEO
Scholarship America

CASH ONLY IF ALL CheckLock™ SECURITY FEATURES LISTED ON BACK INDICATE NO TAMPERING OR COPYING

O OHIO PYLE PRINTS, INC.
410 DINNERBELL RD
OHIO PYLE, PA 15470-1002

PNC BANK, NATIONAL ASSOCIATION
8-9/430

48474

1/30/2017

PAY TO THE ORDER OF Rocky Point Union Free School District

\$ **38.17

Thirty-Eight and 17/100***** DOLLARS

PROTECTED AGAINST FRAUD

Rocky Point Union Free School District
362484003437
Greg Hilton
90 Rocky Point Yaphak Road
Rocky Point, NY 11778

VOID AFTER 90 DAYS

MEMO



MP

Details on Back
Intuit® CheckLock™ Secure Check

Schoola
601 Montgomery Street
Suite 675
San Francisco, CA 94111
415-454-2956

The Bancorp Bank
Verify: 888-237-9615
62-111/311

0015927233

2/1/2017

PAY TO THE ORDER OF Rocky Point Middle School

\$ 51.02

Fifty-One and 02/100

DOLLAR:

0011913 01MH 0.420 **AUTO T2 0.5022 11778-810976 -C01-P11924-I

VOID AFTER 90 DAYS



Rocky Point Middle School
76 ROCKY PTYAPHANK RD
ROCKY POINT, NY 11778-8109

Rocky Point

MP

From: Schoola
Pay To: Rocky Point Middle School

Date: 2/1/2017
Check #: 15927233

Invoice #	Bill Amount	Payment Amount
STCH-1216-64878	\$51.02	\$51.02
Total		\$51.02



Congratulations!

Here is your school's check for the proceeds of items donated on your behalf.

As a special thank you for your support, we are providing you with a special coupon (see below) you can copy & share with students, teachers and the community. We encourage you to post in your weekly school e-newsletter. The more you share & shop, the more schools WIN!

If you have any questions, please don't hesitate to reach out to us at help@schoola.com.

All the best,

The Schoola Team



Our Gift To You.

Shop Schoola.com and take

50% OFF

your purchase

Use code **OURSCHOOLS**

Gently worn quality clothing for women, men & kids —
at up to 80% off retail prices

Favorite styles from



RALPH LAUREN THE LIMITED & more



Great American OPPORTUNITIES

Fraud Protected by Positive Pay

Date: 02/27/2017 NO. 3339023

87-0863 0640

PO Box 305140 - Nashville, TN 37230-5140



*****12.80* USD

Pay ***TWELVE and EIGHTY cents***

To the Order of JOSEPH EDGAR INTERMEDIATE SCHOOL*** LINDA TOWLEN 525 RTE 25A ROCKY POINT NY 11778

TWO SIGNATURES REQUIRED FOR AMOUNTS EXCEEDING \$5,000.00

Handwritten signature

MP

PINNACLE NATIONAL BANK - Nashville, TN 37201

MP



ROCKY POINT UNION FREE SCHOOL DISTRICT
JOSEPH A. EDGAR INTERMEDIATE SCHOOL

525 Route 25A
Rocky Point, New York 11778

Telephone: (631) 744-1600

Fax: (631) 744-4898

Dr. Michael F. Ring
Superintendent of Schools

Linda Towlen, Principal
Dr. Courtney Herbert, Assistant Principal

March 3, 2017

Dear Board of Education:

Please accept a donation of \$12.80 to Joseph A. Edgar School. The donation is from Great American Opportunities.

Please deposit in account A2110.500.02.0000.

Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Linda Towlen".

Linda Towlen
Principal

ROBERT A. LAURITSEN
ELIZABETH M. LAURITSEN

5-7515/110

8805

DATE 1-25-17



PAY TO THE
ORDER OF

RPUFSD - Rocky Point H.S

1 \$ 100 ⁰⁰/₁₀₀

One hundred ⁰⁰/₁₀₀

DOLLARS

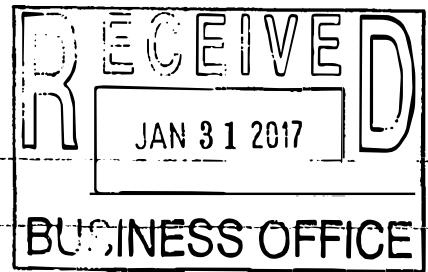


Sovereign Bank, N.A.

PART OF THE SANTANDER GROUP

MEMO Like Susie Meier.

Elizabeth Lauritsen



To Whom It May Concern:

Please accept our donation to the
Live Like Susie Memorial Scholarship.

Thank you,

Elizabeth Hyatt Lauritsen
Robert A. Lauritsen

1-2-210
EZShield™ Check
Fraud Protection

2724

NAOMI GOLDSTEIN
BERNARD GOLDSTEIN

DATE 2/1/17

FOR DEPOSIT ONLY - DEPOSIT ONLY - DEPOSIT ONLY
TO DEPOSIT IN YOUR ACCOUNT - www.chase.com

PAY TO THE ORDER OF Rocky Point Schools \$ 150⁰⁰
One hundred fifty dollars and 70/100 DOLLARS

JPMORGAN CHASE BANK, N.A.
NEW YORK, NEW YORK 10017
WWW.CHASE.COM

FOR LIVE LIKE SUSIE

Naomi Goldstein

M*

Hanukkah Group
at Leisure Glena

Call Ms. Facini w/
questions
cell:

ELLEN A. MUTINO
PAUL A. MUTINO

7806

51-110/211 7541
1000058523226

2-22-17 Date

Pay to the Order of RPUFSD Live Like Susie Memorial Scholarship \$ 50.00
Fifty and no/100 Dollars



WebBank Bank, N.A.
Connecticut
webbank.com



Photo Safe Deposit
Details on back

For _____

Ellen Mutino

NSP

2-22-2017

Please accept this donation to the
RPUFSD Live like Susie Memorial Scholarship.
With many thanks,

The Mutino Family



SOUTH HUNTINGTON
UNION FREE SCHOOL DISTRICT

CREATING THE LEADERS OF TOMORROW

ASSISTANT SUPERINTENDENT FOR BUSINESS & DISTRICT OPERATIONS
Joseph T. Centamore, Ed.D.
jcentamore@shufsd.org
Phone: 631-812-3001

SUPERINTENDENT OF SCHOOLS
David P. Bennardo, Ed.D.
dbennardo@shufsd.org



February 14, 2017

Dr. Deborah DeLuca
Asst. Superintendent
Rocky Point Union Free School District
90 Rocky Point-Yaphank Rd.
Rocky Point, NY 11778

Dear Dr. DeLuca,

Enclosed please find two copies of the 2016-17 Special Education Services Contract for parentally-placed students with disabilities who attend private schools in our district (District of Location) but reside in your district (District of Residence). Also, enclosed are the IESP's for the students listed on the Confidential A Schedule.

Please have your Board President sign both contracts and mail one fully-executable contract back to us.

Sincerely,

Joseph T. Centamore
Asst. Supt. for Business & District Operations

JTC/dl
enclosure

SPECIAL EDUCATION SERVICES CONTRACT

This Agreement is entered into this 20 day of March, 2017 by and between the Board of Education of the Rocky Point Union Free School District (hereinafter the "DISTRICT OF RESIDENCE"), having its principal place of business for the purpose of this Agreement at 90 Rocky Point-Yaphank Rd., Rocky Point, NY 11778 and the Board of Education of the South Huntington Union Free School District (hereinafter the "DISTRICT OF LOCATION"), having its principal place of business for the purpose of this Agreement at 60 Weston Street, Huntington Station, New York, 11746.

WITNESSETH

WHEREAS, the DISTRICT OF LOCATION is required by Education Law Section 3602-c to provide special education services to parentally-placed students with disabilities, when such students attend private schools in the DISTRICT OF LOCATION, but reside in the DISTRICT OF RESIDENCE; and

WHEREAS, the DISTRICT OF LOCATION is a public school district within the State of New York authorized to provide special education and related services to students with disabilities;

NOW, THEREFORE, the parties mutually agree as follows:

- A. **TERM**: The term of this Agreement shall be from **July 1, 2016 through June 30, 2017** inclusive, unless terminated earlier as provided for in this Agreement.

- B. **SERVICES AND RESPONSIBILITIES**:
 1. The DISTRICT OF LOCATION shall develop an individualized education service program (IESP) for those student(s) listed on the attached "Confidential Schedule A," incorporated by reference herein and made a part of this Agreement, and shall provide the services set forth in such IESP attached as Schedule "B".
 - a. A student(s) and/or services may be added or deleted from the attached Schedules "A" and/or "B" at any time upon written notification to the DISTRICT OF RESIDENCE. Such written notification shall include a copy of any revised IESP. In such event, the payment amount owed by the DISTRICT OF RESIDENCE shall be adjusted accordingly.

2. The DISTRICT OF LOCATION represents and warrants that services to students under this Agreement shall be provided by individuals who are certified or licensed in accordance with applicable law, rules and regulations.

C. **COMPENSATION:**

1. The parties to this Agreement recognize that the authority for the DISTRICT OF RESIDENCE and the DISTRICT OF LOCATION to contract for the provision of special education services herein is derived from Education Law Section 3602-c, and related provisions of the Education Law and Regulations of the Commissioner of Education; and that these statutes and regulations may define the maximum costs that may be charged hereunder.

The DISTRICT OF LOCATION shall be entitled to bill the DISTRICT OF RESIDENCE for the services provided the students listed in Schedule "A" pursuant to this Agreement and the IESP attached as Schedule "B" in accordance with Education Law Section 3602-c and the Regulations or Rules of the Commissioner of Education.

2. Requests for payment by the DISTRICT OF LOCATION shall be made by submission of a detailed written invoice to the DISTRICT OF RESIDENCE on a monthly basis which references the time period for which payment is being requested and a breakdown of the total amount due for the period specified.
3. The DISTRICT OF RESIDENCE shall pay the DISTRICT OF LOCATION within forty-five (45) business days of receipt of each invoice by the DISTRICT OF RESIDENCE, unless the DISTRICT OF RESIDENCE sends the DISTRICT OF LOCATION a written notice disputing the invoice within forty-five (45) business days of its receipt. If a dispute arises, the parties shall have those legal rights and remedies provided by law and regulation.

D. **TERMINATION.**

This Agreement may be terminated by written notice of either party if (1) Schedule "A" has been deleted so that there are no students of the DISTRICT OF RESIDENCE entitled to special education services from the DISTRICT OF LOCATION, or (2) the State Education Department has issued guidelines to school districts governing the provision of special education services pursuant to Education Law 3602-c.

E. **MISCELLANEOUS**

1. All notices which are required or permitted under this Agreement shall be in writing, and shall be deemed to have been given if delivered personally or sent by registered or certified mail, addressed as follows:

To DISTRICT OF RESIDENCE:

Director of Special Education
Rocky Point Union Free School District
90 Rocky Point-Yaphank Rd.
Rocky Point, NY 11778

To DISTRICT OF LOCATION:

Matthew A. Krivoshey, Psy.D.
Director of Special Education
South Huntington UFSD
60 Weston Street
Huntington Station, New York 11746

2. It is expressly understood that this Agreement shall not be assigned or transferred without prior written consent of the other party.
3. The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce every provision of this Agreement.
4. Should any provision of this Agreement for any reason, be declared invalid and/or unenforceable such declaration shall not affect the validity of the remaining provisions of this Agreement. Such remaining provisions shall remain in full force and effect as if this Agreement had been executed with the invalid provision(s) eliminated.
5. This Agreement and the rights and obligations of the parties hereunder shall be construed in accordance with, and governed by, the laws and regulations of the State of New York and applicable Federal laws and regulations.
6. This Agreement, along with the attached Schedules "A" and "B", is the complete and exclusive statement of the Agreement between the parties, and supersedes all prior or contemporaneous, oral or written: agreements, proposals, understandings, representations, conditions or covenants between the parties relating to the subject matter of the Agreement
7. Except for Schedules "A" and "B", this Agreement may not be changed orally, but only by an agreement, in writing, signed by authorized representatives of both parties.

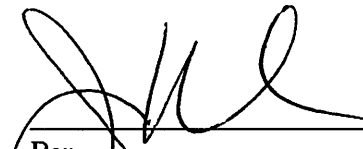
8. It is expressly understood that nothing in this Agreement is intended to modify or vary the statutory and regulatory obligations or rights of the parties; nor is it intended to create any additional legal rights or obligations other than those imposed or provided by Federal or State law or regulation.
9. Nothing in this Agreement is intended to bestow any benefits or rights to any third parties who are not signatories to this Agreement. The parties to this Agreement shall have the sole right to enforce its terms.
10. Nothing in this Agreement is intended to place an obligation on the parties to ensure that the other is complying with its obligations under Federal or State law or regulation.

DISTRICT OF RESIDENCE

By:
President Board of Education
Rocky Point Union Free School District

Date _____

DISTRICT OF LOCATION



By:
President Board of Education
South Huntington U.F.S.D.

Date 1/11/17

CONFIDENTIAL SCHEDULE "A"

Student(s) to whom services shall be provided pursuant to this AGREEMENT:

Name and Address of Student	Date of Birth
Rocky Point, NY 11778	



Sachem Central School District



KENNETH G. GRAHAM, ED.D.
SUPERINTENDENT OF SCHOOLS

Ronald G. Sacks
School Business Administrator
Samoset Administrative Offices
51 School Street
Lake Ronkonkoma, NY 11779
(631) 471-1352
FAX (631) 471-1318

October 7, 2016

Ms. Kristen White
Special Education Coordinator
Rocky Point School District
90 Rocky Point-Yaphank Road
Rocky Point, NY 11778



RE: SPECIAL EDUCATION EXTENDED SCHOOL YEAR PROGRAM

Dear Ms. White,

Enclosed please find **two** Instructional Services Agreements for students from your district who attended the Extended School Year Program in the Sachem Central School District beginning July 1, 2016.

Please have your Board of Education President sign **both** contracts and return one executed copy to my attention. An invoice for tuition will be sent under separate cover.

Thank you for your prompt attention to this matter. If you have any questions or concerns, please do not hesitate to contact me at (631) 471- 1352.

Sincerely,

A handwritten signature in cursive script, appearing to read "Ron Sacks".

Ronald G. Sacks
School Business Administrator

RGS:lh
Enclosures

INSTRUCTIONAL SERVICE AGREEMENT
EXTENDED SCHOOL YEAR PROGRAM

THIS AGREEMENT made this 1st day of July, 2016 by and between BOARD OF EDUCATION, ROCKY POINT UNION FREE SCHOOL DISTRICT (hereinafter referred to as the "SENDING SCHOOL DISTRICT"), as the party of the first part, having its principal place of business located at 90 Rocky Point-Yaphank Road, Rocky Point, NY 11778 and BOARD OF EDUCATION, SACHEM CENTRAL SCHOOL DISTRICT (hereinafter referred to as the "RECEIVING SCHOOL DISTRICT"), as the party of the second part, having its principal place of business for purposes of this Agreement at 51 School Street, Lake Ronkonkoma, NY 11779.

WITNESSETH:

WHEREAS, pursuant to Education Law § 4402 (2)(b)(2), the SENDING SCHOOL DISTRICT is authorized by law to contract with other public school districts for special education programs and services for students resident in its own district and in need of such services.

WHEREAS, the SENDING SCHOOL DISTRICT desires that RECEIVING SCHOOL DISTRICT provide instruction to the students enrolled in the program operated by RECEIVING SCHOOL DISTRICT; and

WHEREAS, RECEIVING SCHOOL DISTRICT warrants that it has reviewed the individualized education program ("IEP") of each pupil to be enrolled in its program, and represents that it will provide the level of services identified in the IEP to meet the needs of such children; and

WHEREAS, RECEIVING SCHOOL DISTRICT is capable of and willing to provide the within services to the SENDING SCHOOL DISTRICT.

NOW THEREFORE, in consideration of the mutual promises and covenants contained in this Agreement, the parties hereto mutually agree as follows:

1. **TERM OF AGREEMENT:** This Agreement shall be in effect for the period July 1, 2016 to August 30, 2016, unless terminated earlier, as set forth herein.

2. **SCOPE OF SERVICES:** During the term of this Agreement, the Receiving School District shall provide a special education program and/or services to the following students listed in Appendix A of this agreement. RECEIVING SCHOOL DISTRICT shall provide adequate instruction, related services and/or a facility to the students listed in appendix A during the summer school period. The education provided by RECEIVING SCHOOL DISTRICT shall be appropriate to the mental ability and physical condition of the children, and in accordance with Commissioner's Regulations, all applicable Federal, State and local statutes, rules and ordinances. The RECEIVING SCHOOL DISTRICT agrees to provide services in accordance with the State Education Department's regulations, using only professionals certified by the New York State Education Department. The RECEIVING SCHOOL DISTRICT agrees to provide the student who is the subject of this Agreement with the following special education program(s) and/or related service(s) in accordance with the student's Individualized Education Plan ("IEP"):

Instructional Program
Special Education Summer School

Location
Sachem North High School

In the event that the SENDING SCHOOL DISTRICT, upon the recommendation of its CSE, wishes to modify the instructional program and/or related services (i.e. type, frequency and/or location) provided to the students during the term of the Agreement, the SENDING SCHOOL DISTRICT shall present its request for such modification(s) to the RECEIVING SCHOOL DISTRICT. The RECEIVING SCHOOL DISTRICT shall review such request and shall determine whether it is able to meet such request. The RECEIVING SCHOOL DISTRICT shall notify the SENDING SCHOOL DISTRICT of its determination within ten (10) business days and shall advise same of any changes in cost associated with any modification(s) made to the program and/or services. Any agreement with respect to an increase or decrease in related services or change of program shall be in writing and signed by both parties and shall be made an addendum to this Agreement.

3. **PAYMENT SCHEDULE:** In full consideration for the program and/or services set forth in paragraph 2 above, the Sending School District agrees to pay to the Receiving School District the following sums:

Instructional Program: SED/OMS Certified 2016-2017 Tuition Rate per student

Related Services: SED/OMS 2016-2017 Regional Weighted Average Per Diem Rate for 1:1 Aide (as per student's IEP)

SENDING SCHOOL DISTRICT reserves the right to add or delete a child from the list of the children covered by this Agreement at any time during the school term. Enrollment for any period less than one (1) month shall be prorated. Any overpayments will be reimbursed by RECEIVING SCHOOL DISTRICT to the SENDING SCHOOL DISTRICT.

4. **INVOICE DUE:** Payment to RECEIVING SCHOOL DISTRICT shall be made within thirty (30) days from receipt of invoice from RECEIVING SCHOOL DISTRICT. SENDING SCHOOL DISTRICT shall give RECEIVING SCHOOL DISTRICT notice of any invoice dispute within twenty (20) days of its receipt and reserves the right to withhold payment pending the resolution of this dispute. Failure to dispute any invoice shall not be deemed as an acceptance and does not act as a waiver of SENDING SCHOOL DISTRICT's rights or prevent SENDING SCHOOL DISTRICT from availing itself of any remedy or course of action it has at law or in equity at a later date.

5. **INSURANCE PROVISION:** RECEIVING SCHOOL DISTRICT shall purchase from and maintain in a company or companies lawfully licensed to do business in the State of New York such insurance as will protect RECEIVING SCHOOL DISTRICT and SENDING SCHOOL DISTRICT from claims set forth below for which RECEIVING SCHOOL DISTRICT may be legally liable, whether such operations be by RECEIVING SCHOOL DISTRICT or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. Notwithstanding any terms, conditions or provisions in any other writing between the parties, RECEIVING SCHOOL DISTRICT hereby agrees to effectuate the naming of SENDING SCHOOL DISTRICT as an unrestricted additional insured on RECEIVING SCHOOL DISTRICT's insurance policies, with the exception of workers' compensation and professional liability.

6. **ATTENDANCE RECORDS:** RECEIVING SCHOOL DISTRICT shall maintain monthly attendance records which shall be submitted to SENDING SCHOOL DISTRICT at the end of

each month. If a child has been absent for a period of five (5) or more consecutive days, the attendance record shall indicate the reason for that absence.

7. **REPORTS OF STUDENTS:** RECEIVING SCHOOL DISTRICT shall obtain whatever releases or other legal documents that are necessary in order that RECEIVING SCHOOL DISTRICT may render full and complete reports concerning the education and progress of the pupil(s) covered by the terms of this Agreement. The full responsibility for obtaining such clearances rests on RECEIVING SCHOOL DISTRICT. Any failure to carry out such responsibility shall permit the Commissioner of Education to withdraw approval for the placement of such child in such program, in which event this Agreement shall be canceled forthwith in regard to such child for whom such releases are not submitted.

8. **STUDENT TRANSPORTATION:** The SENDING SCHOOL DISTRICT shall be responsible for providing all students of the Agreement with transportation to and from school.

9. **STUDENT PRESCRIPTIONS:** Where applicable, SENDING SCHOOL DISTRICT shall obtain all medical prescriptions from the parent/guardian of students referred to RECEIVING SCHOOL DISTRICT. SENDING SCHOOL DISTRICT shall forward copies of these prescriptions to RECEIVING SCHOOL DISTRICT upon its written request.

10. **TERMINATION NOTICE:** This Agreement may be terminated by either party upon thirty (30) days written notice to the other party. In the event of such termination, the parties will adjust the accounts due and payable to RECEIVING SCHOOL DISTRICT for services rendered. RECEIVING SCHOOL DISTRICT will not incur any additional expenses upon receipt of SENDING SCHOOL DISTRICT's notification that RECEIVING SCHOOL DISTRICT's services have been terminated. Upon any such termination, the parties shall endeavor in an orderly manner to wind down activities hereunder. In the event of termination, all reports and services due to SENDING SCHOOL DISTRICT must be completed by RECEIVING SCHOOL DISTRICT within thirty (30) days of the termination date.

11. **CONFIDENTIALITY:** RECEIVING SCHOOL DISTRICT, its employees, and/or agents agree that all information obtained in connection with the services provided for in this Agreement is deemed confidential information. RECEIVING SCHOOL DISTRICT, its employees, and/or agents shall not use, publish, discuss, disclose or communicate the contents of such information, directly or indirectly with third parties, except as provided for in this Agreement. RECEIVING SCHOOL DISTRICT further agrees that any information received by RECEIVING SCHOOL DISTRICT, its employees, and/or agents during the course of the services provided pursuant to this Agreement which concerns the personal, financial, or other affairs of SENDING SCHOOL DISTRICT, its employees, agents, clients, and/or students will be treated by RECEIVING SCHOOL DISTRICT, its employees, and/or agents in full confidence and will not be revealed to any other persons, firms, or organizations. The parties further agree that the terms and conditions set forth herein shall survive the expiration and/or termination of this Agreement.

12. **HIPAA:** Both parties to this Agreement understand that they may receive and/or come into contact with *protected health information* as defined by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The Parties hereby acknowledge their respective responsibilities pursuant to HIPAA and, if necessary, shall execute a Business Associate Agreement in connection with such responsibilities.

13. **NOTICES:** Any notices to be given under this Agreement by either party to the other may be effected by personal delivery in writing or by mail, registered or certified, postage prepaid with return receipt requested. Each party may change the address by written notice in accordance with this paragraph. Notices delivered personally will be deemed communicated as of actual receipt; mailed notices will be deemed communicated as of two (2) days after mailing. Notice shall be delivered or mailed to:

Kristen White, Special Ed. Coordinator
Rocky Point Union Free School District
90 Rocky Point - Yaphank Road
Rocky Point, NY 11778

Ronald Sacks, School Business Administrator
Sachem Central School District
51 School Street
Lake Ronkonkoma, NY 11779

14. **DISCRIMINATION:** Services provided pursuant to this Agreement shall be provided without regard to race, creed, color, sex, sexual orientation, national origin, religion, age or disability.

15. **GOVERNING LAW:** This Agreement shall be governed by the laws of the State of New York.

16. **NO PRIOR AGREEMENTS:** This Agreement constitutes the full and complete Agreement between SENDING SCHOOL DISTRICT and RECEIVING SCHOOL DISTRICT, and supersedes all prior written and oral agreements, commitments or understandings with respect thereto. This Agreement may not be altered, changed, added to, deleted from or modified except through the mutual written consent of the parties.

17. **AGREEMENT CONSTRUCTION:** This Agreement has been arrived at mutually and is not to be construed against any party hereto as being the drafter hereof or causing the same to be drafted.

18. **REPRESENTATIONS AND WARRANTIES:** RECEIVING SCHOOL DISTRICT represents and warrants: 1) that RECEIVING SCHOOL DISTRICT has no obligations, legal or otherwise, inconsistent with the terms of this Agreement; 2) that the performance of the services to be provided in this Agreement does not and will not violate any applicable law, rule or regulation or any proprietary or other right of any third party; and 3) that RECEIVING SCHOOL DISTRICT has not entered into or will not enter into any Agreement (whether oral or written) in conflict with this Agreement.

19. **AMENDMENT:** This Agreement may be amended only in writing and signed by the parties.

20. **AUTHORITY TO ENTER AGREEMENT:** The undersigned representative of RECEIVING SCHOOL DISTRICT hereby represents and warrants that the undersigned is an officer, director, or agent of RECEIVING SCHOOL DISTRICT with full legal rights, power and authority to enter into this Agreement on behalf of RECEIVING SCHOOL DISTRICT and bind RECEIVING SCHOOL DISTRICT with respect to the obligations enforceable against RECEIVING SCHOOL DISTRICT in accordance with its terms.

IN WITNESS WHEREOF, the parties hereto have executed this agreement the day and year first above written.

Date:

By: _____

PRESIDENT
BOARD OF EDUCATION,
Rocky Point Union Free School District

Date: 10/5/2014

By:  _____

PRESIDENT
BOARD OF EDUCATION,
Sachem Central School District



BOARD OF ELECTIONS

COUNTY OF SUFFOLK
PO BOX 700
YAPHANK NY 11980-0700
(631) 852-4500

TTY (631) 852-4540

FAX (631) 852-4590

Commissioners

Anita S. Katz
Nick LaLota

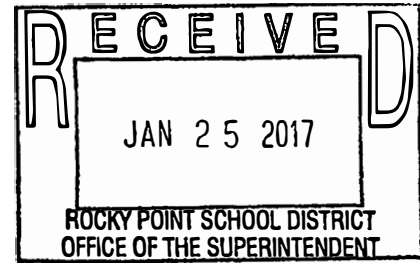
Deputy Commissioners

Jeanne C. O'Rourke
Betty Manzella

January 11, 2017

DR. MICHAEL RING, SUPT. X7561
ROCKY POINT UFSD
90 ROCKY POINT YAPHANK RD
ROCKY POINT NY 11778-8423

Polling Place(s): JOSEPH A EDGAR SCHOOL
ROCKY POINT SENIOR HIGH SCHOOL



Dear DR. MICHAEL RING :

Enclosed please find a contract or contracts designating your building(s) as a polling place or places for primary, general and special elections in 2017 AND 2018. There are two copies of the contract for each building designated for use. Within 30 days of receipt of this letter, please return one signed copy for each location to the Suffolk County Board of Elections, PO BOX 700, Yaphank, NY 11980.

Also enclosed you'll find a diagram of the room to be used as a polling place in each location that shows the anticipated equipment layout for Election Day. Please note that while voting hours for all elections are 6:00AM through 9:00PM, Election Inspectors must have access to the building(s) no later than 5:00AM and may stay as late as 10:30PM, or as required. Your facilities manager's assistance is greatly appreciated.

Lastly, you'll also find a "Polling Place Information Sheet" for each location listed above. Kindly make any necessary corrections on that sheet and return it to our office with the signed contract.

Thank you in advance for your cooperation in this matter.

Very truly yours,

Anita S. Katz
Commissioner

Nick LaLota
Commissioner

enclosures



BOARD OF ELECTIONS

COUNTY OF SUFFOLK

PO BOX 700

YAPHANK, NEW YORK 11980-0700

Tel. (631) 852-4500

TTY (631) 852-4540

FAX (631) 852-4590

Commissioners

Anita S. Katz

Nick LaLota

Deputy Commissioners

Jeanne C. O'Rourke

Betty Manzella

POLLING PLACE CONTRACT FOR 2017 AND 2018

LESSOR: ROCKY POINT UFSD

DR. MICHAEL RING, SUPT. X7561
90 ROCKY POINT YAPHANK RD
ROCKY POINT NY 11778-8423

LESSEE: Suffolk County Board of Elections (SCBOE)

Yaphank Ave
Yaphank, NY 11980

Mailing Address:

P.O. Box 700
Yaphank, NY 11980-0700

This Agreement, between **ROCKY POINT UFSD**, hereinafter referred to as the **Lessor**, and the **Suffolk County Board of Elections**, hereinafter referred to as the **Lessee or SCBOE**, is for the leasing of certain premise(s) to be used by SCBOE on Primary and General Election Days, located at **JOSEPH A EDGAR SCHOOL, 525 ROUTE 25A, ROCKY POINT NY 11778-8822**, (the "Polling Place"), for Election District(s) **47, 68, 187, 189 in the Town of Brookhaven**. Said premises is to be situated on the ground floor located conveniently for the voting public and shall be reserved for use solely and exclusively as the polling place. The Certificate of Insurance for this building will be issued to the District office.

Now, therefore, the SCBOE agrees to pay the Lessor a consideration of a fee of \$75.00 per election district, immediately following the General Election.

It is further agreed that said Lessor shall assign a custodian who shall ensure that the Polling Place is open at **5:00 AM**.

It is hereby further resolved that said Polling Place shall be used on the date of any and all Primary and/or Special Elections conducted by the Suffolk County Board of Elections, including but not limited, to the following dates and during the designated times noted below:

Primary Election:	TUESDAY, SEPTEMBER 12, 2017	5:00AM thru 10:30PM.
General Election:	TUESDAY, NOVEMBER 7, 2017	5:00AM thru 10:30PM.
Primary Election:	SEPTEMBER 2018	5:00AM thru 10:30PM.
General Election:	TUESDAY, NOVEMBER 6, 2018	5:00AM thru 10:30PM.

Section 8-100 of New York State Election Law sets the date of the Primary Election, however this date may be changed by New York State Legislature. Under New York State Election Law, if there are no contests, there will be no Primary Election. If a Primary or Special Election is to be held, the SCBOE shall advise the Lessor 20 days in advance of said Election.

The SCBOE shall protect, indemnify, and hold harmless the Lessor, its agents, servants, officials, and employees from and against all liabilities, fines, penalties, actions, damages, claims, demands, judgments, losses, suits or actions, costs, and expenses, including any copyright infringement, caused by the negligence or any acts or omissions of the SCBOE, including reimbursement of the cost of reasonable attorneys' fees incurred by the Lessor, its agents, servants, officials, and employees in any action or proceeding arising out of or in connection with Contract.

The Lessor shall protect, indemnify, and hold harmless the SCBOE, its agents, servants, officials, and employees from and against all liabilities, fines, penalties, actions, damages, claims, demands, judgments, losses, suits or actions, costs, and expenses, including any copyright infringement, caused by the negligence or any acts or omissions of the Lessor, including reimbursement of the cost of reasonable attorneys' fees incurred by the SCBOE, its agents, servants, officials, and employees in any action or proceeding arising out of or in connection with Contract.

In witness whereof, the parties hereto have executed the Contract as of the latest date written below.

Lessee: Anita S. Katz
SCBOE: Commissioner Anita S. Katz

Nick LaLota
SCBOE: Commissioner Nick LaLota

Date: _____

Lessor: _____
(Signature of Lessor or Agent of Lessor lawfully authorized to execute this Agreement)
DR. MICHAEL RING
(Name)

Date: _____
SUPT. X7561
(Title)

ROCKY POINT UFSD
90 ROCKY POINT YAPHANK RD
ROCKY POINT NY 11778-8423

849-7561
(Telephone Number)

(Address)

Suffolk County Board of Elections

Polling Place Information Sheet

As of: Jan 11, 2017

Joseph A Edgar School

525 ROUTE 25A
ROCKY POINT NY 11778-8822

Mailing Address:

Pay Phone: 744-9141 Not Available
Building Phone: 744-1600 Available

Election Districts in Polling Place:

Brook-47 Brook-68 Brook-187 Brook-189

Voter Accessibility

Voter Entrance: Direct
Parking Spaces: Yes

Walkway Lights: Yes
Parking Lot Paved: Yes

Curb Cuts: Yes
Parking Lot Lights: Yes

Building Access

Building Access Person: LINDA TOWLEN , Principal

Office Phone Number: 744-1600

Home Phone Number: 803-0558

Machine Location: RIGHT OUTSIDE GYM//CAFETERIA

Obtain Keys:

Delivery Entrance: FRONT LOBBY DOOR

Equipment Needed:

Custodian On Duty: CHRISTOPHER MIRABILE

Work Phone Number: 744-1600X7242
Available From To

Home Phone Number: 849-3784

Security Phone Number:

Emergency Phone Number(s): 744-1600X7400 , 744-1600X7240

Contract Information

Organization: ROCKY POINT UFSD
90 ROCKY POINT YAPHANK RD
ROCKY POINT NY 11778-8423

Organization Type: School
Federal ID Number: 116001713

Contact: DR. MICHAEL RING , SUPT. X7561
Office Phone Number: 849-7561
Home Phone Number:

Fax Number: 849-7558

Additional Information

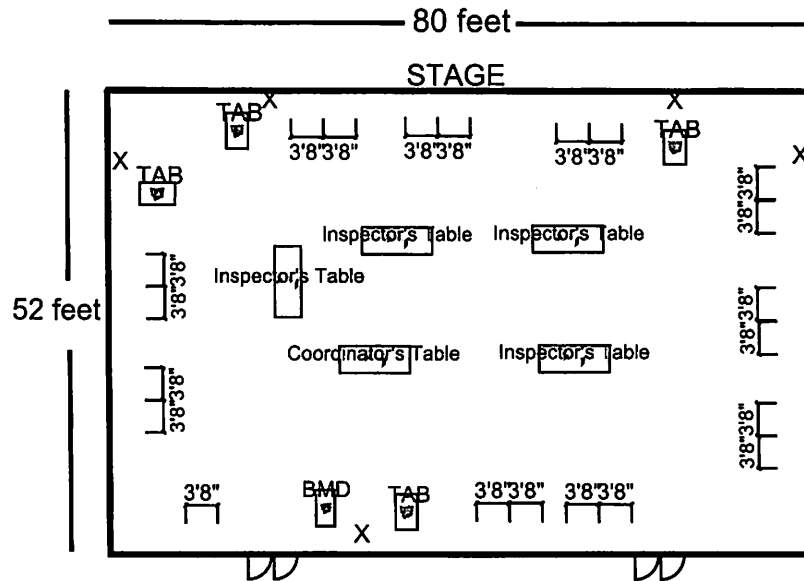
Office Ext 7400 . Custodian X 7422. JOHN DRECKHANN 744-1600 X 7240.

Paul Martinez

TOWN OF BROOKHAVEN

JOSEPH A EDGAR

ED 47, 68, 187, 189



LEGEND

- X - Electrical Outlet
- Inspector's Table
- Inspector's Table
- BMD Ballot Marking Device
- 3'8" Privacy Booth
- TAB Tabulator
- Coordinator's Table
- Coordinator's Table



BOARD OF ELECTIONS

COUNTY OF SUFFOLK
PO BOX 700
YAPHANK, NEW YORK 11980-0700
Tel. (631) 852-4500

TTY (631) 852-4540 FAX (631) 852-4590

Commissioners

Anita S. Katz
Nick LaLota

Deputy Commissioners

Jeanne C. O'Rourke
Betty Manzella

POLLING PLACE CONTRACT FOR 2017 AND 2018

LESSOR: ROCKY POINT UFSD
DR. MICHAEL RING, SUPT. X7561
90 ROCKY POINT YAPHANK RD
ROCKY POINT NY 11778-8423

LESSEE: Suffolk County Board of Elections (SCBOE)
Yaphank Ave
Yaphank, NY 11980

Mailing Address:
P.O. Box 700
Yaphank, NY 11980-0700

This Agreement, between **ROCKY POINT UFSD**, hereinafter referred to as the **Lessor**, and the **Suffolk County Board of Elections**, hereinafter referred to as the **Lessee or SCBOE**, is for the leasing of certain premise(s) to be used by SCBOE on Primary and General Election Days, located at **ROCKY POINT SENIOR HIGH SCHOOL, 82 ROCKY POINT - YAPHANK RD, ROCKY POINT NY 11778-8401**, (the "Polling Place"), for Election District(s) **35, 135 in the Town of Brookhaven**. Said premises is to be situated on the ground floor located conveniently for the voting public and shall be reserved for use solely and exclusively as the polling place. The Certificate of Insurance for this building will be issued to the District office.

Now, therefore, the SCBOE agrees to pay the Lessor a consideration of a fee of \$75.00 per election district, immediately following the General Election.

It is further agreed that said Lessor shall assign a custodian who shall ensure that the Polling Place is open at **5:00 AM**.

It is hereby further resolved that said Polling Place shall be used on the date of any and all Primary and/or Special Elections conducted by the Suffolk County Board of Elections, including but not limited, to the following dates and during the designated times noted below:

Primary Election:	TUESDAY, SEPTEMBER 12, 2017	5:00AM thru 10:30PM.
General Election:	TUESDAY, NOVEMBER 7, 2017	5:00AM thru 10:30PM.
Primary Election:	SEPTEMBER 2018	5:00AM thru 10:30PM.
General Election:	TUESDAY, NOVEMBER 6, 2018	5:00AM thru 10:30PM.

Section 8-100 of New York State Election Law sets the date of the Primary Election, however this date may be changed by New York State Legislature. Under New York State Election Law, if there are no contests, there will be no Primary Election. If a Primary or Special Election is to be held, the SCBOE shall advise the Lessor 20 days in advance of said Election.

The SCBOE shall protect, indemnify, and hold harmless the Lessor, its agents, servants, officials, and employees from and against all liabilities, fines, penalties, actions, damages, claims, demands, judgments, losses, suits or actions, costs, and expenses, including any copyright infringement, caused by the negligence or any acts or omissions of the SCBOE, including reimbursement of the cost of reasonable attorneys' fees incurred by the Lessor, its agents, servants, officials, and employees in any action or proceeding arising out of or in connection with Contract.

The Lessor shall protect, indemnify, and hold harmless the SCBOE, its agents, servants, officials, and employees from and against all liabilities, fines, penalties, actions, damages, claims, demands, judgments, losses, suits or actions, costs, and expenses, including any copyright infringement, caused by the negligence or any acts or omissions of the Lessor, including reimbursement of the cost of reasonable attorneys' fees incurred by the SCBOE, its agents, servants, officials, and employees in any action or proceeding arising out of or in connection with Contract.

In witness whereof, the parties hereto have executed the Contract as of the latest date written below.

Lessee: Anita S. Katz
SCBOE: Commissioner Anita S. Katz

Nick LaLota
SCBOE: Commissioner Nick LaLota

Date: _____

Lessor: _____
(Signature of Lessor or Agent of Lessor lawfully authorized to execute this Agreement)
DR. MICHAEL RING
(Name)

ROCKY POINT UFSD
90 ROCKY POINT YAPHANK RD
ROCKY POINT NY 11778-8423
(Address)

Date: _____

(Title)

849-7561
(Telephone Number)

Suffolk County Board of Elections

Polling Place Information Sheet

As of: Jan 11, 2017

Rocky Point Senior High School

82 ROCKY POINT - YAPHANK RD
ROCKY POINT NY 11778-8401

Mailing Address:

Pay Phone:

Building Phone: 744-1600 Available

Election Districts in Polling Place:

Brook-35 Brook-135

Voter Accessibility

Voter Entrance: Direct

Walkway Lights: Yes

Curb Cuts: Yes

Parking Spaces: 24

Parking Lot Paved: Yes

Parking Lot Lights: Yes

Building Access

Building Access Person: SUSAN CROSSAN , Principal

Office Phone Number: 744-1600

Home Phone Number: 475-2627

Machine Location: GYM (1/2 GYM ON SPECIALS)

Obtain Keys: STEVE BENES

Delivery Entrance: CUSTODIAL BAY IN REAR

Equipment Needed:

Custodian On Duty: STEVE BENES

Work Phone Number:

Home Phone Number: 428-9226

Available From

To

Security Phone Number: 744-1600X7146

Emergency Phone Number(s): 835-5576

Contract Information

Organization: ROCKY POINT UFSD
90 ROCKY POINT YAPHANK RD
ROCKY POINT NY 11778-8423

Organization Type: School
Federal ID Number: 116001713

Contact: DR. MICHAEL RING , SUPT. X7561

Office Phone Number: 849-7561

Fax Number: 849-7558

Home Phone Number:

Additional Information

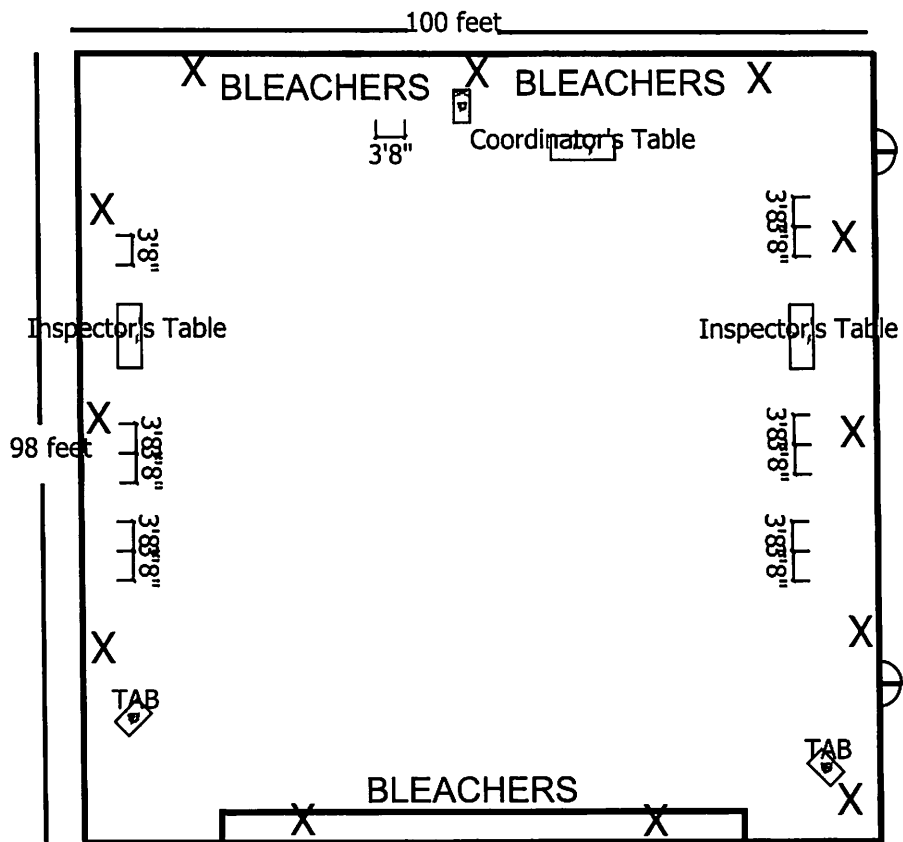
Dr. Michael Ring, Supt. of Schools 849-7561 JOHN DRECKHAHN 744-1600 X 7240. [In case of Emergency] B & G 849-7242.

Paul Martinez

TOWN OF BROOKHAVEN

ROCKY POINT HIGH SCHOOL

ED 35, 135



LEGEND

X - Electrical Outlet Inspector's Table Inspector's Table

BMD Ballot Marking Device 3'8" Privacy Booth

TAB Tabulator Coordinator's Table Coordinator's Table



Sachem Central School District

KENNETH E. GRAHAM, ED.D.
SUPERINTENDENT OF SCHOOLS

Ronald G. Sacks
School Business Administrator
Samoset Administrative Offices
51 School Street
Lake Ronkonkoma, NY 11779
(631) 471-1352
FAX (631) 471-1318

January 23, 2017

Mr. Greg Hilton
School Business Official
Rocky Point Union Free School District
90 Rocky Point-Yaphank Road
Rocky Point, NY 11778

RE: HEALTH & WELFARE SERVICES FOR 2016-2017 SCHOOL YEAR

Dear Mr. Hilton,

Enclosed please find two (2) copies of the 2016-2017 Health and Welfare Services Agreement for students residing in your district who are attending private/parochial schools located in the Sachem Central School District.

Also included are the following:

- Invoice for the total amount due
- List of students attending non-public schools in Sachem CSD
- Computation of the cost for health and welfare services

Please obtain the necessary signatures on the agreement and return one executed copy along with your payment.

If you have any questions or concerns, please do not hesitate to contact me or Laura Hollander at (631) 471-1352.

Thank you for your prompt attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Ron Sacks".

Ronald G. Sacks
School Business Administrator

RGS:lh
Enclosures

HEALTH AND WELFARE SERVICE AGREEMENT

THIS AGREEMENT is made this 20th day of March, 2017, by and between the BOARD OF EDUCATION, **SACHEM CENTRAL SCHOOL DISTRICT** (hereinafter referred to as the "SCHOOL DISTRICT PROVIDING SERVICES"), as the party of the first part, having its principal place of business at 51 SCHOOL STREET, LAKE RONKONKOMA, NY 11779, and the BOARD OF EDUCATION, **ROCKY POINT UNION FREE SCHOOL DISTRICT** ("hereinafter referred to as the "SCHOOL DISTRICT RECEIVING SERVICES") as the party of the second part, having its principal place of business at 90 ROCKY POINT-YAPHANK ROAD, ROCKY POINT, NY 11778.

WITNESSETH

WHEREAS, the School Districts who are the parties to this Agreement are duly empowered by Section 912 of the Education Law to enter into a contract for the purpose of providing and/or receiving health and welfare services;

NOW THEREFORE, in consideration of the mutual promises and covenants contained in this Agreement, the parties hereto mutually agree as follows:

1. **DEFINITIONS:** For the purposes of this Agreement,
 - "SCHOOL DISTRICT PROVIDING SERVICES" shall mean the School District in which the nonpublic school which has requested health and welfare services is located.
 - "SCHOOL DISTRICT RECEIVING SERVICES" shall mean the School District that is contracting for health and welfare services for its resident students who attend a nonpublic school located within the SCHOOL DISTRICT PROVIDING SERVICES.

2. **This Agreement shall take effect on the 1st day of September 2016, for the period of September 6, 2016 through June 22, 2017, and terminate on June 30, 2017, unless terminated earlier in accordance with the terms set forth herein.**

3. **If requested by a nonpublic school located within the SCHOOL DISTRICT PROVIDING SERVICES, such School District shall provide health and welfare services to the pupils who attend such non-public school equivalent to the health and welfare services that it provides to the public school pupils enrolled in the SCHOOL DISTRICT PROVIDING SERVICES. Such services shall consist of, but not limited to the following:**

- Nurse Services
- Physician/Dental Services
- School Speech Correction Services*
- School Psychological Services*
- School Social Work Services
- Examinations for Participants in Athletics
- Notification of Parents Regarding Defect and Follow-Up
- Visions and Hearing Tests
- First Aid Supplies and Health Record Forms
- Provision of Medical Equipment such as Audiometers and Mechanical Vision Testers Required by School Nurse/Physician

The services set forth above may be rendered on nonpublic school premises except for school psychological and speech correction services as further described below.

* School psychological and speech correction services may be rendered on nonpublic school premises only to the extent that such services are *diagnostic* in nature. To the extent that such services are therapeutic or remedial in nature, they may be rendered to a student attending a nonpublic school *only on a religiously neutral site*. A religiously neutral site may be, but is not limited to, a public school, a mobile unit or some other public location.

In addition to the requested services described above, the SCHOOL DISTRICT PROVIDING SERVICES shall provide the following health and welfare services *without the requirement that the non-public school request such services*: (1) immunization mandates set forth in Sections 2164 and 2165 of the New York State Public Health Law and 10 NYCRR Sections 66-1 and 66-2; and (2) vision screening services to all new admissions within six (6) months of enrollment pursuant to Section 905(4) of the Education Law.

The SCHOOL DISTRICT PROVIDING SERVICES shall make its personnel available to the SCHOOL DISTRICT RECEIVING SERVICES for participation in District Child Study, 504 Team and Committee on Special Education meetings, as appropriate. The SCHOOL DISTRICT RECEIVING SERVICES shall notify the SCHOOL DISTRICT PROVIDING SERVICES of the need for its presence at these meetings within reasonable time prior to the date of the meeting. Copies of all reports, testing and observation reports prepared in connection with this Agreement shall be furnished to the SCHOOL DISTRICT RECEIVING SERVICES upon request.

It is expressly understood and agreed between the parties that (1) the SCHOOL DISTRICT PROVIDING SERVICES may not provide such services to pupils attending nonpublic schools that are not available to the public school students enrolled in the SCHOOL DISTRICT PROVIDING SERVICES; and (2) *the services to be provided pursuant to this Agreement shall not include any teaching service.*

4. The SCHOOL DISTRICT PROVIDING SERVICES warrants that such health care services (1) will be provided by licensed health and welfare providers; (2) shall be performed by health care providers that are licensed under the laws of the State of New York, inclusive of New York State Department of Health and State Education Department Licensing requirements, if applicable; and (3) will be in accord with all pertinent provisions of Federal, State, and local statutes, rules, and regulations, including, Section 912 of the Education Law, and the student's Individualized Education Plan ("IEP"), if applicable. The SCHOOL DISTRICT PROVIDING SERVICES shall certify that all health care providers possess documentation evidencing such license qualifications as required by Federal, State, or local statutes, rules, regulations and orders.

5. The SCHOOL DISTRICT PROVIDING SERVICES understands and agrees that it will comply and is responsible for complying with all applicable Federal, State, and local statutes, rules and ordinances, with respect to the services herein described.

6. In full consideration for the services to be rendered by the SCHOOL DISTRICT PROVIDING SERVICES to the SCHOOL DISTRICT RECEIVING SERVICES for the period of this Agreement, upon presentation of an invoice by the SCHOOL DISTRICT PROVIDING SERVICES evidencing the allocation of such costs in accordance with the terms set forth herein, the SCHOOL DISTRICT RECEIVING SERVICES will pay the SCHOOL DISTRICT PROVIDING SERVICES at the rate of \$1,105.86 per student for the period of September 2016 through June 2017.

7. THE SCHOOL DISTRICT PROVIDING SERVICES shall immediately notify the SCHOOL DISTRICT RECEIVING SERVICES if a student is no longer receiving the services described herein. Upon such notification, payment for students removed shall be pro-rated for the period of time services were provided to the student.

8. The SCHOOL DISTRICT RECEIVING SERVICES shall obtain whatever releases or other legal documents that are necessary in order that the SCHOOL

DISTRICT PROVIDING SERVICES may render full and complete performance of the obligations set forth in this Agreement. It is understood and agreed by the parties to this Agreement that the full responsibility for obtaining such clearances rests on the SCHOOL DISTRICT RECEIVING SERVICES.

9. Both parties to this Agreement agree to provide the State access to all relevant records which the State requires to determine either the SCHOOL DISTRICT PROVIDING SERVICES'S or the SCHOOL DISTRICT RECEIVING SERVICES'S compliance with applicable Federal or State statutes or regulations with the effect of law, which regulate either the execution of the Agreement or the performance of obligations under the Agreement. Both parties further agree to retain all materials and records relevant to the execution or performance of the Agreement in accordance with the record retention requirements for such materials and records.

10. Both parties to this Agreement understand that they may receive and or come into contact with *protected health information* as defined by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). The Parties hereby acknowledge their respective responsibilities pursuant to HIPAA and shall comply with said Regulations, if applicable.

11. Both parties to this Agreement, their employees, and/or agents agree that all information obtained in connection with the services provided for in this Agreement is deemed confidential information and they shall not use, publish, discuss, disclose or communicate the contents of such information, directly or indirectly with third parties, except as provided for in this Agreement. It is further agreed that any information received by the parties, their employees and/or agents in connection with this Agreement, which concerns the personal, financial, or other affairs of their employees, agents, clients and/or students will be treated by the parties, their employees and agents in full confidence and will not be revealed to any other persons, firms or organizations. In addition, both parties agree that information concerning any student covered by the terms of this Agreement shall not be released except as provided for by applicable law, rule or regulation, including but not limited to the Family Educational Rights and Privacy Act ("FERPA").

12. This Agreement may be terminated by either party upon thirty (30) days written notice to the other party in accordance with the Education Law. In the event of such termination, the parties will adjust the accounts due and the SCHOOL DISTRICT PROVIDING SERVICES will undertake no additional expenditures not already provided. Upon any such termination, the parties shall endeavor in an orderly manner to wind down activities hereunder. In the event of

termination, all reports and services due to the SCHOOL DISTRICT RECEIVING SERVICES must be completed by the SCHOOL DISTRICT PROVIDING SERVICES, its employees, and/or agents within thirty (30) days of the termination date.

13. Services provided pursuant to this Agreement shall be provided without regard to race, creed, color, sex, sexual orientation, national origin, religion, age, disability or sponsorship.

14. All notices required or permitted shall be made in writing by hand delivery or by registered or certified mail, or by a recognized courier service. Notice shall be deemed given on the date of delivery or upon receipt. Notice shall be delivered or mailed to:

**JOHN O'KEEFE
SACHEM CENTRAL SCHOOL DISTRICT
ADMINISTRATIVE OFFICES
51 SCHOOL STREET
LAKE RONKONKOMA, NY 11779**

**GREG HILTON
ROCKY POINT UNION FREE SCHOOL DISTRICT
90 ROCKY POINT-YAPHANK ROAD
ROCKY POINT, NY 11778**

15. The parties shall not assign, transfer, or convey any of its respective rights or obligations under this Agreement without the prior written consent of the non-assigning party.

16. This Agreement shall be governed by the laws of the State of New York. If any portion of this Agreement is found by a court of competent jurisdiction to be invalid or unenforceable the remainder of this Agreement shall remain in full force and effect.

17. This Agreement constitutes the full and complete Agreement between the SCHOOL DISTRICT PROVIDING SERVICES and the SCHOOL DISTRICT RECEIVING SERVICES and supersedes all prior written and oral agreements, commitments or understandings with respect thereto. This Agreement may not be altered, changed, added to, deleted from, or modified except through the mutual written consent of the parties.


18. The undersigned representative of the SCHOOL DISTRICT RECEIVING SERVICES hereby represents and warrants that the undersigned is an officer,

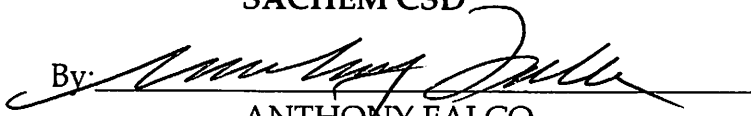
director, or agent of the SCHOOL DISTRICT RECEIVING SERVICES with full legal rights, power, and authority to enter into this Agreement on behalf of the SCHOOL DISTRICT RECEIVING SERVICES and bind the SCHOOL DISTRICT RECEIVING SERVICES with respect to the obligations enforceable against the SCHOOL DISTRICT RECEIVING SERVICES in accordance with terms.

19. The undersigned representative of the SCHOOL DISTRICT PROVIDING SERVICES hereby represents and warrants that the undersigned is an officer, director, or agent of the SCHOOL DISTRICT PROVIDING SERVICES with full legal rights, power, and authority to enter into this Agreement on behalf of the SCHOOL DISTRICT PROVIDING SERVICES and bind the SCHOOL DISTRICT PROVIDING SERVICES with respect to the obligations enforceable against the SCHOOL DISTRICT PROVIDING SERVICES in accordance with terms.

20. This Agreement is subject to approval by the Board of Education, by resolution duly approved.

IN WITNESS WHEREOF, the parties hereto have executed this agreement the day and year first set forth above.

Date: 1/20/17 By: 
KENNETH E. GRAHAM, ED.D.
SUPERINTENDENT OF SCHOOLS
SACHEM CSD

Date: 1-18-17 By: 
ANTHONY FALCO
PRESIDENT, BOARD OF EDUCATION
SACHEM CSD

Date: By: _____
SUPERINTENDENT OF SCHOOLS
ROCKY POINT UFSD

Date: By: _____
PRESIDENT, BOARD OF EDUCATION
ROCKY POINT UFSD

F: (31) 471-1318

Sachem CSD - Health Services 2016-2017 Enrollment

HOME DISTRICT	SCHOOL	GRADE	LAST	FIRST	HOME ADDRESS	TOWN	STATE	ZIP
Rocky Point	St. Joseph	8				Rocky Point, NY		11778

① Ok
D Hoffman

**SACHEM CENTRAL SCHOOL DISTRICT
COMPUTATION FOR HEALTH & WELFARE SERVICES RATE
PER NYS EDUCATION LAW SECTION 912
2016-2017**

DESCRIPTION	SALARIES	OTHER *	TOTAL
HEALTH SERVICES	2,023,971.00	53,727.00	2,077,698.00
SPEECH SERVICES	4,239,977.00	429.00	4,240,406.00
PSYCHOLOGICAL SERVICES	2,862,945.00	0.00	2,862,945.00
SOCIAL WORK SERVICES	1,873,591.00	0.00	1,873,591.00
SUB-TOTAL	11,000,484.00	54,156.00	11,054,640.00
PLUS : FRINGE BENEFITS @ 35%	3,850,169.40	N/A	3,850,169.40
TOTAL HEALTH SERVICES COSTS:	14,850,653.40	54,156.00	14,904,809.40

STUDENT ENROLLMENT DATA

PUBLIC	SACHEM CSD	13,313
NON-PUBLIC	ST. JOSEPH SCHOOL	152
	MAIMONIDES DAY SCHOOL	13
		<u>13</u>

TOTAL STUDENT ENROLLMENT: 13,478

TOTAL COSTS DIVIDED BY TOTAL ENROLLMENT = COST PER STUDENT: \$1,105.86

* Includes Physician Services, Materials & Supplies and Equipment Repair

Sachem Central School District

Business Office

51 School St.

Lake Ronkonkoma, NY 11779-2299

(631) 471-1352

FAX (631) 471-1318

INVOICE

Invoice #: HW17314
Fund: (A) GENERAL FUND
Date: Monday, January 23, 2017

Sold To: ROCKY POINT U.F.S.D.
Address:

Due Date: 2/28/2017
Amount: \$1,105.86
Adjustments: \$0.00
Receipts: \$0.00
Balance: \$1,105.86

Service Rendered or Materials Sold:

LHHW17

HEALTH SERVICES 2016-2017
See attached detail

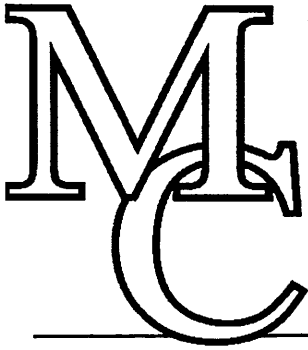
Please make payment to:

Sachem Central School District

51 School St.

Lake Ronkonkoma, NY 11779-2299

Original



MIDDLE COUNTRY CENTRAL SCHOOL DISTRICT
AT CENTEREACH

8 43RD STREET • CENTEREACH, NY 11720
631-285-8037 • 631-738-2748 (fax) • www.mccsd.net

Roberta A. Gerold, Ed.D., Superintendent of Schools
Francine McMahon, Deputy Superintendent for Instruction
Herbert B. Chessler, Assistant Superintendent for Business
James G. Donovan, Assistant Superintendent for Human Resources

January 18, 2017

Mr. Gregory Hilton
School Business Official
Rocky Point UFSD
90 Rocky Point-Yaphank Rd
Rocky Point, NY 11778



Re: 2016/2017 Health Services Contract & Payment

Dear Mr. Hilton;

Enclosed are two (2) copies of the Health Services Contract between the Middle Country Central School District and the **Rocky Point UFSD**. Also enclosed are copies of the confirmed student list for Our Savior New American School, statement cost and invoice. These student(s) are now receiving health services and have been verified as a resident of your district.

Please have these contracts signed by the proper officials and return one copy with your payment to Bernadette Hoppe in the accounting department. Thank you.

Sincerely,

Herbert B. Chessler
Assistant Superintendent for Business
Cc: HC/bh

Enclosure

HEALTH AND WELFARE SERVICES AGREEMENT

This Agreement is entered into this **1st day of July, 2016** by and between the Board of Education of the **ROCKY POINT UFSD** (hereinafter "**ROCKY POINT**"), having its principal place of business for the purpose of this Agreement at **90 ROCKY POINT-YAPHANK RD, ROCKY POINT, NY 11778** and the Board of Education of the **MIDDLE COUNTRY CENTRAL SCHOOL DISTRICT** (hereinafter "**MIDDLE COUNTRY**"), having its principal place of business for the purpose of this Agreement at **8 43rd Street, Centereach, New York**.

WITNESSETH

WHEREAS, **ROCKY POINT** is authorized pursuant to Section 912 of the Education Law, to enter into a contract with **MIDDLE COUNTRY** for the purpose of having **MIDDLE COUNTRY** provide health and welfare services to children residing in **ROCKY POINT** and attending a non-public school located in **MIDDLE COUNTRY**,

WHEREAS, certain students who are residents of **ROCKY POINT** are attending non-public schools located in **MIDDLE COUNTRY**,

WHEREAS, **MIDDLE COUNTRY** has received a request(s) from said non-public schools for the provision of health and welfare services to the aforementioned students,

NOW THEREFORE, in consideration of the mutual promises and covenants contained in this Agreement, the parties hereby mutually agree as follows.

1. The term of this Agreement shall be from **July 1, 2016** through **June 30, 2017** inclusive.
2. **MIDDLE COUNTRY** warrants that the health and welfare services will be provided by licensed health care providers. **MIDDLE COUNTRY** further represents that such services shall be performed by health care providers that are licensed under the laws of the State of New York, including New York State Department of Health and the State Education Department licensing requirements, if applicable. **MIDDLE COUNTRY** further represents that such services will be in accordance with all applicable provisions of Federal, State, and local laws, rules, and regulations, including Section 912 of the Education Law, and the student's IEP, if applicable. **MIDDLE COUNTRY** shall certify that all service providers possess documentation evidencing such license qualifications as required by Federal, State, and local laws, rules, regulations and orders.
3. **MIDDLE COUNTRY** understands and agrees that it will comply and is responsible for complying with all applicable Federal, State, and local laws, rules and regulations with respect to the services provided pursuant to this Agreement.

4. The services provided by **MIDDLE COUNTRY** shall be consistent with the services available to students attending public schools within the **MIDDLE COUNTRY** School District; and may include, but are not limited to:
 - a. all services performed by a physician, physician assistant, dentist, dental hygienist, registered professional nurse, nurse practitioner, school psychologist, school social worker, or school speech therapist,
 - b. dental prophylaxis,
 - c. vision and hearing screening examinations,
 - d. the taking of medical histories and the administration of health screening tests,
 - e. the maintenance of cumulative health records, and
 - f. the administration of emergency care programs for ill or injured students.

It is expressly understood and agreed between the parties that the services to be provided pursuant to this Agreement shall not include any teaching services.

5. In exchange for the provision of health and welfare services pursuant to this Agreement, **ROCKY POINT** agrees to pay **MIDDLE COUNTRY** the sum of \$925.45 per eligible pupil for the 2016–2017 school year.
6. **ROCKY POINT** shall pay **MIDDLE COUNTRY** within thirty (30) days of **ROCKY POINT'S** receipt of a detailed written invoice from **MIDDLE COUNTRY**. Said invoice shall specify the services provided, dates that the invoice covers, and the total amount due for the period specified.
7. If, during the term of this Agreement, a student becomes eligible to receive services pursuant to this Agreement, **MIDDLE COUNTRY** shall undertake to provide services pursuant to this Agreement, and the amount of compensation owed by **ROCKY POINT** shall be prorated accordingly to accurately reflect the period of time services were provided to the student.
8. If, during the term of this Agreement, a student ceases to be eligible to receive services pursuant to this Agreement, **MIDDLE COUNTRY** shall no longer be responsible for providing services to that student pursuant to this Agreement, and the amount of compensation owed by **ROCKY POINT** shall be prorated accordingly to accurately reflect the period of time services were provided to the student.
9. **MIDDLE COUNTRY** shall furnish any supplies or equipment necessary to provide the services pursuant to this Agreement to the extent such items are not provided by the non-public school.
10. Both parties agree to provide the State access to all relevant records which the State requires to determine either **MIDDLE COUNTRY'S** or **ROCKY POINT'S** compliance with applicable Federal, State, or local laws, rules, or regulations with respect to provision of services pursuant to this Agreement. Both parties agree to retain all materials and records relevant to the execution or performance of their obligations pursuant to this Agreement in accordance with the record retention requirements for such materials and records.

11. Both parties to this Agreement understand that they may receive and or come into contact with protected health information as defined by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The parties hereby acknowledge their respective responsibilities pursuant to HIPAA and shall comply with said Regulations, if applicable.
12. Both parties, their employees, and/or agents agree that all information obtained in connection with the services performed pursuant to this Agreement is deemed confidential information. Both parties, their employees, and/or agents shall not use, publish, discuss, disclose or communicate the contents of such information, directly or indirectly with third parties, except as provided for in this Agreement. Both parties further agree that any information received by either party's employees and/or agents in connection with this Agreement which concerns the personal, financial, or other affairs of the parties, their employees, agents, and/or students will be treated as confidential and will not be revealed to any other persons, firms, organizations, or third parties. In addition, both parties agree that information concerning any student covered by the terms of this Agreement shall not be released except as provided for by applicable law, rule, or regulation, including but not limited to the Family Educational Rights and Privacy Act (FERPA).
13. Services provided pursuant to this Agreement shall be provided without regard to race, creed, color, sex, sexual orientation, national origin, religion, age, disability, or sponsorship.
14. All notices which are required or permitted under this Agreement shall be in writing, and shall be deemed to have been given if delivered personally or sent by registered or certified mail, addressed as follows:

**Rocky Point UFSD
90 Rocky Point-Yaphank Rd
Rocky Point, NY 11778**

**Middle Country Central School District
8 43rd Street
Centereach, NY 11720**

15. It is expressly understood that this Agreement shall not be assigned or transferred without prior written consent of the other party.
16. The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce every provision of this Agreement.

17. Should any provision of this Agreement, for any reason, be declared invalid and/or unenforceable, such decision shall not affect the validity of the remaining provisions of this Agreement. Such remaining provisions shall remain in full force and effect as if this Agreement had been executed with the invalid provision(s) eliminated.
18. This Agreement and the rights and obligations of the parties hereunder shall be construed in accordance with, and governed by, the laws and regulations of the State of New York and applicable Federal laws and regulations.
19. This Agreement is the complete and exclusive statement of the Agreement between the parties, and supercedes all prior or contemporaneous, oral or written: agreements, proposals, understandings, representations, conditions or covenants between the parties relating to the subject matter of the Agreement.
20. This Agreement may not be changed orally, but only by an Agreement, in writing, signed by authorized representatives of both parties.
21. It is mutually agreed that this contract shall not become valid and binding upon either party until the contract is approved by the Superintendent of Schools of **ROCKY POINT**.

IN WITNESS WHEREOF, the parties have set their hands and seals the day and year written above.

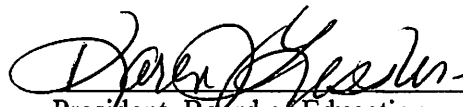
ROCKY POINT UFSD

Superintendent of Schools

**ROCKY POINT UNION FREE
SCHOOL DISTRICT,**

President, Board of Education

**MIDDLE COUNTRY
CENTRAL SCHOOL DISTRICT,**



President, Board of Education

**MCCSD
Our Savior New American School
140 Mark Tree Road
Centereach, New York 11720**

**2016/2017 HEALTH SERVICES
STUDENT ROSTER**

<i>Name</i>	<i>Street</i>	<i>City, State Zip</i>	<i>GRADE</i>	<i>District</i>
		Rocky Point, NY 11778	5	Rocky Point

**MIDDLE COUNTRY CENTRAL SCHOOL DISTRICT
 COST FOR HEALTH AND WELFARE SERVICES
 PER EDUCATIONAL LAW SECTION 912**

PER 2016 / 2017 VOTER APPROVED BUDGET

DESCRIPTION	SALARIES	OTHER	TOTAL
<u>A.2250 - SPEECH SERVICES</u>	2,769,694.88	5,000.00	2,774,694.88
<u>2815 - HEALTH SERVICES</u>	1,212,650.00	573,563.00	1,786,213.00
<u>A.2820 - PSYCHOLOGICAL SERVICES</u>	889,515.00	300.00	889,815.00
<u>A.2825 - SOCIAL WORKER SERVICES</u>	870,807.00	1,280.00	872,087.00
 TOTAL:	 5,742,666.88	 580,143.00	 6,322,809.88
 ADD: 40% FOR BENEFITS AND ADMINISTRATIVE EXPENSES			 <u>2,529,123.95</u>
 TOTAL HEALTH & WELFARE COSTS:			 <u><u>8,851,933.83</u></u>

STUDENT ENROLLMENT @ 10/31/16

PUBLIC SCHOOL	9,502
PRIVATE SCHOOL	<u>63</u>
TOTAL ENROLLMENT	9,565

COST DIVIDED BY ENROLLMENT - PER PUPIL COST:

925.45
2016 / 2017



Middle Country Central School District
8 43rd Street
Centereach, NY 11720

INVOICE # HS 16/17- 10

BILL TO

Rocky Point UFSD
170 Route 25A
Rocky Point, NY 11778

January 18, 2017

For: HEALTH & Welfare Services 2016-2017

Due upon receipt

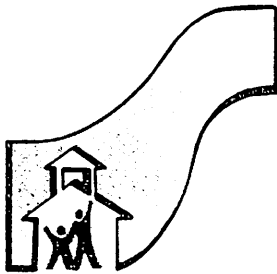
DESCRIPTION	AMOUNT
Health & Welfare Services 2016-2017 For Students Attending Our Savior New American School, a Non Public School Located in the Middle Country Central School District	
Total for 1 Students @ \$925.45	\$925.45
Total Due	\$925.45

Please make checks payable to *Middle Country CSD* and forward to:

Middle Country CSD
8 43RD Street
Centereach, NY 11720
Attn: Bernadette Hoppe

Office: 631-285-8037

Fax: 631-738-2748



SMITHTOWN CENTRAL SCHOOL DISTRICT
26 NEW YORK AVENUE, UNIT 1, SMITHTOWN, NEW YORK 11787-3435

Annamarie J. Leodis, C.P.A.
Chief Accountant
(631) 382-2120
FAX (631) 382-2125

James J. Grossane, Ed.D.
Superintendent of Schools

January 26, 2017

Rocky Point Union Free School District
Administration Building
90 Rocky Pt - Yaphank Road
Rocky Point, NY 11778

Attention: Business Office

Re: 2016-2017 Health Services Billing

Dear Sir/Madam:

Please find enclosed, two (2) copies of the 2016-2017 Health Services Contract for students residing in your district, attending non-public schools within the Smithtown Central School District. Please obtain the necessary signatures and return one (1) copy of the signed contract along with your payment. Also, please indicate our invoice number on your check.

Enclosed are:

- Two (2) copies of the 2016-2017 Health Services Contract
- Invoice for the total amount due for Health Services
- List of students residing in your district, and attending non-public schools in Smithtown CSD
- Breakdown of the cost

If you have any questions, please contact me at 631-382-2122.

Thank you for your prompt attention to this request.

Sincerely,

Fawn Grunenberg
Accounting Department

Enc.

HEALTH AND WELFARE SERVICES AGREEMENT

THIS AGREEMENT dated as of January 24, 2017, by and between the SMITHTOWN CENTRAL SCHOOL DISTRICT (hereinafter referred to as "SMITHTOWN") having its administrative offices at 26 New York Avenue, Smithtown, NY 11787, and the ROCKY POINT UNION FREE SCHOOL DISTRICT ("hereinafter referred to as the "SCHOOL DISTRICT RECEIVING SERVICES") having its administrative offices at 90 ROCKY POINT-YAPHANK ROAD, ROCKY POINT, NY 11778.

WHEREAS, the school districts who are the parties to this Agreement are duly empowered by Education Law § 912 to enter into a contract for the purpose of providing and/or receiving health and welfare services (collectively, the "Services");

NOW THEREFORE, for and in consideration of the mutual covenants and conditions contained in this Agreement, the parties hereby incorporate the above statements into the body of this Agreement as if fully set forth therein and hereby agree as follows:

1. DEFINITIONS: For the purposes of this Agreement,
 - a. "SCHOOL DISTRICT PROVIDING SERVICES" or "SMITHTOWN" means the School District in which the nonpublic school requesting the Services is located.
 - b. "SCHOOL DISTRICT RECEIVING SERVICES" means the School District that is contracting for the Services for its resident students who attend a nonpublic school located within the boundaries of the Smithtown Central School District.
2. This Agreement is for the Services provided from September 1, 2016 to June 30, 2017, unless this Agreement is terminated earlier as herein provided.
3. If requested by a nonpublic school located within the boundaries of the Smithtown Central School District, SMITHTOWN will provide health and welfare services to the pupils who attend the nonpublic school equivalent to the health and welfare services that it provides to the public school students enrolled in SMITHTOWN. These requested services will consist of, but not be limited to, the following:
 - a. all services performed by a physician, physician assistant, dentist, dental hygienist, registered professional nurse, nurse practitioner, school psychologist, school social worker or school speech therapist;*
 - b. dental prophylaxis;
 - c. vision and hearing screening examinations;
 - d. the taking of medical histories and the administration of health screening tests;
 - e. the maintenance of cumulative health records; and
 - f. the administration of emergency care programs for ill or injured students.

* School psychological and speech correction services may be rendered on nonpublic school premises only to the extent that the services are *diagnostic* in nature. To the extent that the services of a school psychologist or school speech language pathologist are therapeutic or remedial in nature, they may be rendered to a student attending a nonpublic school only on a religiously neutral site. A religiously neutral site may be, but is not limited to, a public school, a mobile unit or some other public location.

SMITHTOWN will make its personnel available to the SCHOOL DISTRICT RECEIVING SERVICES for participation in District Child Study, 504 Team and Committee on Special Education meetings, as appropriate. The SCHOOL DISTRICT RECEIVING SERVICES must notify SMITHTOWN of the need for its presence at these meetings within a reasonable time prior to the date of the meeting. Copies of all reports, testing and observation reports prepared in connection with this Agreement will be furnished to the SCHOOL DISTRICT RECEIVING SERVICES upon request.

It is expressly understood and agreed between the parties that: (1) SMITHTOWN may not provide the Services to pupils attending nonpublic schools that are not available to the public school students enrolled in SMITHTOWN's schools; and (2) the services to be provided pursuant to this Agreement will not include any teaching service.

4. SMITHTOWN warrants that the Services: (1) will be provided by licensed health and welfare providers; (2) will be performed by healthcare providers that are licensed pursuant to the laws of the State of New York, inclusive of New York State Department of Health and State Education Department Licensing requirements, if applicable; and (3) will be in accord with all pertinent provisions of federal, State, and local statutes, rules and regulations, including Section 912 of the Education Law and the student's Individualized Education Plan ("IEP"), if applicable. SMITHTOWN will certify that all healthcare providers possess documentation evidencing the license qualifications as required by federal, State, or local statutes, rules, regulations and orders.

5. SMITHTOWN understands and agrees that it will comply with and is responsible for complying with all applicable federal, State, and local statutes, rules and ordinances, with respect to the services herein described.

6. The SCHOOL DISTRICT RECEIVING SERVICES will compensate SMITHTOWN at the rate of \$856.85 per student for the 2016-2017 school year. The SCHOOL DISTRICT RECEIVING SERVICES will pay SMITHTOWN within 60 calendar days of the SCHOOL DISTRICT RECEIVING SERVICES' receipt of an invoice from SMITHTOWN.

7. The SCHOOL DISTRICT RECEIVING SERVICES must obtain whatever releases or other legal documents are necessary for SMITHTOWN to render full and complete performance of the obligations set forth in this Agreement.

8. Both parties to this Agreement agree to provide the State access to all relevant records which the State requires to determine either SMITHTOWN's or the SCHOOL DISTRICT RECEIVING SERVICES' compliance with applicable federal or State statutes or regulations which regulate either the execution of the Agreement or the performance of obligations pursuant to the Agreement. Both parties further agree to retain all materials and records relevant to the execution or performance of the Agreement in accordance with the record retention requirements for the materials and records.

9. Both parties to this Agreement understand that they may receive or come into contact with protected health information as defined by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). The Parties hereby acknowledge their respective responsibilities pursuant to HIPAA and must comply with HIPAA, if applicable.

10. Neither SMITHTOWN nor the SCHOOL DISTRICT RECEIVING SERVICES will use or disclose any information concerning the Services pursuant to this Agreement for any purpose which is prohibited by federal or State statutes and/or regulations. Both parties to this Agreement must comply with all state, federal, and local laws, regulations, rules and requirements related to the confidentiality of records and data security and privacy.

11. To the fullest extent covered by law, each party indemnifies and holds harmless the other party from all liabilities and damages, including attorneys' fees, arising from a party's own negligence pursuant to this Agreement.

12. This Agreement may be terminated by either party upon 30 calendar days written notice to the other party in accordance with the Education Law. In the event of termination, the parties will adjust the accounts due and SMITHTOWN will undertake no additional expenditures not already provided.

13. Services provided pursuant to this Agreement will be provided without regard to race, creed, color, sex, sexual orientation, national origin, religion, age, disability or sponsorship.

14. Any notices required or permitted to be given pursuant to the terms of this Agreement must be made in writing and either personally delivered or sent by registered or certified mail or by nationally recognized courier service. Notice will be deemed given on the date of delivery or upon receipt. Notice must be delivered or mailed to the parties at the following addresses:

SMITHTOWN CENTRAL SCHOOL DISTRICT
26 NEW YORK AVENUE
SMITHTOWN, NEW YORK 11787
Attention: Business Office

ROCKY POINT UNION FREE SCHOOL DISTRICT
90 ROCKY POINT-YAPHANK ROAD
ROCKY POINT, NY 11778
Attention: Business Office

15. The parties will not assign, transfer or convey any of their respective rights or obligations pursuant to this Agreement without the prior written consent of the non-assigning party.

16. This Agreement is subject to, governed by, enforced according to and construed according to the laws of the State of New York. If any portion of this Agreement is found by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement will remain in full force and effect.

17. This Agreement contains the entire agreement of the parties with respect to the subject matter thereof and supersedes any and all other agreements, understandings and representations, written or oral, by and between the parties. This Agreement may not be changed orally, but only by an agreement in writing signed by the party or parties against whom an enforcement of any waiver, change, modification, extension or discharge is sought. Any waiver of any term, condition or provision of this Agreement will not constitute a waiver of any other term, condition or provision, nor will a waiver of any breach of any term, condition or provision constitute a

waiver of any subsequent or succeeding breach.

18. The undersigned representative of the SCHOOL DISTRICT RECEIVING SERVICES hereby represents and warrants that the undersigned is an officer, director, or agent of the SCHOOL DISTRICT RECEIVING SERVICES with full legal rights, power, and authority to enter into this Agreement on behalf of the SCHOOL DISTRICT RECEIVING SERVICES and bind the SCHOOL DISTRICT RECEIVING SERVICES with respect to the obligations enforceable against the SCHOOL DISTRICT RECEIVING SERVICES in accordance with its terms.

19. The undersigned representative of SMITHTOWN hereby represents and warrants that the undersigned is an officer, director, or agent of SMITHTOWN with full legal rights, power, and authority to enter into this Agreement on behalf of SMITHTOWN and bind SMITHTOWN with respect to the obligations enforceable against SMITHTOWN in accordance with its terms.


20. This Agreement is subject to approval by each party's Board of Education, by resolution duly approved.


21. There are no third-party beneficiaries of or in this Agreement.

22. This is a negotiated Agreement. It will not be construed against any party by reason of this Agreement being prepared by that party's attorney. Each party warrants that it has full power to execute, deliver and perform this Agreement and has taken all actions required by law, its organizational documents or otherwise to authorize the execution and delivery of this Agreement.

23. It is mutually agreed that this Agreement will not become valid and binding upon either party until the Agreement is approved by the Superintendent of the SCHOOL DISTRICT RECEIVING SERVICES.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first set forth above.

By:  Date: 1/24/17
SUPERINTENDENT OF SCHOOLS
SMITHTOWN CENTRAL SCHOOL DISTRICT

By:  Date: 1/24/17
BOARD OF EDUCATION
SMITHTOWN CENTRAL SCHOOL DISTRICT

By: _____ Date: _____
SUPERINTENDENT OF SCHOOLS
ROCKY POINT UNION FREE SCHOOL DISTRICT

By: _____ Date: _____
BOARD OF EDUCATION
ROCKY POINT UNION FREE SCHOOL DISTRICT

Sts. Philip and James School

Saints Philip and James						
Grad	Last Name	First Name	Address	City	Zip	School District
✓ 5				Rocky Point	11778	Rocky Point CS
✓ 2				Rocky Point	11778	Rocky Point CS

Smithtown C.S.D.
 26 New York Ave. Unit 1
 Smithtown, NY 11787

	St. Patrick's					
Grade	Last Name	First Name	Address	City	Zip	School District
✓ K				Rocky Point	11778	Rocky Point
✓ 1				Rocky Point	11778	Rocky Point

Smithtown C.S.D.
 26 NewYorkAve.Unit 1
 Smithtown, NY 11787

2016-2017 Health Services

Smithtown Christian School

Smithtown Christian School						
Grade	Last Name	First Name	Address	City	Zip	School District
11				Rocky Point	11778	Rocky Point
✓ 1				Sound Beach	11789	Rocky Point
✓ 8				Sound Beach	11789	Rocky Point

Smithtown C.S.D.
 26 New York Ave.
 Smithtown.N.Y. 11787

2016-2017 Health Services

**SMITHTOWN CENTRAL SCHOOL DISTRICT
COMPUTATION FOR HEALTH & WELFARE SERVICE RATE
PER NYS EDUCATION LAW SECTION 912
2016-17**

DESCRIPTION	SALARIES	OTHER*	TOTAL
HEALTH SERVICES Includes Nurses & Admn.	\$ 1,711,418	\$ 98,919	\$ 1,810,337
SPEECH SERVICES	1,921,472	4,000	1,925,472
PSYCHOLOGICAL SERVICES	1,769,126	7,600	1,776,726
SOCIAL WORK SERVICES	<u>976,012</u>	<u>0</u>	<u>976,012</u>
SUB-TOTAL	\$ 6,378,028	\$ 110,519	\$ 6,488,547
PLUS: FRINGE BENEFITS	<u>2,446,655</u>	<u>0</u>	<u>2,446,655</u>
TOTAL.....	<u>\$ 8,824,683</u>	<u>\$ 110,519</u>	<u>\$ 8,935,202</u>

STUDENT ENROLLMENT DATA:

PUBLIC	Smithtown CSD	9,243
NON-PUBLIC	Harbor Country Day School	128
	St. Patrick's School	379
	St. Philip & James School	204
	Smithtown Christian School	<u>474</u>
TOTAL STUDENT ENROLLMENT.....		<u>10,428</u>

TOTAL COST DIVIDED BY TOTAL ENROLLMENT = COST PER STUDENT \$ 856.85

* Includes Physician Services, Materials & Supplies and Equipment Repair

Issue Date

01/27/2017

Smithtown Central School District
26 New York Ave, Unit 1
Smithtown, NY 11787

Invoice Number

155-17A



INVOICE

Issued To:

ROCKY POINT PUBLIC SCHOOLS
90 ROCKY POINT YAPHANK RD
ROCKY POINT, NY 11778

Due Date: 02/26/2017

488700

Item Number	Item Description	Amount
	2016/2017 HEALTH AND WELFARE SERVICES	
		5,997.95
	0 Student(s) attending Harbor Country Day School	
	2 Student(s) attending Sts. Philip & James School	
	2 Student(s) attending St. Patrick's School	
	28 Student(s) attending Smithtown Christian School (as per attached)	
	6 \$7,000 @ 856.8500 per STUDENT	
	Invoice Total	5,997.95

Please indicate INVOICE NUMBER on your check.

Checks should be made payable to SMITHTOWN CENTRAL SCHOOL DISTRICT and forwarded to:

Smithtown Central School District; Attn: Accounts Receivable

26 New York Avenue; Smithtown, NY 11787

credit
MEMO
Attached

- 856.85

5,141.10

Remittance

Issue Date
02/14/2017

Smithtown Central School District
 26 New York Ave, Unit 1
 Smithtown, NY 11787


Credit Memo
M0004-17A



CREDIT MEMO

Issued To:
ROCKY POINT PUBLIC SCHOOLS 90 ROCKY POINT YAPHANK RD ROCKY POINT, NY 11778
488700

Due Date: 03/16/2017

Item Number	Item Description	Amount
	Credit issued for one student no longer attending Smithtown Christian School.  1.0000 @ 856.8500 per STUDENT	856.85
	This Credit Memo has been applied to Invoice #155-17A	-856.85
Credit Memo Total		0.00

Please indicate INVOICE NUMBER on your check.
 Checks should be made payable to SMITHTOWN CENTRAL SCHOOL DISTRICT and forwarded to:
 Smithtown Central School District; Attn: Accounts Receivable
 26 New York Avenue Unit 1; Smithtown, NY 11787

Original

**Proposal for
Construction Management Services
For the
Rocky Point Union Free School District**

**Submitted by
The Lee Michaels Group
3140 Veterans Memorial Hwy.
Bohemia, New York 11716**

**Contact Person
Michael Dodge
michaeld@leemichaelsgroup.com
631-615-7114 ext. 298
Date: December 22, 2016**

TABLE OF CONTENTS

A.) FIRM / CONTRACTOR QUALIFICATIONS

B.) PROPOSED FEE

C.) INSURANCE

D.) ADDITIONAL REQUIRED FORMS

A.) FIRM / CONTRACTOR QUALIFICATIONS

Question No. 1: Knowledge of construction marketplace and experience with major project.

Response: LMG is a Construction Management Consulting firm built on reputation and over 25 years of practical experience in the construction industry. LMG was established in 2016 to provide construction consulting services to both public and private sector clients. Our team and its resources have performed Architectural Design/Construction Administration, Engineering, MEP Coordination, energy related and consulting services under several public works and private contracts. Through this, our team has gained an unparalleled understanding of project requirements from multiple vantage points.

Question No. 2: Relevant experience with at least five (5) completed school construction projects of similar size and complexity in CM Services or equivalent within the last five (5) years. Include full project descriptions.

Response: See the following;

Client: New Hyde Park – Garden City Park Union Free School District / Masonry Reconstruction

Contact Person: Michael Frank – Assistant Superintendent for Business, 516-434-2310 (see the attached letter of recommendation).

Architect of Record: John A. Grillo – Architect PC, 631-476-2161

Work Included: The projects were inclusive of masonry reconstruction at two (2) large elementary schools (Garden City Park & New Hyde Park Road Schools) due to water infiltrating the interior of the buildings at the existing brick walls. Sections of the original exterior brick façade had been removed and ultrasonic testing of the existing steel had been performed to determine the integrity of the existing steel lintels and spandrel beams. New brick veneer, membrane wall flashing and masonry weep holes were then installed. The removal and lead abatement of the original metal cornice and

installation of a new fiberglass cornice was also complete at the Garden City Park School.

Project Status: The project had been completed on schedule and within budget.

Completed September 2016.

Total Project Cost: \$300,000.00

ACCUMULATED EXPERIENCE

During his tenure at Wiedersum Associates Architects, Michael Dodge's responsibilities included complete oversight of all construction activities from pre-award qualification to project closeout. Below are just a few of the projects he has completed:

Client: Eastport / Southmanor Central School District

Project: 1. New Tuttle Avenue School, 2. Dayton Avenue Elementary School, 3. South Street Elementary School, 4. Eastport Elementary School.

Architect of Record: Wiedersum Associates Architects

Work Included: 1. Tuttle Avenue School – New 62,000 S.F., three (3) floor, Kindergarten – Second Grade LEED Gold Standard Elementary School. Building included, 100 kw photovoltaic system, geothermal system and an Electrical/HVAC Building Management Control System.

2. Dayton Avenue E.S. – New ten (10) Classroom wing addition and miscellaneous interior alterations including new Library and Gymnasium/Multi-Purpose Room.

3. South Street Elementary School – New Classroom wing addition and miscellaneous interior alterations including conversion of two (2) Classrooms into new Library Suite.

4. Eastport Elementary School – Masonry and lintel restoration at three (3) story entrance façade. Upon in-depth removal of brick veneer and inspection, brick to block ties were found to be severely compromised throughout the façade. Segmental removal of brick and back-up block was required in addition to raking all mortar joints and pinning brick to block in acceptable locations.

Project Status: The project had been completed on schedule and within budget.

Total Project Cost: \$60,000,000.00

Client: William Floyd Union Free School District

Project: New William Floyd Middle School

Architect of Record: Wiedersum Associates Architects

Work Included: Design and construction of new 185,000 S.F. fully air-conditioned, three (3) floor Middle School set on a 34 acre site. Project included, but not limited to a 500 seat Auditorium, new Gymnasium and Locker Rooms, new 6th, 7th and 8th grade wings, Library, Kitchen and Cafeteria, Music Suites, Athletic Fields and Running Track.

Project Status: The project had been completed on schedule and within budget.

Total Project Cost: \$29,000,000.00

Client: Longwood Central School District

Project: Additions & Alterations to Various Schools.

Architect of Record: Wiedersum Associates Architects

Work Included: Four (4) major additions to the Longwood High School (Gymnasium, Classrooms, Band & Choral Suite and Kitchen/Cafeteria). Classroom additions to the West Middle Island, Charles E. Walters, Ridge and Coram Elementary Schools

Project Status: The project had been completed on schedule and within budget.

Total Project Cost: \$112,000,000.00

During his tenure at Wiedersum Associates Architects, Stefan Reiss's responsibilities included complete oversight of all construction activities from pre-award qualification to project closeout, on the following projects:

Client: Great Neck Union Free School District

Project: Alterations to Various Schools.

Architect of Record: Wiedersum Associates Architects

Work Included: Exterior masonry and window replacement at the North MS, installation of a new Fire Alarm System at the South H.S. & M.S., new natural turf athletic fields at the South H.S. and North M.S., V.A.T. flooring abatement and replacement of new V.C.T. flooring at the South H.S. & M.S. and miscellaneous renovations throughout the District.

Project Status: The project(s) had been completed on schedule and within budget.

Total Project Cost: \$9,000,000.00

Client: Center Moriches Free Public Library

Project: Alterations and Additions to the Center Moriches Free Public Library

Construction Administration: Stefan Reiss

Architect of Record: Wiedersum Associates Architects

Work Included: Major addition to the front of the building totaling 4,000 S.F. of circulation space, open seating areas and Study/Meeting Rooms. Also, a 2,000 S.F. Multi-Purpose Room was constructed, inclusive of a Toilet Room.

Project Status: The project(s) had been completed on schedule and within budget.

Total Project Cost: \$4,000,000.00

Client: South Country Central School District

Project: Additions & Alterations to Various Schools.

Architect or Record: Wiedersum Associates Architects

Work Included: Major renovations and alterations throughout the District inclusive of a new 700 seat Auditorium addition to the Bellport M.S., Classroom additions to three (3) elementary schools, window replacement at the H.S. & M.S., technology upgrades throughout the District, ceiling & lighting upgrades, exterior masonry replacement, roof replacement, 800 kw roof top solar panel (photovoltaic) system, security system upgrades, mechanical and air quality upgrades, electrical upgrades and site improvements.

Project Status: The project(s) had been completed on schedule and within budget.

Total Project Cost: \$168,000,000.00

Question No. 3: References for above projects: include names (contact persons), address and telephone numbers.

Response: See the following references;

Contact Person: Michael Frank - Assistant Superintendent for Business, 516-434-2310 and Erik Nakutavicius - Director of Facilities and Transportation, 516-434-2318

Client: New Hyde Park - Garden City Park Union Free School District, 1950 Hillside Ave., New Hyde Park, NY 11040

Construction Administrator: Michael W. Dodge and Stefan Reiss (LMG)

Contact Person: Richard Snyder – Assistant Superintendent for Business, 631-801-3001 and Ronald Ryan – Plant Facilities Administrator, 631-801-3046

Client: Eastport / Southmanor Central School District, 149 Dayton Ave., Manorville, NY 11949

Construction Administrator: Michael W. Dodge (WAA)

Contact Person: Dr. Ralph P. Ferrie – Superintendent of Schools, 516-488-9800 and Kevin O'Brien – Assistant Superintendent of Finance & Operations, 516-488-9810

Client: Sewanhaka Central High School District, 77 Landau Ave. Floral Park, NY 11001

Construction Administrator: Michael W. Dodge (WAA)

Contact Person: Steve Harding – Director of Facilities, 516-790-6271

Client: Longwood Central School District

Reference for: Lee Rayano and Michael W. Dodge (WAA)

Contact Person: Alfredo Cavallaro – Facilities Director, 516-441-4040 and Steve Challis – Assistant Facilities Director, 516-441-4040.

Client: Great Neck Union Free School District, 345 Lakeville Rd., Great Neck, NY 11020

Construction Administrator: Stefan Reiss (WAA)

Contact Person: Nan Peel – Library Director, 631-878-0940

Client: Center Moriches Free Public Library, 235 Main Street, Center Moriches, NY 11934

Construction Administrator: Stefan Reiss (WAA)

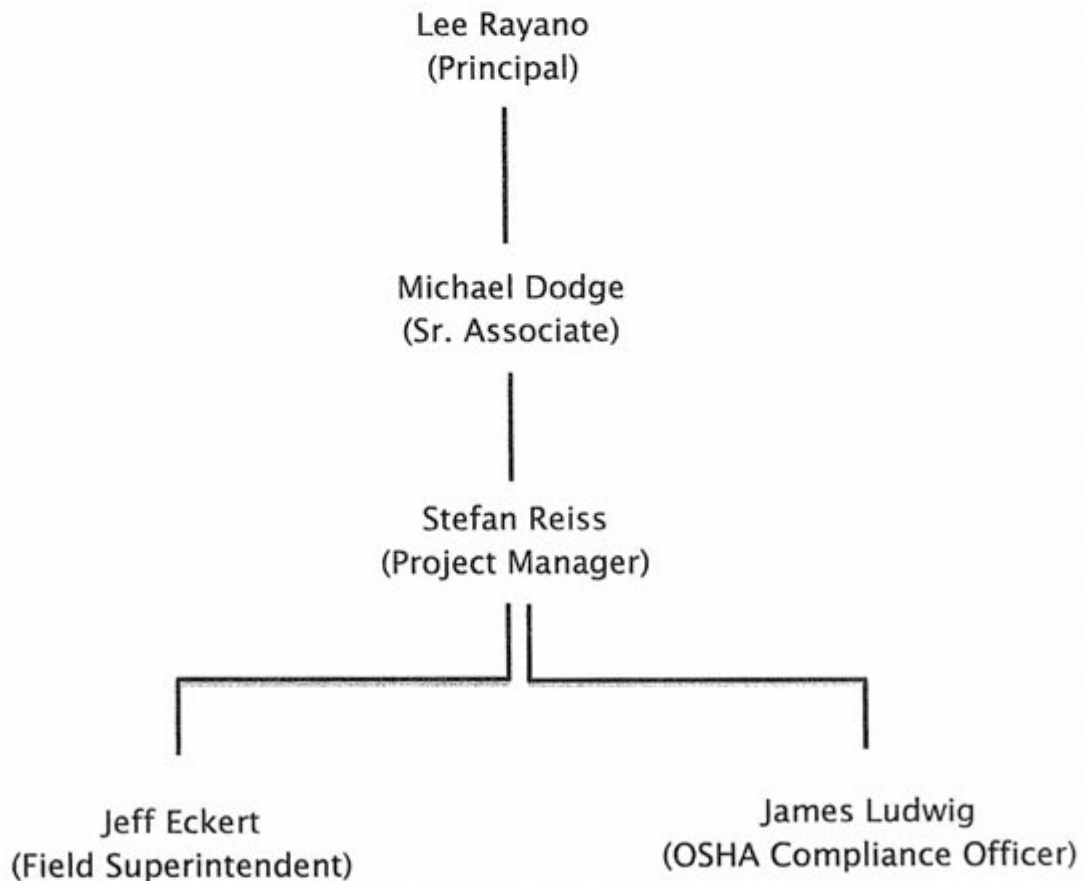
Contact Person: Anthony Clements – Facilities Director, 631-730-1561

Client: South Country Central School District, 189 Dunton Ave., East Patchogue, NY 11772

Construction Administrator: Stefan Reiss (WAA)

Question No. 4: Organization chart with complete staff names and resumes of personnel who will be assigned to the project. Provide a detailed description of the services the firm can provide during the various phases of the project and individuals who will be involved. Indicate in-house and sub-consultant arrangements.

Response: See the following chart and resumes;



Michael Dodge will act as LMG's single point contact person for this project.

For the duration of this project, the Lee Michaels Group LLC. (LMG) proposes to dedicate a principle (Lee Rayano), Sr. Associate (Michael Dodge), Project Manager (Stefan Reiss) and Field Superintendent (Jeff Eckert). We plan on providing our Sr. Associate and Project Manager from pre-construction phase through substantial completion and contract closeout.

LMG will generate a master schedule based on the Districts time-line and activities outlining all milestone dates. This master schedule will be broken down into detailed schedules at each phase of the project and issued with the construction documents at the time of the bid. All of the contractors will be qualified prior to award and required to acknowledge that they and their subcontractors can provide the proper workforce and achieve the scheduled deadlines.

Weekly construction meetings will be scheduled and chaired by LMG in order to monitor the project schedule and maintain organization and communication. Meeting minutes will be generated by LMG on a weekly basis identifying the status of the project. Additionally, included in the minutes, logs will be updated to monitor submitted RFI's, change orders, submittals/shop drawings and all construction bulletin's issued to date, as required. We will oversee all required testing and inspections. LMG will review the accuracy of each Application for Payment prior to submission to the Architect.

We recommend that during the construction phase meetings take place on a monthly basis between the Owner, Architect and LMG. This will afford us the opportunity to answer any questions the District may have regarding the day to day construction activities. Additionally, upcoming work will be reviewed to help eliminate any transition issues from year to year. This will also allow the team to prepare, in advance, for any possible safety, logistic or mobilization related concerns there may be.

Lee Rayano / Principle

The Lee Michaels Group: Mr. Rayano is responsible for construction engineering review, executive supervision of construction trades and coordination scheduling, supervision of means and methods of mechanical installations, change order evaluations, commissioning mechanicals and value engineering.

BLR3 Inc.: In January of 2001, Mr. Rayano solely ventured to open a N.Y.S. corporation, BLR3 Inc. a mechanical, electrical and plumbing (M.E.P.) drafting, design and coordination firm. Lee's responsibilities include establishing client relations with Architects, Engineers, Developers and Contractors. Also, Lee provides project management, coordination, scheduling and procurement. Additional responsibilities include the creation and implementation of marketing concepts.

Mr. Rayano has over 21 years of diverse mechanical, design coordination and engineering experience. Lee has compiled a remarkable track record of successfully completing projects, including William Floyd High School (100,000 S.F. addition) a new cogeneration plant, Sachem East High School (New Construction), Longwood School District (New Construction) and the plumbing design and coordination work at the new Yankee Stadium.

Michael Passantino / Principle

The Lee Michaels Group: Co-Founder and elected president of alternative energy system integration Company. Mr. Passantino is responsible for daily office management, company structure, project management and project scheduling. He is also responsible for managing client relations between the Architect, Engineer and Client. Michael has recruited an experienced New Business Development team with resources in various disciplines related to our municipal, industrial and healthcare clients.

MDP Energy Management Corp.: Mr. Passantino solely ventured to open a NYS corporation, MDP Energy Management Corp., an alternative energy system integration company that started research of technologies in June of 2008. Michael was responsible to research and identify late stage alternative and renewable technologies, audit equipment performance, stability and warranty programs. Michael has implemented strategy for creating a company from the ground up. Through established networks and resources, Michael assembled a team of professionals then recruited an executive team to develop and manage distributed generation projects throughout the Northeast. Michael developed strategic relationships with Architects, Engineering Facility Managers and Municipal Entities to consult on technology specification and implementation of energy technologies throughout the region.

Michael W. Dodge / Senior Associate Project Manager

Michael Dodge is the Senior Associate Project Manager for the Lee Michaels Group, LLC. His responsibilities include complete oversight of all construction activities from pre-referendum phase to contract closeout, including value engineering, budgeting, scheduling, scope review and delegating personnel. Michael has an impressive resume with over 30 years of construction field experience including 20 years in the educational sector as the Director of Construction Administration at Wiedersum Associates Architects (WAA), where he also served as Project Architect. His extensive portfolio at WAA includes, but is not limited to Hampton Bays UFSD, Middle Country CSD, William Floyd UFSD, Longwood CSD, Connetquot CSD, Riverhead CSD, Bayport/Bluepoint UFSD, Half Hollow Hills CSD, South Country CSD, Eastport South Manor CSD, Sewanhaka CHSD and the Yaphank Correctional Facility for SCDPW. Michaels knowledge and experience make him a valuable part of the LMG team.

Stefan D. Reiss / Project Manager / Site Superintendent

Stefan Reiss is the Project Manager / Senior Site Supervisor for the Lee Michaels Group, LLC. His responsibilities include daily coordination of contractor site scheduling, scope review of work, full time daily site management, daily communications with the District, attending meetings and Board of Education meetings. Mr. Reiss' knowledge as a construction administration professional combined with his 23 years of experience in overseeing projects from pre-construction planning to final close-out documentation and all phases in-between make him an asset to the LMG team. Stefan has extensive familiarity with safety procedures, code regulations and on-site management. He possesses excellent team building, presentation and communication skills. Stefan has proven his ability to lead all phases of new and renovation projects. To date he has managed projects in the South Country Central School District, Great Neck Public Schools, Center Moriches Free Public Library and Brookhaven Memorial Hospital Medical Center.

Jeff Eckert / Site Superintendent

Jeff Eckert is the Site Supervisor for the Lee Michaels Group, LLC. Jeff is an experienced project superintendent with over 20 years of construction field experience. He has a strong background in public and private construction. Mr. Eckert has worked on numerous projects such as, Middle Country School District, Baldwin UFSD, West

Babylon School District, Commack School District and South Huntington School District.

Question No. 5: Because scheduling and disruptions to class time are of concern, explain how the firm has been able in the past, and how it will on this project, keep on schedule while minimizing school program disruption.

Response: LMG will coordinate with the District the following strategies that we have utilized successfully in the past to complete the scope of work and maintain the project schedule(s).

- Implement "after hours" work.
- Phase work around student & faculty occupancy.
- Schedule all bathroom renovations for July & August 2017, 2018 & 2019.
- Perform work that has a two (2) day duration or less on weekends at student and faculty occupied locations, between the months of September and June (i.e. ceiling and light fixture replacements).

Question No. 6: Outline methods and techniques used in the past to maintain budget and cost containment.

Response: See the following;

- Identify quickly and accurately when expanded scope of work is being proposed. If such work is desired, we recommend including it as an add alternate, during the bid process, which allows the District to pick and choose depending upon the bid proposals that are received.
- Hold monthly meetings to with the District and Architect to review ALL monetary aspects of the Bond and continually update the budget.
- Review contractor change order logs at every construction progress meeting.

Question No. 7: Experience in representing owners in the analysis and resolution of construction claims.

Response: During our 20 year involvement with school projects, we have assisted the Districts in four (4) claim disputes. We realize the most important defense against a contractors claim is documentation. To that end, several running chronological logs are monitored by our staff. We feel RFI, change order and submittal logs are the most

important and when monitored accurately can serve as a trusted defense against claims.

Question No. 8: Demonstrate examples of knowledge and the use of current technologies in the application of all mechanical disciplines.

Response: Lee Rayano is a principal of LMG, LLC., as well as the owner of BLR3, Inc. which is an MEP (mechanical, electrical & plumbing) coordination company that has been in business for over 16 years. Lee also holds a Master Plumbers license as well.

BLR3, Inc. uses software programs such as Autodesk Navis Works, Autodesk MEP, Revit & Hydro CAD (Fire Protection) to assist in 3D BIM (Building Information Modeling) coordination and design. Lee has been retained by numerous Manhattan base clients to assist their construction managers during the MEP coordination phase (i.e. development of MEP coordination drawings and managing the above ceiling MEP installations).

Question No. 9: Briefly describe any theories or concepts your organization uses to facilitate the project on behalf of the owner.

Response: See the following;

- Hold construction progress meetings (bi-weekly).
- Require all prime contractors to attend weekly prime contractor tool box meetings.
- Establish and closely monitor reachable milestone dates in the construction schedule. Recommend a plan B if milestone dates can not be reached.
- Pay close attention to the progress of submittals and shop drawings. Monitor them at every construction progress meeting. Upon approved submittals or shop drawings, request written confirmation from long-lead time suppliers, not just the contractors, of delivery dates.
- Project phasing recommendations.
- Utilize "after hours" for specific installations that can not be installed during school hours.

Question No. 10: Discuss your approach and procedure regarding change orders.

Response: The most important stage of a change order is the construction managers timely review of the contract documents and specifications to confirm the proposed additional work is not included in the prime contractors contractual scope of work. Additionally, the review of any Addendums, Clarifications or supplemental drawings is just as vital and required as well. More times than not, these are the "forgotten" contractors seem to ignore to their benefit.

If it's found the proposed additional work is included in the documents, the proposal is simply rejected. If the proposal exceeds the documents, then the Architect is notified and copied with the proposal. At this time a review of the contractor's contract will take place to ensure any additional costs weren't already identified as "unit costs" in their bid package. A monetary review of the proposal will take place evaluating labor and material costs and revisions recommended if required.

Question No. 11: Comment generally on the firm's approach to meeting the District's design/construction schedule and the steps that the firm would take for implementing/enforcing these requirements.

Response: See response to question No. 4.

Question No. 12: Provide volume of construction cost for school projects last year and average size of your projects.

Response: To date, LMG has completed one school project referenced in our response to question No. 2.

Question No. 13: List last five projects over \$15,000,000; include scope, fee and change order total.

Response: We have listed several school projects we have completed, as construction administrators at WAA, exceeding \$15,000,000 in our response to question No. 2. All listed involved numerous sites at each district and were all completed on schedule and under budget. Additional completed projects to be submitted upon request.

Question No. 14: Provide a concise description of methodology, general design and construction administration concepts and other relevant information for review.

Response: Our team and its resources have performed design, construction management, engineering, MEP coordination, energy related and Consulting Services under several public works and private contracts. Through this experience, our team has gained an excellent understanding of project requirements and a depth of experience in responding to them. Our team is proficient at a multitude of tasks and can effectively plan for flexible workload and scheduling requirements.

Question No. 15: Other information—Present any data or information which the firm considers pertinent to the selection process. Information should be kept relevant to the projects under consideration.

Response: The individuals that represent our construction management team are the foundation of a successful project. The LMG team has extensive experience in public and private construction management, contract administration, inspections, safety oversight and construction quality assurance/controls. We will be fully responsible for providing all the day-to-day oversight of the project.

B.) PROPOSED FEE

ROCKY POINT UNION FREE SCHOOL DISTRICT
 CONSTRUCTION MANAGEMENT SERVICES
 FEE SCHEDULE

APPENDIX "B"

1. Principal	<u>\$150.00</u>	Hourly rate	<u>\$ 225.00</u>	O/T rate*
2. Project Executive	<u>\$120.00</u>	Hourly rate	<u>\$ 180.00</u>	O/T rate*
3. Project Manager	<u>\$ 80.00</u>	Hourly rate	<u>\$ 120.00</u>	O/T rate*
4. Asst. Project Manager	<u>\$ 65.00</u>	Hourly rate	<u>\$ 97.00</u>	O/T rate*
5. Clerical	<u>\$ 50.00</u>	Hourly rate	<u>\$ 75.00</u>	O/T rate*

*O/T rate applies to the following days: Saturday and Sunday

The number of hours required will vary and will be determined by the District.

All firms should base their fees for comparison purposes on the following criteria:

1. Estimated Construction Value: \$13,900,000
2. Total Project Duration is approximately 35 months, 2/1/2017-1/1/2020

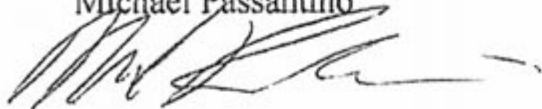
Reimbursables

1. List Type and Not-To Exceed amount: *Construction Trailer Costs for 35 months; \$12,600.00 Trailer, \$3,600.00 Pluming/Sanitary disposal, \$5,000.00 Electric, \$3,500.00 WiFi and \$1,000.00 Office Equipment.*

Company Lee Michaels Group

Address 3140 Veterans Memorial Hwy., Bohemia NY 11716

Michael Passantino



Michael Passantino / Principle

C.) INSURANCE

Lee Michaels Group, LLC. proof of insurance coverages:

- A. Workers' Compensation
- B. Comprehensive General Liability
- C. Comprehensive Automobile Liability

–Please see attached insurance certificates–

- 1. The Lee Michaels Groups coverages are occurrence made. Please see attached insurance certificates.
- 2. The Lee Michaels Group acknowledges that the District will be named as an additional insured
- 3. The Lee Michaels Group acknowledges that the coverages requires 30 days notice of cancellation
- 4. The Lee Michaels Group acknowledges that the coverages are issued by A.M. Best rated "secure" carriers that are lawfully authorized to do business in New York State
- 5. The Lee Michaels Group understands that the insurance submitted is only valid if approved by the Districts insurance carrier.

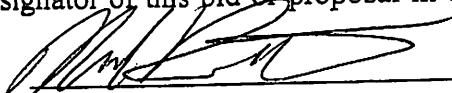
D.) ADDITIONAL REQUIRED FORMS – see attached

**ROCKY POINT UNION FREE SCHOOL DISTRICT
NON-COLLUSIVE BIDDING CERTIFICATION**

Chapter 751 of the Laws of 1965 amended Section 103-d of the General Municipal Law required that every bid or proposal submitted to a political sub-division of New York State must contain the following certification properly signed and executed:

The undersigned hereby certifies that:

- a. This bid or proposal has been independently arrived at without collusion with any other bidder with any competitor or potential competitor;
- b. This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids or proposals for this project, to any other bidder, competitor or potential competitor;
- c. No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
- d. The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing in its behalf.
- e. The attached hereto (if a corporate bidder) is a certified copy of resolution authorizing the execution of this certificate by the signator of this bid or proposal in behalf of the corporate bidder.



Signature

PRESIDENT

Title

RESOLUTION-for corporate bidders only

RESOLVED that MICHAEL PASSANTINO be authorized to sign and submit the bid or proposal of this corporation for the following project, ROCKY POINT UFSD CONSTRUCTION MANAGEMENT SERVICES and to include in such bid or proposal the certificate as to non-collusion required by Section one hundred three-d of the General Municipal Law as the act and deed of such corporation, and for any inaccuracies or misstatements in such certificate this corporate bidder shall be liable under the penalties of perjury.

The foregoing is a true and correct copy of the resolution adopted by THE LEE MICHAELS GROUP Corporation at a meeting the 19th day of DEC 2016 and is still in full force and effect on this 19th day of DEC 2016

Seal of the Corporation



Secretary

AFFIDAVIT OF COMPLIANCE

STATE OF

COUNTY OF SUFFOLK

MICHAEL PASSANTINO, being duly sworn, deposes and says:

- 1) That (s)he is an officer or representative of THE LEE MICHAELS GROUP LLC and that (s)he has the authority to sign this affidavit.
- 2) This affidavit is offered as an inducement to the Rocky Point Union Free School District to award to THE LEE MICHAELS GROUP LLC such purchase contracts for goods or services as directed by the Board of Education, in accordance with New York State law and with District policy.
- 3) That no Officer, Employee or Stockholder of the above referenced vendor is an Employee, in any position, Administrator or Board Member at the Rocky Point Union Free School District other than as disclosed below.
- 4) That no Officer, Employee or Stockholder of the above-referenced vendor is related to an employee in any position, administrator or Board Member, at the Rocky Point Union Free School District other than as disclosed below:

Vendor: List Officer, Employee or Stockholder's Name	Position with Vendor	Rocky Point UFSD Employee, Administrator or Board Member Name	Relationship between parties

[Signature]
Signed

12-19-16
Date

Sworn to before me this 19TH
Day of DECEMBER, 2016

[Signature]
Notary Public

Seal

TAMMY DELLAIACONO
Notary Public, State of New York
No. 01DE6277658
Qualified in Suffolk County
Commission Expires March 11, 2017

CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

As a result of the Iran Divestment Act of 2012 (the "Act"), chapter 1 of the 2012 Laws of New York, a new provision has been added to Stat Finance Law (SFL) § 165-a and New York General Municipal Law § 103-g, both effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law) (the "Prohibited Entities List"). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act's effective date at which time it will be posted on the OGS website.


By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Bidder/Contractor, any person signing on behalf of any Bidder/Contractor and any assignee or subcontractor and, in the case of a joint bid, each party thereto, certifies, under penalty of perjury, that once the Prohibited Entities List is posted on the OGS website, that to the best of its knowledge and belief, that each Bidder/Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to SFL §165-a(3)(b).

Additionally, Bidder/Contractor is advised that once the Prohibited Entities List is posted on the OGS Website, any Bidder/Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this solicitation must certify at the time the Contract is renewed, extended or assigned that it is not included on the Prohibited Entities List.

During the term of the Contract, should the School District receive information that a Bidder/Contractor is in violation of the above-referenced certification, the School District will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he/she/it has ceased engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the School District shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the Bidder/Contractor in default. The School District reserves the right to reject any bid or request for assignment for a Bidder/Contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any Bidder/Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

I, MICHAEL PASSANTINO, being duly sworn, deposes and says that he/she is the PRESIDENT of the LEE MICHAEL'S GROUP LLC Corporation and that neither the

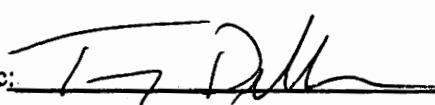
Bidder/Contractor nor any proposed subcontractor is identified on the Prohibited Entities List.


SIGNED

SWORN to before me this

19TH day of DECEMBER

2010

Notary Public: 

TAMMY DELLAIACONO
Notary Public, State of New York
No. 01DE6277658
Qualified in Suffolk County
Commission Expires March 11, 2017



NEW HYDE PARK -GARDEN CITY PARK

Union Free School District

Michael G. Frank
Assistant Superintendent for Business

516-434-2310
Fax 516-358-7656

1950 Hillside Avenue
New Hyde Park, NY 11040

November 7, 2016

To whom it may concern,

It is with great enthusiasm that I write this letter of recommendation for the Lee Michaels Group. We hired the company to act as the Construction Manager on a small project that dealt primarily with lintel replacements. Michael Dodge and Stephan Reiss were our point people who were handling the day to day responsibilities. I could not have been more pleased with their work performance throughout the entire process in their role as CM.

Primarily, they were overseeing the daily activities of the contractors on site which included making certain that the job was being accomplished according to architectural design. Additionally, they made sure that all workers complied with the stringent requirements of the district to maximize the safety of all students and staff. They made certain that badges were worn at all times, scaffolding was properly assembled, and that PPE and safety vests were utilized. Also, they monitored the calendar for work completion and stayed on top of the vendors to ensure compliance with agreed upon targets.

A very important part of the process is the running of the construction team progress meetings. They led the meetings, created spreadsheets to account for the dollars and work progression, and were creative in terms of negotiating with vendors for credits, discounts, and alternate work. They provided regular communications to the Director of Facilities on all facets of the job and were always reachable if ever needed.

As a business official, it is extremely important to me that a project be accomplished in conformity with designs, be on-time, and be on-budget. Lee Michaels Group made certain that all three were done.

I would absolutely utilize the Lee Michaels Group for future district projects (small and large) and highly recommend their services. Please contact me to discuss if additional information is needed. I can be reached at the contact number below.

Sincerely,

Michael G. Frank
Assistant Superintendent for Business
New Hyde Park - Garden City Park UFSD
516-434-2310

**ESTABLISHED
1919**

COPY
December 22, 2016
Construction Management Services – RFP #R17-02
Rocky Point Union Free School District

Submitted by:
Dominic Calgi, President
Calgi Construction Co., Inc
56 Lafayette Ave. Ste 350
White Plains, NY 10603
(914) 666-9423



CALGI



CONSTRUCTION MANAGEMENT
OWNER'S REPRESENTATIVE
CONSULTING
GENERAL CONTRACTING

Established 1919

CALGI CONSTRUCTION COMPANY, INC.
56 Lafayette Avenue, Suite 350
White Plains, NY 10603
TEL: 914-666-9423
FAX: 914-761-2457
E-MAIL: dcalgi@calgiconstruction.com

December 26, 2016

Mr. Greg Hilton, School Business Official
Rocky Point Union Free School District
90 Rocky Point –Yaphank Road
Rocky Point, NY 11778

Re: Construction Management Services

Dear Mr. Hilton,

Calgi Construction Company is pleased to submit our qualifications to provide Construction Management Services to the Rocky Point Union Free School District. We have successfully managed many complex renovation and construction projects over the years for many educational institutions, library facilities and municipalities in the tri-state area.

Our management team will consist of individuals who have the background and qualifications in the construction and management of educational facilities and the needed experience working with the SED. Our involvement managing public school projects and many municipality projects and coordinating various Prime Contractors (under NY State Wick Law for Public Construction) will be invaluable to the District's projects.

We take special pride in helping to build and renovate educational facilities that nurture the children and young adults who live within our communities to improve their overall quality of life. Our focus is to deliver successful, high-quality, safe projects that will result in facilities students, staff and the community take pride in.

Provided within our proposal is our Company Profile detailing our work with education facilities, Project Team, Project Experience and Project Approach and Management Plan and Construction Management Fees encompassing our understanding of our role as Construction Manager and key issues. As we do not have current audited financial statements or annual reports we can provide in-house generated financial information upon request.

We appreciate the opportunity to be considered for this project and look forward to speaking with you about becoming an integral part of the Rocky Point Union Free School District's project team.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Dominic Calgi". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Dominic Calgi
President

Construction Management Services
Rocky Point Union Free School District

December 22, 2016

Table of Contents

1. Introduction

- Calgi Profile

2. Experience

- Calgi Project Fact Sheets including Reference Contact Information

3. Project Team & Management Plan

- Organizational Chart
- Project Team
- Resumes
- Statement of Methodology
Project Approach, Management Plan
 - Budgeting / Estimating
 - Value Engineering
 - Scheduling
 - Bidding / Solicitation
 - Construction Claims / Change Order Analysis
 - Progress Payments
 - Project Safety

4. Construction Management Services & Fees

- Fee Schedule – Appendix B
- Pre-Construction, Construction and Post Construction Phase Services

5. Forms

- Insurance - Appendix D
- Signed Forms - Appendix E

Company Profile

For over 96 years, Calgi Construction Management has provided Construction Management, Owner's Representative and Consulting Services. Located in White Plains, NY we provide services throughout the Tri-State area. A versatile firm, the company has expertise in a broad range of industries and construction types including educational, municipal, public safety health care, life sciences, corporate fit-outs and others.

Calgi has successfully managed many school projects from the Pre-Construction phase through the Final Close-Out phase. Currently we are providing construction management for the Dobbs Ferry UFSD and Lakeland CSD. As Construction manager for Washingtonville School District we managed renovations and restorations ranging from the Elementary School to the High School. The College of New Rochelle trusted Calgi with managing their 40,000 sq. foot library renovation project. Representing Iona College, we successfully managed the construction of a 38,000 sq. foot new Student Union and a 40,000 SF Athletic Center.

Calgi has working experience with the State Education Department (SED). Our knowledge of the rules, regulations, guidelines and forms utilized by the SED will be a benefit to the Rocky Point Union Free School District. Several of our project managers have extensive experience working with the SED providing contract administration on well over \$100 million of school construction projects. In addition, our main office administrative staff is very familiar with the necessary forms used by the SED relative to payment requests, change orders, etc.

Recognizing that working with education facilities is specialized, Calgi will offer the Rocky Point Union Free School District a proven team with in-depth understanding of the unique issues, complexities and challenges that are part of the culture and nature of working in schools.

We approach every project not simply as a construction services firm, but rather as a valued partner. Your key concerns and business objectives are as much a catalyst for success as accelerated schedules and reduced budgets.

As your eyes and ears, we become your in-house construction expert. Our core values are Excellence in Customer Service, Integrity, Quality, Accountability, Teamwork, Innovation and Building Long Term Relationships.



CONSTRUCTION MANAGER

Lakeland Central School District

Shrub Oak, NY



- **CLIENT:** Lakeland Central School District
- **ARCHITECT:** Fuller D'Angelo Architects
- **Total Project Capital Cost:** \$9 Million

Calgi Construction was selected by the Lakeland Central School District to manage Phase 2 of the District's Safety and Security Project. We will work in conjunction with the Architect, Facility Director and the Director of Information Technology. This phase primarily consists of installation of generators, air conditioning and a complete upgrade of their IT infrastructure including phones and security cameras.



56 Lafayette Avenue, Suite 350 White Plains, NY 10603 (914) 666-9423 www.calgiconstruction.com

CONSTRUCTION MANAGER

Dobbs Ferry Union Free School District

Dobbs Ferry, NY



- **CLIENT:** Dobbs Ferry Union Free School District Dave Robertin, Director of Facilities
- **ARCHITECT:** KG&D Architects 914-494-2962
- **Total Project Capital Cost:** \$14 Million

Calgi was selected by the Dobbs Ferry Union Free School District to be Construction Managers for their \$14 million capital project. This project includes renovating and installing athletic fields, health and safety updates, art and technology updates, updates to infrastructure including abatement, roof work, insulation, ventilation..



56 Lafayette Avenue, Suite 350 White Plains, NY 10603 (914) 666-9423 www.calgiconstruction.com

CONSTRUCTION MANAGER

Washingtonville Central School District

Washingtonville, New York



- **CLIENT:** WCSD - Paul Neinstadt, Executive Director of Operations: 845-497- 4000 x27033
- **ARCHITECT:** Sammel Architecture PLLC - Ken Bond, AIA: 914-276-0777
- **Total Project Capital Cost: \$4.8 Million**

Construction Manager for this 6 building, \$4.8 million project. The project included: asbestos abatement for all (6) buildings; renovations to existing locker rooms, masonry restoration and aluminum store fronts at the High School; masonry restoration, re-roofing and replacement of plaster ceilings in auditorium at the Middle School; toilet renovations, masonry renovations & curtain wall replacement at Little Britain Elementary; toilet renovations & masonry restoration at Round Hill Elementary; masonry restoration & curtain wall replacement at Taft Elementary and window & roof replacement at the Administration Building. The Project also included the installation of a IP Telephone and Paging System and Wireless System for Little Britain Elementary School and Washingtonville Middle School,



56 Lafayette Avenue, Suite 350 White Plains, NY 10603 (914) 666-9423 www.calgiconstruction.com

OWNER'S REPRESENTATIVE

Great Neck Library

Great Neck, NY



- **CLIENT:** Great Neck Library, Marietta DiCamillo, Board President: 516-466-8055
- **ARCHITECT:** KG & D Architects: 914-666-5900
- **Total Project Capital Cost:** \$12 Million

This complex project involves the complete interior renovation of the 40,000 sf + facility, originally opened to the public in 1970. The renovation will include new energy efficient mechanical, plumbing and electrical systems and services as well as tele/data cabling upgrades, infrastructure improvements, elevator upgrade, new roof, windows and automatic entry doors along with ADA accommodations. This exciting project also calls for the complete redesign of the space to provide more people space enlarged children's reading and storytelling areas.



56 Lafayette Avenue, Suite 350 White Plains, NY 10603 (914) 666-9423 www.calgiconstruction.com

CONSTRUCTION MANAGER

Levittown Public Library

Levittown, NY



- **CLIENT:** Levittown Public Library, Trina Reed, Director: 516-731-5728
- **ARCHITECT:** H2M Architects and Engineers: 631-756-8000
- **Total Project Capital Cost:** \$1.3 Million

Calgi Construction was selected by the Levittown Public Library Board of Trustees as Construction Manager for the Library's HVAC Total System Upgrade project. The library is a 2 level, 30,000SF building built in the 1960's. Calgi is responsible for the overseeing, coordination and on-site management of the single Prime Contractor for the Library's HVAC Total System Upgrade. During the Construction and Close Out Phase we will ensure that the project is being constructed in accordance with the contract documents and in the best interest of the Library. Additionally, we oversee, coordinate and manage the work of other contractors and/or vendors that may be employed directly by the Library to perform services directly related to the project.



56 Lafayette Avenue, Suite 350 White Plains, NY 10603 (914) 666-9423 www.calgiconstruction.com

CONSTRUCTION MANAGER

German International School

White Plains, NY



- **CLIENT:** German International School, Edward Schlieben, Administrator: 914-948-6513 x202
- **Site Development Consultant:** John Meyer Consulting, PC: 914-273-5225
- **Total Project Capital Cost:** \$ 1.75 Million

Chosen as the Construction Manager by the German International School New York for the second time, this current project, Site Development, consist of transforming a 4.5 acre lot into a five (5) lot subdivision providing additional School Parking and a new entrance road, all necessary for the School to increase its student cap from 350 to 500 students. The new access road to the School will be directly from North Street to ease the anticipated increase in traffic and redirect it away from the neighborhood's residential streets. Additionally, the project includes the installation of all site utilities, storm drainage, underground recharger system as well as water distributions systems for the planned construction of four (4) single family homes.



56 Lafayette Avenue, Suite 350 White Plains, NY 10603 (914) 666-9423 www.calgiconstruction.com

OWNER'S REPRESENTATIVE
Hynes Athletic Center, Iona College
New Rochelle NY



- **CLIENT:** Richard Murray, Director of Facilities Management - 914-633-2000
- **ARCHITECT:** Anthony M. Pucillo, AIA - 914-636-8377
- **Total Project Capital Cost:** \$15 Million

As Owner's Representative for the College, Calgi was entrusted to coordinate and monitor the services of all Design Professionals and Contractors. Our Services included Pre-Construction Phase Services, Construction Phase Services and Project Close-out.

This \$15 million, 40,000 SF Georgian brick facility is located on Iona College's main campus. This complete athletic facility includes weight rooms, cardio vascular exercise rooms, aerobics exercise rooms, passive exercise rooms, rowing tank and offices.

"Whether acting as our Construction Manager or Owner's Representative, your management staff has always acted in a professional manner and been very accommodatina to the needs of the College." Richard Murray, Director of Facilities Management



56 Lafayette Avenue, Suite 350 White Plains, NY 10603 (914) 666-9423 www.calgiconstruction.com

OWNER'S REPRESENTATIVE

Robert V. LaPenta Student Union, Iona College

New Rochelle NY



- **CLIENT:** Richard Murray, Director of Facilities Management - 914-633-2000
- **ARCHITECT:** Anthony M. Pucillo, AIA - 914-636-8377
- **Total Project Capital Cost:** \$14 Million

The \$14 million, 38,000 SF, 3 story structural steel and concrete building with concrete masonry backup and brick veneer was completed in 11 months, well head of schedule.

The new facility, located at the center of Iona's main campus, houses all student activities, security offices, coffee shop and dining area, campus radio station, student meeting rooms, chapel, two computer labs, a Barnes & Noble bookstore, multi-purpose rooms and a night club. The facility is fully wired for the latest in technology in building functions, wireless accessibility and is attractively decorated.

"It has been a pleasure to work with your team again on the construction of Iona College's LaPenta Student Union and Hynes Athletic Center. As both projects were under critical time constraints, the team work and co-operation exhibited between your management staff, our office and the owner was truly a fine example of partnership among the project team" Anthony Pucillo, AIA



56 Lafayette Avenue, Suite 350 White Plains, NY 10603 (914) 666-9423 www.calgiconstruction.com

CONSTRUCTION MANAGER

*Mother Irene Gil Memorial Library, College of New Rochelle
New Rochelle, NY*



- **CLIENT:** College of New Rochelle, Fred Sullo, Director of Facilities: 914-654-5555
- **ARCHITECT:** The Hillier Group 609-452-8332
- **Total Project Capital Cost: \$8 Million**

An interior renovation to the existing, four story, 40,000 SF building constructed in 1938. The project included a complete interior demolition of the facility and the creation of new study spaces, reading rooms, reference areas, general collection areas, media centers, administrative areas and storage facilities. Additionally, along with a new elevator installation and handicap accessible areas, the entire mechanical, plumbing, fire protection, electrical and telecommunications systems were upgraded to bring the library up to date.

"Our long experience with you and your team, going back almost 20 years, has always been one of professionalism and teamwork" "Additionally, we could always rely on your firm's sensitivity to the ongoing operations of the College and working among students and faculty" Fred Sullo, CNR Director of Facilities



56 Lafayette Avenue, Suite 350 White Plains, NY 10603 (914) 666-9423 www.calgiconstruction.com

Rocky Point Union Free School District

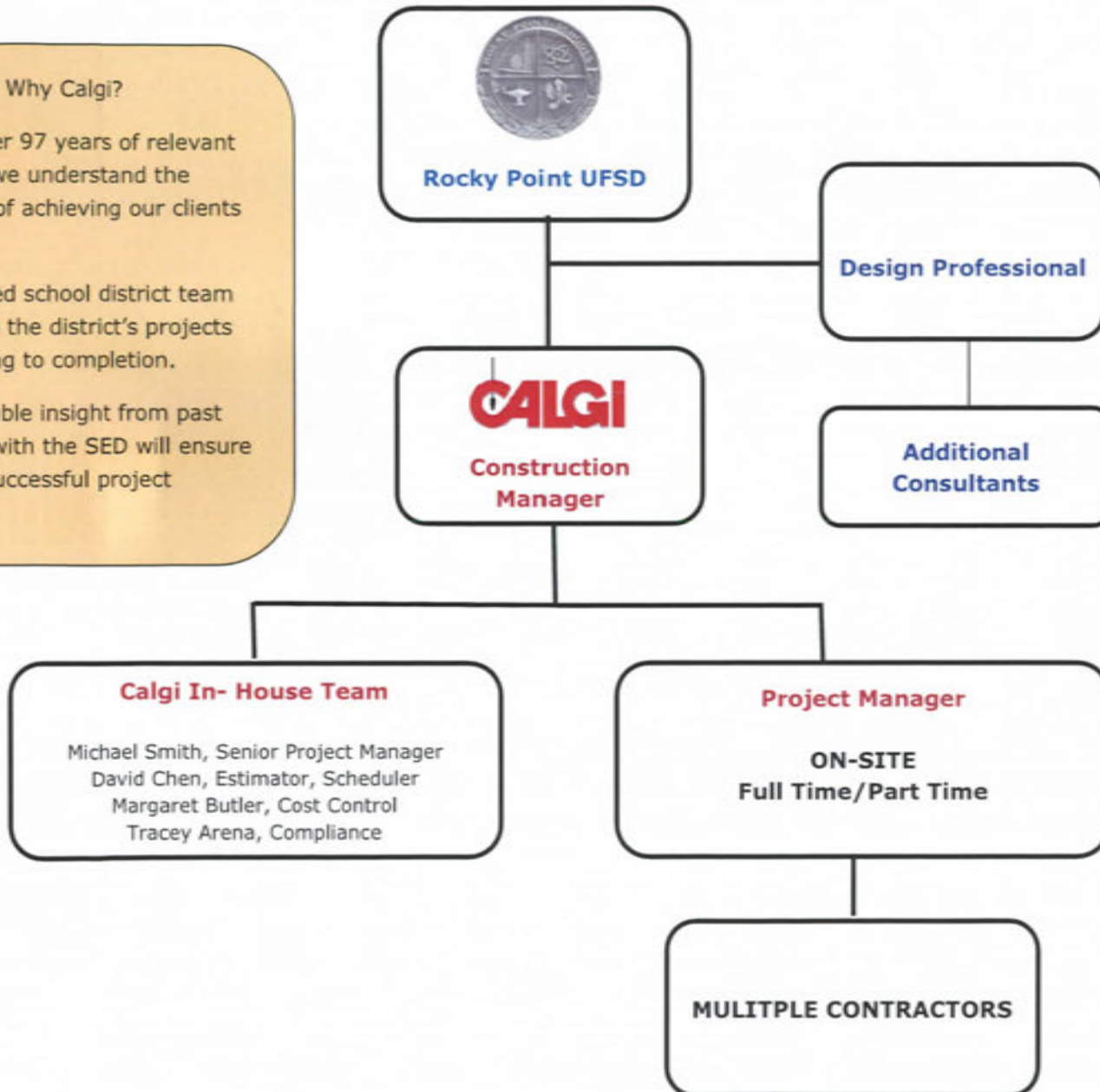
Construction Management Services Staffing and Organizational Chart

Why Calgi?

With our over 97 years of relevant experience we understand the importance of achieving our clients goals.

Our dedicated school district team will facilitate the district's projects from planning to completion.

Calgi's valuable insight from past experience with the SED will ensure a smooth successful project



Project Team

Below please find summaries of our staff that would be either on-site or at the Firm's home office as needed by the District.

- **Dominic Calgi, Project Principal** – With over 40 years in the construction industry, Dominic will be leading the Team. Dominic provides executive leadership, reinforces client relations and manages the financial as well as the overall project management performance on all Calgi projects. In addition to his management responsibilities, Dominic is also involved in taking part in and providing seminars to several professional organizations on construction management practices, WICKS Law projects and design and construction of various municipal facilities.
- **Michael Smith – Senior Project Manager / Architect**- Michael has over 20 years of experience in the design, construction and contract administration of educational facilities in both the public and private sectors in excess of \$100 million and has worked very closely for many years with the New York State Education Department. In the public sector, Michael has provided these services to: the City School District of New Rochelle at their Elementary, Middle and High Schools; Tuckahoe School District on their High School and Elementary School; Rye Neck School District on their High School and the Mount Vernon School District on their Elementary Schools. In the private sector, Michael has provided these services to: Iona College, College of New Rochelle and Iona Preparatory School.
- **Dorian De Laurentiis – Project Manager** – Dorian has over 18 years of experience in project management of educational facilities in both the public and private sectors in excess of \$60 million. Dorian has provided the full gamut of construction project management services from value engineering to the daily management and coordination of the various prime contractors to quality control and project close-out and commissioning. Dorian has provided these services to: Greenburgh Central School District, City School District of New Rochelle, Scarsdale Union Free District and the Hackley School, in the private sector.
- **Ken Sans – Project Manager** – Ken has over 25 years of experience in the management and oversight of municipal and educational facilities in excess of \$80 million. The bulk of Ken's experience in Project Management has been on projects utilizing New York States Multiple Prime Contracts. Ken's on-site project management experience runs the full gamut of overall construction management services from value engineering to the daily management and coordination of the various prime contractors to quality control and project close-out and commissioning. Ken has provided these services successfully to the Village of Bronxville on both their Village Hall and Public Library, Briarcliff Public Library, Larchmont Public Library, Washingtonville Central School District, Village of Scarsdale on their Public Safety Facility to name a few.

- **Andrew Laidlaw – Project Manager** –Andrew has over 15 years of experience with project management/construction supervision in excess of \$40 million. He has worked on many public safety buildings and educational facilities overseeing prime contractors under New York State's Wicks law. Andrew's ability to communicate and his attention to detail have made him a trusted partner to our clients. His understanding of contracts, blue prints and specifications has made it possible for projects to come under budget. Andrew has provided these services for the Lakeland Central School District, Silver Lake Fire District, Building Corp Autism Campus and Tiedemann Castle.
- **David Chen – Project Estimator / Scheduler** –David has over 15 years of experience in the budgeting and scheduling of major public and private educational institutions, health care and public safety facilities in excess of \$100 million. David's accurate budgeting has been beneficial to our clients planned funding of their projects. Additionally, as the majority of our projects are in the public sector, David typically assists the Design Team in the preparation of contract documents specific to the various multiple prime contracts.



Dominic A. Calgi, President / CEO

Project Executive

Education

Bradley University
BS - Construction Engineering

Memberships

- Building Contractors Association
- Construction Advancement Institute
- Construction Management Association of America (CMAA)
- General Contractors of America (AGC)
- NYS/City/County Management Association
- AEC New Jersey, New York Chapters

Relevant Experience

Dobbs Ferry Union Free School District
Lakeland Central School District
Washingtonville Central School District
Iona College
College of New Rochelle
Great Neck Library
Levittown Library
Mount Kisco Library

Past Experience

Illinois

Pora Construction Company

- Illinois Dewatering Facilities
- University of Illinois Sports Complex
- Cook County Jail & Courthouse

Virginia

- ***Stone & Webster Engineering Corp.***
- North Anna Nuclear Power Plant

Profile

- ***Participates in all Preconstruction Planning, Feasibility Studies and Need Assessments and all Pre-Construction and Construction Phases.***
- ***Develops, Applies and Enforces all Risk Management Plans and Health & Safety Programs***
- ***Ensures Suitable Resources and Communications are Available***
- ***As President / CEO of Calgi, Dominic Provides Executive Leadership, Reinforces Client Relations and Manages the Financial Performance of all Calgi Projects.***
- ***Provides Seminars to Several Professional Organizations on Construction Management Practices, WICKS Law Projects and Design and Construction of Various Municipal Facilities.***





Michael L. Smith

Architect / Project Manager

Profile

- On Staff Architectural Consultant / Project Manager
- Over 20 years experience in architectural design and project management.
- Michael assists in creating and delivering architectural programs to meet client needs and realize their visions.
- Creates specification documents, construction document production.
- Acts as a liaison between numerous consultants
- Reviews architectural plans for compliance with state and local codes and standards.

Education

Rensselaer Polytechnic Institute
Bachelor of Science

Rensselaer Polytechnic Institute
Bachelor of Architecture

Relevant Experience

City of New Rochelle School District
Iona College
Menorah Home and Hospital

Past Experience

- **Anthony M. Pucillo, Architect,**
New Rochelle, NY - Project Architect
- Projects totaling more than \$100 million
- **Trudeau Architects, Latham, NY**
- **Jacobs - Nicolaidis, New York, NY**





Dorian DeLaurentiis

Project Manager

Profile

- *Involves in every aspect of Project Development from Estimating, Scheduling and Project Management to Project commissioning and Final Closeout.*
- *Provides Day-to-Day Point of Contact and Direct Management Oversight for the Construction Team.*
- *Develops and Reviews Project Schedule and Costs to Guarantee the Project is on Time and within Budget*
- *Reviews, Signs and Implements the Contracts and Change Orders as needed*
- *Leads all Subcontractor Meetings and Ensures Jobsite Safety*
- *Manages Contracts Submittals, RFIs and Change Orders as well as Preparing Bid Packages, Procurement, Schedule and Permitting*

Education

New York Institute of Technology

BS - Architecture

Relevant Experience

New Rochelle School District

Valhalla Union Free School District

Scarsdale School District

Elmsford School District

Past Experience

MPCC Corp., New Rochelle, NY

- Senior Project Manager

Capital Projects Consulting, Hawthorne, NY

- Owner's Representative / CM

JMOA Engineering, P.C., Pleasantville, NY

- Project Executive





Andrew Laidlaw

Project Manager

Profile

- **Over 15 years experience with project management and construction supervision including many projects managing Prime Contractors**
- **Coordinates, manages, monitors all work performed by Prime Contractors and Field Staff**
- **Provides day to day point of contact and provides direct management of construction team**
- **Reviews, Signs and Implements the Contracts and Change Orders as needed**
- **Leads all Subcontractor Meetings and Ensures Jobsite Safety**
- **Manages Contracts Submittals, RFIs and Change Orders as well as Preparing Bid Packages, Procurement, Schedule and Permitting**

Education

Orange County College
Associates of Applied Science

Relevant Experience

Lakeland Central School District
Silver Lake Fire District
Autism Campus
Tiedemann Castle Renovation

Past Experience

Clerk of the Works, Wittcom, Inc.
Building Corp II
Robert Knebel Contracting

10 Hr Osha





Ken Sans

Project Manager

Profile

- *Develops and reviews project schedule and costs to guarantee the project is on time and under budget*
- *Involved in every aspect of project development from inception to completion*
- *Provides day to day point of contact and provides direct management of construction team*
- *Over 25 years experience managing Prime Contractors on public projects.*
- *Reviews, Signs and Implements the Contracts and Change Orders as needed*
- *Leads all Subcontractor Meetings and Ensures Jobsite Safety*
- *Manages Contracts Submittals, RFIs and Change Orders as well as Preparing Bid Packages, Procurement, Schedule and Permitting*

Education

Iona College
Bachelor of Arts Degree

Relevant Experience

Great Neck Library
Mamaroneck Police Department
Scarsdale Public Safety Facility
Borough of Fort Lee Police Facility

Past Experience

Michael F. Ross, Inc.
Project Manager

Spectrum Construction, Inc.
Project Superintendent

Nikon Construction, Inc.
Project Superintendent





David Chen

Estimator / Project Manager

Education

New York Institute of Technology
BS - Architectural Technology

Relevant Experience

Dobbs Ferry Union Free School District
Lakeland Central School District
Washingtonville Central School District
Iona College
College of New Rochelle

Past Client Experience

Great Neck Library
Levittown Library
Millwood Fire District
Town of Mamaroneck
City of New Rochelle

Profile

- **Provides**
 - Construction Estimating**
 - Scheduling**
 - Project Development**
 - Feasibility Studies**
 - Needs Assessments**
 - Design Phase Budgets**
 - Hard Construction Cost Estimates**
 - Value Engineering Options**
 - Detailed Reviews of Architectural and MEP Systems**
- **Responsible for the cost estimating, budget development and value engineering and management**
- **Actively involved with the Construction Team preparing bid packages and value recommendations**
- **Schedules Key Project Milestones and Performs Constructability Reviews**



Project Approach & Management Plan

The planning and design of a project usually requires less time than the actual construction of the project. However, the decisions made coupled with the design itself may, in some cases, be a cause for delays or cost overruns during the construction period. It is our main goal to provide the necessary Project Controls to avoid these conflicts.

Calgi's management staff will work with the Architect and Engineers early in the planning stages to assist them and make recommendations that we feel will ensure a successful project. Our staff of Professional Engineers, Construction Managers, Schedulers and Contract Administrators, with a combined average of thirty years of hands on construction experience, will provide the necessary expertise required for a successful construction program. The key issues that affect the success of any project are: Cost; Schedule; Quality Control and Safety. In working closely with the Rocky Point Union Free School District and their Design Team we can, through cost estimating and construction scheduling, ensure the value of the project within the budget and the constructability of the project within the anticipated construction time frame. All cost estimating and budgeting is performed in house.

During Schematic Design and Design Development through final Contract Documents, we can provide value engineering by reviewing the plans and specifications as they evolve and consider the costs of alternative materials, building systems, equipment and construction methods. When the project requirements have been sufficiently identified beyond schematics, we can prepare a preliminary cost estimate of the project. As the design progresses and the drawings and documents are further developed, Calgi will assess and revise costs to a point where, prior to construction, a lump sum construction budget will be established.

Scheduling will also be a part of our pre-construction phase responsibility and prior to issuing for bid, a detailed trade by trade schedule outlining the sequencing of the contractors and suppliers, their overlapping responsibilities and their interdependency will be completed. Additionally, long lead items will be highlighted as well as necessary site accommodations and access requirements. Both the Schedule and a Construction Implementation Plan will be incorporated into the bidding documents.

From the start of the construction phase, Calgi, along with the Architect, will be inspecting the project for conformance to the contract documents. Quality control begins during the initial interview and scope review with the Single Prime Contractor or Multiple Prime Contractors to be sure of their conformance to the contract documents, their thorough familiarization with all aspects of the construction process and the detailed plans prior to the execution of the contract.

It is the policy of our company to emphasize a safe work environment. To that end we incorporate Safety Discussions into our weekly job progress meetings and encourage the Contractors to have subsequent safety / tool box meetings with their field forces and sub-contractors. Additionally, we schedule periodic inspections by the Department of Labor to review and assess the overall safety aspects of the project.

With regard to the various Project Issues that arise during the Pre-Construction and Construction Phases, we provide our Project Approach and Management Plan to address the key challenges that all construction projects present.



PROJECT APPROACH & MANAGEMENT PLAN

Project Issues

Given that construction and renovations of new and existing buildings always present uncertainties, possible technical and administrative issues may arise that could complicate the execution of the overall project. Clearly, there will be a number of challenges that will have to be carefully and expeditiously addressed to ensure the successful outcome of the entire project. These challenges include:

Budgeting / Estimating

The available funding for this project including all direct costs, design and construction budget, contingencies, general conditions, fees, and escalation will be limited. Therefore, we will have to work closely with the District and their Design Team to ensure that the final design remains consistent with the available funding and, at the same time, remain consistent with the overall goals and objectives of the District.

Value Engineering / Constructability

Construction and renovation of new and existing buildings can offer numerous opportunities for value engineering. It will be our responsibility to assist the Architect in the overall design process and offer our expertise in facilitating construction means and methods. We will aggressively review the design documents to assure the optimization of systems and materials. To keep the project on schedule, these reviews will have to be completed expeditiously and at the completion of each design phase.

Scheduling

As with most projects the schedule will be tight, however, with proper planning and close control of the construction activities most schedules can be achieved. The Calgi Company utilizes a Primavera "Suretrak" scheduling system. This system provides excellent control, scheduling and execution of the myriad of construction activities. It provides an excellent clock against which each phase or activity of a project is measured to pinpoint problems, highlight overriding and predecessor activities, avoid delays and bring the project to completion on / or before schedule. During the Construction Phase, our Project Scheduler will be updating the project schedule on a monthly basis working with direct input from the various prime contractors as well as with our Project Manager for actual on site progress information.

To facilitate the effective planning and execution of our Construction Management services, we utilize the following standard forms:

- Daily Field Reports
- Letters of Transmittal
- Change Order Logs
- AIA Change Order Forms
- Shop Drawing Logs
- Primavera "Suretrak" Schedules
- Dunning Letters
- Meeting Minutes Forms
- Transmittal Logs
- AIA Application for Payment Forms
- Field Order Directive Forms
- Punch List Forms
- Purchase Order Forms
- Contract Agreement Forms

The majority of the forms noted are part of the PRIMAVERA Management and Scheduling Software System. They can, however, be customized to meet client requirements.

Contractor (Bidder) Interest / Solicitation

Because of our reputation in the industry, we are aware of quality contractors and suppliers to solicit for our many projects. We notify the various vendors by issuing Request for Proposals (RFP's) to generate interest within the industry and assist the Architect in providing the local construction news organizations such as Dodge, etc. with copies of the construction documents. Additionally, we schedule and conduct pre-bid site meetings for the various vendors along with the Architect and their Consultants to answer any and all questions and assist the Architect in issuing addenda for clarifications as they arise during the bidding process.

Construction Claims / Change Order Analysis

All new construction and renovation projects present uncertainties because of unforeseen conditions, differing site conditions, coordination issues, etc. For these reasons, the potential for change order requests during the construction phase is great. It will be our responsibility, as well as the Design Team to keep the potential for change orders to a minimum by thoroughly reviewing the contract documents prior to bidding to ensure that they are as well defined and coordinated as possible. Further, to uncover as many hidden conditions as possible prior to the bidding phase, we would advise that probes of existing facilities or sub-soil investigations for new facilities be performed.

Clearly, we will not be able to expose all conditions. Therefore, the final budgeting for this project should include an allowance for unforeseen conditions or the cost for the project could increase significantly through change orders resulting from unanticipated field conditions. Should change orders arise, our project management staff along with our estimating staff will review each change order for verification of labor, material and equipment cost; conduct our own in-house estimate of the work to verify fairness of costs and review the contract documents to verify the validity of the change order request. Upon completion of our review process we would then submit the change order request along with our analysis to the Architect and the District for final approval. Upon approval, we then issue the necessary contract change order.

Contractor Progress Payments

We require all vendors to submit their payment applications on standard AIA Document G702 / CMA forms. These progress payment forms are based on percentage of completion. We require all vendors to submit a "pencil copy" of their applications for payment at least one week prior to the actual required due date. This is required to allow our Project Manager, along with the Architect, sufficient time to review each application for verification of work completed to date; materials delivered and stored to date; that sufficient monies remain in the activity line item to complete the remaining work and that the proper retainage is withheld. Upon completion of our review, the vendor is then authorized to make any corrections that may be required and to formalize the application for payment. It is our policy to require all vendor applications to include partial Release of Liens for prior payments along with certified payrolls. Finalized copies, upon Construction Manager and Architect's sign off will then be submitted to the District for payment.

Prior to release of progress payments to the vendors, our administrative staff reviews each vendor's insurance certificates to make sure they are current and valid. Assuming that all insurance's are current, the District will be notified that progress payments can then be issued promptly.

Project Safety

During the construction process there will be multiple construction activities and extensive use of various tools and heavy equipment. It will be our role to emphasize compliance by all contractors of OSHA safety regulations to provide a safe environment for tradesmen to perform their work. Additionally, Safety Inspectors from the Department of Labor are called in to perform random inspections to monitor the safety compliance of the various contractors. These efforts are enforced to minimize the liability of both the Calgi Company and our clients.

Equal Employment Opportunity

The Calgi Company is an Equal Opportunity Employer and does not discriminate against any person for reason of race, color, religion, sex, national origin, age, martial status or disability.

Additionally, the Calgi Company is committed to the concept that each employee is entitled to a working environment that is free of harassment and offensive behavior. Harassment and offensive behavior are strictly prohibited and will not be tolerated. Harassment and/or offensive behavior includes but is not limited to requests to engage in illegal, immoral, or unethical conduct, or negative comments or actions based on an employee's, customer's or a member of the public's race, creed, color, age, sex, national origin, material status, sexual orientation, status with regard to public assistance, or the presence of a physical, sensory or mental disability.

**ROCKY POINT UNION FREE SCHOOL DISTRICT
CONSTRUCTION MANAGEMENT SERVICES
FEE SCHEDULE**

APPENDIX "B"

1. Principal	\$ <u>120.00</u> Hourly rate	\$ <u>150.00</u> O/T rate*
2. Project Executive	\$ <u>115.00</u> Hourly rate	\$ <u>145.00</u> O/T rate*
3. Project Manager	\$ <u>105.00</u> Hourly rate	\$ <u>130.00</u> O/T rate*
4. Asst. Project Manager	\$ <u>95.00</u> Hourly rate	\$ <u>120.00</u> O/T rate*
5. Clerical	\$ <u>65.00</u> Hourly rate	\$ <u>80.00</u> O/T rate*

*O/T rate applies to the following days: Saturday and Sunday

The number of hours required will vary and will be determined by the District.

All firms should base their fees for comparison purposes on the following criteria:

1. Estimated Construction Value : \$13,900,000
2. Total Project Duration is approximately 35 months, 2/1/2017-1/1/2020

Calgi Construction Company, Inc.

Company

56 Lafayette Avenue, Ste. 350, White Plains, NY

Address


Signature

Dominic Calgi, President

Print Name/Title

Construction Management Services

We have reviewed "Appendix A –Construction Manager Services and Responsibilities" as noted in the RFP and they are complementary to our standard CM Services that we provide during the Pre-Construction, Construction and Post Construction / Commissioning Phases as noted below

Pre-Construction Phase Services

1. Assist the Owner in the review of the qualifications and the selection of the Design Professional Team. (if necessary)
2. Review the Schematic, Design Development and Construction drawings and specifications as they are prepared by the Architect and submitted to the Owner.
3. Work in conjunction with the Owner and Architect on reviewing methods and materials of construction and provide value engineering and alternate designs to ensure economy and constructability.
4. Attend and provide minutes of all progress meetings with the Owner, Architects, Engineers, and Consultants to assure that all matters of pre-construction are being considered.
5. Establish site mobilization and security plan.
6. Determine availability of materials and trades.
7. Work in conjunction with the Owner and Architect in refining the construction budget.
8. Prepare and provide periodic budget estimates from Schematic Design through Construction documents and planning phase to insure adherence to the available funding.
9. Maintain file document copies of all design submissions and records.
10. Provide status reports to the Owner on the progress of the Design Phase.
11. Identify long lead items and establish procedures for purchasing same.

12. Prepare and provide a final estimate based on the completed contract documents prior to the competitive bidding process.
13. Work in conjunction with the Owner in the development of construction schedules.
14. Assist the Owner and Architect in the preparation of alternates and unit cost items to be utilized in the bid package.
15. Work in conjunction with the Architect on the scheduling, preparation and content of bid packages to be issued.
16. Prepare a pre-bid schedule, generate interest among qualified bidders and advise said bidders of the project schedule. Conduct pre-bid meetings and walkthroughs. Receive all bidder questions (RFI's) and review with design team.
17. Assist the Owner and Architect in the review and analysis of the actual construction bids and in the evaluation of Contractor Qualifications. Analyze all bids and prepare written analysis and comparisons. Review all required bid bonds, payment and performance bonds, and insurance certificates.
18. Evaluate all bid proposals to determine the lowest responsible bidder. Provide input to the Owner and Architect in the development of award provisions. Prepare and submit to owner an Award Recommendation letter.
19. Assist the owner in preparation of contracts. Obtain, review and forward to the Owner and Architect all performance bonds, labor and material bonds, certificates of insurance and all construction permits that may be required by State and Local Authorities.

Construction Phase Services

1. Assume overall responsibility for managing and coordinating the Prime Contractors involved in the project.
2. Maintain full time On-Site experienced Project Management and part-time Main Office Project Management Staff to supervise, inspect, coordinate, schedule and manage the various contractors and suppliers.
3. Maintain part time administrative staff to expedite record keeping and administrative procedures.
4. Maintain accurate and detailed written records of the progress of the project during all stages of construction. Submit written progress reports to the Owner as required, but at least monthly, including information concerning the work of each contractor and the percentage of work completed.

5. Perform daily inspections of the work to ensure that the Owner's objectives are being carried out in accordance with the contract drawings, specifications and all other contract documents, local laws, ordinances and regulations.
6. Review and incorporate each contractor's proposed schedule into an overall project schedule and update as required by the Owner. Recommend courses of action to the Owner when requirements of a contract are not being fulfilled and the non-performing party will not take satisfactory corrective action.
7. Develop cash flow schedules for the duration of the project.
8. Using updated schedule, conduct weekly job meetings to discuss progress, problems, scheduling and coordination. Minutes shall be prepared and distributed to all concerned.
9. Establish lines of authority to effectively carry out all phases of the project in a coordinated basis.
10. Establish and maintain procedures for processing shop drawings, material samples, mock-ups and off-site testing and inspections as defined by the project specifications.
11. Assist the Owner in soliciting independent Material Testing and Inspection Services. Evaluate proposals and recommend award.
12. Establish and maintain safety procedures, risk management, O.S.H.A and other programs necessary for the safe and expeditious execution of the work.
13. Arrange with each prime contractor for the delivery, storage, protection and security of all purchased items and equipment until they are incorporated into the project.
14. In the event that the interpretation or the meaning and intent of the plans and specifications becomes necessary during construction, the Construction Manager shall, on behalf of the Owner, consult with the Architect, ascertain the Architect's interpretation and prepare a report to the Owner.
15. Review all contractors' applications for progress payments and make recommendations to the Architect and the Owner for approval or rejection.
16. Review all contractors' requests for change orders. Prepare independent cost estimates of the work to be performed on change orders, or other extra costs which may be incurred during the progress of the work and make recommendations to the Architect and the Owner.
17. Inspect the project jointly with the Architect and Owner periodically as required.
18. Assist the Owner and Architect in obtaining all required control tests and inspections as necessary.

**ROCKY POINT UNION FREE SCHOOL DISTRICT
CONSTRUCTION MANAGEMENT SERVICES**

INSURANCE REQUIREMENTS

APPENDIX "D"

INSURANCE IDENTIFICATION: THE RFP NUMBER IS TO APPEAR ON ALL CERTIFICATES OF INSURANCE.

INDEPENDENT CONTRACTOR: The CORPORATION/CONTRACTOR/AGENCY/CONSULTANT, is an independent contractor and covenants and agrees that it, its agents, servants and/or employees will neither hold itself/themselves out as, nor claim to be an employee, servant or agent of the ROCKY POINT UFSD.

INSURANCE: Contractor/vendor shall take out and maintain during the life of this contract, insurance as listed below with Rocky Point UFSD listed as additional insured. It shall be the responsibility of the contractor/vendor to submit original certificates of insurance to the District, and to maintain such insurance in amounts as set forth below. The amounts specified are the **minimum** coverage acceptable. Contractor/vendor shall not commence work under this contract until all insurance required has been obtained, and the Rocky Point UFSD has approved such insurance. If any insurance policy is cancelled, not renewed or expires during the life of the contract, immediate notice of cancellation, non-renewal, or expiration shall be delivered to the District no less than 30 days prior to the date and time of cancellation, non-renewal, or expiration.

- I. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the consultant hereby agrees to effectuate the naming of the district as an additional insured on the consultant's insurance policies, with the exception of workers' compensation, NY State disability and professional liability. If the policy is written on a claims-made basis, the retroactive date must precede the date of the contract
- II. The policy naming the district as an additional insured shall:
 - Purchase an insurance policy from an A.M. Best rated "secured" insurer, authorized to conduct business in New York State.
 - State that the organization's coverage shall be primary coverage for the District, its Board, employees and volunteers.
 - The district shall be listed as an additional insured by using endorsement CG 2026 or equivalent. The certificate must state that this endorsement is being used. If another endorsement is used, a copy shall be included with the certificate of insurance.
- III. The consultant agrees to indemnify the district for any applicable deductibles.
- IV. Required Insurance:
 - **Commercial General Liability Insurance**
\$1,000,000 per occurrence/ \$2,000,000 aggregate.
 - **Workers' Compensation and N.Y.S. Disability**
Statutory Workers' Compensation, Employers' Liability and N.Y.S. Disability Benefits Insurance for all employees.
 - **Professional Errors and Omissions Insurance**
\$1,000,000 per occurrence/ \$2,000,000 aggregate for the professional acts of the auditor performed under the contract for the district. If written on a "claims-made" basis, the retroactive date must pre-date the inception of

the contract or agreement. Coverage shall remain in effect for two years following the completion of work.

- **Excess Insurance**

On a "Follow-Form" basis, with limits of \$3,000,000 each occurrence and aggregate.

- V. Consultant acknowledges that failure to obtain such insurance on behalf of the district constitutes a material breach of contract. The consultant is to provide the districts with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities. The failure of the district to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the district.

Calgi Construction Company, Inc.

Company

56 Lafayette Avenue, Ste. 350, White Plains, NY 10603

Address


Signature

Dominic Calgi, President

Print Name/Title

**ROCKY POINT UNION FREE SCHOOL DISTRICT
NON-COLLUSIVE BIDDING CERTIFICATION**

Chapter 751 of the Laws of 1965 amended Section 103-d of the General Municipal Law required that every bid or proposal submitted to a political sub-division of New York State must contain the following certification properly signed and executed:

The undersigned hereby certifies that:

- a. This bid or proposal has been independently arrived at without collusion with any other bidder with any competitor or potential competitor;
- b. This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids or proposals for this project, to any other bidder, competitor or potential competitor;
- c. No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
- d. The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing in its behalf.
- e. The attached hereto (if a corporate bidder) is a certified copy of resolution authorizing the execution of this certificate by the signator of this bid or proposal in behalf of the corporate bidder.



Signature

President

Title

RESOLUTION-for corporate bidders only

RESOLVED that Dominic Calgi be authorized to sign and submit the bid or proposal of this corporation for the following project, Rocky Point UFSD Capital Improvements

and to include in such bid or proposal the certificate as to non-collusion required by Section one hundred three-d of the General Municipal Law as the act and deed of such corporation, and for any inaccuracies or misstatements in such certificate this corporate bidder shall be liable under the penalties of perjury.

The foregoing is a true and correct copy of the resolution adopted by CALGI CONSTRUCTION CO. INC Corporation at a meeting the 11 day of August ~~20~~ 1997 and is still in full force and effect on this 22ND day of Dec 2016.

Seal of the Corporation



Secretary

AFFIDAVIT OF COMPLIANCE

STATE OF New York

COUNTY OF Westchester

Dominic Calgi

, being duly sworn, deposes and says:

- 1) That (s)he is an officer or representative of Calgi Construction Company, Inc. and that (s)he has the authority to sign this affidavit.
- 2) This affidavit is offered as an inducement to the Rocky Point Union Free School District to award to _____ such purchase contracts for goods or services as directed by the Board of Education, in accordance with New York State law and with District policy.
- 3) That no Officer, Employee or Stockholder of the above referenced vendor is an Employee, in any position, Administrator or Board Member at the Rocky Point Union Free School District other than as disclosed below.
- 4) That no Officer, Employee or Stockholder of the above-referenced vendor is related to an employee in any position, administrator or Board Member, at the Rocky Point Union Free School District other than as disclosed below:

Vendor: List Officer, Employee or Stockholder's Name	Position with Vendor	Rocky Point UFSD Employee, Administrator or Board Member Name	Relationship between parties


Signed

12-8-16
Date

Sworn to before me this 8
Day of December, 2015


Notary Public

Seal



CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

As a result of the Iran Divestment Act of 2012 (the "Act"), chapter 1 of the 2012 Laws of New York, a new provision has been added to Stat Finance Law (SFL) § 165-a and New York General Municipal Law § 103-g, both effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law) (the "Prohibited Entities List"). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act's effective date at which time it will be posted on the OGS website.

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Bidder/Contractor, any person signing on behalf of any Bidder/Contractor and any assignee or subcontractor and, in the case of a joint bid, each party thereto, certifies, under penalty of perjury, that once the Prohibited Entities List is posted on the OGS website, that to the best of its knowledge and belief, that each Bidder/Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to SFL §165-a(3)(b).

Additionally, Bidder/Contractor is advised that once the Prohibited Entities List is posted on the OGS Website, any Bidder/Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this solicitation must certify at the time the Contract is renewed, extended or assigned that it is not included on the Prohibited Entities List.

During the term of the Contract, should the School District receive information that a Bidder/Contractor is in violation of the above-referenced certification, the School District will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he/she/it has ceased engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the School District shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the Bidder/Contractor in default. The School District reserves the right to reject any bid or request for assignment for a Bidder/Contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any Bidder/Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

I, Dominic Calgi, being duly sworn, deposes and says that he/she is the President of the Calgi Construction Company, Inc. Corporation and that neither

the Bidder/Contractor nor any proposed subcontractor is identified on the Prohibited Entities List.


SIGNED

SWORN to before me this

8 day of December

20 16

Notary Public: 





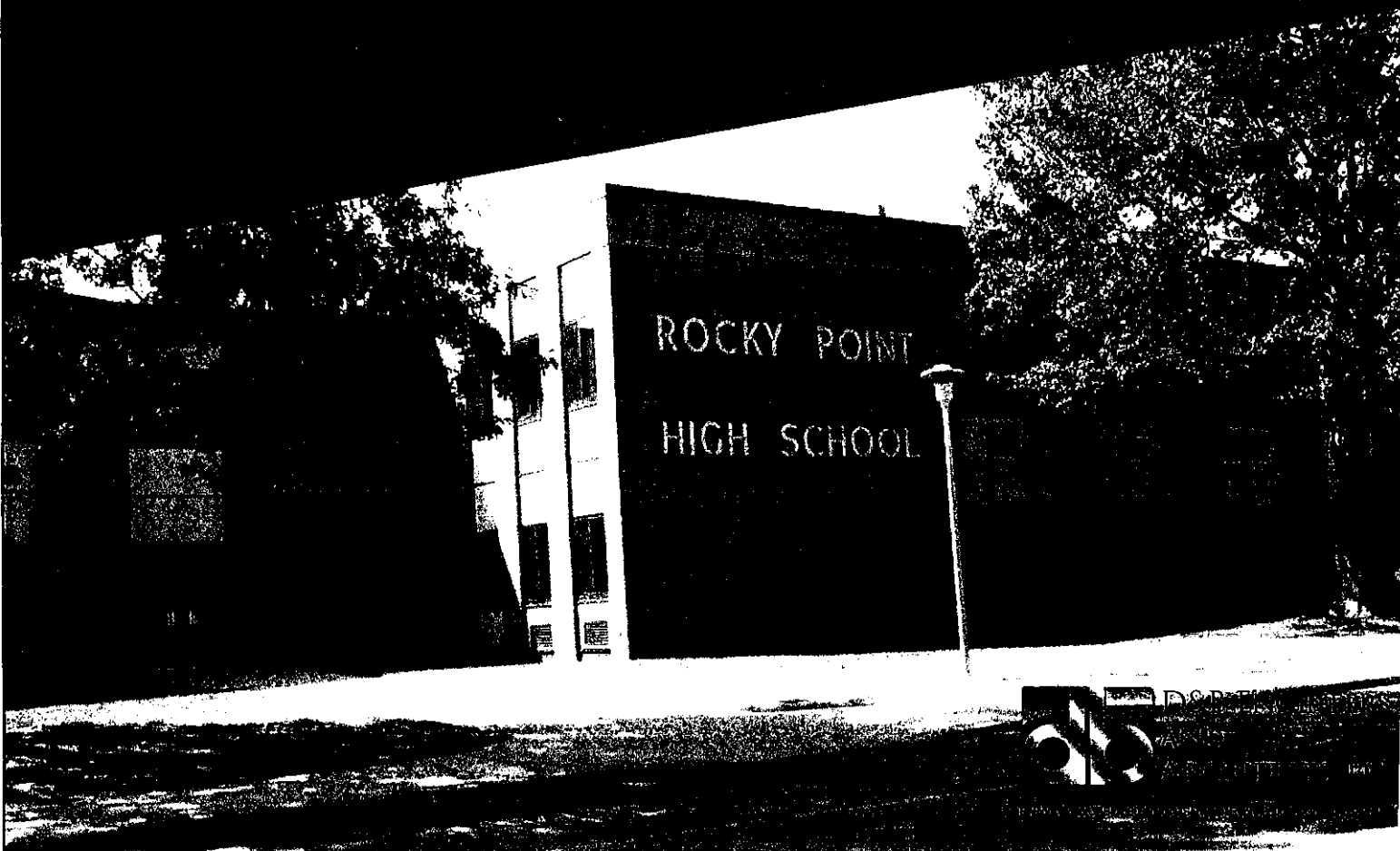
ROCKY POINT

UNION FREE SCHOOL DISTRICT

Proposal for

CONSTRUCTION MANAGEMENT SERVICES

RFP #R17-02





Board of Directors

Henry J. Chlupsa, PE, BCEP
President & Chairman
Steven A. Langinanni, PE, BCEP
Executive Vice President
Robert L. Raab, PE, BCEP, CCM
Senior Vice President

Vice Presidents

Rob J. DeGiorgio, PE, CPM, CSC
Senior Vice President
Stephen M. Duda, PE
Senior Vice President
Dennis F. Koehler, PE
Senior Vice President
Joseph H. Marturano
Senior Vice President
William D. Merklin, PE
Senior Vice President
John Schreck, PE
Senior Vice President
Brian M. Veith, PE
Senior Vice President
Richard M. Walka
Senior Vice President
Garrett M. Byrnes, PE
Vice President
Thomas P. Fox, PE
Vice President
Frank Genese, AIA
Vice President
Michael Neuberger, PE
Vice President
Kenneth J. Pritchard, PE
Vice President
Theodore S. Pytko, Jr.
Vice President
Charles J. Wachsmuth, PE
Vice President

Dir. of Architecture

Michael P. Sciarillo, AIA, NCARB

Senior Associates

Ellen R. DeOrsay
Matthew R. DeVinney, PE
Frank DeVita
Joseph A. Fioraisio, PE
Michael R. Hofgren
Christopher Koegel, PE, CCM
Christopher M. LeHank
Richard W. Lenz, PE
Olga Mubarak-Jaramillo
Philip R. Sachs, PE
Daniel Shabat, PE

Associates

Meredith A. Byers
Anthony M. Caniano
Rudolph F. Cannavale
Christopher W. Francis
James J. Magda
Michele Mastrangelo
Jamil Miranda, PE
Roger W. Owens
Steven F. Patak
Robbin A. Petrella
Swaroop C. Puchalapalli, PE
Edward J. Reilly
Michael G. Savarese, PE
Stephen F. Tausz

December 22, 2016

Mr. Greg Hilton
School Business Official
Rocky Point Union Free School District
90 Rocky Point-Yaphank Road
Rocky Point, New York 11778

Re: Response to Request for Proposals for
Construction Management Services
RFP #R17-02
D&B No. 8600PR

Dear Mr. Hilton:

D&B Engineers and Architects, P.C. (D&B) is pleased to submit one (1) original and one (1) unbound copy of our proposal for Construction Management Services for Capital Bond projects.

D&B is a full service architectural and engineering firm with over 50 years of experience. We routinely perform both design and construction management for a variety of municipal and educational clients in Long Island and the Hudson Valley. Our full-service capability allows us to bring mechanical, electrical, structural, architecture, hazardous materials handling and SED experience to the School District. Most importantly, our passion shows in everything we do and we strongly encourage you to check our client references.

Proposed Team

D&B will deliver the highest quality Construction Management Services for the District on time and within budget. Our Organization shows the full depth of talent that we have in-house to draw from to successfully execute any assignment. Based on the size of the project, we will determine the most appropriate organization to meet the project's scope, schedule, budget, and quality objectives. D&B is offering a local management team with convenient access to the potential project sites.

Qualifications

D&B has specialized in construction management projects, mainly in New York, for numerous years. Our CM experience includes the supervision of the following construction project types:

- Interior renovation;
- Reconstruction of apparatus floors, sidewalks, and parking lots;
- Roof replacements;

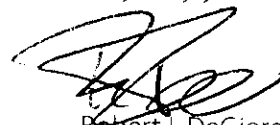
"50 Years of Facing Challenges, Finding Solutions... Since 1965"

Mr. Greg Hilton
School Business Official
December 22, 2016

- Coordination - Establish a framework for collaboration that sets out the structure, resources, communication, reporting and monitoring systems to manage this project consistent with the District's objectives.
- Budget Management -- Zero change orders; mitigate possible cost overruns; and accurate estimating.
- Schedule Management -- Proactively resolve potential delays; and deliver substantial and final completion on-time using all scheduling tools available.
- Quality Management - Comprehensive Quality Management Plan with clear responsibilities for the Team; minimal change orders and delays; knowledgeable inspectors; and clear reports that allow sound decision making.
- Risk Management - D&B is fully aware of the importance of preparing and implementing a Risk Management Plan. Our team recognizes that potential risks can occur at any point during the project life cycle and we strive to identify these risks early to minimize the negative effects on the project schedule and cost.
- Safety - Safety embedded in design and construction processes; no lost time accidents; and avoidance of environmental impacts.

We thank you for the opportunity to submit this proposal and look forward to working with the School District on this important project. If there are any questions or if you wish to discuss this proposal in further detail, please do not hesitate to contact me at (914) 467-5300, Ext. 16.

Very truly yours,



Robert J. DeGiorgio, P.E., CPESC, CPSWQ
Senior Vice President

RJD/cd
Enclosures
◆8600PR Cover Letter

McClave Engineering P.C.

Consulting Engineers

40 Commerce Drive
Hauppauge, NY 11788

(631) 265-8921
Fax: (631) 265-8961

Mount Pleasant Elementary School: \$8.2 million

Additions to this building included: three new kindergarten rooms and four new general classrooms. Alterations and upgrades included: new ceiling, T-8 lighting, CAT5E network and server rooms, Curtain wall & unit ventilator replacement, boiler & burner replacement and new fuel oil tank.

Nesconset Elementary School: \$6.3 million

Additions to this building included: new gymnasium, new main office, six new classrooms. Alterations and upgrades included: new ceilings, T-8 lighting, CAT5E network and server rooms, asbestos remediation, burner replacement and new main service.

Smithtown Elementary School: \$4.3 million

Additions to this building included: eight new classrooms, reconfigurations of the library and four classrooms. Alterations and upgrades included: CAT5E network and server rooms, asbestos remediation, and a new built-up roof.

Smithtown High School West: \$14.3 million

Additions included: new locker room space was added to this existing building. Alterations and upgrades included: new built-up roofing, new CAT5E network and server, new CCTV security system, rooftop HVAC replacement, asbestos remediation, new main electrical service.

Accompsett Middle School: \$12.6 million

Additions included: new gymnasium, four general classrooms, Alterations and upgrades: new built-up roofing, new CAT5E network and server, boiler and burner replacement, fuel oil tank replacement, asbestos remediation, new main electrical service, library reconfiguration.

Dogwood Elementary School: \$6.2 million

Additions included: four general classrooms, four kindergarten classrooms. Alterations and upgrades: fuel oil tank, new built-up roofing, ceilings, CAT5E network and server, burner replacement, asbestos remediation, main office reconfiguration.

Mills Pond Elementary School: \$18.1 million

Additions included: Four Kindergarten rooms, new gymnasium, new multi-use room, 16 new general classrooms. Alterations and upgrades: fuel oil tank, new built-up roofing, ceilings and lighting replacement, asbestos remediation, main electrical and water service.

Nesaquake Middle School: \$14.1 million

Additions included: two general classrooms, new gymnasium, new band and choirs room, new multi-use room, locker rooms. Alterations and upgrades: fuel oil tank, brick repointing, new built-up roofing, ceiling and lighting replacement, window replacement, elevator installation.

Saint James Elementary School: \$8.9 million

McClave Engineering P.C.

Consulting Engineers

40 Commerce Drive
Hauppauge, NY 11788

(631) 265-8921
Fax: (631) 265-8961

Additions included: four general classrooms,

Alterations and upgrades: fuel oil tank, brick repointing, new built-up roofing, ceiling and lighting replacement, door replacement, casework replacement and the removal of eight portable classrooms.

Smithtown High School East: \$18 million

Additions included: locker room, Library expansion and renovation, computer room addition



Smithtown HS East Computer Lab

The School District added 28 computer workstation and in instructional space. .

Smithtown HS East:

Alterations and upgrades: fuel oil tank, structural steel replacement, door replacement, eight science room renovation, track replacement, sport bleachers replacement, asbestos replacement, auditorium renovation, little theatre renovation, CAT5E and network, CCTV security system.

Smithtown HS East Little Theater

Renovated the existing theater to a 'state of the art' media center. The theater is used for school plays lectures and board meetings.





ROCKY POINT UNION FREE SCHOOL DISTRICT

Proposal for:

CONSTRUCTION MANAGEMENT SERVICES

RFP No. RFP17-02

Prepared by:

db D&B ENGINEERS
AND
ARCHITECTS, P.C.



**PROPOSAL FOR
CONSTRUCTION MANAGEMENT SERVICES
RFP No. R17-02**

TABLE OF CONTENTS

Section	Title	Page
Cover Letter		
A	FIRM/CONTRACTOR QUALIFICATIONS.....	A-1
A.1	Firm Overview.....	A-1
A.2	Relevant Experience.....	A-3
A.3	References.....	A-6
A.4	Staffing.....	A-7
A.5	Maintaining Schedule.....	A-8
A.6	Maintaining Budget and Cost Containment.....	A-9
A.7	Analysis and Resolution of Construction Claims.....	A-10
A.8	Current Technologies.....	A-10
A.9	Facilitating the Project on Behalf of the Owner.....	A-11
A.10	Approach to Change Orders.....	A-11
A.11	Meeting the District's Design/Construction Schedule.....	A-11
A.12	Volume of Construction Cost for School Projects.....	A-12
A.13	Last Five Projects over \$15 Million.....	A-12
A.14	Methodology, General Design and Construction Administration Concepts.....	A-12
A.15	Other Information.....	A-16
B	PROPOSED FEE.....	B-1
C	INSURANCE	C-1
D	ADDITIONAL REQUIRED FORMS.....	D-1
	Non-Collusive Bidding Certification	
	Affidavit of Compliance	
	Certification of Compliance with the Iran Divestment Act	

Figures

Project Organization Chart.....after page **A-8**

Appendices

Project Profiles.....	1
Résumés of Key Personnel.....	2
Sample Progress Report and Construction Management Plan	3



Section A

Firm/Contractor Qualifications





A FIRM/CONTRACTOR QUALIFICATIONS

A.1 Firm Overview



D&B Engineers & Architects, P.C. (D&B) was founded in 1965 with a primary focus on wastewater engineering. Today, D&B is a full-service firm of Engineers, Architects, Construction Managers, and Scientists that specializes in municipal and environmental engineering. We have supported hundreds of public and private clients on thousands of projects with budgets ranging from several thousand dollars to over \$500M. Our firm has planned, designed and performed construction management on thousands of public works projects, and has succeeded in having repeat clients over its almost 5 decades of service.

D&B has a long and proven track record of developing innovative solutions to meet our clients' needs in the following areas:

- ▶ Construction Management and Multi-Disciplined A/E Projects
- ▶ Architectural Services
- ▶ Wastewater Management
- ▶ Water Supply Engineering
- ▶ Hazardous Waste Site Investigation/Remediation
- ▶ Hazardous Waste Management
- ▶ Multimedia Environmental Compliance
- ▶ Environmental Assessment and Permitting
- ▶ Phase I/Phase II Environmental Site Assessments
- ▶ Solid Waste Management and Recycling
- ▶ Civil/Site Engineering
- ▶ Storm Water Management

D&B actively participates in various organizations within the engineering, environmental and architectural industries, which enable us to continually excel and improve the quality of service that we provide our clients. Our staff holds leadership and other critical positions within many of these organizations, further defining our role as regional leaders in our respective practice areas.

The multi-disciplinary, in-house capabilities of D&B will provide a comprehensive and timely response to almost any client need. Our unparalleled, wide array of architectural and engineering services provides our clients a project team grounded in multi-disciplined experiences and project approaches. Our Architectural Division provides various services including:

- ▶ Construction Management
- ▶ Architecture
 - ✓ Overall Master Planning
 - ✓ Feasibility Studies/Space Planning
 - ✓ Building Condition Assessments
 - ✓ Building Systems Analysis
 - ✓ LEED Alternatives and Compliance
 - ✓ Sustainable and Environmentally Sensitive Design
 - Code Analysis and Consulting



- ✓ ADA/ANSI Compliance
- ✓ Design, Rehabilitation and Renovation
- ✓ Exterior Modernization, Masonry, Façade, and Roofing Rehabilitation
- ✓ Green Infrastructure
- ✓ Contract Documents, Specifications and Bidding Assistance
- ✓ Building Envelope Commissioning
- ✓ Project Scheduling
- ▶ Structural Renovations and Rehabilitation
- ▶ Abatement and Hazardous Materials Compliance
- ▶ Civil Engineering/Site Planning
- ▶ Mechanical, Plumbing and Electrical Engineering
- ▶ Construction Administration
- ▶ Cost Estimating
- ▶ State of the Art Technology
 - ✓ Computer Rendering
 - ✓ Real-time Imagery Overlay
 - ✓ 3D Design and Coordination
 - ✓ REVIT, AutoCAD and Adobe

D&B employs more than 250 people, including Professional Engineers, Registered Architects, and numerous certified environmental professionals specializing in all phases of civil and environmental engineering and science. D&B's experienced and diverse staff includes: professional engineers; scientists; architects; environmental, civil, mechanical, chemical, sanitary, process, electrical and structural engineers; geologists and hydrogeologists; environmental scientists and ecologists; quality assurance specialists; construction managers; resident engineers; construction inspectors; specification writers; water and wastewater treatment plant operators; environmental health and safety professionals; and CAD operators and designers.

Subconsultant

To provide the District with construction management services in the timeframe requested, D&B has included McClave Engineering, P.C. on our team as a major subconsultant. McClave Engineering Services was founded in 1963 and incorporated as McClave Engineering P.C., a full service architectural and engineering firm, in 1997 by James G. McClave P.E. Today, McClave Engineering has grown into a multi-discipline consulting engineering firm, which provides innovative engineering services for projects from concept to completion. Their resources and design services allow us to provide creative solutions for a variety of projects, and have enabled the firm to maintain strong, lasting relationships with their clients. McClave Engineering's services include:

- ▶ Mechanical and HVAC Engineering
- ▶ Electrical Engineering
- ▶ Plumbing Engineering
- ▶ Code Compliance and Review
- ▶ Facilities Management
- ▶ Existing Building Evaluations
- ▶ Life Safety
- ▶ Construction Documentation



- ▶ Energy Conservation
- ▶ Utilities and Infrastructure Planning

McClave Engineering uses the latest technology to ensure responsiveness to a client's ever changing needs. All projects can be designed using Computer Aided Drafting Design (CADD), today's industry standard. McClave Engineering's investment in technology and emphasis on detail enable them to seamlessly integrate all different phases of a project with other consultants and thus, guarantee clients the best possible designs.

A.2 Relevant Experience

The D&B Team provides complete construction management services including: review, management and monitoring of construction schedules, maintenance of project documentation, resident engineering inspection services, supervision and inspection of work (including the removal of hazardous materials), preparation of field change orders, processing contractor payments, preparation of delay analyses and claim reports, preparation of a fixed assets survey, preparation of final copies of shop and working drawings, preparation of as-build drawings; microfilming of records, project operation services, preparation of an implementation schedule, plan of operation, and correction action plan. Our team is intimately familiar with Federal, State, Local construction law and SED required building codes.

New York City School Construction Authority

Manhattan School for Science and Mathematics

The SHPO eligible Modern building needed repairs both because of age and weather related fatigue but also in part because a past repair failed. Upon a detailed investigation, noted several areas of leaking, masonry façade cracking and leaking at original classically ordered smoke stack rotunda. The boiler exhaust is surrounded by a steel structure covered in a cast stone rotunda with a series of pediments and columns. There was leaking into classrooms from exterior walls and the roof. There was significant weathering of the copper roofing covering half of the total buildings roofing complex.



It was determined the decorative copper roofs and cast stone cupola assembly needed to be completely removed and replaced. D&B designed, documented and thoroughly detailed the proposed work. D&B provided construction administrative support throughout the construction phase with on-site inspections.

New Hyde Park-Garden City Park UFSD

The New Hyde Park-Garden City Park School District retained McClave to be the construction manager of the 2012 capital renovations. McClave assisted the NHP-GCP School District is developing a construction budget and construction phasing schedule. NHP-GCP consists of four schools each housing pre-K through sixth grade students. \$8.3 Million-dollar capital renovation.



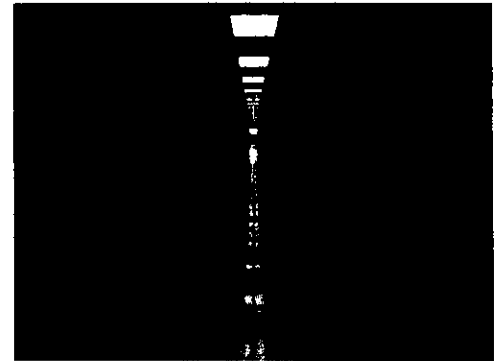
Hillside Grade Elementary School

- ▶ Window Replacement
- ▶ Upgrade lighting fixtures
- ▶ Upgrade emergency lights
- ▶ Install dual fuel burners
- ▶ Bring gas to the buildings
- ▶ Install drainage and playground structure
- ▶ Replace steam traps
- ▶ Install new controls



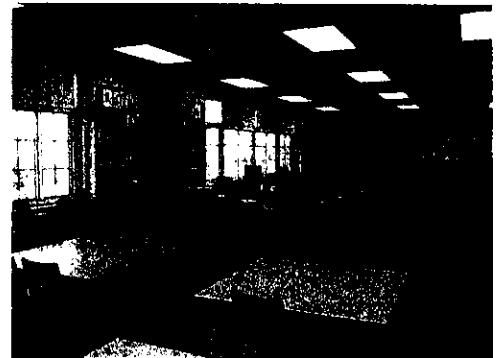
Manor Oaks Elementary School

- ▶ Install dual fuel burners
- ▶ Bring gas to the buildings
- ▶ Install drainage and playground structure
- ▶ Replace steam traps
- ▶ Install new controls
- ▶ Reconfigure the existing computer lab to allow for the new testing requirements
- ▶ Reconfigure the existing gang bathrooms to allow ADA access.



New Hyde Park Roads School

- ▶ Install dual fuel burners
- ▶ Bring gas to the buildings
- ▶ Install drainage and playground structure
- ▶ Replace steam traps
- ▶ Install new controls
- ▶ Reconfigure the existing computer lab to allow for the new testing requirements
- ▶ Install new windows building wide
- ▶ Reconfigure the existing library
- ▶ Install new ceilings and floors building wide
- ▶ Install new energy efficiently lighting building wide
- ▶ Install new emergency lighting



Garden City Park School

- ▶ Install dual fuel burners
- ▶ Bring gas to the buildings
- ▶ Install drainage and playground structure
- ▶ Replace steam traps
- ▶ Install new controls
- ▶ Install new windows building wide
- ▶ Install new ceilings building wide



Shelter Island Union Free School District



The scope of 2012-13 work (\$4.7 Million-dollar Capital renovation): Longitudinal bar reinforcement replacement, replace emergency generator, add heat exchanger for steam to hydronic heating, ceiling replacement, asbestos abatement, window and door replacement.

The scope of 2015 work (\$.4-Million-dollar Capital renovation): Replacement of Fire Alarm System, New Carpet, Asbestos Abatement, Repointing North Elevation, abandonment of acid waste system, and lockset replacement.

The scope of 2016 work (\$1.6 Million-dollar Bond Issue): removal and replacement of the boilers to a Hydronic Boiler system, installation of split system AC units, removal and replacement of the steam UV & radiators to a Hydronic System, replace fuel tank, and brick repointing on chimney and west elevation.

Past Facilities Upgrade projects:

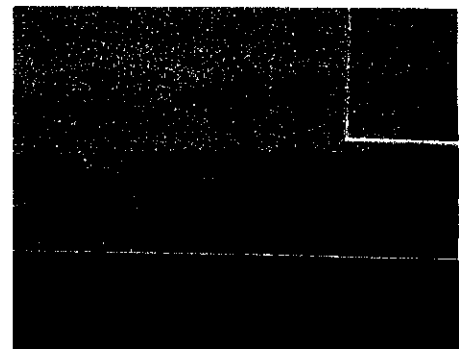
- ▶ Roof replacement with TOP roof
- ▶ Masonry brick repointing
- ▶ Stone lintel replacement
- ▶ Resolved SED code compliance issues.
- ▶ Structural Renovation
- ▶ Health club renovation
 - ✓ HVAC upgrades
 - ✓ Structural
 - ✓ Fire rated separations

Sachem Central School District

Bond Referendum for 18 Schools and 2 District Offices

The scope of work for the facilities upgrades included:

- ▶ Athletic field turf installation
- ▶ Auditorium refurbishment and reconfiguration (Seating, Finishes, Sound and Lights)
- ▶ Site drainage
- ▶ Locker replacement
- ▶ Gymnasium flooring replacement
- ▶ Asbestos remediation
- ▶ Gas tank and dispenser replacement
- ▶ Roof replacement
- ▶ HVAC replacement
- ▶ Casework replacement
- ▶ Window replacement





Roof Demolition on Auditorium

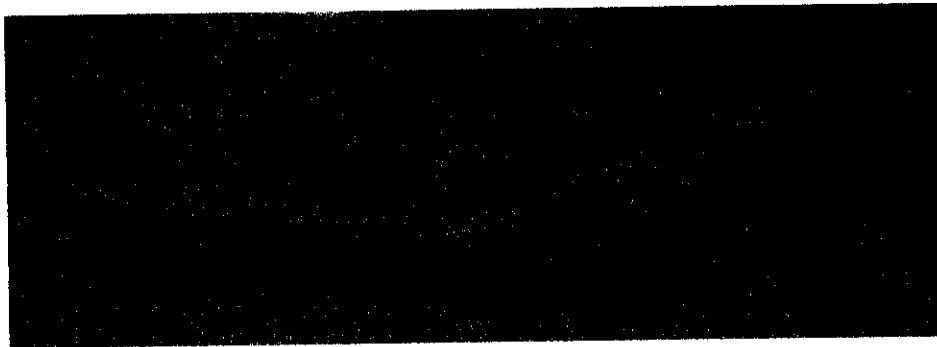
McClave was retained by the Sachem Central School District to manage the replacement of the Sachem HS East roof. The original EPDM roof was installed during the 2000 bond issue. The contractor who installed the roof went bankrupt and did not complete the project. The General Contractor completed the project and obtained the warrantee from Johns Mannville. The roof showed signs of failure within two years. The new EPDM roof was installed at night and during the summer of 2010 and 2011. The scope of work included:

- ▶ Install new EPDM roof
- ▶ Install new flashing
- ▶ Deconstruct/Reconstruct three story window wall.
- ▶ Remove and reinstall ornamental metal panels.

Franklin Square School District

Ceiling Replacement at the Polk St. Gymnasium

McClave managed the replacement of the Polk Street gymnasium during the Christmas break. This was a very aggressive schedule because the project had to be complete by the time the students and teachers returned in January.



Gymnasium Ornamental Molding: During the design process it was decided to retain the original ornamental moldings from the 1920.

A.3 References

New York City School Construction Authority
Eric Chou, P.E., Managing Engineer
(718) 752-5589

New Hyde Park-Garden City Park UFSD
Robert Katulak, Superintendent of Schools
(516) 434-2305

Shelter Island Union Free School District
Michael Dunning, Director of Facilities



(631) 749-0302

Sachem Central School District
Ed Miller, Director of Facilities
(631) 471-1370

Franklin Square School District
Patrick Manley, Superintendent of Schools
(516) 505-6965

A.4 Staffing

D&B will deliver the highest quality Construction Management Services for the District on time and within budget. Our firm is staffed to provide CM to all types of infrastructure projects, including the proposed work:

- ▶ Construction Management: Construction Inspection services, CPM scheduling, Project Controls, and Cost Control.
- ▶ EH&S Services: Our staff of CIH/CSP professionals are active in all phases of design and construction.
- ▶ Architectural: New and upgraded buildings; façade replacements, roof repairs, and window and door replacement.
- ▶ Scheduling and Tracking Programmatic Issues: Services include developing metrics to improve construction management programs.
- ▶ Coordinating with Regulatory Agencies: NYSED, NYSDEC, Utilities, Parks, DOT, and others.
- ▶ Permitting: Wastewater, storm water, air, industrial waste, wetlands and construction permitting.

The D&B Team approach includes providing a strong management Team to oversee a talented and experienced technical group. A brief description of these key personnel qualifications follows. More detailed résumés are included in at the end of this section for all personnel mentioned in “Figure 2-1: Project Organizational Chart.”

The single point of contact for the entire project will be Robert J. DeGiorgio, P.E., Senior Vice President of D&B. D&B will serve as the Prime Consultant, performing overall Construction Management Services, and utilize McClave Engineering for on-site inspections.

One of the guiding principles within our team is history. The group selected for this project has worked together for many years on similar project and in varying roles. They have developed a quality system and delivery mechanism that is time-tested and rooted in personal experience.

Robert J. DeGiorgio, P.E., CPESC, CPSWQ
Project Director

Mr. DeGiorgio has 23 years of experience in project management and architectural, civil and environmental engineering. He is the principal-in-charge of D&B's current New York City School Construction Authority (NYCSCA) Capital Improvements Contract, Yonkers Public Schools CM Contract and South Orangetown Central School District A/E Contract He has managed and supervised a multidiscipline staff of architects



and engineers for a variety of education, land development, municipal and water projects in Westchester County.

Michael Sciarrillo, AIA, NCARB

Project Manager

Mr. Sciarrillo is D&B's Director of Architecture. His professional experience offers proven performance in coordinating design and construction projects from concept to completion in educational, commercial, and institutional arenas. For 15 years, he has provided architectural and construction management services for the projects involving roof replacements, exterior masonry, flood elimination, parapet replacement, window/door replacements and accessibility upgrades.

Ronald C. Delo, P.E., BCEE, CCM

QA/QC & Project Controls

Mr. Delo's professional experience includes over 40 years in civil and environmental engineering with special expertise in construction management. Mr. Delo has prepared and implemented construction management, quality management plans and environmental health and safety management plans for several clients' construction projects including training of the construction management staff on the plans and on the standard operating procedures. He provides audits of the construction projects to verify compliance with the plans and to assist the construction management teams in delivering high quality construction projects on time, on budget, safely and environmentally compliant.

Justin Otto

Construction Manager

Mr. Otto has over 12 years of experience and is currently the Construction Manager for D&B's architectural projects. He is responsible for overseeing multiple jobs as well as approving all submittals, coordinating progress meetings and weekly correspondence with Project Officers. All jobs include extensive architectural repairs to the interior and exterior of the schools including brickwork, parapets, roofing/flooring and door/window replacement.

Resumes of the D&B Team are provided in Appendix 2.

A.5 Maintaining Schedule

When using Critical Path Method (CPM) project scheduling, we estimate the resources required for each activity, the duration of each activity, and which activities can occur concurrently. Through CPM project scheduling, D&B can recognize which activities are considered critical, and cannot be delayed without delaying the entire project. Our Project Schedulers will also work with the School District to identify activities that must be moved based on availability. Our schedules will be COORDINATED with Contractor's activities to be of least burden to school operations. D&B agrees to involve all key stakeholders in these schedule changes. D&B will make every effort to complete the project on-time and within budget by making cost-effective decisions regarding project schedule management.

Under this program, most the work is anticipated to start during the summer months; therefore, the disruption to school activities should be minimized. When considering school activity disruption, the first item to consider is the location of the work: interior or exterior to the school. Interior work requires careful staging and planning to avoid disruption more so than exterior work. The exterior work proposed

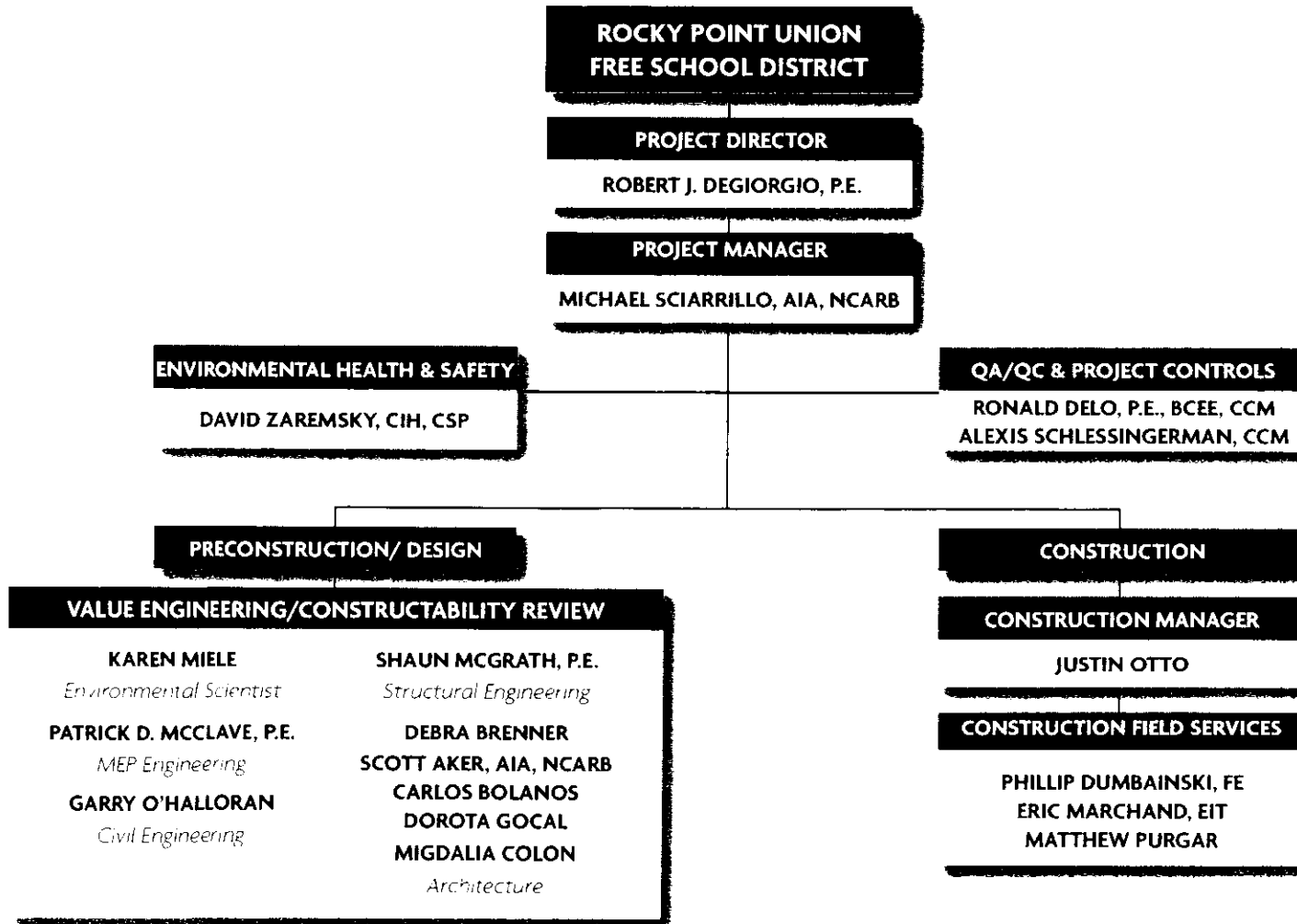


Figure A-1
Project Organization Chart



for this project can be staged with minimal disruption. The brick façade work carries the highest risk as the likely repair work will require contractors working on elevated platforms and runs the risk of falling debris to the areas below. Proper staging and cordoning off the work zone is critical and, as the construction managers, we would require this work to be conducted during periods of absolutely no school activity.

The interior work for this project represents major disruption of school activities. Work in the auditoriums requires demolition of the old seating for installation of new seating and must be staged for the summer months. To ensure this is possible, the shop drawing review and delivery of the seating must be conducive to the summer schedule. As the construction managers, we must ensure the design architects get and approve the shop drawings very quickly. Thereafter, we would check on the delivery, independent of the contractor's claims that "we are on schedule." Seating deliveries can be tricky and we would want to talk directly with the suppliers and not rely on the contractor.

The cafeteria upgrades are also disruptive. Like the auditorium locations, the cafeteria locations are locations where there is 100% daily activity that cannot be easily isolated. A music or art room, for example, can be isolated or closed for short periods without major disruption to school work; however, auditoriums and cafeterias do not have the same luxury and cannot be routinely or easily taken out of service.

A.6 Maintaining Budget and Cost Containment

To be successful, a project must be completed within budget. The D&B Team will:

- ▶ Control CM and construction budgets
- ▶ Reduce CM staff during slow periods
- ▶ Manage time compatible with budget
- ▶ Obtain adequate contractor cost breakdowns
- ▶ Avoid overpayment and front end payments to contractors
- ▶ Analyze the Contractor's Detailed Estimates to ensure it is not front loaded, but fair

As the District's Agent providing CM Services, the D&B Team will provide accurate estimates which are essential for the effective management of the construction projects assigned. Before we release any estimate, it goes through the following Review:

- ▶ Project Scope is communicated to the Estimator
- ▶ Plan the Estimate Preparation
- ▶ Develop the Estimate in accordance with AACE Recommended Practices and our experience. We develop estimates thinking like contractors.
- ▶ Perform a Risk Analysis and develop contingency
- ▶ Output Estimate
- ▶ Document Basis of Estimate
- ▶ Quality Review
- ▶ Submit Estimate

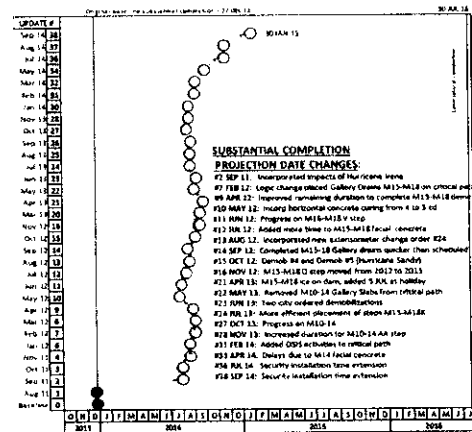
This process ensures costs estimates are accurate. The budget for each CM Assignment will be monitored using the Estimate at Completion (EAC). We will keep all work performed by the CM within the budget assigned.



A.7 Analysis and Resolution of Construction Claims

Proper project documentation is a key ingredient in preparing for any claims. Diligent documentation of the activities and events in a neat, organized way helps defend any claim. One method we like to use is having the contractor, at the end of each week or so, sign off on the daily reports that he/she did not lose any time (schedule) and did not encounter anything in the field that would constitute a changed condition. Such a method is not fool-proof as most contractors reserve their right to claims at a later date; however, having that weekly sign off goes a long way in defending claims that may manifest themselves at the end of a project when a contractor is looking to recoup some lost monies. As always, we suggest a “no damages for delay” clause in all contracts. Constructability review and bid review is another tool we use to control the amount of field change orders. We will offer our comments and thoughts on the architects plans and identify ambiguous information that could lead to confusion during construction and try to devise ways to correct it now.

The design architect must turn around shop drawings timely and accurately. Two issues may arise. First, the contractor submits very poor quality submittals making it difficult for the architect to review, understand and approve. But the architect is under pressure to respond quickly with an approval. Sometimes an “approved as noted” is issued, relieving the architect of further review, but the “as noted” portion is expansive due to the poor submittal. The result is an “approved submittal” with so many conditions, the contractor has dozens of issues and questions. As construction managers, we attempt to “run interference” the best we can to see the quality of the submittal before it gets on the architect’s desk and then work with the contractor to address the architects comments. This is not an easy role for a construction manager who normally does not have any responsible role in ensuring shop drawings are “approved”; however, we take on this role, as least for critical submittals, to avoid problems later.



A.8 Current Technologies

D&B in conjunction with McClave Engineer employ the newest technologies in heating, ventilation and SCADA systems. In most cases, Energy Performance (EP) is the guiding principle used when considering new technologies.

In fact, the District should seriously consider an Energy Performance Contract (EPC) as part of these programs. D&B has experience with working with EPC suppliers. The benefits are:

- The capital costs are all paid up front by the EPC, including all soft costs. Therefore, no referendum money is required.
- The EPC is paid back over time through guaranteed savings each year, so there is no increase in operational costs and the decrease in energy costs is used to repay the EPC. After the EPC is repaid, the District bears the benefit of all future savings.

D&B would like to explore these new technologies with the District.



A.9 Facilitating the Project on Behalf of the Owner

The examples cited in this section are good examples of ways we would to facilitate the work on behalf of the District. We will provide experienced on-site supervision/coordination with administrative staff to assist where needed, providing contract administration as an agent to and advocate for the owner. We are passionate about our work and your success is our success. We manage projects as if we are the Owner.

A.10 Approach to Change Orders

Change orders should only occur due to unforeseen field conditions that warrant changes to otherwise correctly designed work. Diligent review during the constructability reviews and walking through the contract items one by one with the contractor should help control any changes. In the event a changed condition does arise, the construction manager should assess the situation and notify the owner, contractor and architect. The situation shall be assessed for both schedule and cost (contract) impacts. If the condition occurs in an area that is subject to heavy school activities, action must be taken to ensure the school can be returned to service while the change is reconciled. The construction manager develops a cost estimate for the change as directed/designed by the architect and requests a proposal from the contractor. The contractor must be required, by contract, to respond in a prescribed, expeditious time frame. This is typically hard to enforce but it is important that the contractor act quickly especially if schedule is impacted. Often, a changed condition results in the deletion or change to the original scope. It is critical that any change order reflect any credit or deletion due the owner. The contractors cost may reflect the new work without deleting the old; as construction managers, we will carefully review this.

A.11 Meeting the District's Design/Construction Schedule

Daily assessment of progress is critical to assess the overall schedule compliance, as well as critical path analysis. We analyze certain metrics as shown in the graphics attached to help verify the schedule is reasonable and achievable. A delay analysis is conducted weekly (or monthly on longer projects) to track progress.



- Cumulative Schedule Perf Index (SPI) 0.93
- Critical Path Length Index (CPLI) 5.52
- % of Tasks Critical / Near Critical 9.0%
(baseline = 9.6%)
- Schedule Variance (\$9,702)

Key CPM schedule indicators include SPI, CPLI, % near cortical, and Schedule Variance. We use all of to analyze a project schedule for efficacy. In the example above a SPI under 1.0 suggest a slippage, % of tasks critical /near cortical less than the baseline schedule shows cortical path demands are not met and a negative resource dollar value shows construction falling behind.

- **SPI (Schedule Performance Index)**
= Earned Value / Planned Value
(greater than 1.00 is favorable)
- **Near Critical:** an activity with 1-10 days of float
- **SV (Schedule Variance)** = Earned Value – Planned Value
(positive is favorable)
- **CPLI (Critical Path Length Index)** = $(CP\ Length_{(Remaining)} + Total\ Float_{(to\ Contract\ End\ Base\ Finish)}) / CP\ Length_{(Remaining)}$
CPLI is a measure of relative schedule efficiency required to complete the contract.

A.12 Volume of Construction Cost for School Projects

The volume of construction cost for school projects in the last year was \$44,763,000 with projects having an average construction cost of \$3,200,000.

A.13 Last Five Projects over \$15 Million

At the end of this section, we have included project profiles for D&B's last five construction management projects over \$15,000,000. These projects highlight D&B's ability to successfully manage complex construction projects within budget and on schedule.

A.14 Methodology, General Design and Construction Administration Concepts

D&B understands that successful project management is vital to the completion of projects on time and within budget. Effective project management techniques will provide for the settlement of any disputes promptly and allow for the project to move forward. Our management structure will provide for effective communication and coordination, and will allow a smooth transfer and assumption of responsibility. Delegation of task responsibilities throughout the Team will be accomplished through concise itemization of job descriptions for each team member. Our staff will be proactive and gladly accepts this challenge. Our project team is organized to have a flatter organization. This allows decision making and accountability to be driven down to the field level staff performing the work.

We manage each of our projects with a planned approach and develop the following key items for every project assigned to us as part of a Construction Management Plan (CMP).

- ▶ Resource Management/Project Staffing
- ▶ Scope Management
- ▶ Schedule Management



- ▶ Budget Management
- ▶ Risk Management
- ▶ Quality Management
- ▶ Communication Management
- ▶ Document Management
- ▶ Health and Safety Management

In recent years, D&B has been utilizing software to manage construction. Most notably, two major construction projects are underway now utilizing Submittal Exchange™ and e-builder™. These systems represent the two industry platforms set up for design and construction management. We are intimately familiar with both systems and clear, real time communication exchange will be critical for this assignment. Web, based construction management tools will:

- ▶ Allow for real time monitoring of submittals in terms of approvals, rejection, days open and days under review, and act as a depository for all the stored information.
- ▶ Track RFI's, payment requisitions, change orders, meeting minutes.
- ▶ Act as portal for immediate uploads of videos, photos, etc. from our field tablets to the Web. To allow engineers and architects real time communication with the field.
- ▶ Here are a few lessons and examples on how the system has provided clear benefit to our projects and saved time and money:
- ▶ Submittals are downloaded immediately; there is no overnight mail which could cost the project precious days of review time.
- ▶ Critical Submittals are linked to the CPM schedule to help identify critical path and help prioritize submittal reviews to reduce critical path time.
- ▶ Transparent management. All project related files are stored in one location for ease of access by all stakeholders.
- ▶ Data is linked to field tablets to allow inspectors to carry thousands of pages of shop drawings, drawings, etc. on table for ease of use and access in the field.

Project Understanding and Approach

D&B offers the best combination of experienced leaders, technical and competent construction managers, schedulers, estimators, inspectors, site safety officers, environmental professionals, and support engineers and staff that are a perfect fit for the School District.

D&B will be steadfast in aggressively assisting the School District to exceed its goal for a construction management program. We will manage assignments to meet budget and schedule. By employing a proactive stance in Construction Management and QA/QC programs, D&B's directive is to anticipate problems and find cost effective solutions, while ensuring site safety and quality compliance. After reviewing the RFP, D&B is prepared to offer the following services without exception:

Pre-Construction or Design Phase Services

D&B will provide the following services during the pre-construction or design phase:



- ▶ Develop and review with the District and the Architect/Engineer (A/E) a scheduling system of project milestones, and documentation to ensure its timely delivery within budget, schedule, and minimum changes.
- ▶ Report regularly to the District and the A/E on progress, budgets and schedule.
- ▶ Establish a system of controls requiring specific performance of contractors and vendors, and which will provide by means of adequate reporting and documentation, the means to resolve disputes, delays and change orders. Work with school counsel and A/E to ensure that contract documents include such provisions.

D&B will provide value engineering (VE) to provide intensive, systematic and creative reviews to reduce costs while enhancing reliability and performance. Our approach obtains the best functional balance between cost, reliability and performance. Our plan for VE reviews is a process consisting of discrete phases and formal documentation, which we have followed on similar construction projects. The effort will focus on both the potential for alternative approaches to design as well as the constructability of the proposed design. The VE Team will consist of at least one member for each of the involved disciplines. Their minimum level of experience will include thorough working knowledge of the elements of the project and/or participation as a Team member on a previous VE Study. Done effectively, VE does not just introduce another opinion but allows outside the box thinking to identify better or more cost-effective means of obtaining the design objectives through approaches that haven't been considered or accommodated in the existing design.

Construction Phase Services

- ▶ Review with District and A/E the bids and assist in preparing bid and contractor analysis and recommendations for award of contracts.
- ▶ Provide full-time, on-site staff to perform all duties, including but not limited to, supervision of contractors to expedite their work, maintain quality control and conformance to the contract documents; provide full-time Project Management and Field Supervision.
- ▶ Acting as agent for the District, head up the construction activity, including fielding a supervisory team to monitor/control the work in progress, coordinate activities, schedules and work of multiple prime contractors at multiple sites, operate all monthly requisition and payment processes and keep accounts, handle inquires, keep records, report on schedule progress and estimated completion cost, prepare punch-lists, administer completion and handover process, and as-builts, warranties, guarantees, etc. for acceptance.
- ▶ Provide all necessary personnel and expertise required for the administration of contracts, negotiation of change orders and resolution of disputes and delays.
- ▶ Oversee the testing services and other services retained for the project.
- ▶ Assist in coordination of activities of the utility company and the regulatory agencies.
- ▶ Continue progress evaluation, determine effects on project schedule and take appropriate action to adjust the work as required to maintain the accepted schedule.



- ▶ Conduct job meetings (scheduled bi-weekly or as otherwise appropriate to the needs of the project) with the entire project team (District, A/E, Construction Manager, prime contractors, etc.) and job meetings involving the Construction Manager and prime contractors necessary to provide the Construction Manager services described and any other special meetings required; keep and distribute accurate minutes of meetings.
- ▶ Establish, maintain and utilize a cost control system for all construction on a project-by-project, building-by-building basis, keep records in a form readily usable by the A/E.
- ▶ Maintain a daily log of all significant events, visitors and occurrences at the jobsite, maintain record drawings, photographs, etc.
- ▶ Establish and maintain a jobsite safety program, comply with applicable safety requirements and require contractors and others to conform.
- ▶ Review requests for payment from contractors and suppliers against previously established milestones and schedules.
- ▶ Assist in establishing and maintaining good relations with the surrounding community and implement reasonable methods to control dust, noise, lighting, odor, etc., as required by the contract specifications.
- ▶ Assist contractors to avoid and resolve jurisdictional disputes when and if they occur.
- ▶ Prepare and maintain a current master record copy of drawings showing all changes to the contract drawings.
- ▶ Recommend to the District when final inspection(s) and punch-lists should be made, conduct final inspections(s) with the project team and others, as required, and ensure that all punch-list items are corrected.
- ▶ Assist the District personnel in assuming operation of all systems, including scheduling of instructional sessions by the contractor as required in contract documents.
- ▶ Assist the District in exercising guarantees and warranties.
- ▶ Deliver all records, documents and other items pertinent to the project to the District.

D&B will provide full-time, on-site representation for the project. Our proposed Construction Project Manager, Justin Otto, has 12 years of experience performing construction management services. For the past 4 years, he has been the Construction Manager for all of D&B's architectural projects, including D&B's K-12 projects.

The construction inspection services will be thorough, examining all new construction work for conformance to the design plans and specifications, performed daily for all trades and for each construction project. D&B will monitor all new construction work being constructed and any construction



work deviating from the design plans and specifications will immediately require the D&B Team to direct the Contractor to stop all non-conforming work.

Non-conforming work will be documented and reported to the Contractor, Design Firm and the District. D&B will invoke the services of the Design Firm to determine the appropriate plan of action the Contractor will need to take to correct its non-conforming work. Depending on the discovered non-conforming work and in absence of the Architect/Engineer and or owner, D&B, in accordance with contract documents, will identify and direct the appropriate plan of action the Contractor will need to take to correct the non-conforming work. D&B will re-inspect, document and reported to the Design Firm and the District that the Contractor performed the corrective measures and that the construction work is in accordance with the design plans and specifications.

Justin Otto can acknowledge non-conforming construction with the Architect's contract documents, local codes and approvals, and State Education Department regulations. A Non-Conformance Resolution Program will be implemented for resolving any non-conformance issues resulting from poor workmanship. All non-conformance issues will be reported, tracked, resolved, and then analyzed at for root cause to prevent future non-conformances. All Non-Conformances are identified on a single report (Non-Compliance Log).

A.15 Other Information

Value Added Considerations

D&B is a mid-sized environmental engineering firm with a staff of approximately 250 engineers, architects, construction managers, scientists and administrative support personnel. The firm has been proudly providing its services in the region now for 50 years. D&B's experienced staff of both engineering and architectural professionals have a long and successful history in building rehabilitation efforts and providing appropriate and cost-effective rehabilitation approaches. As part of services for school districts, we look forward to routinely engaging in seminars and presentations to educate the K-12 school children about the environmental/engineering industry. Examples may include presentation on how air conditioning works, the construction of ball fields and other relevant topics. We hope to connect the students with the ongoing work and introduce them to the science fields. We donate our time for these presentations as requested.

Our areas of expertise include, but are not limited to the following:

Architectural Services

- ▶ Roof Replacements
- ▶ Exterior Modernization, Masonry, and Façade Rehabilitation
- ▶ ADA Compliance
- ▶ SHPO (State Historic Preservation Office) Compliance
- ▶ Abatement Compliance
- ▶ Playgrounds and Swimming Pools
- ▶ Construction Administration
- ▶ Feasibility Studies
- ▶ Code Compliance
- ▶ Building Design, Renovation, and Rehabilitation
- ▶ Sustainable and Environmentally Sensitive Architecture
- ▶ Hospitals and Nursing Homes
- ▶ Structural Renovations and Rehabilitation
- ▶ Construction Cost Estimating



- ▶ Space Planning

- ▶ LEED Compliance

Construction Management and Multidiscipline A/E Projects

- ▶ Telecommunications/Cellular Site Design
- ▶ Resident Engineering

- ▶ Construction Management Services

Civil Engineering Services

- ▶ Complete Drafting/CADD Services
- ▶ Geographic Information Systems (GIS)
- ▶ Roadway Rehabilitation Design Services

- ▶ Stormwater Management/Drainage
- ▶ Green Infrastructure
- ▶ Swimming Pools, Parks and Recreation Facilities

Mechanical, Electrical, Plumbing Engineering Services

- ▶ Complete Drafting/CADD Services
- ▶ Geographic Information Systems (GIS)
- ▶ Pump sizing and complete design

- ▶ Electrical power design and sizing
- ▶ Complete HVAC design
- ▶ Compliance with local plumbing and electrical codes

Wastewater Collection and Treatment Services

- ▶ Bio-solids (Sludge) and Residuals Management
- ▶ Geographic Information Systems (GIS)
- ▶ Collection System/Pumping Station Planning and Design
- ▶ Complete Drafting/CADD Services
- ▶ Construction Management Services

- ▶ Enhanced Operation Alternatives
- ▶ Electrical Engineering
- ▶ Wastewater Treatment System Planning and Design
- ▶ Odor Monitoring and Treatment

Environmental Remediation and Multimedia Compliance Services

- ▶ Aboveground/Underground Storage Tank Management
- ▶ Spill Prevention and Control Planning
- ▶ Accidental Release Prevention
- ▶ Air Quality Management
- ▶ Hazardous Waste Management
- ▶ Manufactured Gas Plant Site Services
- ▶ Outdoor Firing Range Services
- ▶ Marine Transportation Compliance Services

- ▶ Used Oil Management
- ▶ Indoor Air Quality
- ▶ Waste Reduction/Pollution Prevention
- ▶ Wetlands Management
- ▶ Brownfields Redevelopment
- ▶ Phase I/Phase II Environmental Site Assessments
- ▶ Groundwater and Water Resources Planning
- ▶ Hazardous Waste Site Investigation and



- ▶ Remedial Design
- ▶ Multimedia Environmental Compliance Programs
- ▶ Petroleum/Chemical Bulk Storage Compliance

Water Supply Services

- ▶ Water Supply Engineering
- ▶ Water Storage
- ▶ Water Supply Treatment

Environmental Permitting Services

- ▶ Environmental Permitting/Planning
- ▶ Environmental Assessment/Impact Statements
- ▶ Grant Management

Solid Waste Management and Recycling

- ▶ Composting
- ▶ Energy/Materials Recovery Facilities
- ▶ Solid Waste Management Plans

Remediation

- ▶ Landfill Development and Closure
- ▶ Remedial Construction Inspection Services
- ▶ Multimedia Environmental Compliance Training

- ▶ Water Distribution Systems
- ▶ Construction Management Services

- ▶ Environmental Reviews
- ▶ Stormwater Management

- ▶ Transfer Stations
- ▶ Waste Collection Systems
- ▶ Waste Reduction and Recycling Programs



**D&B ENGINEERS
AND
ARCHITECTS, P.C.**

NASSAU COUNTY DEPARTMENT OF PUBLIC WORKS

*Improvements to the Influent Screening Facility
Bay Park Sewage Treatment Plant*



Project Period: 2010 - 2016
Project Cost: \$15,000,000
D&B Project Manager: *Joseph H. Marturano*

Major Project Components

Design

Influent Screening Facility

Odor Control

Instrumentation

Construction Management

CPM Scheduling

Start-Up Services

Operation & Maintenance Manual

Background

The Bay Park Sewage Treatment Plant (STP) is a secondary treatment facility, which utilizes the activated sludge process. It serves the southwestern portion of Nassau County and is located in East Rockaway, New York. A residential area surrounds the plant on three sides, with the closest home abutting the plant property line.

The plant primarily receives domestic sewage with a small portion (1.0%) attributed to industrial sources. The permitted plant capacity is 70 mgd (maximum monthly flow). Secondary sludge is thickened by gravity belt thickeners, blended with primary sludge and anaerobically digested for stabilization. The sludge is transferred to plant storage tanks where it is fed to the sludge dewatering building, where the sludge is conditioned with polymer and dewatered using belt-filter presses. The final plant effluent is discharged into Reynolds Channel in the Hempstead Bay system.

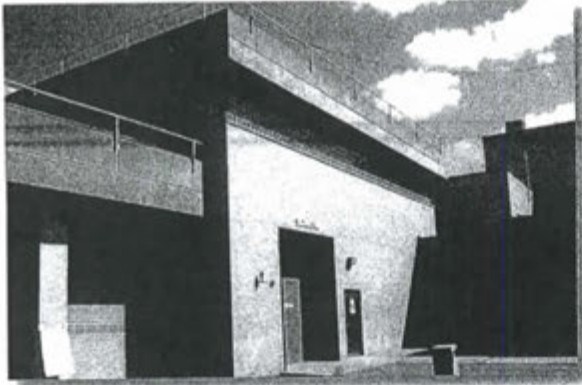


This project is for the design and construction of a new influent screening facility at the Bay Park STP.

D&B Project Responsibilities

D&B project responsibilities for Nassau County Department of Public Works include:

- Design new screening facilities, screening conveyance system, odor control systems, electrical distribution system, instrumentation and control, and heating and ventilation system improvements
- Preparation of Plans and Specifications
- Construction Management Services including resident engineering, shop drawings, preparation of change orders, and review as-built drawings
- Facility startup, staffing and training services
- Preparation of an O&M Manual



Reference: Mr. Joseph Davenport, P.E.
Chief Sanitary Engineer

Unit Head of Water/Wastewater Engineering Unit
Nassau County Department of Public Works
Cedar Creek Water Pollution Control Plant
Building "R"
3340 Merrick Road
Wantagh, NY 11793
(516) 571-7515



D&B ENGINEERS
AND
ARCHITECTS, P.C.

500 W. 4TH ST. SUITE 2000, NEW YORK, NY 10014

NCDPW - BayPark Influent Screens.indd (12/18/15 - 12:15 PM)

www.dvirkaandbartilucci.com
e-mail: findingsolutions@db-eng.com



NEW YORK CITY DEPARTMENT OF ENVIRONMENTAL PROTECTION

Construction Management
Alley Creek CSO Conduits and Outfall Sewer



Project Period: 2001 - 2006
Project Cost: \$100,000,000
Project Manager: Dennis F. Koehler, P.E.

Major Project Components

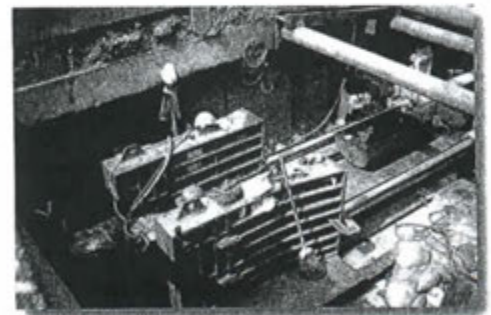
- Reduce pollutant discharges into Oakland Lake and Alley Creek*
- Attenuate Combined Sewer Overflow (CSO) peak flows into Alley Creek*
- Alleviate sewer system surcharging and street flooding*
- Eliminate erosion on the Oakland Ravine Slopes*
- Stabilize and revegetate the Oakland Ravine Slopes*
- Reduce sediment buildup in Oakland Lake*
- Create a natural park setting in an urbanized area*
- Ten miles of new sewer through heavily trafficked streets*
- Major water main construction*

This project consisted of a comprehensive sewer outflow abatement plan for an outfall that discharges into Alley Creek in the Bayside section of Queens. The project goal was to alleviate street flooding and surcharging within the sewer system in addition to improving water quality within Alley Creek and Little Neck Bay.

D&B Project Responsibilities

D&B Engineers and Architects, P.C. (D&B) was responsible for overall construction management including constructability review and providing an assistant resident engineer and an inspector. Improvements included combined sewer conduits, storm sewers, outfalls, creek bed restoration, scour protection and pumping station modifications. D&B performed:

- Constructability review of project
- Project Administration
- Resident engineering inspection
- Processing of contractors' payments
- Preparation and review of master Critical Path Method (CPM) schedule
- Preparation of change orders and contract modifications
- Records Administration
- Preparation of an occupancy schedule
- Preparation of delay analysis and claim reports
- Preparation of a fixed assets survey
- Preparation and review of final copies of shop and working drawings and as-built contract drawings
- Microfilming of records
- Performing constructability review of project



Reference: Mr. Nihan Shah, P.E.

New York City Department of Environmental Protection
59-17 Junction Blvd., Corona, NY 11368
(718) 595-5932



NEW YORK CITY DEPARTMENT OF ENVIRONMENTAL PROTECTION



Avenue "V" Pumping Station and Force Mains

Project Period: 2006 - 2013

Project Cost: \$150,000,000

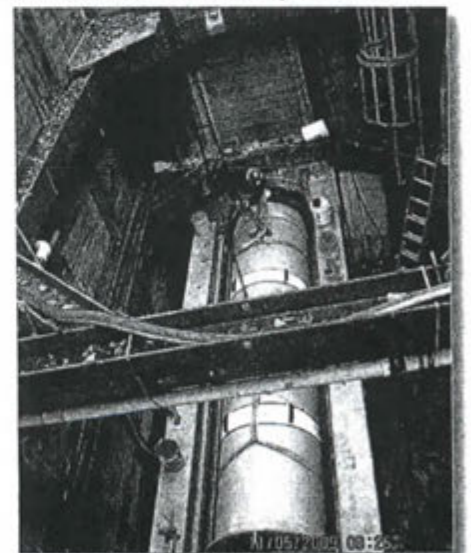
D&B Engineers and Architects, P.C. (D&B) provided complete construction management (CM) and inspection services for this Wicks Law project, including: review, management and monitoring of construction schedules, maintenance of project documentation; resident engineering inspection services; supervision and inspection of work (including the removal of hazardous materials); EH&S monitoring; preparation of field change orders; processing contractor payments; preparation of delay analyses and claim reports; preparation of a fixed assets survey; preparation of final copies of shop and working drawings; preparation of as-built drawings; microfilming of records; project operation services; preparation of an implementation schedule; plan of operation; and corrective action plan.

The project consisted of an upgrade to the Avenue "V" Pumping Station and the installation of two new ductile iron force mains. The 36" and 48" diameter force mains run along the Belt Parkway and through local Brooklyn streets for a total length of ten miles. Reconstruction of roadways was necessary as well as protection, support and relocation of other underground utilities interfering with the new piping. Various construction techniques were used including open cut, jacking and micro tunneling.

During the construction, the CM had to coordinate landscaping with both the NYCDEP and homeowners. A strict maintenance of traffic plan was instituted and overseen by the CM.

Key aspects of this CM assignment include:

- Construction on active water and sewer mains
- Maintenance and Protection of traffic
- Protection of pedestrians
- Parks Department coordination
- Protection and planting of trees and shrubs
- Protection of utilities
- Permits
- EH&S
- Scheduling
- Project Control
- QA/QC

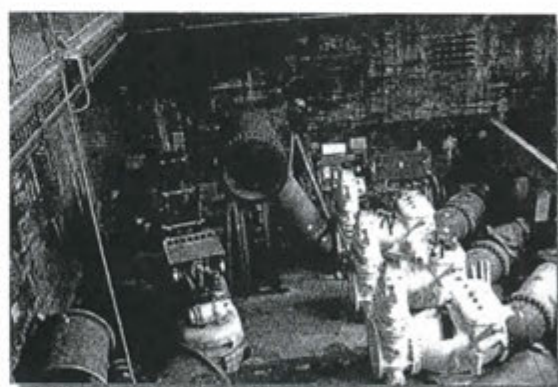
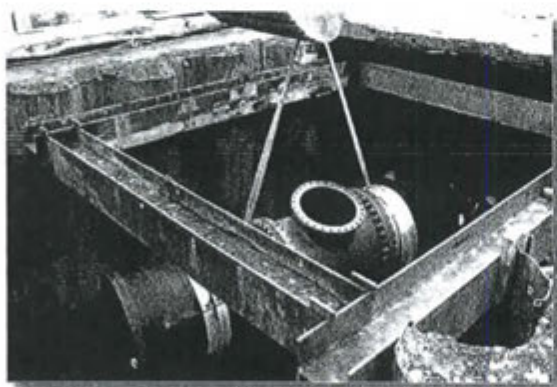
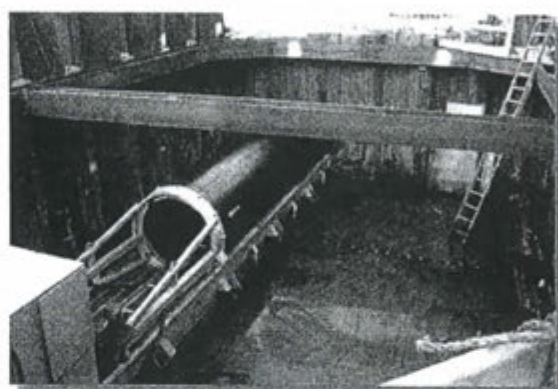
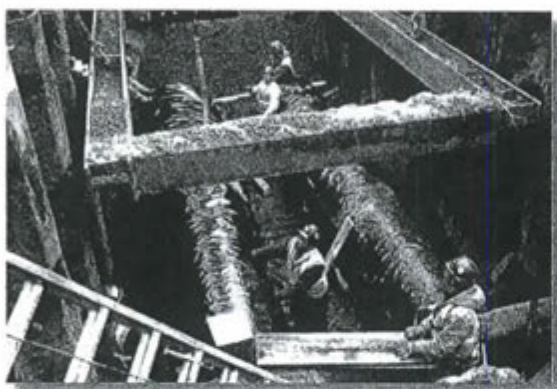


The Avenue V pumping station is designed to pump at a capacity of 80 mgd. In instances of excess flow, overflows are discharged via an existing regulator to Coney Island Creek. During construction, a 40 mgd temporary bypass pumping system was installed.

In addition, improvements were made to the existing interceptor system, including lining a portion of the existing box sewer SE-133 and performing modifications to regulator OH 1. Landscape protection and restoration was performed along the Belt Parkway portion of the route. The pumping station and force main contracts included: PS-17G, Structures and Equipment; PS-79H, HVAC; PS-79P, Plumbing; PS-79E, Electrical; and PS-79F, Force Main.

Reference: Mr. Warren Gordon, P.E.
Accountable Manager

New York City Department of Environmental Protection
Bureau of Environmental Engineering
59-17 Junction Blvd.
Corona, NY 11368
(718) 266-0567



D&B ENGINEERS
AND
ARCHITECTS, P.C.

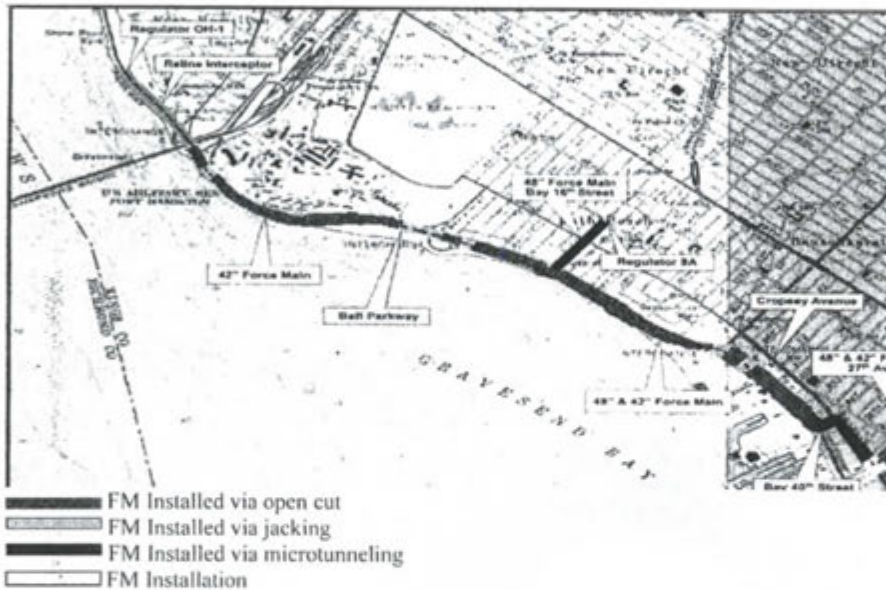
NYCDEP - AvenueV-ver3.indd (06/07/16 - 3:03 PM)

www.db-eng.com
e-mail: findingsolutions@db-eng.com

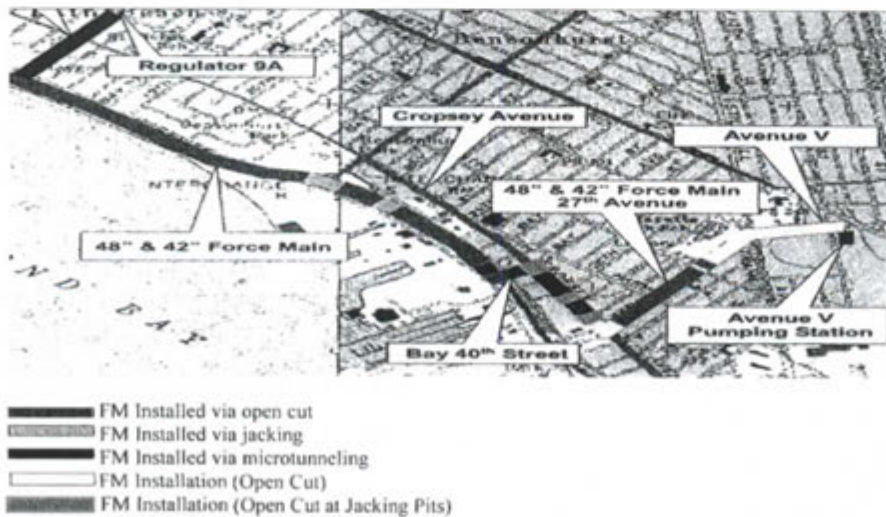
Summary of Force Main Installation

Item	Total LF
2. 42" Open Cut DIP	15,530
3. 48" Open Cut DIP	8,943
4. Jacking – 42" DIP in 66" Steel Casing	1,366
5. Jacking – 48" DIP in 66" Steel Casing	547
6. Microtunneling – 42" HOBAS in 60" Steel Casing	1,690
7. Microtunneling – 48" HOBAS in 60" Steel Casing	3,040
Total Pipe	31,116

Belt Parkway Force Main Layout



Force Main Layout -Streets





NEW YORK CITY DEPARTMENT OF ENVIRONMENTAL PROTECTION

*On-Call Construction Inspection/Management Services
Bureau of Wastewater Treatment (PW-072)*



Project Period: 2012 - 2013

Project Cost: \$200,000,000 (Various Projects)

Project Manager: John Schreck, P.E.

Project Overview

D&B provided field inspection services and complete Construction Management Services for the Bureau of Wastewater Treatment. The inspection services were conducted for various job order contract projects in Wards Island, Hunts Point, Bowery Bay and Tallman Island WPCP's. Also, full CM services were being provided for the 245th St. pumping station and for contract PS-223 Richmond Hill Road Pumping Station. Following are some of the projects:



Bowery Bay

- Replacement of gas flare tower.
- Replacement of High Level Influent gates 2 & 6.
- Scrubber #3 replacement.
- Tide gate replacement in BB drainage area.
- Installation of trench drain for screening and grit container area.

Tallman Island

- Primary settling Tank mechanical and electrical equipment replacement .
- Replacement of primary screen #4.
- Installation of tool room ventilation system.

Hunts Point

- Repair dock structure.
- Repairs to Gas Holder.
- Door Rehabilitation.
- Installation of ladder to access top of gas holder.
- Repair walking bridge at dock.
- Repair of digester overflow box.

Wards Island

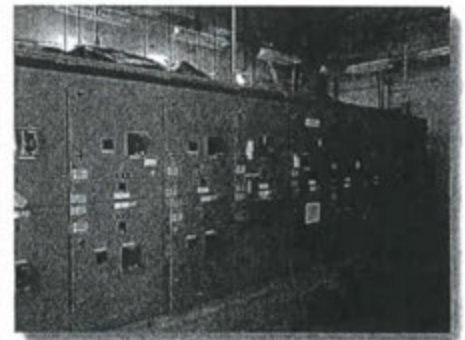
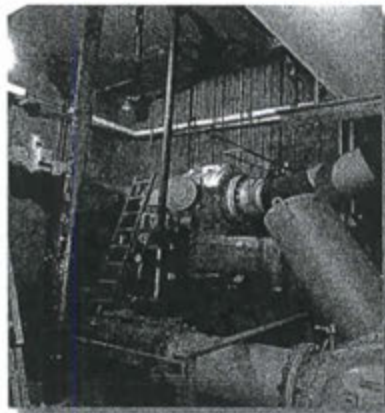
- Primary settling tank scum skimmer replacement.
- Grease collection system in chlorine contact tank.
- Cleaning of duck work in old Admin. Building.
- Installation of drip trays in Dewatering Building.



- Secondary by pass channel sluice gate actuators.
- Installation of stop planks to repair MSP discharge gates.
- Installation of V-notch weir gates in Battery C sluice gates.
- Installation of Submersible pumps in pump and bowel building.
- Roadway reconstruction by A-gate.
- Transformer enclosure.
- Reconstruction of polymer pumps control panels.
- Replacement of No. 1 Generator.
- Replacement of 8 tide gates in WI drainage area.
- Replacement of Steam Line for digester heating.
- Repair of concrete in thickener area and north and south gallery.

Collection Facilities

- Reconstruction of mechanical and electrical equipment in 245th Street Pump Station.
- Reconstruction of Richmond Hill Road Pump Station.



Reference: Mr. Ronald Lochan, P.E.
Project Manager

New York City Department of Environmental Protection
Bureau of Wastewater Treatment
59-17 Junction Blvd.
Corona, NY 11368
(718) 595-4724



D&B ENGINEERS
AND
ARCHITECTS, P.C.



NEW YORK CITY DEPARTMENT OF ENVIRONMENTAL PROTECTION

Construction Management
Port Richmond Boiler Upgrade (PR-113)



Project Period: 2011 - 2013
Project Cost: \$27,010,500
Project Management: John Schreck, P.E.

Major Project Components

Boiler Upgrade
Mechanical
Structural
Plumbing

Project Overview

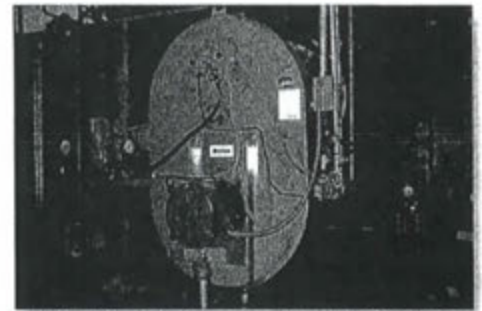
D&B Engineers and Architects, P.C. (D&B) was retained by the New York City Department of Environmental Protection (NYCDEP) to provide construction management services for the Port Richmond WWTP Boiler Upgrade (Contract PR-113) contract in Staten Island. This contract is associated with the American Reinvestment and Recovery Act (ARRA).

Description of Work

PR-113 - Port Richmond Boiler Upgrade

The principle items of work that D&B will be responsible for under this contract include:

- Replacement of two existing 900 bhp boilers and one existing 200 bhp boiler with three new 600 bhp fire tube boilers. The existing boilers are fueled by digester gas or fuel oil, and the new boilers will be capable of being fueled by digester gas or natural gas.
- Replacement of all pumps, valves, expansion tanks, piping and appurtenances within the existing Boiler Room.
- Replacement of three existing waste heat exchangers and effluent water pumps.
- Removing existing waste gas burner on the roof of the boiler room and installing new digester waste gas piping and two new waste gas burners on the roof of the Sludge Building.
- Installation of a new natural gas main to fuel the boilers and serve as pilot for the boilers and waste gas burner.
- Replacement of four existing digester gas compressors, associated piping and ancillary equipment.
- Replacement of existing digester gas piping from gas compressor room to boiler room.
- Performing structural and mechanical repairs to an existing 100,000 cu-ft Wiggins gas holding tank. Replacing the existing heating and ventilation in Motor Control Center Room B.
- Removing sludge and cleaning the three digesters.



Reference: James Lauria, P.E.;

Portfolio Manager BEDC

New York City Department of Environmental Protection
Bureau of Engineering, Design and Construction
59-17 Junction Blvd., Corona, NY 11368
(718) 595-6216



D&B ENGINEERS
AND
ARCHITECTS, P.C.

www.db-eng.com

e-mail: findingsolutions@db-eng.com



Section C

Insurance



**ROCKY POINT UNION FREE SCHOOL DISTRICT
CONSTRUCTION MANAGEMENT SERVICES**

INSURANCE REQUIREMENTS

APPENDIX "D"

INSURANCE IDENTIFICATION: THE RFP NUMBER IS TO APPEAR ON ALL CERTIFICATES OF INSURANCE.

INDEPENDENT CONTRACTOR: The CORPORATION/CONTRACTOR/AGENCY/CONSULTANT, is an independent contractor and covenants and agrees that it, its agents, servants and/or employees will neither hold itself/themselves out as, nor claim to be an employee, servant or agent of the ROCKY POINT UFSD.

INSURANCE: Contractor/vendor shall take out and maintain during the life of this contract, insurance as listed below with Rocky Point UFSD listed as additional insured. It shall be the responsibility of the contractor/vendor to submit original certificates of insurance to the District, and to maintain such insurance in amounts as set forth below. The amounts specified are the **minimum** coverage acceptable. Contractor/vendor shall not commence work under this contract until all insurance required has been obtained, and the Rocky Point UFSD has approved such insurance. If any insurance policy is cancelled, not renewed or expires during the life of the contract, immediate notice of cancellation, non-renewal, or expiration shall be delivered to the District no less than 30 days prior to the date and time of cancellation, non-renewal, or expiration.

I. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the consultant hereby agrees to effectuate the naming of the district as an additional insured on the consultant's insurance policies, with the exception of workers' compensation, NY State disability and professional liability. If the policy is written on a claims-made basis, the retroactive date must precede the date of the contract

II. The policy naming the district as an additional insured shall:

- Purchase an insurance policy from an A.M. Best rated "secured" insurer, authorized to conduct business in New York State.
- State that the organization's coverage shall be primary coverage for the District, its Board, employees and volunteers.
- The district shall be listed as an additional insured by using endorsement CG 2026 or equivalent. The certificate must state that this endorsement is being used. If another endorsement is used, a copy shall be included with the certificate of insurance.

III. The consultant agrees to indemnify the district for any applicable deductibles

IV. Required Insurance

- **Commercial General Liability Insurance**
\$1,000,000 per occurrence/ \$2,000,000 aggregate
- **Workers' Compensation and N.Y.S. Disability**
Statutory Workers' Compensation, Employers' Liability and N.Y.S. Disability Benefits insurance for all employees
- **Professional Errors and Omissions Insurance**
\$1,000,000 per occurrence/ \$2,000,000 aggregate for the professional acts of the auditor performed under the contract with the District. If written on a "claims-made" basis, the retroactive date must precede the inception of

the contract or agreement. Coverage shall remain in effect for two years following the completion of work.

• **Excess Insurance**

On a "Follow-Form" basis, with limits of \$3,000,000 each occurrence and aggregate.

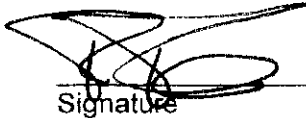
- v Consultant acknowledges that failure to obtain such insurance on behalf of the district constitutes a material breach of contract. The consultant is to provide the districts with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities. The failure of the district to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the district.

D&B Engineers and Architects, P.C.

Company

330 Crossways Park Drive, Woodbury, NY 11797

Address



Signature

Robert J. DeGiorgio, P.E., Senior Vice President

Print Name/Title



Section D

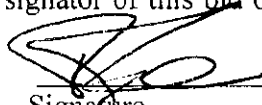
Additional Required Forms

**ROCKY POINT UNION FREE SCHOOL DISTRICT
NON-COLLUSIVE BIDDING CERTIFICATION**

Chapter 751 of the Laws of 1965 amended Section 103-d of the General Municipal Law required that every bid or proposal submitted to a political sub-division of New York State must contain the following certification properly signed and executed:

The undersigned hereby certifies that:

- a. This bid or proposal has been independently arrived at without collusion with any other bidder with any competitor or potential competitor;
- b. This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids or proposals for this project, to any other bidder, competitor or potential competitor;
- c. No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
- d. The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing in its behalf.
- e. The attached hereto (if a corporate bidder) is a certified copy of resolution authorizing the execution of this certificate by the signator of this bid or proposal in behalf of the corporate bidder.



Signature

Robert J. DeGiorgio, P.E.

Senior Vice President

Title

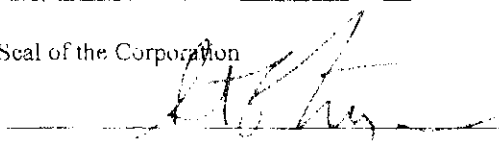
RESOLUTION-for corporate bidders only

RESOLVED that Robert J. DeGiorgio be authorized to sign and submit the bid or proposal of this corporation for the following project, RIT-02 Construction Management Services

and to include in such bid or proposal the certificate as to non-collusion required by Section one hundred three-d of the General Municipal Law as the act and deed of such corporation, and for any inaccuracies or misstatements in such certificate this corporate bidder shall be liable under the penalties of perjury.

The foregoing is a true and correct copy of the resolution adopted by D&B Engineers and Architects, P.C. Corporation at a meeting the 11 day of June 2002, and is still in full force and effect on this 11 day of June 2002.

Seal of the Corporation



Secretary

CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

As a result of the Iran Divestment Act of 2012 (the "Act"), chapter 1 of the 2012 Laws of New York, a new provision has been added to Stat Finance Law (SFL) § 165-a and New York General Municipal Law § 103-g, both effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law) (the "Prohibited Entities List"). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act's effective date at which time it will be posted on the OGS website.

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Bidder/Contractor, any person signing on behalf of any Bidder/Contractor and any assignee or subcontractor and, in the case of a joint bid, each party thereto, certifies, under penalty of perjury, that once the Prohibited Entities List is posted on the OGS website, that to the best of its knowledge and belief, that each Bidder/Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to SFL §165-a(3)(b).

Additionally, Bidder/Contractor is advised that once the Prohibited Entities List is posted on the OGS Website, any Bidder/Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this solicitation must certify at the time the Contract is renewed, extended or assigned that it is not included on the Prohibited Entities List.

During the term of the Contract, should the School District receive information that a Bidder/Contractor is in violation of the above-referenced certification, the School District will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he/she/it has ceased engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the School District shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the Bidder/Contractor in default. The School District reserves the right to reject any bid or request for assignment for a Bidder/Contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any Bidder/Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

I, Robert J. DeGiorgio, being duly sworn, deposes and says that he/she is the Senior Vice President of the D&B Engineers and Architects, P.C. Corporation and that neither the

Bidder/Contractor nor any proposed subcontractor is identified on the Prohibited Entities List.



SIGNED

SWORN to before me this _____ day of December

2011
Notary Public: _____

RELIANCE
Notary Public
New York



Appendix 1

Project Profiles



D&B ENGINEERS
AND
ARCHITECTS, P.C.

Project Profiles





CITY OF YONKERS/ YONKERS PUBLIC SCHOOLS

Construction Management Services for the School
Facilities Management Department



Project Period: 2016-2018

Project Cost: Varies

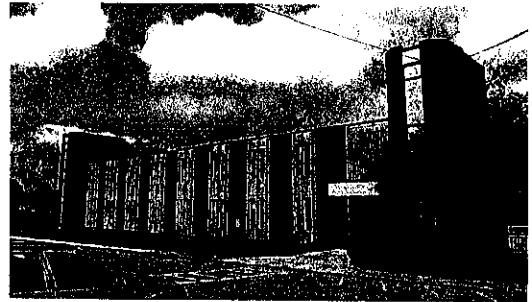
Project Description

D&B Engineers and Architects, P.C. (D&B) was retained by the City of Yonkers/Yonkers Public School to provide Construction Management services for a variety of school capital improvement projects.

Ongoing projects include:

Saunders Trades & Technical High School

D&B is providing Construction Management Services for the Replacement of Ceilings, Lights and Pipe Insulation in the Autoshop Wing at the Saunders Trades & Technical High School Project. The Consultant will provide the necessary staff required to successfully manage the contractor(s) submittals, RFIs, payments, estimating, change orders & closeout documents; facilitate construction meetings; maintain schedule; inspect all progressing construction work on a daily basis to ensure work is completed in accordance with contract documents and complete the project on time and on budget.



The project will have a Single Prime General Construction (GC) Contract. The project scope of work includes but is not limited to replacement of ceilings, lighting and chilled water pipe insulation in what is known as the Auto-shop Wing of the school and includes classrooms, hallways, stairways, mechanical rooms, locker rooms and storage rooms.

Reference: Lee Pavone, P.E., Senior Engineer

City of Yonkers/Yonkers Public Schools

One Larkin Center

Yonkers, NY 10701

(914) 376-8008



SOUTH ORANGETOWN CENTRAL SCHOOL DISTRICT



Construction Management Services for the School
Facilities Management Department

Project Period: 2016-2018

Project Cost: Varies

Project Description

D&B Engineers and Architects, P.C. (D&B) was retained by the South Orangetown Central School District to provide Architectural and Engineering services for various school capital improvement projects. Ongoing projects include:

Palisades Elementary School Boiler Room Renovations

Project includes replacement of an existing failing boiler including installation of a new boiler, burner, header, piping and valves and ancillary control systems. Also included in the project are improvements to address code deficiencies including emergency shut off switches motorized dampers and louvers. Also, a temporary boiler is being installed to provide heat during the time it takes to complete the renovations.

Summer 2017 Capital Projects

Tappan Zee High School

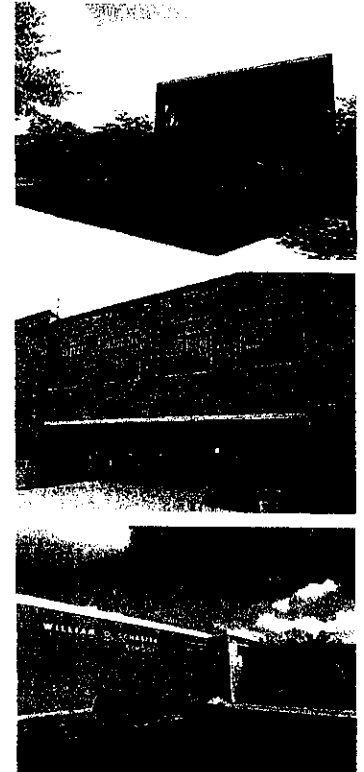
- Wrestling Room is being renovated including new lighting, ventilation and heating and renovation of walls, floors, ceiling and doors.
- New bleachers are being installed in the main gymnasium

South Orangetown Middle School

- The audience portion of the auditorium is being renovated including all new seating, renovations of the walls, floor and ceiling, installation of a new sound booth, acoustical improvements, new audio/visual systems and asbestos abatement of the vinyl flooring.
- Maker Rooms and Technology Rooms are being completely renovated including the walls, floors, ceilings, ventilation systems lighting, and electrical. Storage, new work stations and equipment are also being installed. Asbestos abatement of vinyl floors is also being done.

William O. Schaefer Elementary School

- The main electrical switchboard is being replaced and the air handling units for the gym and cafeteria are being replaced including asbestos abatement of the gaskets on the heating system.



Reference: Robert Pritchard, Ed.D., Superintendent

South Orangetown Central School District

160 Van Wyck Road

Blauvelt, New York 10913

(845) 680-1050

D&B's responsibilities for these project include:

Pre-Design Phase Services

- Assist the District and the construction manager in development of the scope for the proposed capital construction, including verify existing conditions, consulting on the building programs, providing schedule/time table and cost estimation, and suggesting bidding options.
- Estimate billable hours for services for each phase, with a not to exceed amount.
- Assist the District in budgeting and scheduling exercises to evaluate alternate options and approaches from the standpoints of constructability and cost while meeting the requirements of the users.
- Assist the District with any preliminary documentation to New York State Education Department.
- Assist the District with the SEQRA process, and make recommendations for a SEQRA consultant.
- Assist the District in estimating and maximizing the amount of building aid.
- Assist the District in the selection of testing and/or other specialty consultants when required during any project.
- Attend regular meetings with District staff to review progress and provide financial updates on the Project from the start of the Project until Substantial Completion.
- Public presentations.

Design & Preconstruction Phase Services

- Independently review, verify and update project schedules and cost estimates in the schematic design, design development, and construction document phases.
- Advise the District on the conceptual design and prepare cost estimates of the design.
- Participate in all design meetings, including initiating meetings with agencies, as necessary, having approval authority.
- Prepare plans and specifications along with all other documents required for submission to and approval by New York State Education Department.
- The Architect will assist the construction manager to develop a contracting and purchasing strategy. The Architect shall assist in identify long-lead time items and arrange for procurement.
- Assist in expediting the bidding process, assure acceptable bids, cultivate good contractual relations; and provide bid phase assistance.
- Assist in bid selection process.

Construction Phase Services

- Review all submittals and shop drawings for conformance with the contract documents; maintain records of accepted and rejected submittals.
- Continually evaluate project progress and recommend appropriate actions to maintain the accepted schedule.
- Assist contractors in the avoidance and resolution of jurisdictional disputes.
- Schedule and conduct final inspections alone and with the Project Team and others and to prepare punch lists; and oversee correction of punch list items.
- Review evaluations and make recommendations on proposal and change order requests.
- Review and verify applications for payment from contractors and suppliers for accuracy, progress and compare to milestones, and make certifications to the District regarding payment.
- Attend project site meetings to review progress and provide site representation.



D&B ENGINEERS
ARCHITECTS, P.C.

NEW YORK CITY SCHOOL CONSTRUCTION AUTHORITY

*Parapet & Façade Masonry, Water Infiltration
High School for Math and Science -
High School 435, Manhattan, NY*



Project Period: 2014 - Spring 2015
Project Cost: \$7,200,000

Major Project Components

Phase I - Field Investigation & Scope Report

*Phase II - Design Development & Construction Documents
(Drawings & Specifications), Asbestos/Lead Abatement, and Estimating*

Phase III - Construction Administration Services & Project Closeout

Project Description

The State Historic Preservation Office (SHPO) eligible Modern building was in need of repairs both as a result of age and weather related fatigue but also in part because a past repair failed. The building was an emergency project referred to D&B Engineers and Architects, P.C. (D&B) as a masonry project. Upon a detailed investigation we noted several areas of leaking, masonry façade cracking, and leaking at the original, classically-ordered smoke stack rotunda. The boiler exhaust is surrounded by a steel structure covered in a cast stone rotunda with a series of pediments and columns. Leaking into classrooms occurred from exterior walls and the roof. D&B continued our investigations outside and found that there was significant weathering of the copper roofing covering half of the total building's roofing complex.



The boiler exhaust is surrounded by a steel structure covered in a cast stone rotunda with a series of pediments and columns. Leaking into classrooms occurred from exterior walls and the roof. D&B continued our investigations outside and found that there was significant weathering of the copper roofing covering half of the total building's roofing complex.

This project, a NYC School Construction Authority project, consisted of a comprehensive report of work needed to restore the school to its former glory. As a result of our investigations it was determined the decorative copper roofs and cast stone cupola assembly needed to be completely removed and replaced. We designed, documented and thoroughly detailed the proposed work. We will provide construction administration support upon commencement of construction. This project is currently in the construction mobilization phase awaiting selection of the contractor in order to begin.



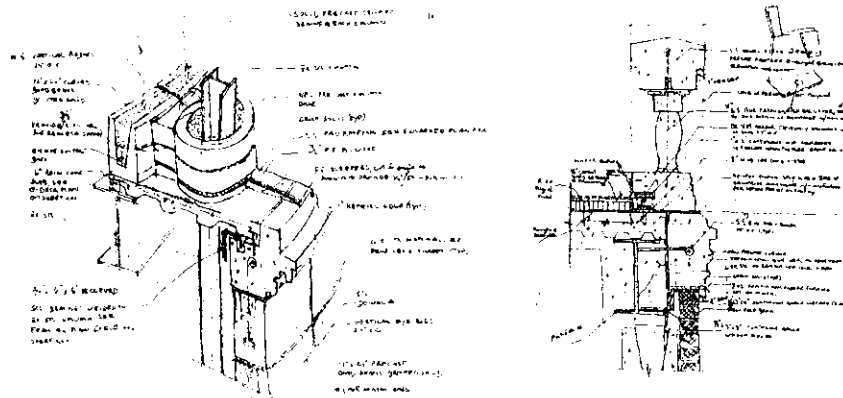
Reference: Elan Abneri

New York City School Construction Authority
30-30 Thomson Avenue
Long Island City, NY 11101
(718) 752-5680

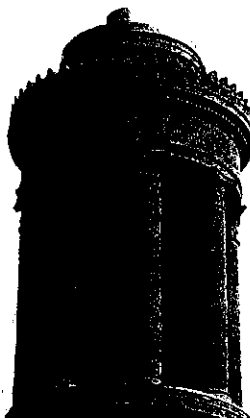
This project showcases our skills in the expert detailing of the reconstruction of the building's neoclassical ventilation tower, 60 year old standing seam copper roofs and various built up roofing systems. This project is a good example of different roofing systems integrating with existing and new masonry construction. The project had many challenges, including Structural, Architectural, HVAC, and Environmental, most of which had to comply with the State Historic Preservation Office (SHPO). The existing design of the ventilation tower was a masonry and steel composite which was all cladded with lead coated copper. We decided not to reconstruct the tower in the way that it was originally constructed; rather, we developed an innovative reinforced cast stone bond beam system that is stronger, lighter and less susceptible to water infiltration. We used a liquid applied roofing system for all areas along the tower which needed water proofing. This system is more versatile in this instance because the structure's shape would make it too difficult for traditional metal roofing systems and associated flashings to perform over time. The existing standing seam copper roofs were replaced with .8mm zinc. This was a decision based on our pre-design analysis where it was determined that the existing copper roofs were corroding and staining the existing limestone cornice. Thus, all of the existing metal copper roofing systems were replaced with 0.8mm standing seam roofing.



Existing Tower



Design Sketches



Reconstructed Tower





EXTERIOR MASONRY/PAVED AREAS/ FLOOD ELIMINATION

*Elias Bernstein Intermediate School IS007 Staten Island
1270 Huguenot Ave., Staten Island, NY*

Client: New York City School Construction Authority
Project Period: 2005 - 2007
Project Cost: \$6,700,000
Building Data: Built in 1964; 160,000 SF; 3 Stories



Major Project Components

Phase I - Field Investigation & Scope Report

**Phase II - Design Development & Construction Documents
(Drawings & Specifications), Asbestos/Lead Abatement, and Estimating**

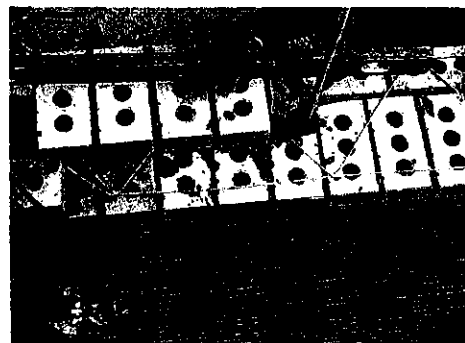
Phase III - Construction Administration Services & Project Closeout

Project Description

This school building was constructed in 1964. The school had been experiencing serious water infiltration problems, apparently due to failure of the masonry facade and roof, as well as site drainage issues.

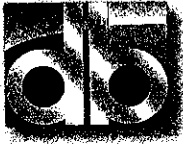
Scheduled work included re-pointing, replacement of face brick, parapet reconstruction, repairs to terracotta panels, sidewalk paving, and site grading.

At the start of the project, a detailed Scope Report is created to detail the existing conditions and proposed solutions. The building envelope is investigated by the use of masonry probes and water infiltration testing. A site survey was completed to address sidewalk and pavement issues. The Scope Report is used to generate Construction Documents, including specifications.



Reference: Susan Montague

New York City School Construction Authority
30-30 Thomson Avenue
Long Island City, NY 11101
(718) 752-5680



ADA ISSUES/ACCESSIBILITY

Castle Hill Middle School, I.S. 127X
1560 Purdy Street, Bronx, NY

Client: New York City School Construction Authority
Project Period: 2012 - present
Project Cost: \$197,900
Building Data: Built in 1952; 129,000 SF; 3 Stories



Major Project Components

Phase I - Field Investigation & Scope Report

**Phase II - Design Development & Construction Documents
(Drawings & Specifications), Asbestos/Lead Abatement, and Estimating**

Phase III - Construction Administration Services & Project Closeout

Project Description

This project at I.S. 127 in the Bronx, New York, involved an accessibility renovation. The school was not handicapped accessible and upgrades were needed in order to accommodate its use as a public polling place during elections.

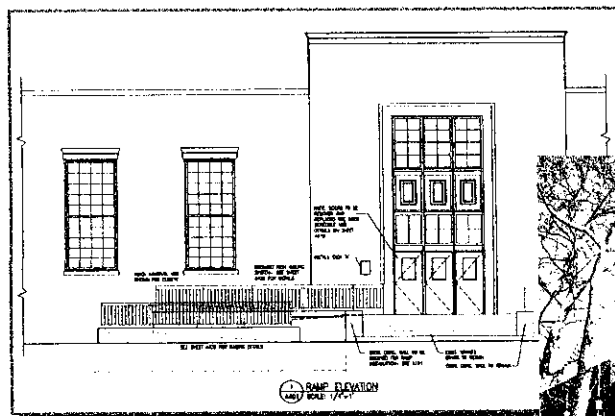
The scope of this work included a new handicapped accessible ramp at the entrance, and replacement of doors and floors in order to comply with ADA standards.

At the start of the project, a detailed Scope Report on the existing conditions of the building and an analysis of the current issues and the proposed solution is created. The report includes such data as current building estimates, violations and supporting photos.

The Scope Report is used as the basis for the development of the Construction Documents. The estimate is fully developed and a Specification book is developed in conjunction with the construction documents.

Reference: Susan Montague

New York City School Construction Authority
30-30 Thomson Avenue
Long Island City, NY 11101
(718) 752-5680





ACCESSIBILITY UPGRADES

Metropolitan Diploma Plus Academy I.S. 275 Brooklyn
985 Rockaway Ave., Brooklyn, New York



Client: New York City School Construction Authority
Project Period: 2010 - 2011
Project Cost: \$3,520,000
Building Data: Built in 1963; 62,000 SF; 3 Stories

Major Project Components

Phase I - Field Investigation & Scope Report

*Phase II - Design Development & Construction Documents
(Drawings & Specifications), Asbestos/Lead Abatement, Estimating*

Phase III - Construction Administration Services & Project Closeout

Project Description

The scope of this project included providing ADA accessibility upgrades, including adding an elevator to the existing interior space. Such work included significant structural alteration to the main front and rear entries, which involved canopy and door reconfiguration and coordination with two new exterior ramps and stairs. Other work also focused on upgrades to the Auditorium stage and audience areas, and renovations to student and staff bathrooms.

At the start of the project, a detailed Scope Report on the existing conditions of the building and an analysis of the current issues and the proposed solution is created. Special attention is paid to investigating the cause of water infiltration, using masonry probes and non-destructive water ingress testing. The Scope Report is used as the basis for the development of the Construction Documents, including a Specification book.

Reference: Susan Montague

New York City School Construction Authority
30-30 Thomson Avenue
Long Island City, NY 11101
(718) 752-5680





ROOFS, EXTERIOR MASONRY, FLOOD ELIMINATION

Marine Park Intermediate School I.S.278 Brooklyn
1925 Stuart Street, Brooklyn, NY

Client: New York City School Construction Authority

Project Period: 2009 - 2011

Project Cost: \$5,500,000

Building Data: Built in 1957; 134,000 SF; 3 Stories



Major Project Components

Phase I - Field Investigation & Scope Report

**Phase II - Design Development & Construction Documents
(Drawings & Specifications), Asbestos/Lead Abatement, and Estimating**

Phase III - Construction Administration Services & Project Closeout

Project Description

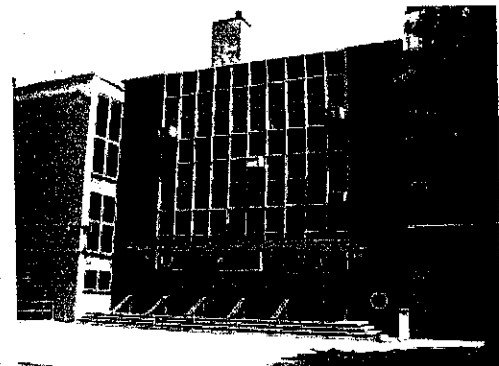
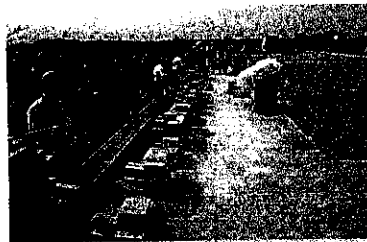
This project had 3 separate elements to address and eliminate water infiltration issues at the school:

1. **Roofs:** Remove and replace existing flat roofing. Remove existing roof fence, which is not an original element, reconstruct brick parapet walls, Bulkheads, and chimney, including all copings and flashing.
2. **Exterior Masonry:** Re-point and/or replace face brick on the building facade, repair and/or replace trim elements, restore concrete awnings, clean and restore granite facade at main entrance, replace masonry Vestibules, replace exterior doors and some windows. All new building elements must match the existing historic character of the school. Repair interior spaces that have been damaged by water infiltration.
3. **Flood Elimination:** Re-grade and re-pave asphalt play yards, reconstruct retaining walls and exterior concrete stairs.

IS278K is now determined to be SHPO-eligible as a result of reports submitted by D&B to document the historic character of this "International Style" building.

Reference: Susan Montague

New York City School Construction Authority
30-30 Thomson Avenue
Long Island City, NY 11101
(718) 752-5680





EXTERIOR MASONRY

Talfourd Lawn Elementary School P.S. 50 Queens
143-26 101 Ave., Jamaica, NY

Client: New York City School Construction Authority

Project Period: A: 2006 - 2008 & B: 2010 - 2011

Estimated Budget: A: \$2,530,713 & B: \$2,370,000

Actual Construction Cost: A: \$2,129,940 & B: \$1,900,000

Building Data: Built in 1920; 52,500 SF; 5 Stories



Major Project Components

Phase I - Field Investigation & Scope Report

**Phase II - Design Development & Construction Documents
(Drawings & Specifications), Asbestos/Lead Abatement, Estimating**

Phase III - Construction Administration Services & Project Closeout

Project Description

This 5-story building was constructed in the 1920's and is SHPO-eligible. The school had been experiencing serious water infiltration problems, apparently due to failure of the masonry facade, parapets and roof. An Exterior Masonry rehabilitation project on the 5-story building was generated in 2006, and a second project to repair the 2-story Addition was begun in 2010.

At the start of each project, a detailed Scope Report outlined the existing conditions of the building and an analysis of the current issues and the proposed solution. The report includes such data as construction estimates, violations and supporting photos. Special attention is paid to investigating the cause of the spalling brick facade, using masonry probes and non-destructive water ingress testing.

The Scope Reports are used as the basis for the development of the Construction Documents.



Reference: Susan Montague

New York City School Construction Authority
30-30 Thomson Avenue
Long Island City, NY 11101
(718) 752-5680



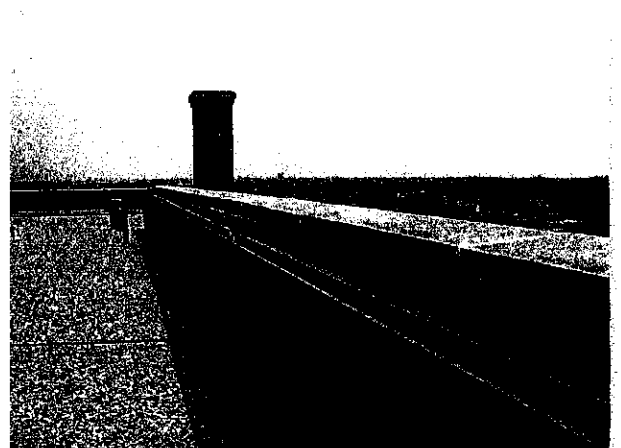
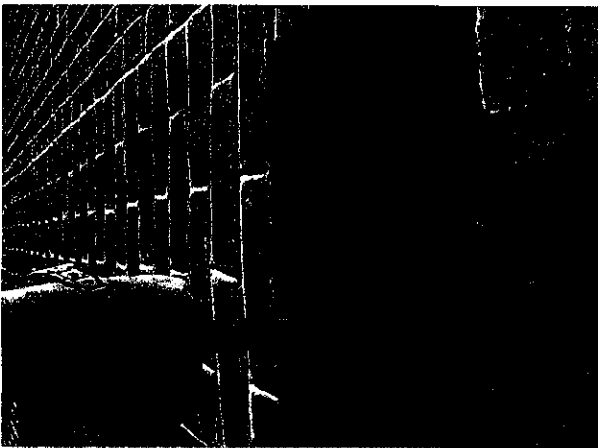
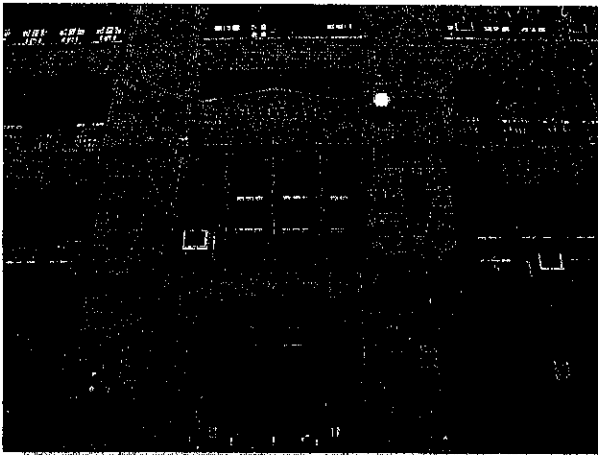
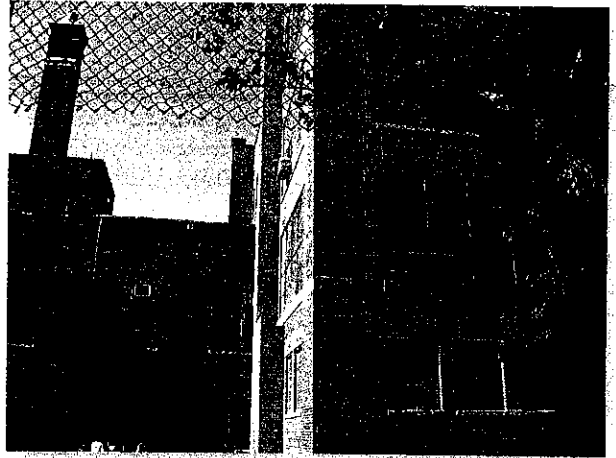
EXTERIOR MASONRY

Taulford Lawn Elementary School P.S. 50 Queens

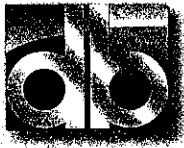


SCOPE SUMMARY OF BOTH PROJECTS:

- During the Scope Phase, water infiltration causes were investigated by use of non-invasive water infiltration testing, which included infrared photography. Destructive probes were also completed, with small areas of bricks removed to reveal construction methods, backup materials, and flashing conditions.
- Remove & replace brick parapet wall, including cast stone coping and flashing. Remove and replace areas of built-up ballasted roofing adjacent to parapet wall.
- Replace face brick and/or re-point on 3 Bulkhead buildings on roofs. Replace Bulkhead windows, doors, and roofs, including flashing.
- Repointing of 3 different masonry chimneys.
- Interior repairs to plaster and moldings that have been damaged by water infiltrations, including patching and painting.



www.dvirkaandbartilucci.com
e-mail: findingsolutions@db-eng.com



FLOOR REPLACEMENT/ INTERIOR RENOVATIONS

*Sal Abbracciamento Elementary School P.S. 108 Brooklyn
1200 Linwood St, Brooklyn, NY*

Client: New York City School Construction Authority
Project Period: 2007 - 2008
Project Cost: \$850,000
Building Data: Built in 1890; 70,000 SF; 4 Stories



Major Project Components

Phase I - Field Investigation & Scope Report

**Phase II - Design Development & Construction Documents
(Drawings & Specifications), Asbestos/Lead Abatement, Estimating**

Phase III - Construction Administration Services & Project Closeout

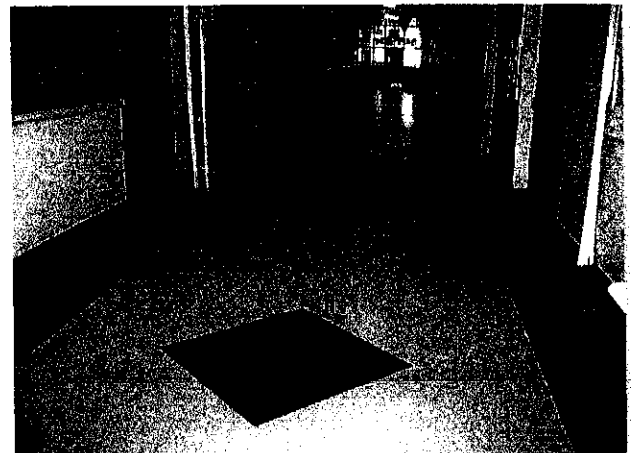
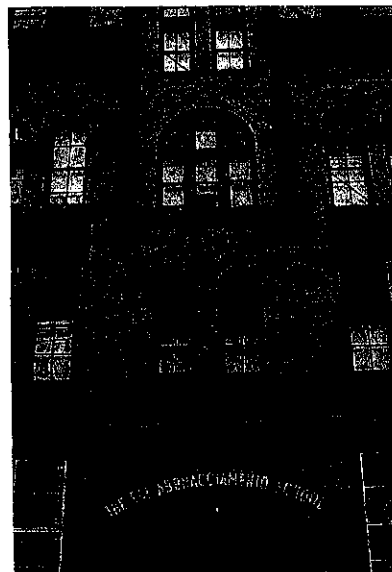
Project Description

Constructed in 1890 and listed as a NYC Landmark, this 4-story building was in need of interior floor replacement. The scope of work involved the Main Corridor and required complete replacement of finish floor, including underlayment, down to the floor joists on all four floors. Coordination with HVAC and plumbing equipment was key. The removal of the older floors involved asbestos abatement. All interior walls, doors and trim elements in the Main Corridor were painted after new flooring was installed.

A complete Scope Report was prepared to investigate existing conditions, analyze proposed solutions, estimate costs, and to fully meet the client's needs. The Scope Report is used as the basis for the development of the Construction Documents. The initial report estimate is developed in conjunction with the overall project design. All drawing data is supported by a Specification book.

Reference: Susan Montague

New York City School Construction Authority
30-30 Thomson Avenue
Long Island City, NY 11101
(718) 752-5680





PARAPETS/EXTERIOR MASONRY/ROOF

Vincent G. Fowler Elementary School P.S. 108 Queens
1925 Stuart Street, Brooklyn, NY

Client: New York City School Construction Authority

Project Period: 2007 - 2009

Estimated Budget: \$2,812,313

Actual Construction Cost: \$2,882,000

Building Data: Built in 1920; 171,200 SF; 4 Stories



Major Project Components

Phase I - Field Investigation & Scope Report

**Phase II - Design Development & Construction Documents
(Drawings & Specifications), Asbestos/Lead Abatement, and Estimating**

Phase III - Construction Administration Services & Project Closeout

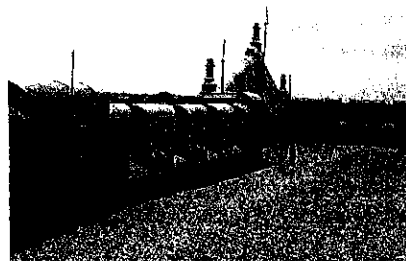
Project Description

Registered with the NY State Historic Preservation Office, PS 108 was in need of restoration and repair of the exterior masonry walls, Bulkheads, roofs, parapets, and decorative terracotta trim.

After a thorough field investigation, water infiltration testing and probes, the project focused on solving water damage due to age and deterioration of the building envelope. A complete Scope Report was prepared to document the existing conditions, highlight proposed solutions, estimate costs, and fully meet the client's needs. All new building elements match the historic style of the existing. The Scope Report is used as the basis for the development of the Construction Documents, including a Specification book.

Reference: Susan Montague

New York City School Construction Authority
30-30 Thomson Avenue
Long Island City, NY 11101
(718) 752-5680



SCOPE OF PARAPET WORK:

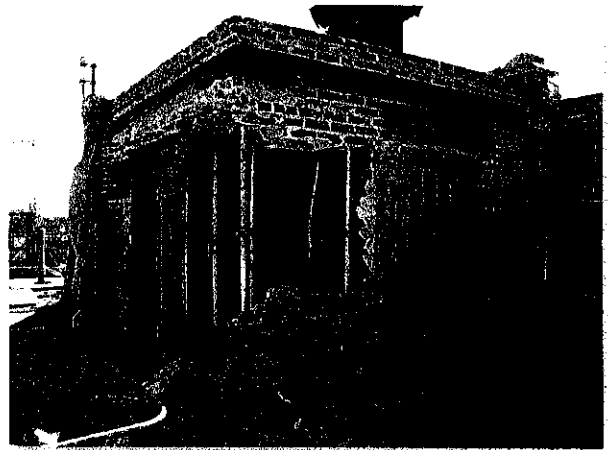
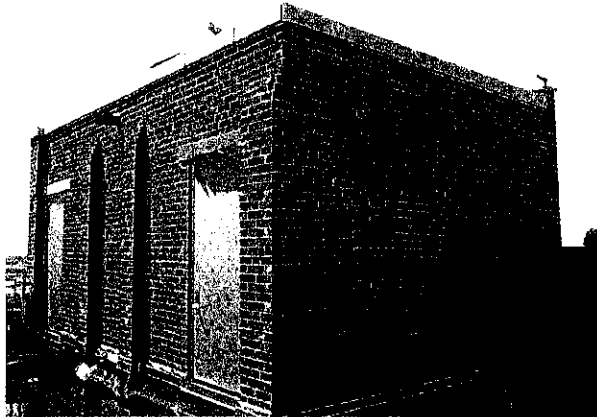
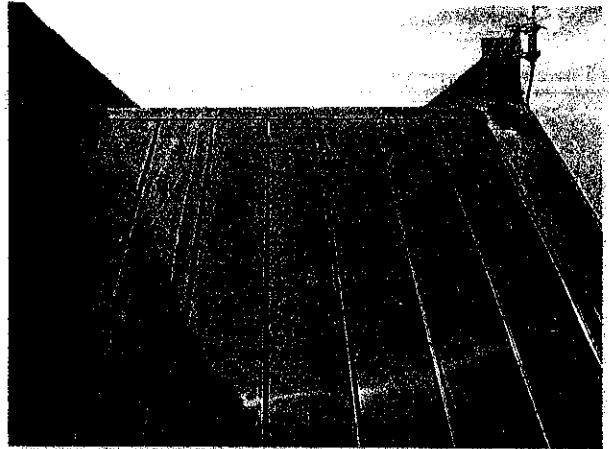
- Remove, replace and restore brick parapet wall, including decorative terracotta trim. All decorative elements were replaced in kind.

SCOPE OF EXTERIOR MASONRY WORK:

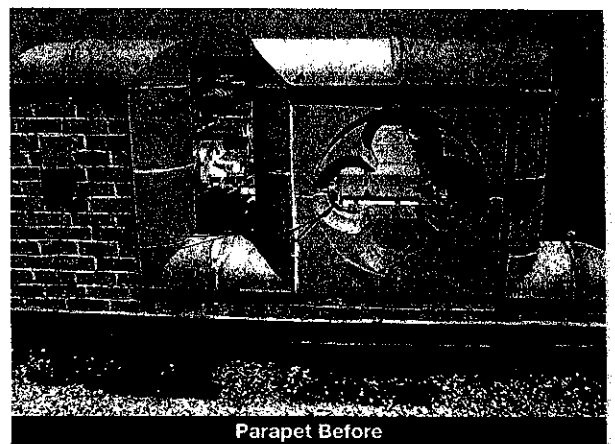
- Remove, replace and restore face brick as required to address water infiltration issues.
- Patch and paint water damaged areas of interior after facade repairs are completed.
- Exterior Wall Reconstruction

SCOPE OF ROOF WORK:

- Remove & replace built-up ballasted roof in areas adjacent to replaced parapet wall, including insulation and flashing.
- Reconstruct three Bulkhead structures, including replacement of doors, windows, copper roofs, and interior work.



Parapet After



Parapet Before



ELECTRICAL LIGHTING FIXTURES

Public School 123 Manhattan, NY

Client: New York City School Construction Authority

Project Period: 2012 - 2014

Project Cost: \$1,100,000

Building Data: Built in 1958, 3 Stories, 118,000 square feet



Major Project Components

Phase I - Field Investigation & Scope Report

**Phase II - Design Development & Construction Documents
(Drawings & Specifications), Asbestos/Lead Abatement, and Estimating**

Phase III - Construction Administration Services & Project Closeout

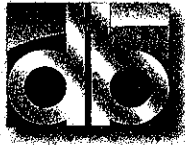
Project Description

This interior lighting systems were upgraded to comply with recent government energy requirements. The Public Address system was also replaced. The school was outfitted with the latest occupancies sensors.

Reference: Susan Montague

New York City School Construction Authority
30-30 Thomson Avenue
Long Island City, NY 11101
(718) 752-5680





EXT. MASONRY, PARAPETS AND FLOOD ELIMINATION

Public School 123 Brooklyn, NY

Client: New York City School Construction Authority

Project Period: 2013 - Bidding Spring 2014

Project Cost: \$9,400,000

Building Data: Built in 1911, 4 Stories, 75,000 square feet



Major Project Components

Phase I - Field Investigation & Scope Report

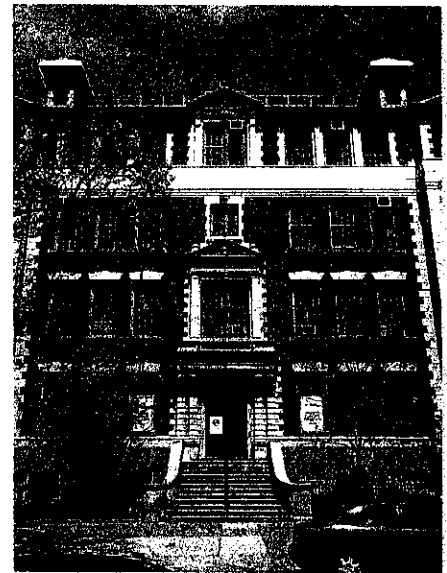
**Phase II - Design Development & Construction Documents
(Drawings & Specifications), Asbestos/Lead Abatement, and Estimating**

Phase III - Construction Administration Services & Project Closeout

Project Description

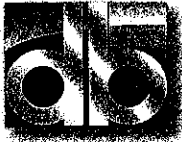
The SHPO eligible Neo-Classical building was in need of repairs as a result of age, weather related fatigue and masonry joint erosion. The roof is a gable roof terminating in a custom copper gutter designed in a Neo Classical style. The façade consisted of bands and coins of terra-cotta and cast stone. There was leaking into classrooms from exterior walls and thru the exterior stair. D & B continued our investigations outside and found that there was significant subsidence at the playground area warranting a full replacement and stabilization of the playground paved area.

Upon through investigation we recommended the replace of the entire roofing and replaced the slate with a synthetic slate tile to minimize cost and weight. We also recommended significant facade masonry, rebuilding all exterior stairs along with the installation of a new ADA lift at the front entrance. As a result of the finding we also completed design drawings to rebuild and waterproof the sub-grade heating plant.



Reference: Susan Montague

New York City School Construction Authority
30-30 Thomson Avenue
Long Island City, NY 11101
(718) 752-5680



WINDOW REPLACEMENT/ ROOF REPLACEMENT

Langston Hughes Elem. School, P.S. 134 Queens
203-01 109 Ave., Queens, NY

Client: New York City School Construction Authority
Project Period: 2005 - 2007
Estimated Budget: \$3,685,337
Actual Construction Cost: \$3,340,000
Building Data: Built in 1929; 69,000 SF; 3 Stories



Major Project Components

Phase I - Field Investigation & Scope Report

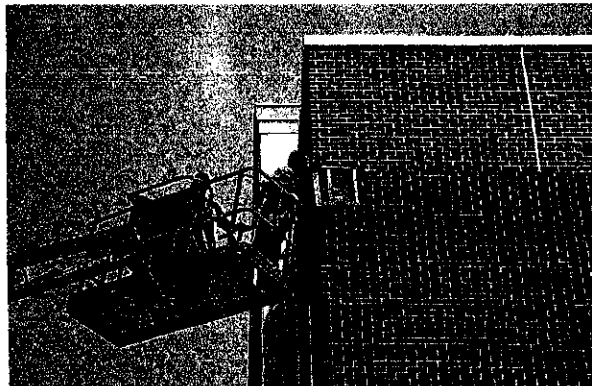
Phase II - Design Development & Construction Documents, Asbestos/Lead Abatement, and Estimating

Phase III - Construction Administration Services & Project Closeout

Project Description

This 3-story building was constructed in 1929. The project involved complete replacement of all windows, partial replacement of window lintels, and roof replacement. The original windows were large wood, double-hung, single pane glass. The new windows match the style of the existing.

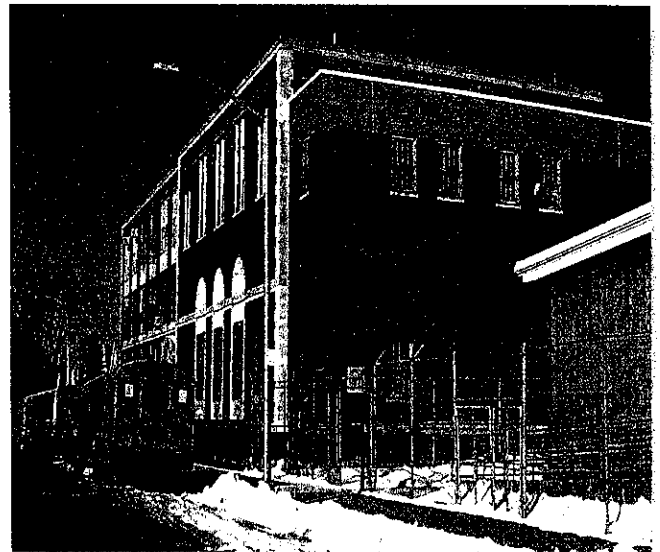
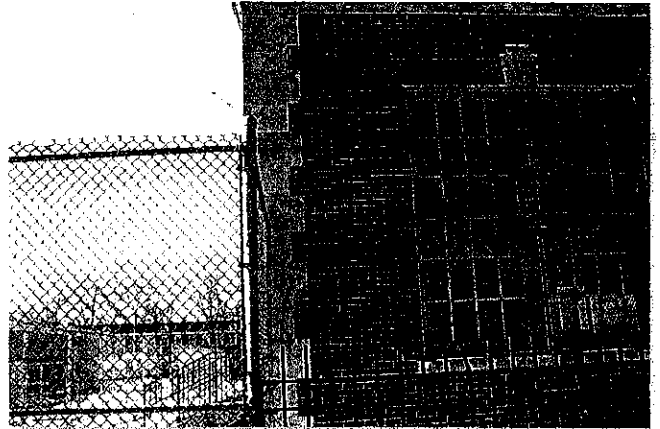
The project begins with a comprehensive Scope Report, detailing all existing problems with proposed solutions. The exterior masonry water infiltration is investigated by the use of masonry probes and water infiltration testing. The Scope Report is used in the creation of a full set of Construction Documents, including specifications.



Reference: Susan Montague
New York City School Construction Authority
30-30 Thomson Avenue
Long Island City, NY 11101
(718) 752-5680

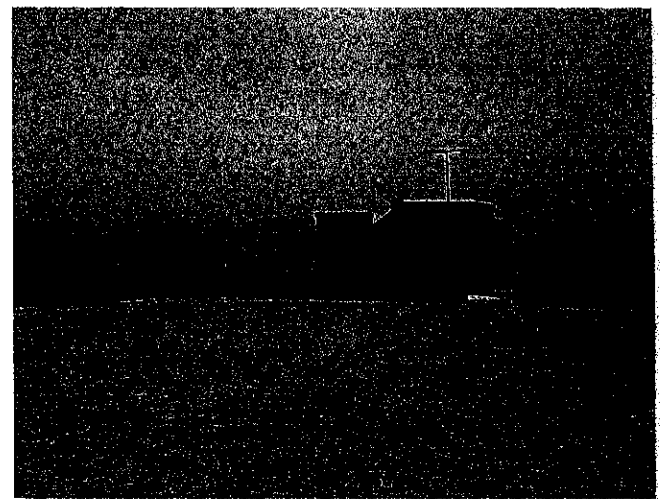
SCOPE OF WINDOW REPLACEMENT:

- Remove & replace all (315) windows, including interior trim. New windows shall be dual glazed. Building is not SHPO- registered, but new windows shall be of a style to match the existing and retain the traditional look of the building.
- Abate all asbestos and lead paint in the adjacent plaster walls and/or interior finish tile/masonry. Remove/abate caulking on the exterior perimeter of the window and at the cast stone (concrete) windowsills.
- All plaster/tile/finish adjacent to the work repaired and painted. All lintels scraped, cleaned and repainted. Selected lintels replaced as required. New window guards installed, and special guards installed to accommodate air-conditioner units in 19 locations. The window air-conditioner units moved to the upper portion of the window.
- Existing window shades and operating assemblies removed & replaced with new. New insect screens installed in the kitchen, cafeteria and all other dining areas. Bird deterrent wire provided at all windowsills



SCOPE OF ROOF REPLACEMENT:

- Remove entire existing roof membrane, insulation, and defective flashings. Install new insulation and flashing as required, and install roof membrane to restore to a watertight condition. Remove and replace all bulkhead roofing and flashing.
- The existing aluminum guardrail will to be removed to facilitate the installation of the new roof membrane. Reinstall refurbished aluminum guardrail to existing decking. Provide pitch pockets for railing supports, vent pipes and around roof HVAC and other equipment/appliances.
- Remove and replace all existing roof drains. Clean and flush drainpipes to street and basement level.





EXT. MASONRY, PARAPETS, ROOFS AND WINDOWS

Public School 136 Queens, NY

Client: New York City School Construction Authority

Project Period: 2011 - Fall 2014

Project Cost: \$7,100,000

Building Data: Built in 1928 and expanded in 1935, 3 Stories, 87,000 square feet



Major Project Components

Phase I - Field Investigation & Scope Report

**Phase II - Design Development & Construction Documents
(Drawings & Specifications), Asbestos/Lead Abatement, and Estimating**

Phase III - Construction Administration Services & Project Closeout

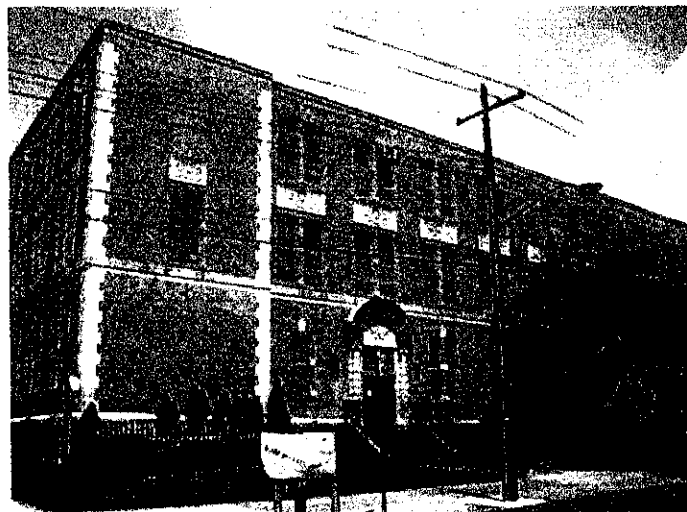
Project Description

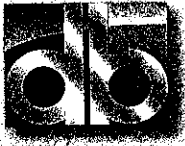
This brick faced steel and concrete structure was built during a large construction period and suffered from poor workmanship and unproven detailing. In short the building leaked before the building was constructed. As such the waterproof system was installed on the interior face of the wall system and covered over by plaster.

The remedy to the leaking building was to do a complete façade replacement including windows and roof. The previous solid masonry wall was converted to a modified cavity wall system. The original parapets which were removed in a failed attempt to solve the leaks was removed again and brought back into character of the original design. The face brick replacement combined with the window replacement, the new windows offer a huge gain in energy efficiency and natural light. The roof replacement is not ballasted and offer more energy efficiency as well.

Reference: Susan Montague

New York City School Construction Authority
30-30 Thomson Avenue
Long Island City, NY 11101
(718) 752-5680





EXTERIOR MASONRY

Rachel Jean Mitchell Elementary School P.S. 137 Brooklyn
121 Saratoga Ave., Brooklyn, NY

Client: New York City School Construction Authority

Project Period: 2006 - 2008

Estimated Budget: \$2,524,776

Actual Construction Cost: \$2,676,000

Building Data: Built in 1901; 46,000 SF; 5 Stories



Major Project Components

Phase I - Field Investigation & Scope Report

**Phase II - Design Development & Construction Documents
(Drawings & Specifications), Asbestos/Lead Abatement, and Estimating**

Phase III - Construction Administration Services & Project Closeout

Project Description

This 4-story building is listed on the NY State Historic Preservation Register and was in need of restoration and repair of the exterior masonry walls and decorative terra cotta copings and roofs. Water was flooding into the basement due to poor grading and inappropriate stair design. The grade and stair have been corrected and damaged areas restored. Entry doors and canopy were decayed and replaced. Roof and terra cotta copings were replaced in kind, and the proposed design enhanced water flow away from the structure.

At the start of the project, a detailed Scope Report on the existing conditions of the building and an analysis of the current issues and the proposed solution was created. Special attention is paid to investigating the cause of water infiltration, using masonry probes and non-destructive water ingress testing. The Scope Report is used as the basis for the development of the Construction Documents.

Reference: Susan Montague

New York City School Construction Authority
30-30 Thomson Avenue
Long Island City, NY 11101
(718) 752-5680



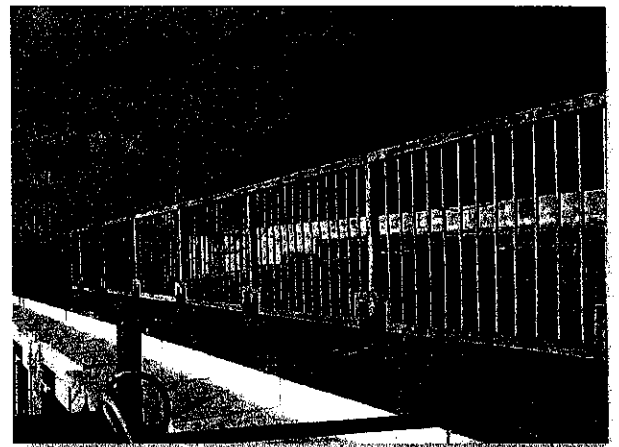
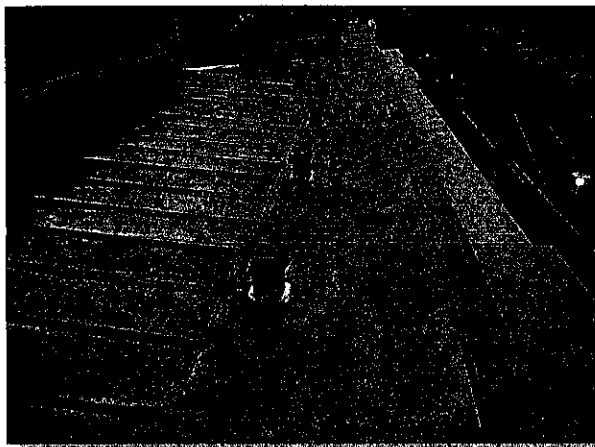
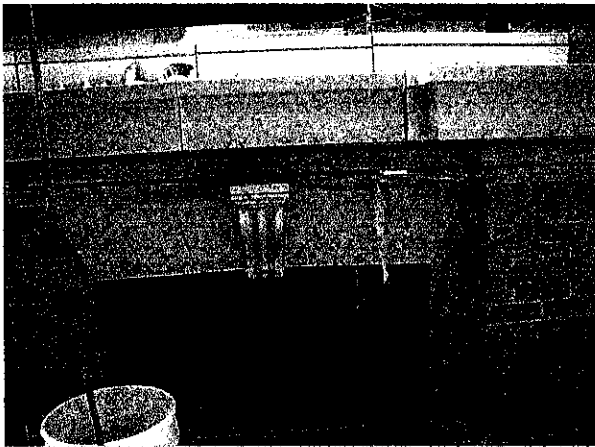
EXTERIOR MASONRY

Rachel Jean Mitchell Elementary School P.S. 137 Brooklyn



SCOPE OF WORK:

- Structural Roof Deck Replacement
- Terra Cotta Restoration and Replacement
- Flood Elimination
- Extension Stair Replacement and Restoration
- Remove and Replacement of Exterior Doors
- Historic Cast Stone Restoration
- Remove and Replace Copper Pan Roof and Gutter
- Exterior Masonry Restoration
- During project scope phase, non-invasive water infiltration testing and building probes were utilized to determine sources of water egress.
- Replace and/or re-point face brick in areas of building facade that were shown to be sources of water infiltration.
- Re-grade area of rear Play Yard to address water infiltration into Basement Cafeteria.
- Repair interior areas, including patching and repainting plaster, that were damaged by water infiltration.



www.dvirkaandbartilore.com
e-mail: findingsolutions@db-engineers.com



PARAPETS, FLOOD ELIMINATION, EXTERIOR MASONRY

Andrew Jackson Elem. School P.S.145 Brooklyn
100 Noll Street, Brooklyn, NY

Client: New York City School Construction Authority
Project Period: 2010 - 2012
Estimated Budget: \$5,325,000
Actual Construction Cost: \$4,900,000
Building Data: Built in 1904; 112,000 SF; 4 Stories



Major Project Components

Phase I - Field Investigation & Scope Report

**Phase II - Design Development & Construction Documents,
Asbestos/Lead Abatement, and Estimating**

Phase III - Construction Administration Services & Project Closeout

Project Description

The project scope of Elementary School 145 included several different building conditions which required correction.

- Window and Door Replacement
- Roof Repair and Replacement
- Parapet Reconstruction
- Interior Reconstruction
- Site Work
- Exterior Masonry Restoration

At the start of the project, a detailed Scope Report is created to examine problems and solutions. Special attention is paid to investigating the cause of water infiltration, using masonry probes and non-destructive water ingress testing. The Scope Report is used to develop Construction Documents.

Reference: Susan Montague

New York City School Construction Authority
30-30 Thomson Avenue
Long Island City, NY 11101
(718) 752-5680



PARAPETS, FLOOD ELIMINATION, EXTERIOR MASONRY

Andrew Jackson Elem. School P.S.145 Brooklyn

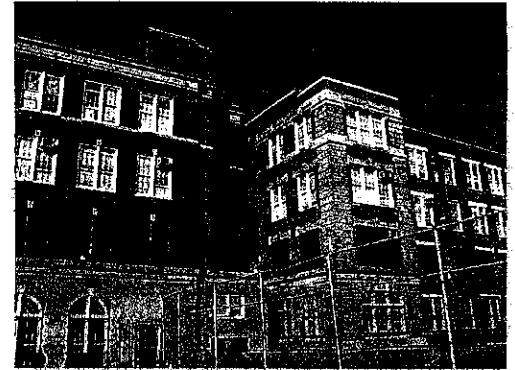


PROJECT INVESTIGATION METHODS:

- Non-destructive water infiltration testing was performed during the Scope Phase. This included analysis using infrared imaging.
- Destructive testing was required, which consisted of probes through the masonry at sample locations and at window heads. These probes showed the flashing conditions and masonry elements.

SCOPE OF PARAPETS WORK:

- Remove & replace masonry parapet walls, including flashing and coping, and adjacent roofing areas. Replace face brick and/or re-point Bulkheads and rooftop Mechanical Room.

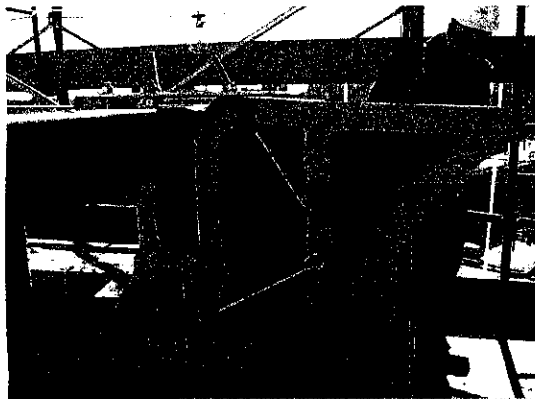
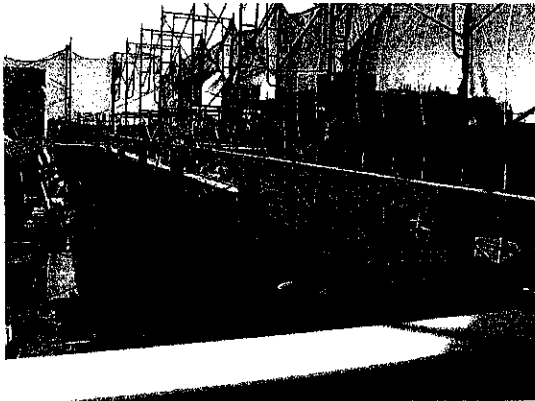


SCOPE OF EXTERIOR MASONRY WORK:

- Remove & replace face brick as required to address water infiltration issues. Remove and replace and/or repair areas of terracotta and limestone trim. Remove and replace terracotta window head trim. Clean masonry on entire building.
- Although the building is not SHPO-registered, all new building elements must be recreated to match the original exactly to maintain the appearance of the school.
- Replace windows on Toilet Room Addition, and exterior doors at rear of school.

SITE RELATED PROJECT SCOPE:

- Re-grade and re-pave areas of the rear Play Yard to address water infiltration issues.
- Remove and replace exterior concrete stairs to Basement in rear yard.



www.dvirkaandbartilucci.com
e-mail: findingsolutions@db-eng.com



EXT. MASONRY, PARAPETS AND FLOOD ELIMINATION

Public School 148 Brooklyn, NY

Client: New York City School Construction Authority

Project Period: 2012 - Bidding Spring 2014

Project Cost: \$6,700,000

Building Data: Built in 1907, 4 Stories, 87,000 square feet



Major Project Components

Phase I - Field Investigation & Scope Report

**Phase II - Design Development & Construction Documents
(Drawings & Specifications), Asbestos/Lead Abatement, and Estimating**

Phase III - Construction Administration Services & Project Closeout

Project Description

The SHPO eligible gothic building was in need of repairs both as a result of age and weather related fatigue but also in part because a past repair failed. The parapets are heavily ornamented with a terra cotta balustrade railing and large pediments all of which required complete replacement. Several of the pediments were roughly 16' tall above the roof deck and due to the nature and classic image of the building all repairs and reconstructions were done to preserve the character of the design.

A demising wall located along the side property line required a complete face brick replacement. Attention was given to the simple load bearing masonry construction of the building. The roof of the below grade Auditorium, which was used as a playground was replaced. The areaways and fencing were leaking and were reconstructed.

Reference: Susan Montague

New York City School Construction Authority
30-30 Thomson Avenue
Long Island City, NY 11101
(718) 752-5680





AUDITORIUM RENOVATIONS

Public School 167 Manhattan, NY

Client: New York City School Construction Authority

Project Period: 2012 - Spring 2014

Project Cost: \$450,000

Building Data: Built in 1955, 4 Stories, 157,000 square feet



Major Project Components

Lighting

Seats

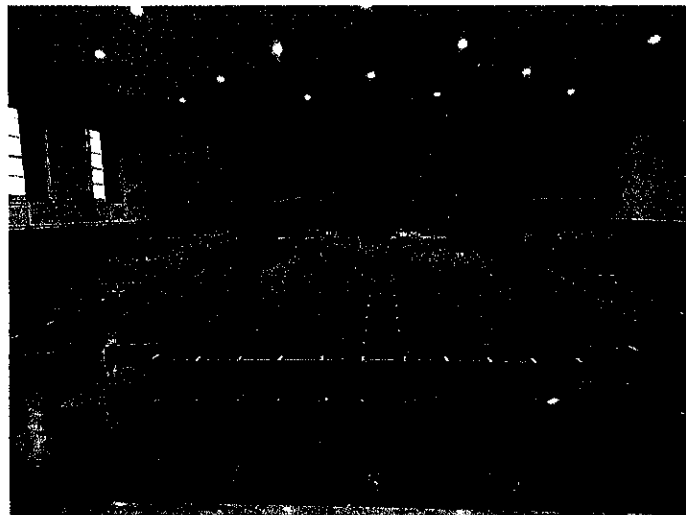
Acoustic Rear Wall and New Fans to Replace Existing Non-Functioning Fans

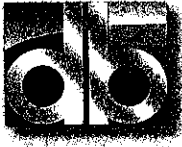
Project Description

The original house lighting and wood auditorium seating were in need of replacement. The stage lighting and sound system were replaced in this heavily used auditorium. As part of the modification the seating was modified to comply with current ADA laws and mandates. As such several chairs were removed and replaced with a curb and railing to facilitate someone in a wheelchair. In other areas the seat was replaced with a seat which allowed for someone with mild disabilities to view the stage in relative comfort.

Reference: Susan Montague

New York City School Construction Authority
30-30 Thomson Avenue
Long Island City, NY 11101
(718) 752-5680





RED-DOT PARAPET & FAÇADE MASONRY, WATER INFILTRATION

*Robert Wagner Middle School -
Public School 167 Manhattan, NY*

Client: New York City School Construction Authority

Project Period: 2012 - Spring 2014

Project Cost: \$5,700,000

Building Data: Built in 1955, 4 Stories, 157,000 square feet



Major Project Components

Phase I - Field Investigation & Scope Report

**Phase II - Design Development & Construction Documents
(Drawings & Specifications), Asbestos/Lead Abatement, and Estimating**

Phase III - Construction Administration Services & Project Closeout

Project Description

The SHPO eligible Modern building was in need of repairs both as a result of age and weather related fatigue but also in part because a past repair failed. The building was an emergency project referred to D & B as a masonry project. Upon a detailed investigation we noted several areas of leaking, playground subsidence, masonry façade cracking and leaking at original on grade windows. The façade consisted of bands of windows with light colored alternating limestone and beige brick panels between the window banks. There

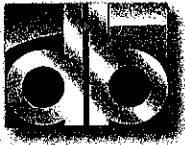
was leaking into classrooms from exterior walls and the roof. D & B continued our investigations outside and found that there was significant subsidence at the playground area warranting a partial replacement and stabilization of the playground paved area.

During our investigations we were shown several areas below grade that were leaking from various locations. We also noticed severe wear and cracking at an areaway retaining wall. The plans call for removal and replacement of two concrete topping coats, the retaining wall and 10 CY of soil in order to repin the new wall. The water infiltration through the façade warranted 20,000SF of face brick replacement, 60% of the parapet walls and all of the coping stones. The work described along with regularly spaced control joints will all for thermal movement of the façade and minimize future damage.



Reference: Susan Montague

New York City School Construction Authority
30-30 Thomson Avenue
Long Island City, NY 11101
(718) 752-5680



EXTERIOR MASONRY/ROOFS/SITE PAVING/ PLAYGROUND/LOW VOLTAGE

*New Lots Elementary School, P.S. 213 Brooklyn
580 Hegeman Ave., Brooklyn, NY*

Client: New York City School Construction Authority

Project Period: 2008 - 2010

Project Cost: \$6,700,000

Building Data: Built in 1937, 1959; 75,000 SF; 4 Stories



Major Project Components

Phase I - Field Investigation & Scope Report

**Phase II - Design Development & Construction Documents
(Drawings & Specifications), Asbestos/Lead Abatement, and Estimating**

Phase III - Construction Administration Services & Project Closeout

Project Description

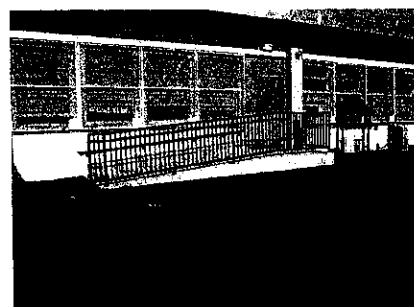
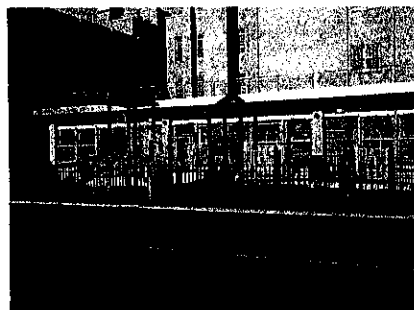
The NY State Historic Preservation Register has protected this building. All the repairs and replacements were done to match existing and meet preservation standards.

The school was having problems with water infiltration. Concrete and asphalt paving were replaced throughout the entire school yard, new playground equipment installed and two handicapped accessible ramps were constructed. Perimeter site security fencing and curbs were replaced. Entry roofs and main roofing systems were replaced. Masonry walls and chimneys were restored by face brick replacement and re-pointing.

Special attention was paid at the start of the project to investigate the cause of water infiltration, using masonry probes and non-destructive water ingress testing. A Scope Report is created and used as the basis for the development of the Construction Documents, including a Specification book.

Reference: Susan Montague

New York City School Construction Authority
30-30 Thomson Avenue
Long Island City, NY 11101
(718) 752-5680





RED-DOT PARAPET & FAÇADE MASONRY, WATER INFILTRATION

*Bronx Center for Science and Mathematics
Public School 250 Bronx, NY*

Client: New York City School Construction Authority

Project Period: 2012 - Spring 2014

Project Cost: \$5,700,000

Building Data: Built in 1955, 4 Stories, 157,000 square feet



Major Project Components

Phase I - Field Investigation & Scope Report

**Phase II - Design Development & Construction Documents
(Drawings & Specifications), Asbestos/Lead Abatement, and Estimating**

Phase III - Construction Administration Services & Project Closeout

Project Description

The Modern building was in need of repairs both as a result of age and weather related fatigue but also in part because a past repair failed. The building was an emergency project referred to D&B as a masonry project. Upon a detailed investigation we noted several areas of leaking, playground subsidence, masonry façade cracking and leaking at original on grade windows. The façade consisted of bands of



windows with red brick panels between the window banks. There was leaking into classrooms from exterior walls and the roof. D & B continued our investigations outside and found that there was significant leaking from multiple areas on the the roof. The recent science room upgrade ventilation system through the roof was now causing significant leaking.

The existing conditions warranted D&B to use an innovative approach to roofing by combining two methods, liquid applied and built-up roofing systems to prevent further leaking in to classrooms. The water infiltration through the façade warranted 20,000SF of face brick replacement, 60% of the parapet walls and all of the coping stones. The work describe along with regularly spaced control joints will all for thermal movement of the façade and minimize future damage.

Reference: Susan Montague

New York City School Construction Authority
30-30 Thomson Avenue
Long Island City, NY 11101
(718) 752-5680



AUDITORIUM UPGRADE

*John F. Hylan Elementary School P.S. 257 Brooklyn
60 Cook Street, Brooklyn, NY*

Client: New York City School Construction Authority

Project Period: 2007 - 2008

Project Cost: \$269,400

Building Data: Built in 1963; 89,000 SF; 3 Stories



Major Project Components

Phase I - Field Investigation & Scope Report

**Phase II - Design Development & Construction Documents
(Drawings & Specifications), Asbestos/Lead Abatement, and Estimating**

Phase III - Construction Administration Services & Project Closeout

Project Description

This project at P.S. 257 in Brooklyn, New York, involved the upgrade of the elementary school Auditorium.

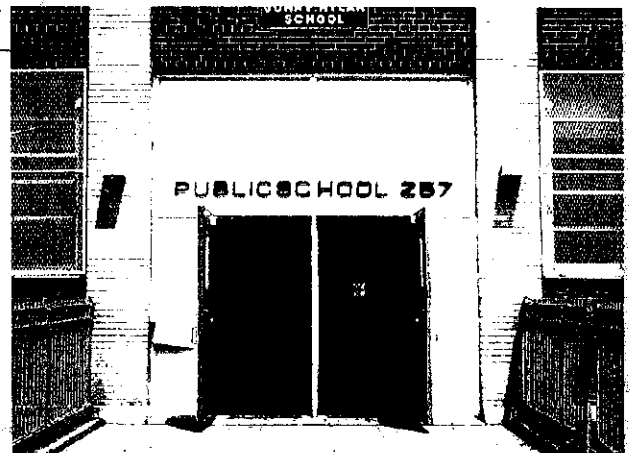
The scope of this work included new electrical sound system, stage lighting, new drapery and rigging.

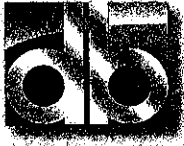
At the start of the project, a detailed Scope Report on the existing conditions of the building and an analysis of the current issues and the proposed solution is created. The report includes such data as current building estimates, violations and supporting photos.

The Scope Report is used as the basis for the development of the Construction Documents. The estimate is fully developed and a Specification book is developed in conjunction with the construction documents.



Reference: Susan Montague
New York City School Construction Authority
30-30 Thomson Avenue
Long Island City, NY 11101
(718) 752-5680





WINDOW & ROOF REPLACEMENT/ EXTERIOR MASONRY/FLOOD ELIMINATION

*Dr. Betty Shabazz Elem. School, P.S. 298 Brooklyn
85 Watkins Street, Brooklyn, NY*

Client: New York City School Construction Authority
Project Period: 2008 - 2010
Project Cost: \$6,100,000
Building Data: Built in 1958; 81,000 SF; 4 Stories



Major Project Components

Phase I - Field Investigation & Scope Report

**Phase II - Design Development & Construction Documents
(Drawings & Specifications), Asbestos/Lead Abatement, and Estimating**

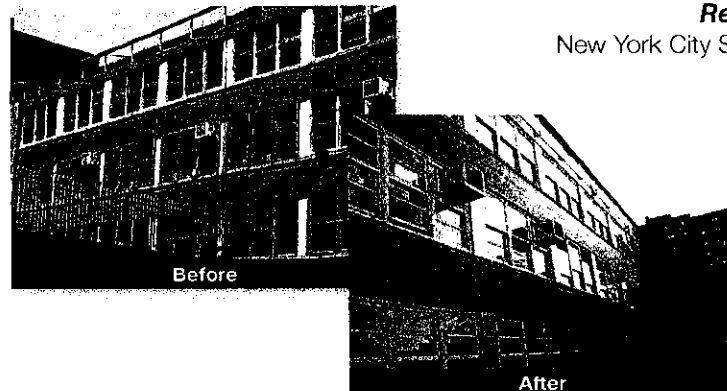
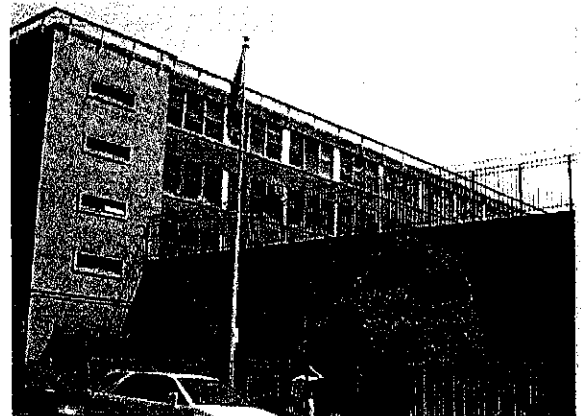
Phase III - Construction Administration Services & Project Closeout

Project Description

D&B submitted a report that allowed this significant building in the "International Style" to be listed as SHPO-eligible. All new building elements match existing style.

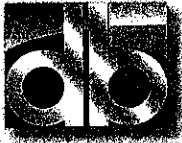
A complete Scope Report was prepared to investigate existing conditions, analyze proposed solutions, estimate costs, and to fully meet the client's needs. The Scope Report is used as the basis for the development of the Construction Documents. The initial report estimate is developed in conjunction with the overall project design. All drawing data is supported by a Specification book.

The original windows, a bright yellow, were well beyond their useful life and in need of replacement. Entry door canopies and main roofing systems were replaced. Exterior masonry walls were repaired by face brick replacement of the glazed turquoise and tan bricks, and re-pointing. Areas of the site were repaired and re-graded to address water issues.



Reference: Susan Montague

New York City School Construction Authority
30-30 Thomson Avenue
Long Island City, NY 11101
(718) 752-5680



CAFÉ/MULTIPURPOSE RM. UPGRADE AND PA REPLACEMENT

Public School 371 Brooklyn, NY

Client: New York City School Construction Authority

Project Period: 2012 - 2014

Project Cost: \$900,000

Building Data: Built in 1966, 3 Stories, 45,000 square feet



Major Project Components

Phase I - Field Investigation & Scope Report

*Phase II - Design Development & Construction Documents
(Drawings & Specifications), Asbestos/Lead Abatement, and Estimating*

Phase III - Construction Administration Services & Project Closeout

Project Description

The cafeteria/multi-purpose room was upgraded. This work included new flooring, ceiling, lighting and painting. The entire school Public Address system was also replaced.

Reference: Susan Montague

New York City School Construction Authority
30-30 Thomson Avenue
Long Island City, NY 11101
(718) 752-5680





ASTORIA HOUSES

NYCHA Indefinite Delivery Indefinite Quantity Construction Management Services in Connection with the Hurricane Sandy Recovery Program

Project Period: September 2014 – September 2016

Program Value: \$4 Billion

Construction Value: \$100 Million



Major Project Components

Attend meetings with NYCHA, Architect/ Engineer, and Program Manager

CPM Scheduling

Environmental Hazardous Sampling

Constructability and value engineering review

Construction Quality Management Plan

Construction Administration and Management

Construction Management Information System

Quality Control and Testing

Resident Engineering Inspection

Assist in obtaining Certificate of Occupancy

Complete construction closeout

As-built drawings

Prepare final report

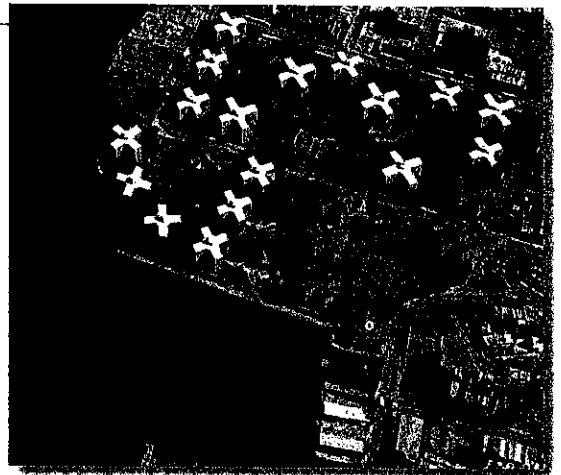
Section 3 Management

Project Description

The Astoria Houses consists of 22 buildings, 6 and 7-stories high located in Long Island City, NY. This Queens development has 1,102 apartments that are home to some 3,135 people. As a result of Hurricane Sandy, the Astoria Houses Development sustained damage in a total of 22 out of 23 Buildings (Buildings #1 thru 13 and 15 thru 23), including power loss and flooding.

Under this project, the Astoria Houses will receive Category II repairs which include repairs and storm hardening of the buildings. Each of the buildings will

receive a rooftop generator that will be used to power the buildings in the event of a black-out or brown-out. Additionally, buildings that experienced flooding and are below the flood elevation will receive flood barriers and flood repairs. D&B has been selected to provide construction management services for this development as part of D&B's on-call Sandy Repair CM contract.



Reference: Farhan Seyed, P.E.
NYCHA Vice President of Capital Construction
(212)-306-2982



CARLETON MANOR

(CDBG-DR) Construction Management as Agent Services for the Sandy Recovery Program at Carleton Manor, Hammel and Redfern Houses



Project Period: April 2015 – October 2017

Program Value: \$4 Billion

Carleton Manor Construction Estimate: \$25 Million

Major Project Components

Attend meetings with NYCHA, Architect/ Engineer, and Program Manager

Quality Control and Testing

CPM Scheduling

Safety

Constructability and Value Engineering Review

Resident Engineering Inspection

Construction Cost Estimating

Cash Flow Forecast

Contract Document Development

Assist in Obtaining Certificate of Occupancy

Permitting

NYCHA Training/O&M Certificates

Construction Quality Management Plan

Complete Construction Closeout

Procurement Services

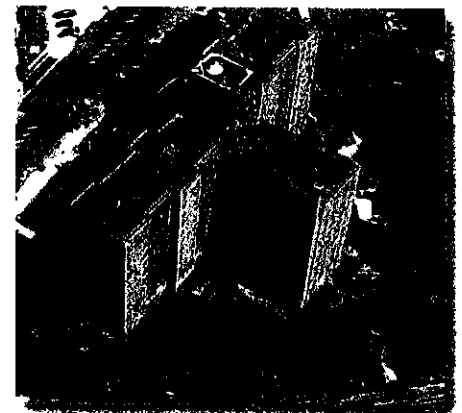
As-built Drawings

Construction Administration and Management

Final report

Project Description

The Carleton Manor development consists of 1 brick-clad residential building, 11-stories high. This Queens development has 170 apartments that are home to some 402 people. Completed March 31st, 1967, the complex is on 3.3-acres bordered by Beach Channel Drive (North/West), A-Train Railway (South), and Beach 70th Street (east).



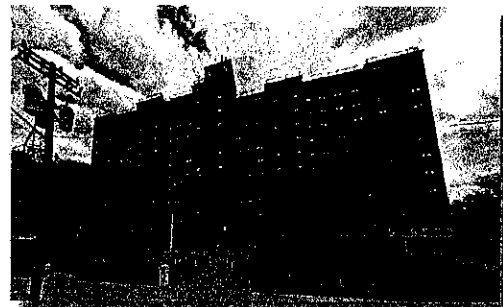
As a result of Hurricane Sandy, the Carleton Manor property sustained damage from tidal storm surge, flood waters, heavy rain and wind. The building was affected by the temporary loss of regional power. Although buildings were spared from permanent structural damage, architectural features and other property assets were lost in all nine buildings affected by the storm.

This project will rehabilitate all the buildings associated with the development. Under this project, Carleton Manor will receive Category III repairs which includes repairs and storm hardening of the buildings. The improvements include:

- Addition and alterations for new boilers, electrical service and generator room addition. Removal of existing boiler plant and associated systems by others unless otherwise indicated on working drawings
- Addition and alterations for new boilers, electrical service and generator room addition. Removal of existing boiler plant and associated systems by others unless otherwise indicated on working drawings
- Install new standby generator, gas-fired, with all associated controls and equipment, as

scheduled. Generator shall be procured by NYCHA and installed by GC.

- Construct new Boiler Room/Generator Room addition as shown per working drawings
- Provide new dry flood proofing, elements as shown and detailed, including removal and replacement of portions of existing exterior walls.
- Install new roofing system per working drawings
- Restoration to site / grounds to facilitate proposed work
- Installation of new site improvements and site lighting, see working drawings for additional scope
- Installation of site detention system
- Installation of piles as required for new addition, see working drawings for additional respective scope therein



Reference: Mr. Farhan Seyed, P.E.
NYCHA Vice President of Capital Construction
(212) 306-2982

HAMMEL

(CDBG-DR) Construction Management as Agent Services for the Sandy Recovery Program at Carleton Manor, Hammel and Redfern Houses

Project Period: April 2015 – October 2017

Program Value: \$4 Billion

Construction Value: \$135-192 Million



Major Project Components

Attend meetings with NYCHA, Architect/Engineer, and Program Manager

Quality Control and Testing

CPM Scheduling

Safety

Constructability and Value Engineering Review

Resident Engineering Inspection

Construction Cost Estimating

Cash Flow Forecast

Contract Document Development

Assist in Obtaining Certificate of Occupancy

Permitting

NYCHA Training/O&M Certificates

Construction Quality Management Plan

Complete Construction Closeout

Procurement Services

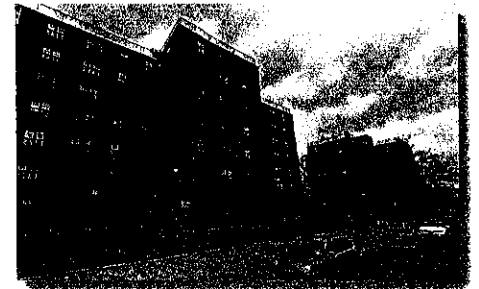
As-built Drawings

Construction Administration and Management

Final report

Project Description

Hammel Houses on the Rockaway peninsula in Queens consists of 14 buildings, 6 and 7 stories high with 712 apartments housing some 1,994 residents on a 14.16-acre complex. During Hurricane Sandy the development became flooded with saltwater damaging ground floor apartments, community center, utility and equipment rooms, service spaces, and submerged the central boiler plant.



Under this project, the Hammel Houses will receive Category III repairs which require comprehensive potential storm surge remediation, and replacement of various mechanical, electrical, and plumbing systems within the Boiler Plant and mechanical rooms on grade which are at or below the Design Flood Elevation (DFE) as determined by FEMA. New boilers are to be installed at the same building (Building # 5) but above SLR to avoid future flooding. Preliminary studies suggests that planning to raise the roof of the existing annex building to allow headroom for the new boiler plant is the best approach. NYCHA

recommend roof-top full capacity, gas operating stand-by generators for all fourteen (14) Residential Buildings and multipurpose basketball court building annex to the community center for a total of fifteen (15). Scope includes roof-top electrical ATS & pump rooms to contain the service switch, current transformers for metering, automatic transfer switch, distribution switchboards and panels

that will serve that residential building. The existing Con Edison service conductors will be extended to the new location. The project will also include new site lighting and repairs/upgrades to the Community Center.

Reference: Mr. Farhan Seyed, P.E.
NYCHA Vice President of Capital Construction
(212)-306-2982



D&B ENGINEERS
AND
ARCHITECTS, P.C.

www.db-engineers.com
e-mail: findingsolutions@db-engineers.com



MITCHEL HOUSES

NYCHA Construction Management as Agent Services for the Comprehensive Improvements at the NYCHA Mitchel Houses, Bronx, NY

Project Period: December 2014 – June 2019
Program Value: \$90 Million

Major Project Components

- | | |
|---|---|
| Attend meetings with NYCHA, Architect/ Engineer, and Program Manager | Quality Control and Testing |
| CPM Scheduling | Safety |
| Constructability and Value Engineering Review | Resident Engineering Inspection |
| Construction Cost Estimating | Cash Flow Forecast |
| Contract Document Development | Assist in Obtaining Certificate of Occupancy |
| Permitting | NYCHA Training/O&M Certificates |
| Construction Quality Management Plan | Complete Construction Closeout |
| Procurement Services | As-built Drawings |
| Construction Administration and Management | Final report |

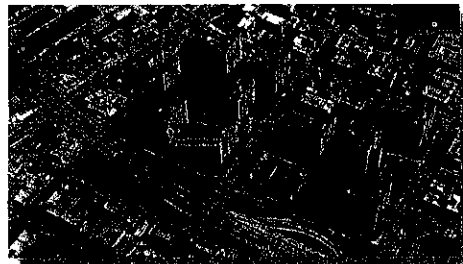
Project Description

The John Purroy Mitchel Houses complex was constructed by the New York City Housing Authority, and completed in February 1966. The complex is bounded by 138th and 135th streets to the north and south, respectively, and Willis Avenue and Lincoln Avenue to the east and west, respectively. The 1,732 apartment complex consists of ten large residential buildings and one non-residential community center ranging from 17 to 20 stories high.



Under this Comprehensive Capital Improvements

Program, the Mitchel Houses will receive a major upgrade to the complex to be delivered in 3 construction packages:



- Package A – Under this Package all ten buildings will be abated for asbestos, receive a new liquid applied membrane roof, new lightening protection system and masonry repairs/repointing. D&B will be providing full-time roof inspectors to inspect the work.

- Package B – The largest of the packages. Under this Package all of the complexes bathrooms will be remediated for mold, asbestos, and lead paint and be completely renovated. This work includes new fixtures, plumbing chase, walls, and tiling in all bathrooms. D&B will providing inspection QA/QC as well as environmental air monitoring during the asbestos abatement work.

Mitchel Houses

- Package C – The Final Scope of Work Package will include new site lighting to comply with the new Lighting Policy. D&B will be providing electrical inspectors to monitor the work.

D&B focus on the Mitchel Houses Project has been to provide NYCHA with a full range of Construction Management Services managing all issues and providing a comprehensive reporting system to keep all issues a float.

Reference: Mr. Farhan Seyed, P.E.
NYCHA Vice President of Capital Construction
(212)-306-2982



REDFERN

(CDBG-DR) Construction Management as Agent Services for the Sandy Recovery Program at Carleton Manor, Hammel and Redfern Houses

Project Period: April 2015 – October 2017

Program Value: \$4 Billion

Redfern Construction Estimate: \$136-194 Million

Major Project Components

Attend meetings with NYCHA, Architect/ Engineer, and Program Manager

Quality Control and Testing

CPM Scheduling

Safety

Constructability and Value Engineering Review

Resident Engineering Inspection

Construction Cost Estimating

Cash Flow Forecast

Contract Document Development

Assist in Obtaining Certificate of Occupancy

Permitting

NYCHA Training/O&M Certificates

Construction Quality Management Plan

Complete Construction Closeout

Procurement Services

As-built Drawings

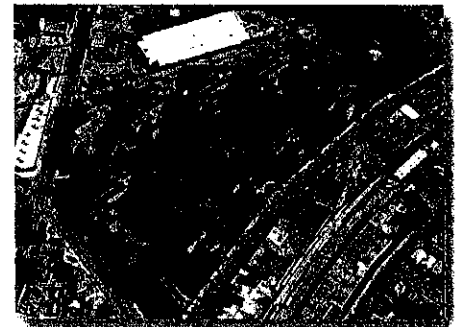
Construction Administration and Management

Final report

Project Description

The Redfern Houses consists of nine buildings, 6 and 7-stories high located in the Rockaways, Queens NY. This Queens development has 604 apartments that are home to some 1,780 people. As a result of Hurricane Sandy, the Redfern Houses Development sustained significant damage including power loss and flooding.

Under this project, the Redfern Houses will receive Category III repairs which require comprehensive potential storm surge remediation, and replacement of various



mechanical, electrical, and plumbing systems within the Boiler Plant and mechanical rooms on grade which are at or below the Design Flood Elevation (DFE) as determined by FEMA. New main electric service rooms located above DFE are part of the scope of this project. This project will include provision of an emergency stand-by gas-fired generator located at the roof of each building, connected to the new main electric service. Also required is the design of a new raised boiler plant and modifications and flood-proofing of existing mechanical rooms by use of flood barrier devices on all openings below the documented storm surge elevation. D&B has been selected to provide



D&B has been selected to provide construction management services for this development as part of D&B's on-call Sandy Repair CM contract.

**Reference: Mr. Farhan Seyed, P.E.
NYCHA Vice President of Capital Construction**



D&B ENGINEERS
AND
ARCHITECTS, P.C.

www.db-engineers.com
e-mail: findingsolutions@db-engineers.com



McClave Engineering P.C.
Consulting Engineers

Project Profiles



McClave Engineering P.C.

Consulting Engineers

40 Commerce Drive
Hauppauge, NY 11788

(631) 265-8921
Fax: (631) 265-8961

McClave Engineering, P.C. has managed the construction and renovation of over 168 million dollars of work for school districts, towns and library since 2000. There have been many changes in the public sector that we have been able to keep abreast of.

New Hyde Park-Garden City Park UFSD

1950 Hillside Avenue
New Hyde Park, NY 11040
(516) 434-2319

Contact: Mr. Robert Katulak
Superintendent of Schools
(516) 434-2305

Architect: John A. Grillo Architects PC
John M. Grillo R.A.

Hillside Grade Elementary School
Manor Oaks Elementary School
New Hyde Park Roads Elementary School
Garden City Park Elementary School

Scope of work:

The New Hyde Park-Garden City Park School District retained McClave Engineering, P.C. to be the construction manager of the 2012 capital renovations. McClave assisted the NHP-GCP School District is developing a construction budget and construction phasing schedule. NHP-GCP consists of four schools each housing pre-K through sixth grade students. **\$8.3 Million dollar capital renovation**

Hillside Grade Elementary School

- Window Replacement
- Upgrade lighting fixtures
- Upgrade emergency lights
- Install dual fuel burners
- Bring gas to the buildings
- Install drainage and playground structure
- Replace steam traps
- Install new controls

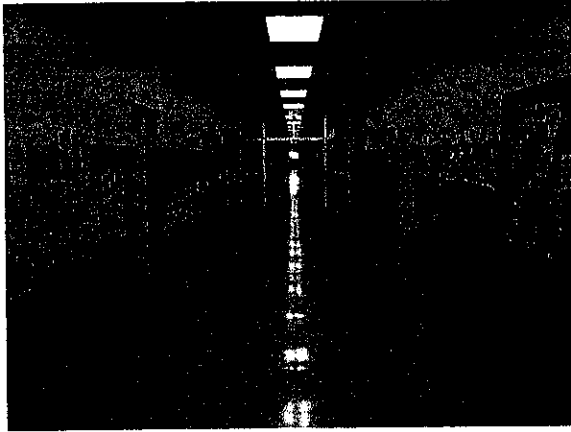


McClave Engineering P.C.

Consulting Engineers

40 Commerce Drive
Hauppauge, NY 11788

(631) 265-8921
Fax: (631) 265-8961



Manor Oaks Elementary School

- Install dual fuel burners
- Bring gas to the buildings
- Install drainage and playground structure
- Replace steam traps
- Install new controls
- Reconfigure the existing computer lab to allow for the new testing requirements
 - Reconfigure the existing gang bathrooms to allow ADA access.

New Hyde Park Roads School

- Install dual fuel burners
- Bring gas to the buildings
- Install drainage and playground structure
- Replace steam traps
- Install new controls
- Reconfigure the existing computer lab to allow for the new testing requirements
- Install new windows building wide
- Reconfigure the existing library
- Install new ceilings and floors building wide
- Install new energy efficiently lighting building wide
- Install new emergency lighting



Garden City Park School

- Install dual fuel burners
- Bring gas to the buildings
- Install drainage and playground structure
- Replace steam traps
- Install new controls
- Install new windows building wide
- Install new ceilings building wide

McClave Engineering P.C.

Consulting Engineers

40 Commerce Drive
Hauppauge, NY 11788

(631) 265-8921
Fax: (631) 265-8961

Rockville Centre Public Library

221 North Village Ave.

Rockville Centre, NY 11570
(516) 766-6257

Contact: Maureen Chiofalo (ret)
Library Director
(516) 766-6257

Architect: John A. Grillo Architects PC
Chris Hunt R.A.

\$726 Thousand dollar capital renovation

Library main reading room:



Scope of Work

The Rockville Centre Public Library JAG Architects and McClave Engineering, P.C. developed an aggressive plan to renovate the public spaces of the library over a three-week period. McClave Engineering, P.C. assisted the library director in selling this aggressive plan to the library board.



Children's library section :

All new finishes, ceilings, carpet and lighting

Facilities Upgrades

- Ceiling replacement
- Lighting replacement with energy efficient fixtures and motion sensors
- Structural steel modification
- Fire alarm upgrades
- Emergency lighting upgrades

Shelter Island Union Free School District

33 North Ferry Road
Shelter Island, NY 11964
(631) 749-0302

Contact: Michael Dunning
Director of Facilities
(631) 749-0302

Architect: Mosaic Associates
Marty Weber R.A.
73 Troy Rd.
East Greenbush, NY 12061

The scope of 2012-13 work: Longitudinal bar reinforcement replacement, replace emergency generator, add heat exchanger for steam to hydronic heating, ceiling replacement, asbestos abatement, window and door replacement

\$4.7 Million dollar Capital renovation

The scope of 2015 work: Replacement of Fire Alarm System, New Carpet, Asbestos Abatement, Repointing North Elevation, abandonment of acid waste system, and lockset replacement

\$.4 Million dollar Capital renovation

The scope of 2016 work: removal and replacement of the boilers to a Hydronic Boiler system, installation of split system AC units, removal and replacement of the steam UV & radiators to a Hydronic System, replace fuel tank, and brick repointing on chimney and west elevation.

\$1.6 Million dollar Bond Issue

Past Facilities Upgrade projects:

- Roof replacement with TOP roof
- Masonry brick repointing
- Stone lintel replacement
- Resolved SED code compliance issues.
- Structural Renovation
- Health club renovation
 - HVAC upgrades
 - Structural
 - Fire rated separations



McClave Engineering P.C.

Consulting Engineers

40 Commerce Drive
Hauppauge, NY 11788

(631) 265-8921
Fax: (631) 265-8961

Replacing original precast lintels;
All 1928 stone lintels were replaced. New flashing was installed.



Sachem Central School District

Bond Referendum for 18 Schools & 2 District Offices

Contact: Ed Miller
Director of Facilities
51 School Street
Ronkonkoma, NY 11741
(631) 471-1370

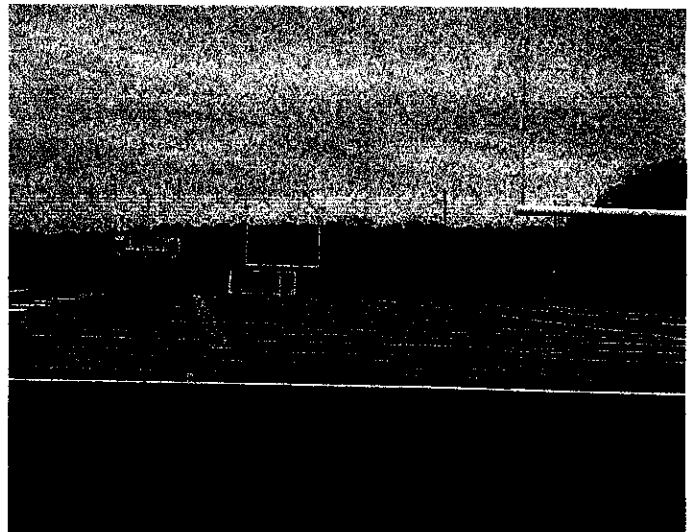
Design Engineer: John A. Grillo Architects PC
Bob Cacone, RA

Cost of project: \$33 million

Scope of Work:

Facilities Upgrades

- Athletic field turf installation
- Auditorium refurbishment and reconfiguration (Seating, Finishes, Sound and Lights)
- Site drainage
- Locker replacement



McClave Engineering P.C.

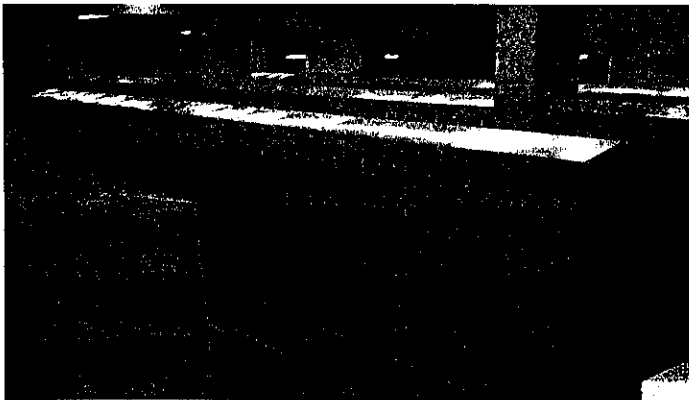
Consulting Engineers

40 Commerce Drive
Hauppauge, NY 11788

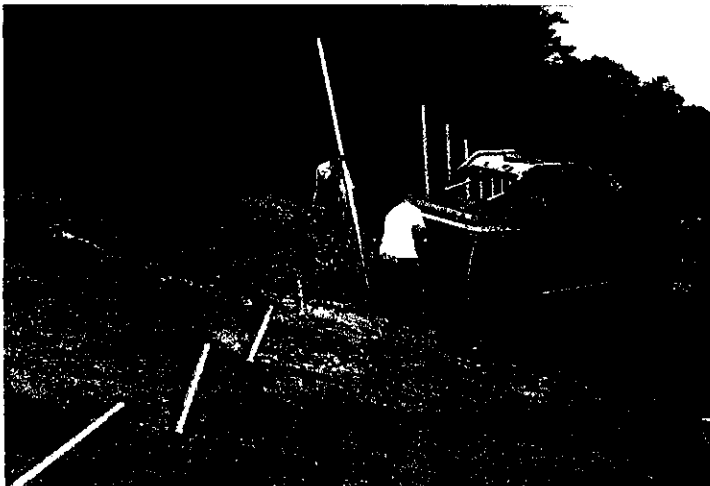
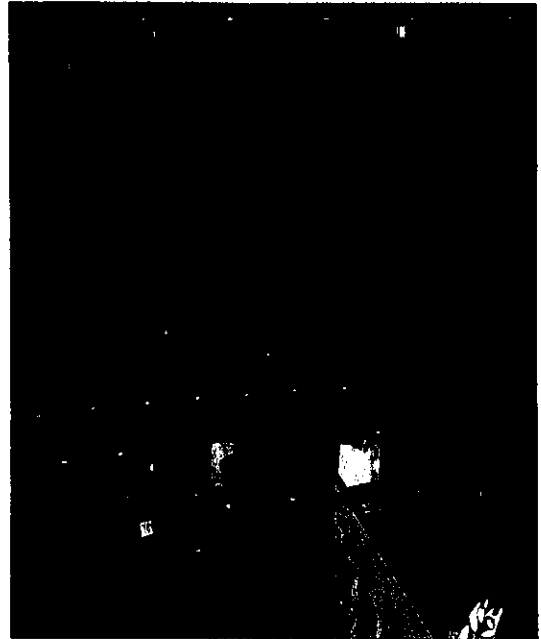
(631) 265-8921
Fax: (631) 265-8961

- Gymnasium flooring replacement
- Asbestos remediation
- Gas tank and dispenser replacement
- Roof replacement
- HVAC replacement
- Casework replacement
- Window replacement

Sachem HS North Locker Room Renovation



Sachem HS North Auditorium Renovation



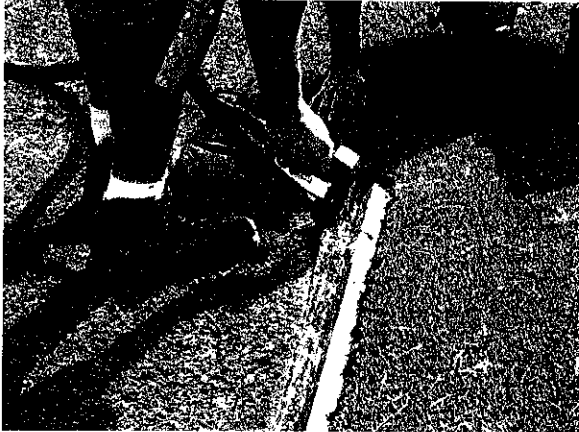
Sachem East HS Fence Project

McClave Engineering P.C.

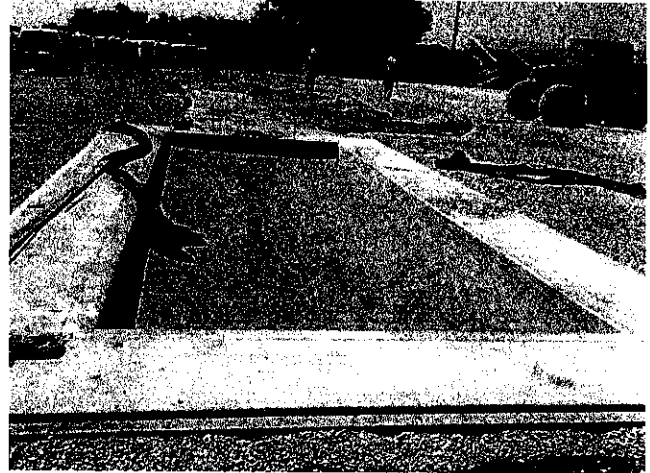
Consulting Engineers

40 Commerce Drive
Hauppauge, NY 11788

(631) 265-8921
Fax: (631) 265-8961



Athletic Complex Turf Installation



Roof replacement on Sachem High School East

Contact: Ed Miller
Director of Facilities
51 School Street
Ronkonkoma , NY 11741
(631) 471-1370

Design Engineer:
John R. Wooten P.E.
H.B fishman
300 Pleasant Valley Road
South Windsor, CT

Cost of project: \$6.3 million

Roof demolition on auditorium

McClave Engineering, PC was retained by the Sachem Central School District to manage the replacement of the Sachem HS East roof. The original EPDM roof was installed during the 2000 bond issue. The contractor who installed the roof went bankrupt and did not complete the project. The General Contractor completed the project and obtained the warrantee from Johns Mannville. The roof showed signs of failure within two years. The new EPDM roof was installed at night and during the summer of 2010 and 2011.



McClave Engineering P.C.

Consulting Engineers

40 Commerce Drive
Hauppauge, NY 11788

(631) 265-8921
Fax: (631) 265-8961



Water intrusion below membrane saturated the existing insulation.

Scope of work:

- Install new EPDM roof
- Install new flashing
- Deconstruct/Reconstruct three story window wall.
- Remove and reinstall ornamental metal panels.

Completed Installation



McClave Engineering P.C.
Consulting Engineers

40 Commerce Drive
Hauppauge, NY 11788

(631) 265-8921
Fax: (631) 265-8961

Franklin Square School District

Washington St. Elem. School
760 Washington St.
Franklin Square, NY 11010

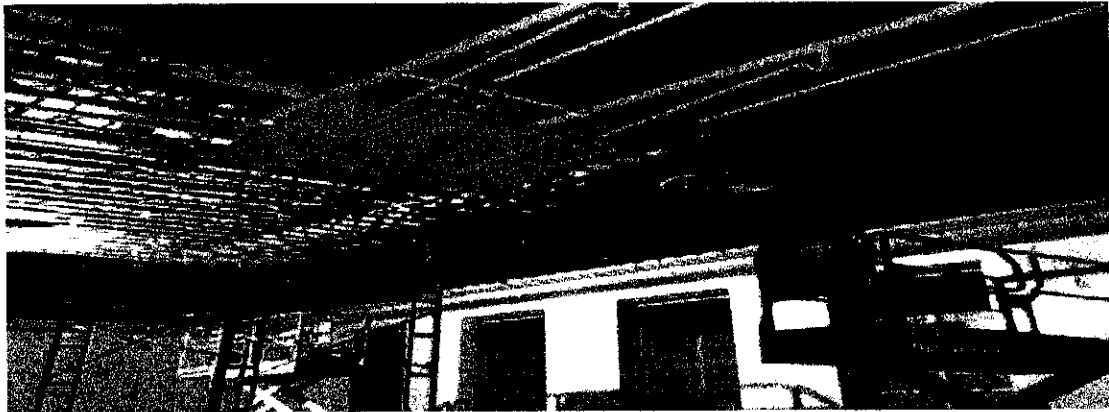
Contact:

Patrick Manley
Superintendent of Schools
(516) 505-6965

Project Capital Cost: \$400,000

Type of Contract: A&E and Construction Management

Ceiling Replacement at the Polk St. Gymnasium



McClave Engineering PC managed the replacement of the Polk Street gymnasium during the Christmas break. This was a very aggressive schedule because the project had to be complete by the time the students and teachers returned in January.



Gymnasium Ornamental Molding: During the design process it was decided to retain the original ornamental moldings from the 1920.

McClave Engineering P.C.
Consulting Engineers

40 Commerce Drive
Hauppauge, NY 11788

(631) 265-8921
Fax: (631) 265-8961

Town of Brookhaven Salt Storage Barns

Town of Brookhaven Highway Department
1140 Old Town Rd.
Coram, NY 11727-3728
631-451-9203

Contact:

Mr. Dan Losquadro
Superintendent of Highways

Project Capital Cost: \$2,800,000

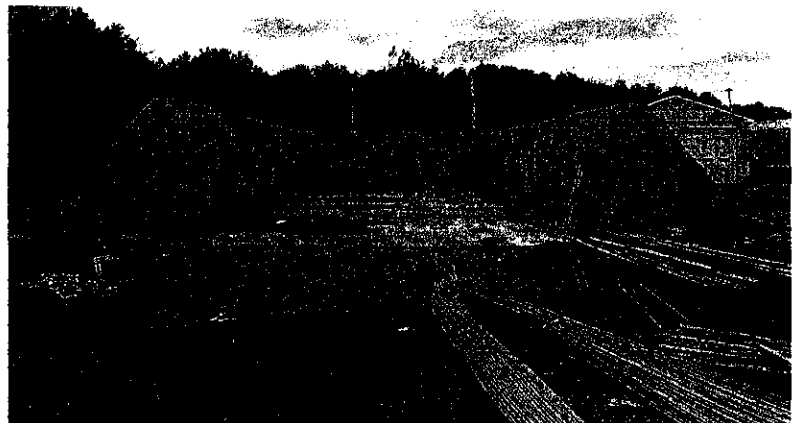
Type of Contract: A&E and Construction Management

McClave Engineering, P.C. designed and managed the installation of five NYS Department of Transportation approved Salt Storage Barns for the Town of Brookhaven. The New York State DEC and Suffolk County Department of Health Services required the installation of the salt barns. McClave Engineering, P.C. has supervised all testing and inspections and maintained quality control.



Structural walls: The walls of the Salt Barn were designed to withstand the weight of the salt and the horizontal live load force of the machines moving the salt. McClave Engineering, P.C. managed the structural shop drawings and coordinated the third party testing.

Inspections: Throughout construction, McClave Engineering, P.C. coordinated inspections by SCDHS Pollution Control Office to approve installed water stops to prevent runoff from the salt into storm water discharges; as well as by our construction managers to ensure compliance with contract documents to ensure against defects and deficiencies in the work.

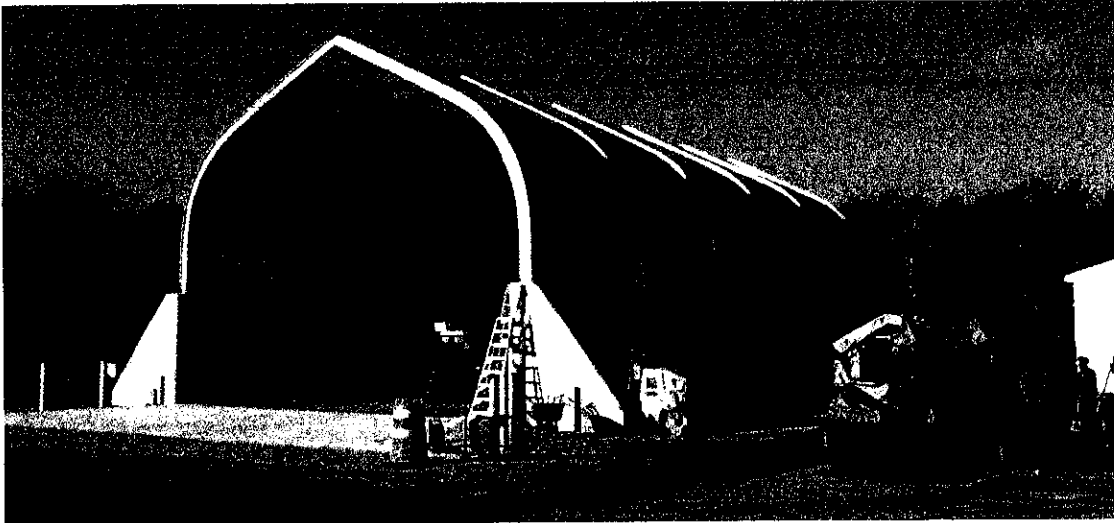


McClave Engineering P.C.

Consulting Engineers

40 Commerce Drive
Hauppauge, NY 11788

(631) 265-8921
Fax: (631) 265-8961



Roof Structure: Three of the Salt Barns utilized a high-tension membrane roof supplied by Sprung Structures. McClave Engineering, P.C. was in charge of coordinating the general contractors, subcontractors, along with Sprung's out of state installation consultant, to ensure the installation of the roof structure was completed within the specified timeframe given by Sprung's contract.

McClave Engineering P.C.

Consulting Engineers

40 Commerce Drive
Hauppauge, NY 11788

(631) 265-8921
Fax: (631) 265-8961

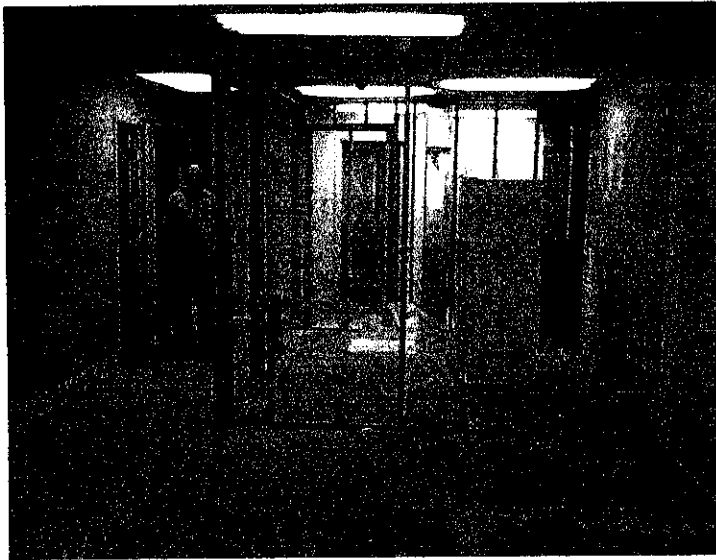
SCOPE Education Services:

100 Lawrence Ave.
Smithtown, NY 11787
Contacts:
Mr. George L. Duffy III
Executive Director
631-360-0800 Ext. 116

Ann Nuzzo
Director of Office Management & Corporate Secretary
(631) 360-0800

\$1,220,000 Renovations and Reconfiguration of Offices Space (2009)

Scope Interior Office Renovation



The original building was used as a multi-suite doctors office. The past director wanted a more open floor plan. To accomplish this, walls were removed and interior layout of the building was changed.

Design & Construction Management: McClave Engineering, P.C.

- o Interior renovation
- o Roof replacement
- o Window and door replacement
- o Replacement of finishes
- o Reconfiguration of office space
- o Heating and ventilation upgrades
- o Flooding remediation
- o Structural modifications
- o Security System
- o Install new generator
- o Reconfigure of electrical system



McClave Engineering P.C.

Consulting Engineers

40 Commerce Drive
Hauppauge, NY 11788

(631) 265-8921
Fax: (631) 265-8961

Patchogue Theatre for the Performing Arts
14 Baker St.
Patchogue, N.Y. 11772

Contact: Joseph P. Dean
Superintendent of Public Works
631-475-4300

\$225,000.00 Structural Repairs and Roof Replacement at Patchogue Village Theatre



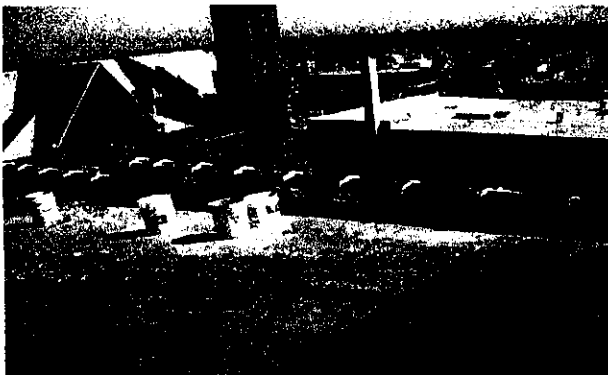
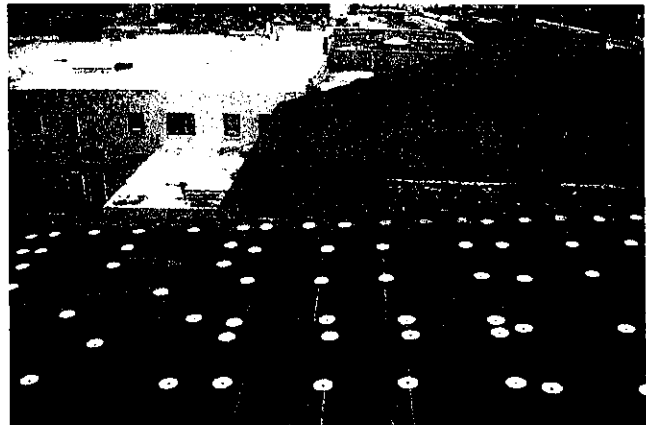
Scope of Work: Remove 18' by 28' skylight and asbestos roofing. Replace existing roof with new 100 mile/hour warrantee EPDM Firestone roof. The masonry walls were also repointed at this time.

Existing roof ripped down to wood structure.



New Insulation properly secured.

The new roofing had to meet the new building code for wind speed and uplift.



New membrane, coping, and copper flashing.

McClave Engineering P.C.

Consulting Engineers

40 Commerce Drive
Hauppauge, NY 11788

(631) 265-8921
Fax: (631) 265-8961

Smithtown Central School District

26 New York Avenue
Smithtown, NY 11787

Contact: Andrew Tobin
Assistant Superintendent for Finance and Operations

Architect of Record: Burton, Behrendt & Smith Architects and Engineers
Mr. James Weydig

\$138,900,000 million dollar bond referendum (2000-2007)

Accompsett Elementary School: \$8.4 million dollars

Additions and alterations to this building included 12 general and Kindergarten classrooms as well as the relocation of District Administration. New parking to handle additional busses/teachers and parents.

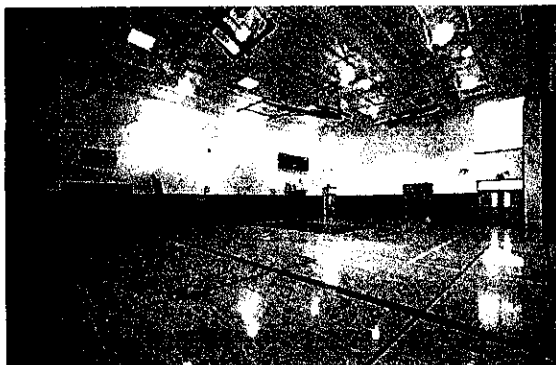
Branch Brook Elementary School: \$2.3 million dollars

Additions and alterations to this building included a single Kindergarten room and interior renovations to the existing library space.

Great Hollow Middle School: \$23.0 million dollars

Additions to this building included: new gymnasium, technology and science rooms, 18 general classrooms, the relocations of the main office and a four-room music suite.

Renovation to Existing Building: Coordinated the renovation of 12 existing general classrooms and specialty classrooms. Coordinated the installation of a new acid waste system, sanitary system and the installation of a GE spray on roof.



Great Hollow MS New Gymnasium

The District approved the construction of a new full size gymnasium and lockers rooms. During the planning phase the district decided to install a facility largest enough to handle the needs of both the school district and local youth groups.

Appendix 2

Résumés of Key Personnel



D&B ENGINEERS
AND
ARCHITECTS, P.C.

Résumés of Key Personnel





ROBERT J. DeGIORGIO, P.E., CPESC

Professional Experience

Mr. DeGiorgio has 23 years of experience in environmental and mechanical designs for municipal, industrial, wastewater and hazardous waste remediation projects for government, private and industrial clients. His technical expertise encompasses wastewater, remedial and process design, water supply, construction, startup, operations and maintenance, and storm water management. He has managed and supervised a staff of multi-disciplined engineers and architects for a variety of land development, municipal and water projects.

K-12 Experience

- New York City School Construction Authority, Requirements Contract. Mr. DeGiorgio is the principal in charge of the NYCSCA architectural contract totaling \$5,000,000 in fee over three years. To date, D&B has completed hundreds of millions of dollars of rehabilitation and reconstruction at over 75 schools throughout the City. The work includes detailed scoping and condition assessment with sub-consultants performing thermal imaging, spray testing, destructive and non-destructive testing, etc. D&B has maintained this contract for over a decade. Projects have included:
 - Manhattan Center for Science and Mathematics Rehabilitation (H.S. 435) – Due to significant weathering of the copper roofing covering half of the total building, D&B recommended a complete replacement of the total roofing system. The roof replacement on this SHPO eligible school is currently in construction and Mr. DeGiorgio is the Principal-in-Charge of this \$7,200,000 project.
 - P.S. 148 – Because of age and weather related fatigue, as well as past repair failure, a full roof replacement of the school was recommended. Special considerations were taken for the ornamental terra cotta balustrade railing to maintain the classic image of the building. Repairs to this SHPO eligible gothic building are currently in the construction phase with construction cost projected to be \$6,700,000.
 - P.S. 123 - Upon through investigation, D&B recommended the replacement of the entire gable roofing system. The design replaced the existing slate with a synthetic slate tile to minimize cost and weight. Repairs to this SHPO eligible Neo-Classical building are currently in the construction phase with construction cost projected to be \$9,400,000.
 - Marine Park Intermediate School (I.S. 278) – To address and eliminate water infiltration issues at the school D&B designed a complete replacement of the flat roofing system. The \$5,500,000 project was completed in 2011.
- South Orangetown Central School District, A&E Design Services. Mr. DeGiorgio is the principal-in-charge for this contract which includes architectural and engineering design services at the district schools. Projects include boiler replacement and upgrades to the wrestling room, maker spaces, classrooms, auditorium, woodshop and greenhouse.
- Brewster Central School District, Wastewater Treatment Plant. As Project Manager, Mr. DeGiorgio was responsible for the design and construction of a new sanitary wastewater treatment system for the Brewster Central School District. The design included a 0.035 MGD treatment plant and over 3,000 feet of gravity sanitary sewer system. Unit operations included RBCs, clarifiers, sand filters, microfiltration and chlorine disinfection. This \$2,500,000 plant was constructed in 2006.

Professional Licenses

New York, Professional Engineer

Certified Professional in Erosion
& Sediment Control (CPESC)

Certified Professional in Storm
water Quality

Certifications

NYCT Track Training

Years Experience

23

Office Location

White Plains, NY

Contact

rdegiorgio@db-eng.com

ROBERT J. DeGIORGIO, P.E., CPESC

Mr. DeGiorgio's additional experience includes:

- New York City Housing Authority, A&E Requirements Contract. Mr. DeGiorgio is the principal in charge of the NYCHA architectural contract totaling \$5,000,000 in fee over three years. Work under this contract includes the rehabilitation and renovation of housing developments throughout New York City. To date, projects have included a study of hydronic boilers at Independence Towers and Roof-Top Fixed Ladders Study at over 100 NYCHA developments.
- RCSD No. 1, Masonry, Roofing, Steel Digester Cover and Building Rehabilitation. Mr. DeGiorgio was the project manager for the rehabilitation of the digester building. The project included new built up roof installations, brick facades and parapets, hazardous material handling for asbestos and lead paint, new facility frames and doors, facility-wide masonry repair and brick pointing, replacement of certain exhaust blowers, installation of digester mixing systems and manifolds. Construction of this \$4,500,000 project was completed in 2014.
- Town of Orangetown, Baseball and Soccer Field Complexes. Mr. DeGiorgio was the principal in charge for the design of a baseball field complex (six fields) for the Town of Orangetown. Design included drainage, irrigation, water supply, electrical design and required coordination with the NYSDEC due to wetland impacts and proximity. Mr. DeGiorgio was also the principal in charge of a soccer field design, which included 7 primary fields adaptable to 14 fields, a 360 spot parking lot, retaining walls and site lighting.
- Village of Warwick, Sewer System Evaluation Study (SSES). Mr. DeGiorgio was the principal in charge of an SSES for the Village in response to an Order on Consent from the NYSDEC. Chronic manhole overflows and excessive inflow/infiltration issues were the focus of the study. Mr. DeGiorgio wrote the work plan for the study which included continuous flow monitoring, smoke testing and manhole inspections.
- United Water, New York, Main Extension Designs. Mr. DeGiorgio was the principal in charge of the design and health department approval for various water main extensions proposed by United Water. The work entailed the design of the extension including valves, hydrants, air relief and specifications necessary for Rockland County Health Department approval. Main extension varied in size from 8 inches to 24 inches and varied in length from 1,000 feet to 10,000 feet.
- WP3 Residential Land Development, Water Supply Design. Mr. DeGiorgio was the principal in charge of the investigation and design of a water supply system for a 450 unit development project in Woodbury, New York. A yield of over 400 GPM of new well water source was developed for the project. The project included two 200,000-gallon storage tanks, three booster stations and approximately 10 miles of water main designed to serve in three primary pressure zones. Wastewater upgrades included the expansion of an existing 100,000 GPD extended aeration plant to a 370,000 GPD membrane bioreactor plant.
- Legacy Ridge Residential Land Development, Water and Wastewater Design. Mr. DeGiorgio was the principal in charge of this 280 home residential land development project. Responsibilities included water supply infrastructure design comprised of two 200,000-gallon glass lined tanks, rehabilitation of an existing storage, new booster stations and over five miles of distribution piping. An existing 50,000 gpd activated sludge wastewater plant was upgraded using MBR technology to a 170,000 gpd plant.
- Village of Upper Nyack, Municipal Services. Mr. DeGiorgio provided storm water, utility and general design services to the Village of Upper Nyack. In 2005, he led a comprehensive drainage study for the entire Village to assess infrastructure needs and flooding problems. Mr. DeGiorgio also provided utility design and general consulting services to the Village. The result of the study revealed five priority areas in need of drainage improvement. The Village has implemented one of five thus far.

ROBERT J. DeGIORGIO, P.E., CPESC

- Village of Scarsdale, NY, South Fox Meadow Storm water Improvement Project, 2012. Mr. DeGiorgio was the partner in charge and project manager for this flood mitigation project. The project included the construction of two dry detention basins for storm water retention and peak flow reduction as well as a 30,000 square foot constructed wetland and a 3,000 square foot rain garden, both are one of the largest constructed in the County.
- Village of Greenport, NY, 5th Street and Manor Place Water Quality Improvement Projects, 2013. Mr. DeGiorgio was the design engineer for the development of this water quality improvement project. The project includes over 1,000 feet of green right of way bio-swales and bio-retention areas to treat road side run off and reduce volume. The program also includes the monitoring of nutrient water quality in and out of the practices to determine percent removal efficiencies of nitrogen, phosphorus and other storm water quality parameters.
- Village of Scarsdale, NY, Public Library Rain Garden, 2013. Mr. DeGiorgio is partner in charge and project manager for this design of a library roof top run off treatment project. The project includes the collection of storm water run-off from an 18,000 square foot roof and diverts flow to a 1,800 square foot rain garden for treatment and run-off reduction. The goal of the program is to correlate the amount of water infiltration with the intensity of certain storms.
- Village of Scarsdale, NY, Harcourt Woods Aquatic Bench Water Quality Improvement Project, 2013. Mr. DeGiorgio is partner in charge and project manager for the design of 1,000 ft stream bank stabilization project which includes a water quality aquatic bench to provide treatment of run-off under high flow conditions within the South Fox Meadow Brook.
- Village of Upper Nyack, NY, Municipal Services. Mr. DeGiorgio provided storm water, utility and general design services to the Village of Upper Nyack. In 2005, he led a comprehensive study for the entire Village to assess infrastructure needs and flooding problems.
- Village of Scarsdale, NY, Comprehensive Storm water Management Plan, 2011. Mr. DeGiorgio was the project manager for the development of the a Village Wide comprehensive storm water management plan for the Village encompassing three water sheds (Bronx River, Sheldrake and Hutchinson River). The entire Village was modeling in HEC-RAS and HMS to provide an interactive flood mitigation and drainage model. Twenty six capital improvement projects were identified to improve water quality and mitigate flooding.
- Storm Water Pollution Prevention Planning. Mr. DeGiorgio authored and directed over a dozen storm water pollution prevent plans (SWPPPs) for a variety of land development, wastewater and industrial projects. Areas of disturbance varied from 1 acre to over 500 acres and plans typically included erosion and sediment control design, water quality and quantity assessments and post construction maintenance plans.



MICHAEL P. SCIARRILLO, AIA, NCARB

Professional Experience

Mr. Sciarrillo's professional experience offers proven performance in coordinating design and construction projects from concept to completion in residential, commercial, and institutional arenas. He is well versed in client relationship management, has a keen ability to listen to client's vision, render architectural sketches and manages all phases of the construction project.

Mr. Sciarrillo's professional experience offers proven performance in coordinating design and construction projects from concept to completion in residential, commercial, and institutional arenas. He is well versed in client relationship management, has a taken ability to listen to client's vision render architectural sketches and manages all phases of the construction project.

As Architectural Director at D&B Engineers and Architects, P.C., Mr. Sciarrillo Effectively manages multiple projects simultaneously, via predesign, schematic design, design development and production of construction documents; and comply with all zoning and building code requirements, and mechanical, structural and engineering constraints. He has been able to successfully handle all phases of Construction Administration for multiple ongoing projects, while meeting deadlines and budgets. Demonstrate a vast, proficient ability in Architecture for both modern and traditional building typologies working with many different types of building construction systems.

K-12 Educational Project experience with the firm includes:

- **South Orangetown Central School District - A&E Design Services.** Mr. Sciarrillo is the Project Manager for this contract which includes architectural and engineering design services at the district schools. Projects include boiler replacement and upgrades to the wrestling room, maker spaces, classrooms, auditorium, woodshop and greenhouse.
- **NYCSCA – Exterior Masonry at P.S. 50, Queens, New York (\$2.3 million construction cost).** This project involved Exterior Masonry services. Major project components included: field investigation, design development and construction documents, asbestos/lead abatement and estimating. Lastly this project involved construction administration and project closeout. Mr. Sciarrillo provided architectural services from 2010 – 2011.
- **NYCSCA – Parapets/Exterior Masonry/Roofing at P.S. 108, Queens, New York (\$2.8 million construction cost).** This project involved Parapets/Exterior Masonry/Roof services. Major project components included: field investigation, design development and construction documents, asbestos/lead abatement and estimating. Lastly this project involved construction administration and project closeout. Mr. Sciarrillo provided architectural services from 2007 – 2009
- **NYCSCA – Auditorium Upgrade at P.S. 275, Brooklyn, New York (\$400,000 construction cost).** This project involved the upgrade of an elementary school Auditorium. The scope of this work included new electrical sound system, stage lighting, new drapery and rigging. Mr. Sciarrillo provided architectural services from 2007 – 2008.

Architectural Services, Inc.
Architectural Services, Inc.
Catholic University of America,
Washington, DC, B.A.
(Architecture) – 2004

Professional Licenses

R.A. – New York

Years Experience

16

Office Location

White Plains, NY

Contact

msciarrillo@db-eng.com

MICHAEL P. SCIARRILLO, AIA, NCARB

- **NYCSCA – Parapet & Façade Masonry, Water Infiltration at H.S. 435, High School for Math and Science, Manhattan, New York (\$7.2 million construction cost).** The State Historic Preservation Office (SHPO) eligible modern building was in need of repairs both as a result of age and weather related fatigue, but also in part because a past repair failed. The building was an emergency project referred to D&B Engineers and Architects, P.C. as a masonry project. This project, a NYC School Construction Authority project, consisted of a comprehensive report of work needed to restore the school to its former glory. As a result of our investigations it was determined the decorative copper roofs and cast stone cupola assembly needed to be completely removed and replaced. D&B designed, documented, and thoroughly detailed the proposed work. D&B will provide construction administration support upon commencement of construction. This project is currently in the construction mobilization phase awaiting selection of the contractor in order to begin. This project has many challenges, including Structural, Architectural, HVAC, and Environmental, most of which had to comply with SHPO. Mr. Sciarrillo provided architectural services from 2014 - Spring 2015.
- **NYCSCA – Exterior Masonry, Parapets, and Flood Elimination at P.S. 148, Brooklyn, New York (\$6.7 million construction cost).** Major Project Components include three phases. Phase I is field investigation & scope report. Phase II is design development & construction documents (drawings and specifications, asbestos/ lead abatement, and estimating). Phase III is construction administration services and project closeout. The SHPO eligible gothic building was in need of repairs both as a result of age and weather related fatigue. The parapets are heavily ornamented with a terra cotta balustrade railing and large pediments; all of which required complete replacement. Several of the pediments were roughly 16 feet tall above the roof deck and due to the nature and classic image of the building all repairs and reconstructions were done to preserve the character of the design. A demising wall located along the side property line required a complete face brick replacement. Attention was given to the simple load bearing masonry construction of the building. The roof of a below grade Auditorium, which was used as a playground was replaced. The areaways and fencing were leaking and were reconstructed. Mr. Sciarrillo provided architectural services from 2012 – Bidding Spring 2014.
- **NYCSCA – Exterior Masonry/Roofs/Windows at P.S. 298, Brooklyn, New York (\$5.5 million construction cost).** This project involved window and roof replacements as well as exterior Masonry and floor elimination. Mr. Sciarrillo provided architectural services from 2008 – 2010.
- **NYCSCA – Accessibility Upgrades at I.S. 275, Brooklyn, New York (\$3.5 million construction cost).** The scope of this project included providing ADA accessibility upgrades, including adding an elevator to the existing interior space. Such work included significant structural alteration to the main front and rear entries, which involved canopy and door reconfiguration and coordination with two new exterior ramps and stairs. Mr. Sciarrillo provided architectural services from 2010 – 2011.
- **NYCSCA – RED-DOT Parapet & Façade Masonry, Water Infiltration at Robert Wagner Middle School, P.S. 167, Manhattan, New York (\$5.7 million construction cost).** The building was an emergency project. Upon a detailed investigation we noted several areas of leaking (classrooms and below grade), playground subsidence, masonry façade cracking, and leaking at original on-grade windows. The façade consisted of bands of windows with light colored alternating limestone and beige brick panels between the window banks. There was leaking into classrooms from exterior walls and the roof. D&B continued our investigations outside and found that there was significant subsidence at the playground area warranting a partial replacement and stabilization of the playground paved area. During our investigations we noticed severe wear and cracking at an areaway retaining wall. The plan called for removal and replacement of concrete topping coats, a retaining wall and 10 CY of soil for a new wall, 20,000 square feet of facebrick replacement, 60% of the parapet walls, and all of the coping stones. The work was done to minimize future damage. Mr. Sciarrillo provided architectural services from 2012 –Spring 2014.
- **NYCSCA – Exterior Masonry/Roofs/Windows at I.S. 278, Brooklyn, New York (\$5 million construction cost).** This project had 3 separate elements to address and eliminate water infiltration issues at the school. **Roofs:** Remove and replace existing flat roofing. **Exterior Masonry:** Re-point and/or replace face brick on the building facade, repair and/or

MICHAEL P. SCIARRILLO, AIA, NCARB

replace trim elements, restore concrete awnings, clean and restore granite facade at main entrance, replace masonry Vestibules, replace exterior doors and some windows. **Flood Elimination:** Re-grade and re-pave asphalt play yards, reconstruct retaining walls and exterior concrete stairs. Mr. Sciarrillo provided architectural services from 2009 – 2011.

- **NYCSCA – Exterior Masonry, Parapets, and Flood Elimination at P.S. 123, Brooklyn, New York (\$9.4 million construction cost).** The State Historic Preservation Office (SHPO) eligible Neo-Classical building was in need of repairs as a result of age, weather related fatigue, and masonry joint erosion. The roof is a gable terminating in a custom copper gutter designed in a Neo-Classical style. The façade consisted of bands and coins of terra-cotta and cast stone. There was leaking into classrooms from exterior walls and thru the exterior stair. D&B continued investigations and found there was significant subsidence at the playground area warranting a full replacement and stabilization of the playground paved area. D&B recommended the replacement of the entire roofing and replaced the slate with a synthetic slate tile to minimize cost and weight. D&B also recommended significant façade masonry, rebuilding all exterior stairs along with the installation of a new ADA lift at the front entrance. As a result of the findings we also completed design drawings to rebuild and waterproof the sub-grade heating plant. Mr. Sciarrillo provided architectural services from 2013- Bidding Spring 2014.

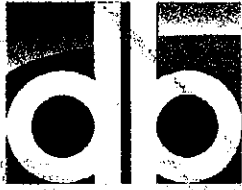
Municipal Project experience with the firm includes:

- **Sunken Meadow Parkway Toll Plaza, Smithtown, New York (\$2.5 million construction cost).** D&B Engineers and Architects, P.C. (D&B) was retained by the New York State Office of Parks, Recreation & Historic Preservation (NYSOPRHP) to provide design services for the replacement of the existing Sunken Meadow Parkway Toll Plaza with a welcoming design to improve traffic flow, automate transactions and orient Park visitors. The new design solution will also serve as a "template design" for the park entry at Heckscher State Park that respects the nature of the Park while introducing a modern solution to serve patrons as a welcoming point into the Park. The new toll booths will be brick and steel stud building type and the plaza building will be brick, steel stud and masonry building type. The design incorporates provisions for software (data wiring, power) and hardware (gates, electronic readers) to support EZPass and Cash lanes. Mr. Sciarrillo is providing architectural services for this ongoing project. This project is currently in the Design Phase with construction to begin in early 2017.
- **Hudson Highlands Fjord Trail Breakneck Connector Segment, Fishkill, New York (\$4 million construction cost).** The Hudson Highlands Fjord Trail (HHFT) is a proposed 7-mile trail through the scenic Hudson Valley connecting Cold Spring and Beacon. The first segment of the trail has been funded and is referred to as the Breakneck Connector. This half-mile segment will connect the Metro-North Railroad (MNR) Breakneck Whistle Stop platform to the Breakneck Ridge Trailhead in the Hudson Highlands State Park Preserve. The HHFT identified four major elements as guideline principles for the design: Safety, Recreation, Highlight/ Retain Natural Beauty, and Construction Feasibility. The segment is approximately 2,600 feet in length and is proposed at 12 feet in width beginning north of Breakneck Ridge and continuing to the pedestrian walkway over the Metro North's Rail lines. It follows the Route 9D corridor where elevated and flat sections of the path will be designed as not to impede the natural runoff and minimize land disturbance. Since this project is one of seven basic sections of a larger trail, the design recommendations for this project will need to be consistent throughout all trail segments. Artistic Renderings, 3D Modeling, and Site Design Illustrations have all been used to portray the project. Mr. Sciarrillo is providing architectural services for this ongoing project.
- **Clarkstown Maintenance Garage, Clarkstown, New York (\$5 million construction cost).** Rockland County Solid Waste Management Authority (RCSWMA) retained D&B Engineers and Architects, P.C. (D&B) to provide design services for a new Maintenance Garage and Administration Building. The proposed Maintenance & Administration building is designed to showcase the foundation of D&B's design philosophy – highly sustainable, functional, aesthetically pleasing, and operationally cost effective. It will exemplify the image of the RCSWMA through its environmentally conscious and cost effective materials. Artistic renderings and 3D Modeling was used to determine the final design. The work has been a collaborative effort with the Authority's staff to meet and exceed initial goals. The building is a 7,000 square foot three maintenance bay with an attached administrative building two floor

MICHAEL P. SCIARRILLO, AIA, NCARB

structure. It will incorporate low energy use, photovoltaics, low water use, day lighting, and high recycled content materials and finishes. Mr. Sciarrillo has been providing architectural services since 2015 for this ongoing project.

- **Reconstruction of the Mason Avenue Pump Station, Staten Island, New York (\$15 million construction cost).** D&B Engineers and Architects, P.C. (D&B) was retained by the New York City Department of Environmental Protection (NYCDEP) to provide architectural and engineering services for the reconstruction of the Pump Station. The Mason Avenue Pump Station was heavily damaged during Super storm Sandy. As part of the NYC Wastewater Resiliency Plan, the pump station was identified as “at risk” for flooding in the future. The design contract included these upgrades: rebuild the pump station to the new NYCDEP Pump Station Standards; protect the pump station against future flooding due to storms and sea level rise; and increase pump station capacity to 15.5 mgd. Since the pump station is located in a residential neighborhood, building aesthetics were a priority for the proposed design. The pump station was designed as a one story brick masonry structure on an elevated platform with gable roof and modern windows. The building design is similar to the existing buildings and aesthetics. Artistic renderings and 3D modeling was used during the design process. Mr. Sciarrillo is providing architectural services for this ongoing project.



JUSTIN C. OTTO

Professional Experience

A Civil Engineer graduate of Manhattan College, Mr. Otto is currently assigned as the Construction Manager on several New York City School Construction (SCA) projects in Manhattan, Queens, Brooklyn and the Bronx. He is responsible for overseeing multiple jobs as well as approving all submittals, coordinating progress meetings and weekly correspondence with Project Officers. All jobs include extensive architectural repairs to the interior and exterior of the schools including brickwork, parapets, roofing/flooring and door/window replacement.

His broader responsibilities with the SCA include:

- Daily/Weekly coordination of construction activities with facility personnel, the construction personnel and the construction contractor
- Coordination and tracking of project correspondence between and among the Owner, Architect and Contractor
- Review/Approve contract drawings and Contractor shop drawings
- Prepare bi-weekly meeting agendas and record meeting minutes
- Resolve any school/community issues with the SCA and Contractor regarding the work being performed

Mr. Otto has a strong working knowledge of all architectural systems and Standards. His ability to create cohesive working relationships between the client and Contractor have resulted in projects completing ahead of schedule with minimal contract changes.

Prior to his work on SCA projects, Mr. Otto served as a resident engineer an array of projects for the Bridgeport Water Pollution Control Authority (BWPCA) related to the elimination/redirection of storm water flow entering the City's aged combined sewer system. His broader responsibilities include:

- Assignment of daily duties and task to the other inspection staff.
- Daily coordination of construction activities with operations personnel, the construction personnel and the construction contractor.
- Coordination and tracking of project correspondence between and among the Owner, Design Engineer, Contractor and CM.
- Preparation of monthly construction and EH&S reports.
- Observation and documentation of construction activities performed by the prime contractor and associated subcontractors.
- Review of cost estimates and estimates of quantities, as well as preparation and review of change order folders prior to submission.
- Sign and approve hot work permits.
- Prepare and negotiate payments and Change Orders.
- Facilitate meetings with an auditor related to monthly payments.

Construction Management
M.S. in Construction
Management currently in
progress

Professional Societies

American Society of Civil
Engineers

Specialized Training

Hot Work Permit Authorizing
Individual

Confined Space Certification

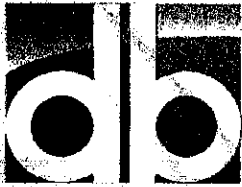
OSHA 10-Hour Construction
Safety Certified

Years Experience

10

Office Location

Woodbury, NY



ALEXIS SCHLESSINGERMAN, CCM

Professional Experience

Mr. Schlessingerman is a Certified Construction Manager with 10 years of experience as a Project Manager, Mechanical Engineer, Construction Inspection, and scheduler for the New York City Department of Environmental Protection (NYCDEP) and D&B Engineers and Architects. This background has prepared Mr. Schlessingerman to be a senior, hands-on Project Controls Manager. He is an Engineer with many years of hands-on experience in construction, engineering, and program management. As a DEP Accountable Manager, Mr. Schlessingerman has been responsible for numerous engineering tasks in connection with the delivery of the BEDC's Capital Program (\$5 Billion), serving in BEDC Engineering Support Division. The DEP Capital Program requires design framework and construction management support to ensure that projects are being delivered to the highest standards. Mr. Schlessingerman developed Standard Operating Procedures, oversaw consultant program management contracts, conducted Constructability/Bidability Reviews, and led the BEDC CM Quality Assurance Program as the Lead Auditor/Program Manager. Mr. Schlessingerman has a strong background in project management coming from successfully managing projects at DEP Bureau of Engineering Design and Construction. Most recently, Mr. Schlessingerman has been key in BEDC's CMIS initiative for a Department wide CMIS Program.

While at the NYCDEP, Mr. Schlessingerman showed strengths in program management and developing design and construction management framework through policies and procedures. In NYCDEP, Mr. Schlessingerman's organized approach to work and high quality of work has put him working on important initiatives towards the success of NYCDEP. Mr. Schlessingerman has developed procedures and developed an automated Project Management Information System (PMIS) for NYC DEP.

Mr. Schlessingerman was responsible for providing Engineering Support to the Bureau of Engineering Design & Construction Project Delivery Teams. In this role, Mr. Schlessingerman has worked in depth on many of the Department's major projects including Newtown Creek Upgrade, Croton Water Treatment Plant, CAT/DEL UV Plant and, West Branch Rondout Bypass Tunnel.

Because of Mr. Schlessingerman's hard work ethic as an engineer, he was regularly tasked with critical projects for the BEDC Deputy Commissioner. Such tasks have included the review of the Engineer Estimate for the Hurricane Sandy Contractors for housing assessments and overnight inspection work at the North River Plant during the fire.

Currently, Mr. Schlessingerman is on the NYCHA Sandy CM Program as the Assistant Project Manager on the Astoria Repair and Reconstruction Project. In that role, Mr. Schlessingerman has developed the project Construction Management Plan and project specific SOPs for inspection.

Mr. Schlessingerman's Project Experience includes:

BEDC Project Delivery System (PDS) -

In an effort to standardize the business, engineering, and project delivery for all BEDC's projects, the PDS was developed. The PDS is a series of over 150 Standard Operating Procedures (SOPs). Each SOP serves as framework for how designs and construction are to be performed. To develop these SOPs, research had to be conducted working with project

Professional License

New York State Engineer - In Training

Certifications

10-hour OSHA Construction Safety and Health Course

Certified Construction Manager

Professional Societies

New York Water Environmental Association Young Professional

Construction Management Association of America

CMAA

Years Experience

10

Office Location

White Plains, NY
Woodbury, NY

Contact

ASchlessingerman@db-eng.com

ALEXIS SCHLESSINGERMAN, CCM

teams and identifying problems that can be mitigated/eliminated with the implementation of an SOP. Under this task, Mr. Schlessingerman has authored many technical SOPs that required knowledge of engineering principles and practices as well as internal knowledge of the workings of NYCDEP. Mr. Schlessingerman was responsible for the training many of the

BEDC staff on the new/revised SOPs. This training was positively received by BEDC Staff. Mr. Schlessingerman answered SOP feedback questions as well as met with BEDC Staff on how to best revise an SOP.

New York City Project Labor Agreement - Mr. Schlessingerman represented NYCDEP BEDC on the NYC PLA panel. He helped city hall implement the PLA policies and review its applicability to NYCDEP Projects. At the PLA panel, Mr. Schlessingerman reviewed the early PLA contract and selected PLA pilot projects for NYCDEP. While these projects were on-going, Mr. Schlessingerman reviewed the performance and administration of the PLA.

BEDC CM Quality Assurance Program

One of BEDC's many important initiatives includes Quality in construction delivery. BEDC established this group that provided independent Quality Assurance Oversight for all projects in the BEDC Capital Program. This unit was responsible for reviewing all the CMs Quality Management Plans and performing bi-annual Quality Assurance Audits for the construction projects. Mr. Schlessingerman was the Accountable Manager for this project responsible for reviewing all Project Specific QMPs for acceptance by the bureau. As a technical auditor, Mr. Schlessingerman was responsible for the inspection of mechanical equipment and HVAC equipment. Mr. Schlessingerman would review the contract specification and approved shop drawings to compare them to the installed unit for conformance to the established quality requirements. A report was written of all non-conformances found.

BEDC CM Quality Assurance Program

One of BEDC's many important initiatives includes Quality in construction delivery. BEDC established this group that provided independent Quality Assurance Oversight for all projects in the BEDC Capital Program. This unit was responsible for reviewing all the CMs Quality Management Plans and performing bi-annual Quality Assurance Audits for the construction projects. Mr. Schlessingerman was the Accountable Manager for this project responsible for reviewing all Project Specific QMPs for acceptance by the bureau. As a technical auditor, Mr. Schlessingerman was responsible for the inspection of mechanical equipment and HVAC equipment. Mr. Schlessingerman would review the contract specification and approved shop drawings to compare them to the installed unit for conformance to the established quality requirements. A report was written of all non-conformances found.

NYCHA – Mitchel Houses Comprehensive Improvements - Currently serving as the project manager of the Comprehensive Improvements Project at the Mitchel Houses, Mr. Schlessingerman is responsible for managing all phases of the project's delivery. This Comprehensive improvements project involves a \$90 Million improvement at the 10 building development including complete roofing rehab, plumbing, mechanical, bathrooms, asbestos abatement, and site improvements. As Project Manager, Mr. Schlessingerman implemented risk monitoring and tracking during the pre-construction phase to help the design team keep track of critical issues.

Astoria Houses Sandy Recovery Program

As part of the CM Team, performing a full range of construction management services, Mr. Schlessingerman is instrumental in the project preparing and managing the project master schedule in P6, performing constructability reviews, and preparing the CMP. He has met with the NYCHA Property Managers and presented the preliminary schedule successfully.

Wards Island Final Settling Tanks

As part of the Design Team for the Wards Island Final Settling Tank Project for the NYCDEP, Mr. Schlessingerman currently serves as Project Controls Manager this project. Mr. Schlessingerman has been responsible for preparing the Project Management Plan, Quality Management Plan, Schedule and Schedule Updates, as well as EH&S duties. In EH&S Mr. Schlessingerman has drafted the Health and Safety Plan, prepared the Job Hazard Analyses, and performed air monitoring as the confined space entry attendant. He is currently preparing the Wards Island Final Settling Tanks Facility Plan and preparing the preliminary construction schedule.



ALEXIS SCHLESSINGERMAN, CCM

Newtown Creek Final Upgrade

For 2 years, Mr. Schlessingerman was part of the Construction Management team responsible for overseeing the delivery of the Newtown Creek Final Upgrade. This plant is the largest water pollution control plant in NYC that is designed to process up to 700 MGD (wet weather flow) of sewage and is one of the largest capital projects under construction in Brooklyn, NYC valued at \$3 Billion. As a proactive hands-on engineer, Mr. Schlessingerman wore many hats to move the project along including shop drawing review, hydraulic analysis, inspection of work, load calculations, reporting, equipment testing and calibration, and Constructability Review.

Mr. Schlessingerman served as a part of the DEP Project Delivery Team responsible for the delivery of the Newtown Creek Project. This is a multi-phase project, which at the time had 20 active contracts. He was assigned to the NC-31 Sludge digester complex particularly the H contract. This project was for the construction of eight egg shaped tanks each holding 3 million gallons of sludge. This project was valued at \$500 Million dollars (including change orders). He assisted both with the construction team performing inspections and the Design Team performing DSDC tasks. They were able to successfully turnover the 4 digesters to the operating bureau then move on to testing the remaining 4 digesters. Mr. Schlessingerman performed mechanical inspections and testing the building's HVAC and CRAC Units. Mr. Schlessingerman inspected all aspects of the HVAC units including the units, fans, piping, supports, electrical and instrumentation.

Hutchinson River Pumping Station – Westchester County Department of Public Work

Mr. Schlessingerman is currently serving as the Assistant Resident Engineer for this project which includes a full upgrade of the pumping station including, new pumps, grinders, and HVAC equipment. Mr. Schlessingerman was tasked with reviewing the as-built condition of the current HVAC unit in the Grit Building. The HVAC unit selected by the contract was not consistent with the specification. Mr. Schlessingerman reviewed the current system and layout and helped the contractor identify a system that will fit in the current configuration (confined space). Mr. Schlessingerman was able to identify the equipment and tag number in the tight space. Mr. Schlessingerman inspected the HVAC for QA/QC as it was being installed. His HVAC duties include answering, RFIs, DSDC, Inspection, testing, and QA/QC

Port Richmond Old Sludge Storage Tank Design Services – NYCDEP BWT

Mr. Schlessingerman is part of the design team currently preparing the conceptual design for the Rehabilitation of the Old Sludge Storage Tank (OSST) for the Port Richmond Wastewater Treatment Plant in Staten Island, New York. Mr. Schlessingerman was responsible for reviewing the as-built conditions of the mechanical equipment in the OSST Building including plunger pumps, piping, valves, HVAC, and unit space heaters. All equipment was recommended to be replaced. Mr. Schlessingerman performed the calculations for sizing the Odor Control and HVAC equipment for the site. Mr. Schlessingerman is also the Project Controls Manager for this project, preparing the project schedule in Primavera P6 and Cost Estimate.





RONALD C. DELO, P.E., BCEE, CCM

Professional Experience

Mr. DeLo's professional experience includes over 40 years in the area of civil and environmental engineering with special expertise in wastewater treatment plant and solid waste management facilities planning, permitting, environmental review, design, construction management and operations. As a result, he has developed a strong understanding of construction-related issues and constructability issues. Mr. DeLo's specific experience is summarized below:

- Senior Project Director: Mr. DeLo has managed and directed the performance evaluation, development and design, and construction management, startup, testing and commissioning of wastewater treatment plant improvements. Mr. DeLo has prepared and implemented construction management, quality management plans and environmental health and safety management plans for several New York City Department of Environmental Protection (NYCDEP) construction projects including training of the construction management staff on the plans and on the NYCDEP's standard operating procedures. He provides audits of the construction projects to verify compliance with the plans and to assist the construction management teams in delivering high quality construction projects on time, on budget, safely and environmentally compliant. In addition, Mr. DeLo served as the Chief Operator for a number of BNR wastewater treatment plants.
- Director, Department of Environmental Management and Engineering, Town of Orangetown: Mr. DeLo was responsible for all planning, siting, environmental review, permitting, design, construction, operation and maintenance, administration and financial matters for capital and operating programs of the Town Sewer Department, which includes a 12.75 mgd secondary wastewater treatment plant, 48 pumping stations and approximately 200 miles of sewers. He served as Town's storm water management officer and engineer for drainage and various public works and environmental projects and issues including over \$12 million for new soccer and baseball complexes and a major flood mitigation project. Mr. DeLo served as professional and technical advisor to the Supervisor and Town Board for major redevelopment projects of recently acquired surplus state psychiatric center property involving development of public and private recreation facilities, remediation of asbestos/lead paint laden structures/site and private development of a portion of the property. He developed a multiyear capital improvement plan to address aging and deteriorating infrastructure for the Sewer Department including over \$50 million in current improvements and spearheaded effort to create a Town Sewer District and establish a new rate system for sewer charges which more equitably distributed the cost of sewer service, as well as developed a plan for the establishment of a Town Drainage District in order to address storm water management issues facing the Town.
- The Executive Director of the Rockland County Sewer District No. 1: Progressed from Engineer II to Engineer III to Assistant Director and became Executive Director in 1989. Mr. DeLo was responsible for all planning, siting, environmental review, permitting, design, construction, operation and maintenance, administration and financial matters for both capital and operating programs of the Sewer District, including over \$300 million in capital improvements and expansion of facilities.

Professional Licenses

New York
New Jersey

Certifications

Certified 4A Wastewater
Treatment Plant Operator - New
York

Certified Diplomate of
Environmental Engineering

Certified Construction Manager

Years Experience

40 +

Office Location

White Plains, NY

Contact

rdeLo@db-eng.com

RONALD C. DELO, P.E., BCEE, CCM

Mr. Delo initiated and led an effort to solve both the public health and environmental problems of failing septic systems in an area of the County previously unsewered and providing a new water source through development of an advanced wastewater treatment plant to serve this unsewered area with the highly treated effluent discharged back to the aquifer as a new water source. In addition, he developed innovative ways of funding and procuring these new facilities and services including obtaining special State legislation for the first design/build/operate wastewater facility constructed in New York State and obtaining numerous Federal and State grants and low cost financing for same.

Mr. Delo also put significant emphasis on research and development by conducting numerous research and equipment/system testing programs of innovative and alternative technologies at the Sewer District, many of which were funded by grants from USEPA and NYERDA.

- Engineer for the New York State Department of Transportation - Construction Division: Responsible for engineering and administration of various types of highway construction including roads, bridges, drainages, etc.
- Solid Waste Management Authority: Mr. Delo served as Executive Director of the Rockland County Solid Waste Management Authority from its creation in 1994 until 2004. Mr. Delo was asked to take this additional position because of an impressive track record at the Sewer District and the confidence the various elected officials in the County had in his ability to get difficult jobs done in a professional, efficient and effective manner. In this position, Mr. Delo immediately designed and implemented a budget and a user charge system to fund the Authority.

Mr. Delo oversaw the siting, permitting, environmental review, design, construction, operation and maintenance of several local, state, and national award winning solid waste management facilities including a permanent household hazardous waste facility, a biosolids cocomposting facility, a materials recovery facility and a preprocessing facility/transfer station.

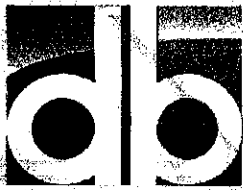
Mr. Delo negotiated inter-municipal agreements with the 24 municipalities and 5 sewer departments in the County to participate in the various programs of the Authority.

Solid waste management facilities of the Authority now serve as regional facilities providing service to communities outside of the County, thereby serving their solid waste management needs in an efficient and effective manner while providing financial benefit to the ratepayers in Rockland County.

Mr. Delo negotiated host community benefits with the host communities of the various facilities and consolidated numerous village/town solid waste management programs into countywide programs thereby achieving economies of scale and providing uniform services across the County. Mr. Delo enhanced these programs through various innovative educational programs including incorporating an interactive museum into the materials recovery facility, implementing a sustainable communities program, acquiring a robot to take on tours and into schools to promote recycling and adding a greenhouse/conference center/outdoor compost demonstration area to the Authority's complex.

Mr. Delo was instrumental in acquiring over \$10 million in grants and \$22 million in low interest financing for the Authority's facilities and programs.





SCOTT L. AKER, AIA, LEED AP BD+C

Professional Experience

Mr. Aker's professional work experience includes:

Institute for Architectural Research, Inc.

501(c)(3) Nonprofit Research Institute
Co-Founder / Board of Directors

Giuliani Associate Architects, Inc Alexandria, VA / New York, NY

Project Manager/Senior Designer

Project Manager for projects over \$1,000,000.00. Managed multiple projects including schedule, budget, and design staff; managed RFP proposals responses and design budget; estimating Lead Designer for General Aviation and Commercial Architecture.

Landis Construction Corporation

Residential Design/Build - Project Designer
Concept Designer for Multiple Residential Projects

GTM Architects

Project Coordinator
Construction Detailing / Design Marketing & Branding

Mr. Aker's constructed project experience includes:

Aircraft Hangar 4 - Renovation & Addition, Miramar, CA

Size: (76,500) Cost: \$25,000,000.00

Constructed: 2013

Role: Project Manager / Senior Designer

(GSA) Public Service Building - Interior Design / Tenant Fit-Out

Size: (32,817) Cost: \$3,900,000.00

Constructed: 2013

Role: Project Manager

PAX River-Surveillance and Evaluation Facility

Size: (72,000) Cost: \$30,720,000.00

Constructed: 2012-2013

Role: Senior Designer

FORSCOM-USARC Headquarted Complex

Size: (631,700 SF) Cost: \$285,000,000.00

Constructed: 2009-2011

Role: Senior Designer

Dulles Jet Center Reconstruction

Size: (160,000 SF) Cost: \$15,000,000.00

Constructed: 2010-2011

Role: Senior Designer

MILDEP Collocate Military Department Investigative

Agencies, Marine Corps Base Quantico, VA

Size: (718,854 SF) Cost: \$312,495,000.00

Constructed: 2008-2010

Catholic University School of
Architecture, M.S. Architecture
and Planning - 2005

Catholic University School of
Architecture, B.S. Architecture
and Planning - 2004

Professional Licenses

Registered Architect -
Pennsylvania and
Washington, DC

LEED AP BD+C

NCARB Certified

Professional Societies

American Institute of Architects

USGBC LEED AP Member

Years Experience

Office Location

White Plains, NY

Contact

saker@db-eng.com

SCOTT L. AKER, AIA, LEED AD BD+C

Myrtle Beach International Airport Expansion, Myrtle Beach, SC

Size: (240,000 SF) Cost: \$92,000,000.00

Constructed: 2011-2012

Role: Senior Designer, Assistant Project Manager

Lufthansa Senator & Business Lounges (IAD), Dulles International Airport, VA

Size: (10,000 SF) Cost: \$3,320,000.00

Constructed: 2009

Role: Senior Designer

Societe Air France Lounge Renovation (IAD), Dulles International Airport, VA

Size: (4,000 SF) Cost: \$1,234,000.00

Constructed: 2011

Role: Senior Designer

Teaching Experience

University of Pennsylvania, PennDesign Philadelphia, PA (2013 – Present)

Adjunct Faculty / Lecturer

CTL Teaching Certificate

- ARCH 401: Studio Design: Architecture and Landscape Design , Richard Wesley
- ARCH 402: Studio Design: Structuring Fluid Territories, Pablo Lorenzo-Eiroa
- ARCH 312: History/Theory: Cultural Ecology - Modern Architecture, Richard Wesley
- ARCH 511: History/Theory I: Architecture Culture 1851-1951, Joan Ockman
- ARCH 512: History/Theory II: Experimental & Ecological Architecture, Dr. Daniel Barber

Catholic University School of Architecture (2006 – 2013)

Adjunct Professor

- Graduate Thesis Research and Design Advocate Committee Advisor
- ARCH 401 Studio: Architecture Design IV Design Critic / Lecturer Developed the Studio Curriculum and Pedagogy
- ARCH 202 Studio: Architecture Design I Design Critic / Lecturer
- ARCH 201 Studio: Introduction to Architecture Design Design Critic / Lecturer
- ARCH 104 Studio: Introduction to Graphic Presentation Design Critic

Catholic University School of Architecture (2004 – 2005)

Teaching Assistant

- Experiences in Architecture Pre-College Workshop for Prospective Architecture Students

Design Awards

Honorable Mention, Competition for Sibbesborg Community, Sibbesborg, Finland (2012).

<http://www.sibbesborg.net/kilpailuehdotukset/90-vesi>

Design Excellence, DBIA Award New Office Building, MILDEP Collocation Facility, Quantico, VA (2011).

Best of Thesis, Catholic University School of Architecture and Planning (2005).

Excellence in Thesis Presentation, Catholic University School of Architecture and Planning (2005).

2nd Place Finalist, Catholic University School of Architecture Foreign Studies Competition (2004)

SCOTT L. AKER, AIA, LEED AD BD+C

Computer Programs

REVIT, Onuma Ops (BIM Planning), NAVIS Works, AutoCAD, Photoshop, InDesign, Illustrator, Premiere, After Effects, V-Ray, 3D Studio Max, SketchUp, Rhino



CARLOS J. BOLANOS

Professional Experience

Mr. Bolanos' educational experience offers proven performance in three dimensional modeling, physical models, the creation of professional presentations and designing of residential and commercial projects. He has experience in going through the schematic design phase, design development and generating detailed construction documents. He is a motivated personable business professional with excellent team building skills. Being flexible and versatile gives Mr. Bolanos the ability to keep a poised and competent demeanor while maintaining a sense of humor under pressure. He also has the ability to easily transcend cultural differences and thrive in deadline-driven environments.

As an entry level architect at D&B, Mr. Bolanos has been involved in creating three dimensional models, construction documents, processing submittals, and creating high quality rendered images and presentations. He has been able to successfully handle phases of schematic design and design development for multiple ongoing projects, while meeting deadlines.

D&B PROJECT EXPERIENCE:

Rockland County's Solid Waste Authority, West Nyack, NY

Using Revit Software, Carlos has generated and improved three dimensional models and working drawings (plans, sections, elevations, etc). Demonstrated his ability to render high quality perspective and aerial views of the site and proposed structure. He also demonstrated his ability to create a three presentation board displaying the sustainable/green design features.

CNG Hydrogen Fueling Station, Orangetown, NY

Created the three dimensional models using Revit software. Generated technical drawings (site plan, section, aerial views, etc.) and created BIM fueling components. Rendered high quality drawings, perspective images and presentation boards.

Mason Ave, Staten Island, NY

Created the three dimensional model using Revit software and generated technical drawings (site plan, section, aerial views, etc.). Rendered high quality drawings, perspective images and presentation boards.

Nissequogue River State Park, Kings Park, NY

Conducted administrative architectural evaluations / feasibility studies of the existing structures to be demolished and renovated. He also drafted and edited the construction documents of the work to be performed.

Great Neck Water Pollution Control District, Great Neck, NY

Conducted administrative architectural evaluations / feasibility studies of the existing structure to be renovated. Helped in creating and editing the construction documents of all work to be performed.

Architectural Designer
Architectural
Engineering Technologist

Years Experience

1 Year

Office Location

White Plains, NY

Contact

cbolanos@db-eng.com

CARLOS J. BOLANOS

Sunken Meadows Toll Booth Design, Sunken Meadows, NY

Performed an architectural evaluation consisting of measuring and photo documenting existing conditions. Generated presentation boards that display the anticipated scope of work to be performed.

Roof Repairs for Morris County Municipal Utilities Authority, Morris County, NY

Performed the drafting for phase 1 of the project as well as managing the entire set of contract documents.

SCA Responsibilities:

- Performed architectural site evaluations consisting of measuring and photo documenting existing conditions.
- Generated technical drawings that display the anticipated work to be performed.
- Conducted construction administration activities, implementing processes utilizing NYC SCA standards to accurately review and manage the contract document set. Satisfying RFI requests via CM13
- Accurately review hundreds of submittals during the construction administration phase of the project.
- Reviewed/Approve contract drawings, samples and contractor shop drawings

Project experience with the firm for the New York City School Construction Authority includes work on 5 different school buildings on projects totaling over \$15.5M. SCA architectural projects involving three phases: Field investigation and Scope Report, Construction Documents, and Construction Administration. The range of projects has included exterior building renovation, interior rehabilitations, as well as flood elimination and sitework.

- **Namm Hall, Brooklyn, NY;** Loading Dock Improvements - \$500,000 construction cost
- **P.S. 371, Brooklyn, NY;** Cafeteria/Multi-Purpose Room Renovation - \$ 800,000 construction cost
- **Samuel Gompers Voc. H.S., Bronx, NY;** Flood Elimination/Exterior Masonry – Estimated \$2.5 million construction cost
- **P.S. 250 Bronx, NY;** Masonry/ Roofs/ Parapets - \$4.5 million construction cost.
- **P.S. 148K Brooklyn, NY;** Exterior Masonry/Parapets - \$ 7.2 million construction cost.





MIGDALIA COLON

Professional Experience

Ms. Colon's experience prior to joining D&B includes working with urban and environmental design projects for both public and non-profit agencies. Some of her projects experience has been working on climate preparedness and coast flood prevention projects and spatial research and analysis for planning and development projects. Her technical expertise involves visualization and graphics, working on a variety of projects ranging from architecture to environmental design and research/analysis of spatial relationships of urban systems. Ms. Colon's experience prior to joining D&B includes:

Boston Harbor Association – Climate Fellow. Ms. Colon provided spatial data support to various climate preparedness projects and coastal flood prevention projects. She was responsible for creation of flood maps for specific Boston neighborhoods and data management/collection for climate related projects. She provided technical support using GIS and mapping and site assessment/research.

Boston Redevelopment Authority – Urban Design Technology Intern. Ms. Colon assisted with the creation of visualizations, studies and research for the implementation of design in planning and development projects through the City of Boston. She worked with the Urban Design Technology Manager and Urban Designer on current on-going projects in various neighborhoods of Boston using urban design principles in building iteration modeling.

Community Care Institute – Grants and Program Development Assistant. Ms. Colon assisted with organization, research and grants for community programs, events and initiatives for the Jamaica Plain community. Specific Areas: conservation, preservation, sustainability, social and environmental justice outreach and research.

Center for Civic Engagement – Civic Engagement Advocate. Ms. Colon managed research and data entry for campus wide service learning events and organized outreach efforts, events, and awareness campaigns to connect students, faculty, and staff to civic engagement opportunities on campus/community

Masters Research Studio Projects

Expanding the Urban Gradient, Designing Resilient Cities. Objective: mapping, diagraming, drawing and modeling at multiple scales spatially and temporally to explore multiple productive futures for the urban realm. Two large urban systems in two cities will be explored. Topic of Choice: Hydrology and Aquifers and how it relates to green infrastructure/open space and impacts of climate change over time.

Risk Landscapes and Resilient Design. Developed a theoretical framework that spatially positions and visually defines risk and vulnerability as it relates to climate change and adaptation. Ms. Colon analyzed resilient environmental design practices for ecosystem services in Boston as it relates to risks of climate change for environmental justice communities. Using Rhino, she fabricated a 3D model of my prototype design for the ecosystem services that would conceptually be integrated in the current ecological fabric of the city.

Computer Programs

Autodesk: AutoCAD, Revit, Adobe: Illustrator, Photoshop, InDesign, GIS, Rhino, Sketch Up
Hand rendering, 3D modeling fabrication

Years Experience

2

Office Location

White Plains, NY

Contact

mcolon@db-eng.com



DOROTA GOCAL

Professional Experience

As an architect at D&B, Ms. Gocal has been involved in projects management, coordination, drafting, creating construction documents, creating rendered images and presentations and processing submittals. Ms. Gocal has been able to successfully handle phases of schematic design and design development for multiple ongoing projects, while meeting deadlines.

Ms. Gocal's educational experience offers proven performance in creating design and construction drawings of residential, commercial and institutional projects from architecture analyzes, through the schematic, architectural sketches and diagrams to generating detailed construction documents. During school, Ms. Gocal was also involved in graphic designing, physical and 3-dimensional modeling, hand drawing, painting and sculpturing. Ms. Gocal has an experience in urban planning – urban analyzes and design in historical environment. As a student, Ms. Gocal was an intern for credit at a construction company assisting construction manager.

High self-motivation and an international experience has given Ms. Gocal excellent team building skills and the ability to stay professional and competent in working under pressure while meeting deadlines. The additional degree of Landscape Architecture gives her knowledge about landscape planning and surveying in designing in large scale projects.

Ms. Gocal's K-12 educational project experience includes:

New York City School Construction Authority (NYCSCA) – Various Projects in Connection with Term Contract. Project experience with the firm for the New York City School Construction Authority includes work on 7 different school buildings on projects totaling over \$17M. SCA architectural projects involving three phases: Field investigation and Scope Report, Construction Documents, and Construction Administration. The range of projects has included exterior building renovation, interior rehabilitations, as well as flood elimination and site work.

- Performed architectural site evaluations consisting of measuring and photo documenting existing conditions.
- Generated technical drawings that display the anticipated work to be performed.
- Assisted with issue RFI responses and bulletins via CM13.
- Reviewed/Approve contract drawings, samples and contractor shop drawings
- Managed the contract document set and conducted construction administration activities to satisfy NYCSCA standards and requirements (including BCC, IEH and SHPO submissions)

Sample projects include:

- 655X Samuel Gompers Voc. H.S., Bronx, NY; Flood Elimination / Window Replacement – Estimated \$4.3 million construction cost
- P.S. 250X Bronx, NY; Masonry/ Roofs/ Parapets - \$4.5 million construction cost.
- P.S. 123K Brooklyn, NY; Roofs - \$ 9.3 million construction cost.
- P.S. 148K Brooklyn, NY; Exterior Masonry/Parapets - \$ 7.2 million construction cost.

10 Years of Experience
Landscape Architecture

Years Experience

Office Location

White Plains, NY

Contact

dgocal@db-eng.com

DOROTA GOCAL

- P.S. 129M Manhattan, NY; Science Lab upgrade – \$800,000 construction cost
- P.S. 72M Manhattan, NY; Science Lab upgrade – \$760,000 construction cost
- I.S. 167M Manhattan, NY; Facade damage/Site work, Paved areas/Flood elimination/Parapets/Windows - \$ 1.2 million construction cost.
- 435M Manhattan Center for Math & Science, Manhattan, NY; Roof - \$ 7.5 million construction cost.
- J.H.S. 127X Bronx, NY; ADA Issues/Accessibility - \$400,000 construction cost.
- P.S. 148K Brooklyn, NY; Reinforcing Support Elements - \$ 7.5 million construction cost.

South Orangetown Central School District, A&E Design Services. Ms. Gocal is the architectural designer for this contract which includes architectural and engineering design services at the district schools. Projects include boiler replacement and upgrades to the wrestling room, maker spaces, classrooms, auditorium, woodshop and greenhouse.

Ms. Gocal's municipal project experience includes:

NYSOPRHP Hither Hills Comfort Station and Shower Building, Montauk, NY. Generated presentation boards that display the anticipated scope of work to be performed. Aided in designed the project to satisfy government, ADA-compliant and sustainability requirements for bath houses. Ms. Gocal also drafted and edited and coordinated architectural and MEP construction documents of all the work to be performed.

Historic Restoration of 2 Buildings, Nissequogue River State Park, Kings Park, NY. Performed an administrative architectural evaluations consisting of measuring and photo documenting existing conditions, feasibility studies of the existing structures to be demolished and renovated. Ms. Gocal also drafted and edited the construction documents of the work to be performed.

Historic Building 125 Rehabilitation, Nissequogue River State Park, Kings Park, NY. Performed an administrative architectural evaluations consisting of measuring and photo documenting existing conditions, feasibility studies of the existing structures to be demolished and renovated. Ms. Gocal also helped with drafting and editing the construction documents of the work to be performed.

Rehabilitate Tower Road, Westchester County Airport, Westchester County, NY. Coordinated new set of construction documents and conducted civil part of drafting for both existing and proposed phases. Helped with Entry DOB Permit Application Documentation.

Hudson Highlands Fjord Trail, Breakneck Connector Segment, Breakneck, NY. Coordinated new set of construction documents and assisted with creating civil part of design and drafting.

Renovation of the Port Richmond Wastewater Treatment Plant Old Sludge Storage Tank and Building, Staten Island, NY.

Drafted and edited all constructed documents of work to be performed. Prepared rendered images. Created a digital presentation for NYC Design Commission – Public Design Commission submission.

Rehabilitation of Mason Avenue Pumping Station, Staten Island, NY. Ms. Gocal was a Revit modeler for new pump station building. Prepared rendered images and edited the construction documents of all work to be performed. Ms. Gocal created a digital presentation for NYC Design Commission – Public Design Commission submission.

DOROTA GOCAL

Personnel Facilities Interior Renovations, Great Neck Water Pollution Control District, Great Neck, NY. Performed an administrative architectural evaluations consisting of building analysis, measuring and photo documenting existing conditions, feasibility studies of the existing structures to be demolished and renovated. Ms. Gocal also drafted and edited the construction documents of the work to be performed. Coordinated architectural and MEP constructions documentation for 100% submission.

Roof Repairs for 7 Pump Stations, Morris County Municipal Utilities Authority, Morris County, NY. Created the drafting of sections and details for construction documents.

Bay Park Sewage Treatment Plant Flood Protection Phase I Stormwater Pumping Station, Nassau County, NY. Created the drafting of sections and details for construction documents. Prepared freehand renderings. Reviewed client's submittal comments (approve/disapprove) and implemented in construction documents.

Rockland County Sewer District No. 1; Exterior Masonry/Stairs/Concrete Repair, Rockland County, NY. Performed an administrative architectural evaluations consisting of building analysis, measuring and photo documenting existing conditions, feasibility studies of the existing structures to be demolished and renovated. Ms. Gocal also assisted in all design phases. Drafted, edited and coordinated architectural and MEP all construction documents of the work to be performed.

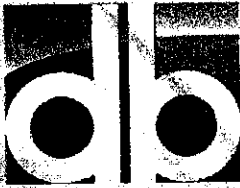
Roof Repairs for Morris County Municipal Utilities Authority, Morris County, NY. Created the drafting of plans, elevations, sections and details (demolition and proposed phases) for construction documents. Amended proposed plans as per client's comments.

Capital Project WI-281-G, NYCEP Engineers' Field Office Complex Repairs, Wards Island, NY. Performed an administrative architectural evaluations consisting of building analysis, measuring and photo documenting existing conditions, feasibility studies of the existing structures to be demolished and renovated. Generated Scope of Work and conducted the construction documentation from design phases, through drafting, editing and coordinating architectural and HVAC documents of all work to be performed.

WCDP, Primary, Secondary, Heating and Chemical Handling Upgrades Mamaroneck Wastewater Treatment Plant, Mamaroneck, NY. Conducted design and drafting for wall attachments and exhaust details. Designed and performed furniture and material selection, drafted proposed layouts, created demolition and proposed documents, coordinated them with Mechanical drawings.

Sewer District No. 3, Southwest Expansion of Bergen Pint WWTP, SCDPW, West Babylon, NY. Created design and drafting for Ras Was Pumping Station stairs for construction documents (plans, elevations, section, details).

Messiah Church, Brooklyn, NY. Performed an administrative architectural analysis consisting of measuring and photo documenting existing building conditions, feasibility studies of the existing structures to be demolished and renovated.



MEREDITH A. BYERS

Professional Experience

Ms. Byers serves as an Associate for the firm's Environmental Studies and Permits group and as the coordinator of the firm's Geographic Information System (GIS) team. She is a specialist in ecology, conservation biology and GIS and has worked with numerous municipalities and districts on projects requiring environmental regulatory compliance, geographic analysis, permit applications, environmental quality review and storm water pollution prevention. Ms. Byers is also intimately involved in projects requiring terrestrial and aquatic habitat assessment and water resource studies for wetlands, streams and pond improvements and rehabilitation.

Ms. Byers' responsibilities include implementation and coordination of the state and federal Phase II Storm Water Management Program permit requirements for dozens of municipalities throughout the region. These comprehensive municipal-wide and activity/facility-specific program tasks include preparation of annual reports; storm sewer and environmental mapping; facility and outfall inspections; industrial and construction site storm water pollution prevention plans; written procedures; recordkeeping forms; site plan review and inspections; and best management practices guidance documents. In addition, Ms. Byers has participated in and guided municipal clients through USEPA and NYSDEC Storm Water Management Program audits, interviews, inspections and evaluations.

Certifications

University of Maryland College
Park Scholars Program – Life
Sciences – 2001

Years Experience

8+

Office Location

Woodbury, NY

Contact

mbyers@db-eng.com

- Storm Water Studies and Permitting Clients
 - Nassau County
 - Westchester County
 - Town of Brookhaven
 - Town of North Hempstead
 - Town of Oyster Bay
 - Town of Riverhead
 - Town of Southampton
 - City of Glen Cove
 - City of Mount Vernon
 - City of Long Beach
 - City of White Plains
 - U.S. Merchant Marine Academy
 - Rockland County Solid Waste Management Authority
 - 17 Nassau County Incorporated Villages
 - 3 Westchester County Incorporated Villages
 - 5 Suffolk County Incorporated Villages

In addition to her storm water permit compliance experiences, Ms. Byers has worked on numerous projects requiring environmental quality review, environmental assessment statements and environmental impact statements. Ms. Byers has been involved with the review, analysis and documentation of existing and future environmental conditions of developed and undeveloped lands in relation to natural resources, vegetative and wildlife habitats, topography, soils and geology. Services have included jurisdictional review, map creation, site analysis, information gathering, evaluation of impacts and permit application submittals.

Ms. Byers is also the firm's expert in GIS mapping applications and analysis. The services provided by Ms. Byers include the acquisition, integration and analysis of geographic and topographic data and aerial photography from federal, state, county and local sources to generate useful and informative maps for a wide variety of engineering, municipal planning and

MEREDITH A. BYERS

environmental review projects. Ms. Byers is experienced in digitizing new features and populating the related attribute tables based on information obtained from field inspections, paper maps, GPS coordinates and visual analysis to symbolize and depict newly created map layers. She has designed composite maps presenting geographic features including water resources, watersheds, habitat features, open spaces, transportation networks, municipal boundaries, land use, zoning, water and sewer districts, flood zones and storm sewer systems.

Some of Ms. Byers' major GIS mapping and analysis projects have included:

- **Outfall Reconnaissance Inventory: Nassau County Department of Public Works:** Ms. Byers provided a project management and GIS coordination for the inventory and illicit discharge assessment of the storm water outfalls along 16 streams on the south shore of Nassau County. Data was collected electronically in the field from over 700 outfalls to assess the structural and water quality conditions at each drainage structure.
- **Tier II Environmental Review Record Site-Specific Checklists – Dormitory Authority State of New York:** Ms. Byers was instrumental in the establishment of a company-wide database and employee GIS training program for the environmental reviews associated with each residential homeowner application for Hurricane Sandy reconstruction funds. In order to meet the State's extremely aggressive schedule, Ms. Byers produced a standardized ArcGIS Explorer Desktop basemap and mapping protocols for the analysis of environmental, aesthetic and historic resources that were used in the processing of hundreds of application reviews.
- **Underground Storage Tank and Environmental Remediation Program – New York City Transit Authority:** Ms. Byers provided GIS database and mapping services that included the integration of historical petroleum release information with the current data from active remediation, groundwater monitoring and product recovery systems. Utilizing a combination of tools and ArcGIS extensions, Ms. Byers generated workflow models to generate groundwater elevation contours, groundwater flow direction and product thickness feature classes from monthly monitoring well data.
- **Oil Spill Contingency Plans and Facility Response Maps - Con Edison:** Ms. Byers had a lead GIS role in establishing site-specific oil discharge pathways and deployment areas for spill response actions at dozens of sub-stations. The mapping utilized data from many different sources including site inspections, municipal paper maps, storm sewer information, and federal, state and county GIS data.

Ms. Byers is also experienced in field investigation, sampling techniques, laboratory analysis and data processing. Ms. Byers has expertise in the evaluation of aquatic and marine resources using field monitoring instruments to perform data collection. She served as a team leader for urban freshwater ecological research and habitat restoration at the University of Maryland and is knowledgeable in terrestrial, freshwater and marine biological conservation planning.

Ms. Byers also heads up the D&B Goes Green initiative, which has implemented multiple eco-friendly programs, including: recycling office paper, plastics, metals and glass; purchasing 30% post-consumer recycled content paper and tree-free paper products; paper-reduction programs; and distributing reusable shopping bags and organic cotton t-shirts to employees.





KAREN M. MIELE

Professional Experience

Ms. Miele has 15 years of professional experience focused on environmental compliance, investigation, remediation, planning and permitting. Through her work, Ms. Miele has gained experience in field investigation; data collection, evaluation and assessment; and preparation of proposals, work plans, and the development of technical reports including associated text, tables and graphics.

Ms. Miele conducted site inspections of 278 Con Edison electric substations located in the New York City metropolitan area to gather information to prepare Oil Spill Contingency Plans for each substation. The plans were prepared in accordance with the requirements found at 40 CFR Parts 109 and 112, and included information and maps to facilitate rapid response to a discharge of oil outside of the substation boundaries. Information and drainage maps were obtained from the municipalities in Westchester County to identify the potential pathway for discharges within in the combined sewer system or Municipal Separate Sewer Systems (MS4s). The final Oil Spill Contingency Plans included details on oil spill response procedures, maps depicting the predicted oil discharge pathway and potential deployment locations for spill response equipment and local notification requirements.

Ms. Miele is involved in the preparation, review and update of facility Spill Prevention Control and Countermeasure (SPCC) Plans for a broad variety of facilities as mandated by the Federal Water Pollution Control Act (Clean Water Act) to ensure compliance with applicable regulations. This includes SPCC Plans for approximately 100 Con Edison electric substations and 20 Orange & Rockland Utilities electric substations as well as several Metropolitan Transportation Authority Long Island Rail Road facilities; Con Edison Steam Generating Stations and various other municipal, industrial and manufacturing facilities. The SPCC Plan updates include conducting informational reviews and site inspections to confirm regulatory status. Ms. Miele also assists in preparation of Oil Spill Contingency Plans incorporating applicable sections of 40 CFR Part 109, where necessary.

Ms. Miele conducts inspection of chemical and petroleum storage tanks at various facilities, including water treatment, steam generation, vehicle maintenance and manufacturing facilities for compliance with New York State Department of Environmental Conservation (NYSDEC) Chemical Bulk Storage and Petroleum Bulk Storage regulations. In addition, she is responsible for review and update of Spill Prevention Reports for chemical storage facilities as required under NYSDEC regulations.

Ms. Miele provided technical support for the Dormitory Authority of the State of New York (DASNY) to advance the "New York Rising" Program by conducting Tier 2 Environmental Reviews as required under the National Environmental Policy Act (NEPA) and New York State Environmental Quality Review Act (SEQRA). The Tier 2 reviews were conducted on properties where homeowners had applied for disaster relief funding to repair damage sustained during Hurricane Sandy. The first step of the review process included conducting database searches and creating 15 or more custom maps for each property in ArcGIS Explorer Desktop to document the property's proximity to environmental, aesthetic or historic resources and to identify potential nearby sources of environmental contamination. The second step was completion of an evaluation of the information and completing a site-specific checklist for each property.

Ms. Miele has served as a Subject Matter Expert on water and wastewater issues for Con Edison. Ms. Miele provided expertise on environmental issues including providing direction,

Professional Certifications

40-Hour Health and Safety Training for Hazardous Waste Sites in Accordance with 29 CFR 1910.120(e)(2)

10-Hour OSHA Construction Course

NYSDEC Erosion and Sediment Control Training

Years Experience

15

Office Location

White Plains, NY

Contact

kmiele@db-eng.com

KAREN M. MIELE

support and guidance on State Pollution Discharge Elimination System (SPDES) compliance. She assisted in the development of corporate waste, water and hazardous materials management procedures and guidance taking into account regulatory requirements and operating concerns. She also interfaced with government agencies for water and SPDES related issues including the U.S. Environmental Protection Agency (USEPA), NYSDEC and the New York City Department of Environmental Protection (NYCDEP).

As part of environmental regulatory compliance support, Ms. Miele has performed multimedia compliance audits including assessments of hazardous, non-hazardous, pharmaceutical, and universal waste streams. She is involved with the preparation and development of standard operating procedures (SOPs) for implementation of policies related to the handling of these waste streams.

Ms. Miele has also been responsible for the oversight of the Remedial Action Plan (RAP) for the excavation activities related to the construction of the Mount Sinai Medical Center's Center of Science and Medicine. She conducted perimeter and upwind/downwind air monitoring during intrusive field activities in accordance with the New York State Department of Health Community Air Monitoring Program (CAMP). In addition, she was responsible for the daily maintenance and calibration of field instruments including MiniRAE Photoionization Detectors (PIDs) and Thermo DataRam particulate monitors.

Ms. Miele also has experience with the collection of groundwater samples from monitoring wells as part of groundwater monitoring well programs. She has participated in the assessment and sampling of monitoring wells using a depth to oil/water interface probe and low-flow sampling protocol utilizing a bladder pump system. Related duties include the preparation of an associated quarterly monitoring well sampling report and remedial system assessment.

As part of the development of a Town-Wide Comprehensive Plan for the Town of Greenburgh, Ms. Miele has been involved in conducting public involvement meetings to identify issues and define the vision of the Town's residents. Her duties include the preparation of a description of the existing infrastructure and environment as well as the development of associated goals and strategies.

Ms. Miele has also been responsible for the preparation of draft and final environmental impact statements (EISs), environmental assessments in accordance with the SEQRA. Her responsibilities include preparation of draft and final environmental impact statements (EISs), environmental assessments in accordance with the SEQRA. This includes performing supporting field investigations, studies and assessments involving wastewater collection and sewer systems, storm water and drainage, water supply, land use, zoning, transportation and visual resources. In addition, Ms. Miele has attended public hearings on proposed actions, compiled public comments, and prepared appropriate responses.

Ms. Miele has been involved in a number of Westchester municipalities' USEPA/NYSDEC Phase II storm water management program implementation and reporting activities under the NPDES/SPDES program. This includes preparation of procedures and protocols related to illicit discharge detection and elimination including the development of various field inspection forms; preparation of storm water management annual reports as well as presentation and discussion of the annual report at public meetings held by the municipality; and assisting local municipalities in the review and preparation of storm water ordinances for adoption by the municipality as required under their Phase II storm water permit.

Ms. Miele has also worked on the development of a Comprehensive Storm Water Management Plan for the entire Village of Scarsdale and for Westchester County's Grasslands Campus. Her project responsibilities have included evaluation of topographic, aerial photographs, soils, land use, zoning, and other reports, maps and information with regard to water, drainage and runoff conditions. She has also worked on determining sub-watersheds by delineating sub-drainage areas based on topography.

Prior to joining the firm, Ms. Miele served the Westchester County Department of Health (WCDOH) in the Division of Environmental Health's Office of Environmental Health Risk Control. With WCDOH, Ms. Miele's field experience included emergency spill response; assistance in spill containment and remediation efforts; maintaining emergency response

KAREN M. MIELE

equipment; providing instruction to field personnel; developing field protocols; and coordinating with federal, state and local agencies. Her experience also included field and facilities inspections including sampling, measurements, recording conditions and determining compliance with codes, guidelines and standards.

Prior to joining WCDOH, Ms. Miele served as a Senior Laboratory Technician (I-Environmental Science) for the Westchester County Department of Laboratories and Research. Her laboratory experience included performing bacteriological, chemical and physical analyses in accordance with standard operating procedures and recording results into computerized databases. This involved preparing sampling equipment, appropriate QA/QC, and participation in New York State Department of Health proficiency testing programs.



GARRY O'HALLORAN

Professional Experience

Mr. O'Halloran has 8 years of experience in land surveying and civil/site engineering. Since joining Dvirka and Bartilucci Consulting Engineers, Mr. O'Halloran has been involved in the following projects:

- Village of Scarsdale - Sheldrake Flood Mitigation and Improvements Project. The scope of work included an overall site investigation to mitigate storm water flooding. The design used the HydroCAD TR-20 Method for storm water modeling. Stream flow, culverts and outlet structures were modeled to provide an accurate portrayal of the existing conditions and the model was then used to identify areas that could be improved. A design incorporating culverts, outlet structures, and bypasses was developed into a complete set of Contract Documents and Drawings. Mr. O'Halloran's efforts included design, construction management, inspections, and permitting.
- Village of Greenport – Water Quality Improvement Project Bioretention Basins and Related Improvements at Manor Place and Fifth Street Park. The scope of work included the design of three water quality improvements. Two vegetated wet swales and one pond was incorporated into the design to mitigate storm water and improve water quality. This project was partially funded by the Green Innovative Grant Program (GIGP) and involved water quality studies and monitoring after the project's completion. Mr. O'Halloran's efforts included design, and construction management.
- Village of Scarsdale – National Fish and Wildlife Foundation Storm Water Run Off Reduction and Water Quality Treatment – Public Library. The scope of work included the design of four rain gardens and three water collection systems to provide water reuse in the form of irrigation. This project was partially funded by the National Fish and Wildlife Foundation, requiring coordination and post development monitoring. Roof Drains were used to collect storm water from the Public Library into rain barrels which then provided a source of water for irrigation purposes. Overflow from the roof drains would then flow to the four designed rain gardens located along the perimeter of the Public Library. This project mitigated storm water runoff and pollution to its existing outlet. Mr. O'Halloran's efforts included design, construction management, inspections, and monitoring.
- Village of Croton-on-Hudson Erosion Control and Non-Point Source Pollutants Improvements. The scope of work included construction of a sediment basin, collection system for storm water and use of a storm water treatment unit to collect non-source pollutants. Mr. O'Halloran's work on this project consisted of picking up project from its concept plan and moving forward towards final design for approval. Research and studies were conducted in order to complete final designs for improved storm water applications. Time was spent on AutoCAD to coordinate a full set of drawings for approval.
- Village of Tarrytown-Soccer Field at Wilson Park. The Scope of work included the design and coordination of existing storm water improvements to construct a soccer field. Mr. O'Halloran's work for this project consisted of site visits and producing inspection reports that were conducted throughout construction process. Minor design changes were reflected on drawings.

Associations

Certifications

10 Hour OSHA Construction and Safety Course

NYCT-Track Training

Structural Steel and Bolting Special Inspector

ACI Concrete Field Testing Technician - Grade I

ACI Concrete Construction Special Inspector Associate

NYSDEC Certificate of Erosion & Sediment Control Training

Technical Skills

AutoCAD Civil 3D (R14-2013)

HydroCAD 8.3

Microsoft Office Suite

Adobe Acrobat 9 Pro

Redi Rock

Allen Block Wall Design

2014 Revit Architecture

GPM for P100 Schedule Management Extensions

Years Experience

8

Office Location

Wesbury, NY

Contact

gohalloran@dbce.com

GARRY O'HALLORAN

- Village of Scarsdale-South Fox Meadow Storm Water Improvement Project Westchester County Flood Action Program. The scope of work included construction of two large detention ponds to minimize storm water flooding. The job also included stream restoration, rain garden design, erosion control, and landscaping. Mr. O'Halloran's involvement for this project consisted of assisting in construction management to help maintain a work schedule and final completion date, visits to sites to oversee production and conduct inspection reports. Mr. O'Halloran modified site plans to accommodate unknown design restrictions, damages and conflicts. This was all done to coordinate job efforts for job to reach completion.
- Village of Scarsdale-Harcourt Woods Storm Water Improvements. The scope of work included survey of existing conditions along with design of a new storm sewer, sediment basin and stream bank erosion control. Mr. O'Halloran has been involved in additional survey work in the field to help acquire necessary information for a proper final design. He also helped to move towards a final design plan.

Throughout his career Mr. O'Halloran accrued years of experience in site design and drafting which includes, but is not limited to, the following:

- Designing commercial and residential site plans with the use of drafting on AutoCAD.
- Been involved in the complete site approval process and over seen project to the completion.
- Involved with Water, Sewer, and SWPPP Reports.
- Design of Storm Water Management Systems, above ground and underground systems using HydroCAD Storm water Modeling, complete with grading and details.
- On site inspector to see that our drawings are being followed through, making on site decisions and relaying them to a formal inspection report.
- Soil testing (Perk Test).

Mr. O'Halloran also has experience as a crew chief, where he worked as a land surveyor and managed a field crew. His responsibilities included running the gun, being the rod man and researching deeds and prepped site for surveying.

Mr. O'Halloran has experience working on a broad range of projects which include; residential, apartment complexes, commercial lots, multi-use buildings/plazas, educational institutions, parks and public places, warehouse and manufacturing and offices.



SHAUN T. McGRATH, P.E.

Professional Experience

Mr. McGrath is a licensed New York State Professional Engineer, possesses a master's degree in structural engineering from Cornell University and has an impressive background in both construction management/supervision and structural foundation design and construction. He is also a certified concrete special inspector, structural steel bolting special inspector and structural steel welding special inspector, with all certifications recognized by the NYC Department of Buildings. He is an expert at the design and construction management of building, upgrading and site work. His construction and design experience with an emphasis on both large and small scale concrete and steel structural support system makes him well suited to handle projects of varied size and complexity. Mr. McGrath's design credentials, coupled with his extensive field experience, make him uniquely qualified to identify potential problems and develop practical solutions, both in the office and on construction sites. Mr. McGrath's professional work experience includes the following:

D&B Engineers and Architects, P.C., Woodbury, NY

Structural Engineer – Bergen Point Wastewater Treatment Plant – Expansion Project and Grit Improvements Project: Mr. McGrath provides structural/geotechnical engineering and project management services during the pre-construction process and construction of the upgrades to the Bergen Point Wastewater Treatment Plant. These services include reviewing all structural shop drawings, reviewing and responding to RFIs and RFCs, providing sketches and as-built drawings for proposed changes to the contract documents, attending bi-monthly project meetings and making site visits to review construction operations.

Structural Engineer – City of Long Beach – North Side Critical Infrastructure Flood Protection Program: As part of a multi-disciplinary technical team, Mr. McGrath is responsible for conception and implementation of structural solutions for the City of Long Beach's waterfront revitalization program. This includes developing new strategies for bulkhead realignment at an existing rip-rap system, evaluation of feasible bulkhead and barrier wall systems, designing an array of passive ("green" solutions) and active (pumping) on-site drainage solutions and identifying flood protection concerns and the potential for installation of a shoreline pedestrian walkway.

Structural Engineer/Inspector – Clarkstown Transfer Station – Improvements Project: Mr. McGrath was responsible for inspection of all phases of construction during the improvements project at the Clarkstown Transfer Station in West Nyack, NY. This work included interior demolition of a two-story office structure; build-out of the office structure; removal of existing exterior metal panels at the 25,000 square foot transfer station; installation of 15,000 square feet of new insulated exterior metal panels at the transfer station and attached office; all electrical, plumbing and HVAC work associated with the office build-out; and improvements to the transfer station and geomembrane repairs to the existing landfill cap. Mr. McGrath was also responsible for assessing existing structural conditions of the transfer station and office, and providing remedial recommendations and sketches to correct substandard or non-conforming conditions.

Structural Engineer – Village of Great Neck - Allenwood Park Pre-Fabricated Metal Garage: Mr. McGrath was responsible for structural design of the foundation system for a 30 foot x 50 foot prefabricated metal garage currently being erected at Allenwood Park in the Village of Great Neck. Mr. McGrath was also responsible for assembling contract documents for

Corporate Title

Structural / Geotechnical Engineer

Education

Cornell University, M. Eng.
(Structural Engineering) – 2005

St. John's University, B.S.
(Mathematical Physics) – 2001

Specialized Training

Licensed New York State
Professional Engineer

30-Hour OSHA Certification

40-Hour AutoCAD Training

30-Hour REVIT 3D Training

Perini Boot Camp – 40-Hour
Project Engineer Training

Structural Forensic Engineering –
8 Hour Training Course

ACI Concrete Repair and
Rehabilitation – 8 Hour Training
Course

ICC Structural Steel and Bolting
Special Inspector – 8129344

ICC Structural Steel Welding
Special Inspector - 8182605

ACI Concrete Field Testing
Technician – Grade I #01169957

ACI Concrete Construction Special
Inspector #01169957

Years Experience

13+

Office Location

Woodbury, NY

Contact

smcgrath@db-eng.com

SHAUN T. MCGRATH, P.E.

bidding purposes and assisting the Village in selecting a suitable contractor. During construction, Mr. McGrath has assisted the contractor with clarifications on field-related issues and has performed steel reinforcement and concrete inspection.

Structural Engineer – Clarkstown Transfer Station – Tipping Floor Improvements: Mr. McGrath was responsible for observation of the repair work and structural engineering review of issues arising during construction at the Clarkstown Transfer Station Tipping Floor. As a structural engineer, Mr. McGrath visited the site weekly to observe major concrete, steel and asphalt installation, as well as to assist the contractor with site conditions that differed from the contract documents. Mr. McGrath attended weekly coordination meetings and also provided design sketches and product data research and consultation.

General Contracting Company, New York, NY

Superintendent – 500 W. 30th St. – High-Rise Residential Tower: Mr. McGrath was responsible for supervision of union trades for the exterior enclosure of this 36-story high-rise residential tower on the West Side of Manhattan. The enclosure work included precast concrete panels with factory-installed punch windows and decorative metal, fabricated in Ontario, Canada and shipped daily to the construction site. Mr. McGrath was responsible for checking and coordinating all shop drawings between the precast, window and metal manufacturers, coordinating schedule and delivery of components to the site and on-site installation of the precast panels by union ironworkers. Mr. McGrath was also responsible for supervision of all building caulking and sealant work, roofing, waterproofing, site concrete, landscaping and post-construction work. As part of his daily responsibilities, Mr. McGrath coordinated construction activities with NYC Cranes & Derricks, NYC Departments of Buildings and other local, state and federal agencies for compliance with codes and regulations. As part of the post-construction responsibilities, Mr. McGrath attended weekly Owner's meetings to ensure all on-going post-construction activities were being performed in a timely and organized manner as residents began occupying the building.

Structural Engineering Firm, Long Island, NY

Structural Engineer/Inspector – NY Rising – Residential Work: Mr. McGrath was responsible for evaluation of residential homes and bulkhead structures damaged by Superstorm Sandy and Hurricane Irene. As part of the NY Rising Program, Mr. McGrath visited residences throughout Long Island and Queens to evaluate existing foundations, structural support elements and protective bulkheads in order to determine the integrity of these elements as defense against future loading and storm events. In cases in which the structural elements were found to be incapable of providing proper support for loads or defense against storm surge or winds, Mr. McGrath provided retrofit or replacement structural designs. This included bulkhead and pier retrofit designs, bulkhead and pier replacement designs, house raising design and new concrete, steel and/or helical pile foundation designs. Mr. McGrath also provided inspection reports, sketches and design calculations for all site evaluations.

Heavy Civil Contracting Company, New York, NY

Field Structural Engineer – Tappan Zee Bridge Deck Replacement: Mr. McGrath was responsible for the procurement, delivery and installation of six miles of security fence for Tappan Zee Bridge. As a Field Engineer, Mr. McGrath assisted in the layout of the fence posts and security fence and developed field fixes for various interferences of new fence posts with existing guardrails and bridge structural supports. He also attended project meetings to coordinate the scheduling of bridge work with lane closures on the bridge, as well as working through field issues with representatives of the New York State Thruway Authority (NYSTA), the resident structural engineers and project inspectors.

Field Structural Engineer – World Trade Center: Mr. McGrath was responsible for the procurement, delivery and installation of structural steel to support piles during excavation of soil and rock beneath the Greenwich Street Corridor at the World Trade Center construction site. As a field engineer, he reviewed steel shop drawings for accuracy and coordinated the delivery of the material with the steel fabricators. Mr. McGrath also attended project meetings with the members of the Port Authority of NY/NJ (PANYNJ), resident structural engineers and inspectors to review schedule and coordinate installation of steel with removal of existing material to ensure structural stability of the 1&9 subway lines running above the excavation site.

SHAUN T. MCGRATH, P.E.

General Contracting Company, Las Vegas, NV

Project/ Structural Engineer – Project City Center, Las Vegas, NV: Mr. McGrath was responsible for the coordination and construction of exterior enclosure of 320,000 square foot, \$1.2 billion podium for MGM's \$8.5 billion Project City Center. As a project engineer, he reviewed and submitted shop drawings to the architect, wrote RFIs to clarify contract documents and field conflicts, attended weekly coordination meetings with the owner's representatives, lead architects and design architects. Mr. McGrath also updated the exterior enclosure construction schedule according to field progress, delivery schedule and delays, and scheduled and coordinated third-party and Clark County inspection of all structural members supporting the exterior façade of the podium. The project was delivered on-time for MGM's December 16, 2009 opening date.

Structural Engineering Firm, Las Vegas, NV

Structural Engineer –Casino Podium Project, Las Vegas, NV: Mr. McGrath was responsible for the structural analysis and design work in schematic design through construction documents on this \$5 billion resort and casino project on the Las Vegas Strip including, but not limited to, composite beam design, lateral analysis, column design, foundation design and coordination throughout the podium structure. Mr. McGrath attended architect/designer coordination meetings every six weeks in Philadelphia at the architect's home office. He also performed the construction administration duties, including review of shop drawing submittals and handling RFIs.

Structural Engineer – Hospital Rehabilitation, Tucson, AZ: Mr. McGrath was responsible for all analysis, design and detailing of a neurosurgery expansion to an existing hospital structure. The structure consisted of steel moment-frame members with composite slabs. Lateral analysis of this structure included effects of the existing hospital structure, as well as vibration analysis of rooftop air-handling units on the delicate neurosurgery equipment being installed in the new wing. The foundation design consisted of concrete spread footings supporting new steel columns. As this project was being constructed, Mr. McGrath took on construction administration responsibilities, including shop drawing review, writing of RFIs and meeting with project architects to ensure compliance with current building code. He also coordinated with hospital directors to ensure safety standards and machine tolerances were being satisfied with the design.

Structural Engineer – Casino Expansion, Scottsdale, AZ: Mr. McGrath was responsible for steel and concrete design during the schematic design phase, as well as preliminary foundation design for this multi-use residential and commercial district. Foundation design included spread footings, strip footings, concrete piers and concrete slabs-on-grade. Steel design included column and beam analysis for dead and live load, as well as for wind and seismic considerations. Concrete design included composite slab analysis and concrete shear wall analysis and design.

Structural Engineer – Educational Facility, Tampa FL: Mr. McGrath was responsible for all analysis, design and detailing of this two-story steel, concrete and CMU educational facility constructed in Tampa, FL from schematic design through construction documents, as well as performing coordination with the architect throughout the project. The foundation design consisted of concrete strip footings, spread footings and slab-on-grade construction. An integrated design of steel columns and beams, concrete shear walls and CMU exterior walls was utilized. This type of construction was typical for hurricane-prone regions of Florida.

Structural Engineer - Elementary School – Tampa, FL: Mr. McGrath was responsible for all analysis, design and detailing of this two-story steel, concrete and CMU educational facility constructed in Tampa, FL from schematic design through construction documents, as well as performing coordination with the architect throughout the project. The foundation design consisted of concrete strip footings, spread footings and slab-on-grade construction. An integrated design of steel columns and beams, concrete shear walls and CMU exterior walls was utilized. This type of construction was typical for hurricane-prone regions of Florida.

Structural Engineer - Hospital Construction– West Virginia: Mr. McGrath was responsible for analysis and design of the cast-in-place concrete beam system for the multi-story hospital project in West Virginia

SHAUN T. MCGRATH, P.E.

Structural Engineer - High School Construction -- Tampa, FL: Mr. McGrath was responsible for construction administration on this project, including reviewing all shop drawings, answering RFIs, and performing threshold inspection during concrete pours, steel erection and CMU construction. He worked closely with the construction management team to ensure form work and steel reinforcement was properly located and sized throughout the construction process.

Civil Engineering Firm, Mineola, NY

Concrete Testing Laboratory Supervisor: Mr. McGrath's daily duties included, managing day-to-day operation of civil engineering materials laboratory; collecting field samples for laboratory analysis, performing analysis and preparing reports; inspecting various sites for compliance with engineer's specifications; assisting on Global Positioning System (GPS), survey and topographical field work; and designing, editing and checking road plans using AutoCAD.





DAVID ZAREMSKY, CIH, CSP

Professional Experience

Mr. Zaremsky is a Certified Industrial Hygienist/Certified Safety Professional with extensive and progressive experience in safety and health, industrial hygiene, consulting, construction and environmental instruction training. Mr. Zaremsky is a specialist in construction EH&S issues.

Mr. Zaremsky's professional experience includes the following:

Corporate Safety and Health Director:

Mr. Zaremsky served as a Contract EHS Officer for NYCDEP construction projects throughout the downstate and watershed areas. His responsibilities included the review of contractor HASPs and other submittals, conducting daily/weekly audits of project worksites and ensuring compliance with all relevant Federal, State, local and NYCDEP requirements and regulations. He created Emergency Action Plans, conducted evacuation drills at project sites and performed SWPPP inspections. Other responsibilities included:

- Creating HASPs and EHS Management Plans for construction projects involving wastewater facilities, bridge reconstruction, road realignment, drainage upgrades and remediation activities.
- Training employees on safety plans and OSHA requirements.
- Establishing Corporate HASP, Respiratory Protection and Hazard Communication Programs.
- Successfully maintaining safety performance of projects as measured on NYCDEP compliance audits.

Senior Consultant/Instructor:

Mr. Zaremsky performed numerous CIH/CSP-related IAQ and safety tasks for a variety of clients. He managed data validation, quality control and assurance on worker exposure studies for lead; performed OSHA compliance audits, encompassing safety and health evaluations and workplace risk assessments associated with noise, non-ionizing radiation, ergonomics, respiratory protection, lead, asbestos, and confined spaces for manufacturing, construction and administrative buildings; and created and conducted training for HAZWOPER and lead/asbestos/PCB awareness.

EHS Consultant/Instructor:

Mr. Zaremsky performed IAQ surveys and respirator fit testing for clients and employees. He developed Confined Space Safety, LOTO and Respiratory/PPE program plans, and reviewed HASPs for construction projects. Mr. Zaremsky's other responsibilities included:

- Creating curricula/exams and conducting instruction for previously untaught subject materials, including welding safety and 24- and 40-Hour HAZWOPER.
- Conducting safety training/instruction for NYCDOB certification (4-hour Supported Scaffold and Site Safety Manager); NYSDOL (Asbestos Project Monitor, Supervisor, Inspector, Allied Trades); OSHA 10- hour lead and asbestos awareness, NIOSH 582, HAZWOPER (24-hour, 40-hour, Supervisor), Confined Spaces, Hazard Communication and Welding Awareness.

Contract Director, 23
Environmental Technology

Professional Societies

ASSE

AIHA

Hudson Valley Federal Safety &
Health Council

Specialized Training

40-Hour OSHA HAZWOPER

8-Hour HAZWOPER Supervisor

4-Hour Supported Scaffold User
Training

OSHA 30-Hour Construction
Safety

OSHA 500/502 Trainer Course
in Occupational Safety & Health
Standards for the Construction
Industry

ICS-100, 200, 700 Certification
(FEMA)

Lead Safe Work Practices
Training

Years Experience

20+

Office Location

Woodbury, NY
White Plains, NY

Contact

dzaremsky@db-eng.com

DAVID ZAREMSKY, CIH, CSP

Technical Manager, On-Site Consulting Services

Mr. Zaremsky performed IH services for Safety and Environmental Management including: IAQ surveys, AED deployment and pandemic preparedness. He supervised contractors performing branch office assessments; initiated chargeback program for services resulting in over \$20,000 savings to the department each year; and performed over 800 ergonomic evaluations on client workstations reducing the number of workers' compensation claims related to repetitive strains, as well as reducing the costs per claim. Mr. Zaremsky established a program to monitor air quality during deconstruction of the Deutsche Bank Building, which was contaminated as a result of the September 11, 2001 terrorist attack; collaborated with colleagues to create an SOP Manual for processes essential to facilities management; prepared Risk Management Plans for the sulfuric acid battery rooms in several facilities; and edited and maintained a Disaster Preparedness Guide, providing guidance in preparing for disasters.

Industrial Hygienist

Mr. Zaremsky managed air monitoring projects for the NYC Transit. He assessed damages and performed mold and IAQ sampling for NYC schools and property management companies. He trained employees to allow access to NJ Transit tracks; prepared proposals, reports and project budgets; managed site health and safety operations during exhumation of remains from a potter's field as part of a transportation improvement project; and developed and maintained sampling equipment program, ensuring availability and proper function of company supplies.

Emergency Management Professional

Mr. Zaremsky is a certified FEMA Incident Control System (ICS) and National Incident Management System (NIMS) evaluation and control officer. He has participated in restoring areas stricken by emergencies to safe environments.

Presentations

"New Directions for the Industrial Hygienist," AIHA Annual Northeast Industrial Hygiene Conference, New Brunswick, NJ, December 2005

"Planning for a Pandemic Flu," joint Metro NY AIHA/NY ASSE, February 2008

"OSHA's Proposed Silica Rule," Hudson River Valley ASSE, Orangeburg, NY, October 2013



McClave Engineering P.C.
Consulting Engineers

Résumés of Key Personnel

James G. McClave, P.E.

Founder and President

James G. McClave has had one guiding philosophy when dealing with clients since founding McClave Engineering Services in 1963: **Listen, Respond** and **Innovate**. James incorporated McClave Engineering P.C. in 1997 and has focused on turning the firm into one of the premier engineering firms on Long Island. James' 40-year management career in the engineering profession transcends many areas of design, development, and construction management. During Smithtown's period of expansive growth spanning the 1960's into the early 1980's, James developed and managed the engineering division of the Town of Smithtown Highway Department. From 1958 to 1963, James was an engineer with the State of New York where he was responsible for construction and approval of workmanship, according to plans and specifications for numerous projects throughout the State. From 1956 to 1958, James was an officer on active duty with the United States Marine Corps in the Engineering Field.

Work Experience

McClave Engineering P.C.
Bohemia, NY

Suffolk County Dept of Public Works
Yaphank, NY Suffolk County

Town of Smithtown Highway Department
Smithtown, NY 11787

State of New York Division of Architecture
Staten Island, NY

Education

Master of Science in Environmental Engineering
State University of New York at Stony Brook, 1980

Bachelor of Science
Building Construction Engineering
Rensselaer Polytechnic Institute, 1956

Licenses

Professional Engineer License
S039067-1 6/30/2014
State of New York, 1962

Experience

50 years

Local Community

Smithtown Central School District
Board of Education, 1973 –1989

Military

Marine Corp Reserves –
Retired Lieutenant Colonel 1988

Marine Corps 1956-1958

Principal Projects

Designed/Managed Fire House Construction

Smithtown Fire District Sub-Station and Main Building
Renovation

Bohemia Fire District Sub-Station and Renovation at the
Main House

Designed and Built Roadways

Town of Smithtown - 250 miles

Designed/Managed School Facilities

Smithtown Central School District 1998 Bond

Designed/Managed New York Facilities

Willowbrook State School, Staten Island, NYC

Kings Park Psychiatric Center, Kings Park, NY

Patrick D. McClave, P.E.

Vice President

As a principle of McClave Engineering P.C. since 1997, Patrick is responsible for the overall management of the day-to-day operation of projects and existing client relationships. With over 20 years of engineering and project management experience in the U.S., Europe, and Japan, Patrick's background is as diverse as the consulting engineering industry. Patrick was commissioned into the United Marine Corps in 1982 as a second lieutenant. Within the Marine Corps, Patrick was involved in numerous construction and design projects both in the U.S. and Okinawa, Japan. After leaving the Marine Corps in 1986, Patrick worked as Superintendent for CCI Construction. While at CCI Construction, Patrick supervised the construction of four major high-rise office buildings along the Dulles Airport Corridor. Subsequently, Patrick was employed by BOVIS Construction as a senior engineer on the Docklands project in England. His main responsibility while in England was to oversee construction on the Docklands Light Railway. Through his hands on experience, Patrick gained a wealth of knowledge in all disciplines of engineering and design. His expertise includes transportation (both highway and light-railway), high-rise office buildings, schools, and multi-family construction.

Education

Bachelor of Science - Civil Engineering
Virginia Military Institute, 1982

Work Experience

McClave Engineering P.C.
Bovis Construction- Senior Engineer
CCI Construction – Superintendent

Licenses

Professional Engineers License
State of New York, 1989

Military

U.S. Marine Corps Captain 1982 -1986

Selected Projects

Educational Facilities

- Half Hollow Hills School District, Dix Hills, NY
 - Additions and Alterations
- Connetquot CSD, Ronkonkoma, NY
 - Boilers, Hot water Heaters, UV
- Massapequa School District, Massapequa, NY
 - Additions and Alterations
- Islip Union Free School District, Islip, NY
 - MEP Upgrades,
- Middle Country School District, Centereach, NY
 - Roofs, MEP Upgrades
- Long Beach UFSD, Long Beach, NY
 - MEP Upgrades and CNG Facility
- Southampton School District, Southampton, NY
 - Elevators, MEP Upgrades

Office Facilities

- 100 Lawrence Ave, Smithtown, NY
- 125 Oakland Ave. Port Jefferson, NY
- Brooklyn Brass Works, Brooklyn NY
- Super Enterprises, Huntington, NY
- Wachovia Tenant 50,000 SF Build-out
- Cedar Lodge- Selden NY

Solar or Energy Performance Projects

- Smithtown CS District- 1999 and 2006
- Connetquot CS District 2000
- Kings Park CS District 2001
- Massapequa SD – 50KW Solar Project

Housing Authorities

- Freeport Housing Authority
- Port Chester Housing Authority
- Spring Valley Housing Authority
- Ramapo Housing Authority

Supervised Construction

Office Complex - Dulles Air Corridor
Subway Stations – Docklands Light Rail System

Managed Design & Construction

Housing for military personnel, Okinawa, Japan

Eric Marchand, EIT

Mechanical Engineer

Professional Experience

Eric's primary role is the design of mechanical systems and the preparation and submittal to the appropriate state and county agencies of domestic water supply, waste water system, and hazardous material system designs.

Education

Passed Fundamentals of Engineering Examination (Oct 2013)
NGVi: CNG Fuel Station Design Course (2008)
Farmingdale University (2003 – 2007)
Bachelor of Science – Construction Management
Engineering Technology
Suffolk County Community College (1998 -2003)
Associate of Applied Science – Architectural Technology

Mechanical Systems

Naghavi Medical Offices (Rockville Center, NY)
5,000 SF Medical Offices

Franklin Square Museum (Franklin Square, NY)
3,000 SF Public Museum

Moe's Southwest Grill (Farmingdale, NY)
1,500 SF Restaurant

Altoona VA Building #7 (Altoona, PA)
25,000 SF Office Space

Lebanon VA Building #23 (Lebanon, PA)
100,000 SF Outpatient Facility

Hazardous Material Storage Systems

Longwood CSD
Longwood High School-Fuel Oil Tank Design

South Country Central School District
Bellport Middle School-Fuel Oil Tank Design
Bellport Middle School – Acid Waste Storage Design
(2 Systems)

North Babylon Union Free School District
Robert Moses Middle School - Fuel Oil Tank Design
William DeLuca Elementary School - Fuel Oil Tank Design

Selected Projects

Additions & Renovations

Eastport – South Manor CSD
District Wide Technology Upgrade
District Wide Energy Performance Contract
Dayton Avenue Elementary School – 26,000 SF Addition,
75,000 SF Renovation

South Country CSD
District Wide Interior Alterations

Longwood CSD
District Wide Technology Upgrade

Half Hollow Hills Central School District
Biology and Chemistry Renovation 10,000 SF
District Wide Security Upgrade (7 Buildings)

North Babylon Union Free School District –
Robert Moses Middle School - 50,000 SF of
Additions
Robert Moses Middle School – 100,000 SF of
Renovations

Wastewater Systems

Half Hollow Hills Central School District
Sanitary System Relocation

South Country Central School District
Bellport Middle School - Wastewater Design (3
Systems)
Verne Critz Elementary School - Wastewater
System Design
Frank P. Long Intermediate School – Wastewater
System Design

North Babylon Union Free School District
Robert Moses Middle School – Wastewater
System Design
William DeLuca Elementary School – Waste water
System Design

Gregory Tarquinio

Director of CAD Operations
Project Administrator

Professional Experience

Greg is responsible for implementing office CAD standards. As Project Administrator, Greg's handles site visits, coordination of construction documents, inspection and documentation of existing conditions, and attending job meetings. He is also responsible for specification writing, punchlist and closeout procedures.

Education

Grumman Data Systems Institute, Woodbury, NY
Completed a 1,260-hour course on AutoCAD

S.U.N.Y. Farmingdale 1983 – 1986
Associates in Arts – Construction Technology

Work Experience

McClave Engineering P.C., Port Jefferson NY
MJCL Architects, Port Jefferson NY
Steven Sanders & Associates, Manhasset, NY

Teaching Experience

Eastern Suffolk BOCES, Bellport, NY
Adult Education AutoCad Instructor
Taught a 54 Hr. AutoCad 2005 class.
Responsible for starting up and developing the curriculum for these classes.

Wilson Technological Center, Dix Hills, NY
Adult Education AutoCad Instructor
Taught AutoCad Release 12 through Release 14.
Was responsible for starting up AutoCad classes at the Dix Hills Campus.

Stony Brook University, Stony Brook, NY
Adjunct Professor of Drawing for Design Cad class for Sustainable Studies Curriculum.

Selected Projects

Food Service

- Johnny Rockets – Broadway Mall, Hicksville, NY
- Sunken Meadow Wedding Pavilion, Kings Park, NY
- Tapastrie – Lake Grove, NY
- Three Village Inn, Stony Brook, NY
- Mercy College Cafeteria, Dobbs Ferry, NY

Educational

- Hicksville Computer Center – Bookless Library
- Islip High School – MEP Upgrades
- Connetquot High School – Renovation and Additions
- Massapequa Union Free School District – Additions and Alterations
- Sag Harbor School District – Additions and Alterations
- Garden City Library – MEP Upgrades
- Touro College Dormitories- New Construction

Healthcare

- Bishop Henry B. Hucles Nursing Home – Brooklyn, NY
- Daughters of Wisdom Convent – Sound Beach, NY

Retail

- Rite-Aid Drug Stores – Levittown, Seaford & Port Jefferson, NY
- Bay Terrace Shopping Center – Bayside, NY
- G + G / Rave – Women's Fashions
- First Issue – Liz Claiborne
- Cancos Tile – Southampton

Business

- Empire National Bank – Port Jefferson, NY
- Nassau Educators Federal Credit Union – New Hyde Park, NY
- North Shore Professional Park – Port Jefferson, NY

Matthew G. Purgar

Engineer in Training
Network Specialist

Professional Experience

Matthew is responsible for the coordination of all MEP (mechanical/electric/plumbing) aspects of construction projects through all phases of design, including conceptual design, preparation of bid documents and field coordination of drawings. He works with architects, owners, and vendors to provide optimal solutions for each design goal and sees each project through to construction completion. Matthew aids in the design of HVAC, Electrical, and Plumbing systems.

Education

New York State PE Licensing Exam, Part A 2005
Engineer in Training Certificate

Polytechnic University, Farmingdale N.Y.
2000 - 2004
Bachelor of Science, Mechanical Engineering

Computer Knowledge

2013 AutoCad (Advanced), Microsoft Office Products (Word, Excel, Power Point) (Expert)
Apache web server configuration (Intermediate), MySQL database configuration and maintenance (Intermediate), PHP server side scripting (Advanced), Microsoft Visual Basic programming language (Expert), AJAX web application technologies (Intermediate), Ethereal network traffic analysis software (Intermediate), and all aspects of Microsoft Windows operating system configuration and maintenance (Windows 95 through Server 2003).

Selected Projects

Food Service

- Johnny Rockets, Broadway Mall, Hicksville, NY
- Wendy's Restaurants, Huntington, NY
- Wendy's Restaurants, Farmingdale, NY
- Villa Sorrento, Smithtown, NY
- Gino's Pizza, Nesconset NY
- Dragon Chinese, Nesconset NY

Educational

- Touro College, New Dorm Complex, Islip NY
- Connetquot CSD, Additions & Alterations Ronkonkoma, NY
- Long Beach SD, Facilities Upgrades, Long Beach NY
- Middle Country SD, Additions & Alterations, Selden NY
- Premm Learning Center, Additions and ADA Upgrades
- Smithtown CSD 1998 Bond Issue
- Smithtown CSD 2000 Energy Performance Contract
- South Country CSD 2005 Bond Issue
- Half hollow Hills 2008 Renovations
- Eastport South-Manor CSD Additions & Alterations

Commercial

- Old Nichols Village Shopping Center, Nesconset NY
- Nassau Federal Educator's Credit Union, New Hyde Park
- Oceanside Christopher Credit Union, Seaford, NY
- Floral Park Community Center, Floral Park, NY
- Mercy College Cafeteria Kitchen, Dobbs Ferry, NY

Health Care

- American Pediatric Medicine Offices, P.t Jefferson
- Ophthalmic Consultants Of L.I Offices, Pt. Jefferson

Housing Authorities

- Port Chester, NY Plumbing Replacement
- Freeport, NY Underground Heating Pipe Replacement
- Spring Valley, NY Boiler Replacement
- Freeport, NY Boiler Replacement

Phillip Dumbainski, FE

Engineer and Project Manager

Professional Experience

Phil's primary role is to serve as Project Manager on a variety of projects ranging from redesigning plumbing, mechanical systems, and electrical systems. Additionally, he works as an Assistant Job Supervisor overseeing renovation projects. His tasks include keeping daily construction logs, organizing meetings with both contractors and clients, and writing correspondence.

Education

University of Buffalo (2002 – 2006)
Bachelor of Science – Architecture
Minor: History

Passed Fundamentals of Engineering Exam –
Oct. 2010

Activities/Honors/Publications

Participated in ACSA/AISC Steel Design
Competition

Involved in AIAS Freedom by Design, a student run
organization that helps handicapped members of
the local community.

Leadership

BSA Eagle Scout Award- August, 2002

Selected Projects

Architectural Design and Planning

- S.M. Rodgers Inc.
- Glaser Dental Office
- Three Village Inn – Stony Brook, NY

Electrical Design

- Westbury High School Fire Alarm/Public Address Replacement
- Middle Country – Auditorium Sound System
- Franklin Square Lighting Replacement
- Red Mango- Stony Brook University
- Various Buildings in the Eastport School District

Mechanical Design

- Sunken Meadow Wedding Pavilion – Phase 1
- Westbury Middle School Roof Top Replacement
- Westbury High School Hot water heater
- Stony Brook University – Benedict Hall Renovation

Plumbing Design

- Various Buildings in the South County School District
- Eastport South Manor HS Concession Stand
- Daughters of Wisdom – Sanitary/Fire Protection System
- American Pediatrics – Sanitary/Fire Protection/Plumbing System
- Condeco – Fire Protection System
- Lessings Sunken Meadow – Kitchen Design
- Three Village Inn – Fire Protection
- St. James Pizzeria – Kitchen Design

Job Supervision

- Additions & Alterations – Smithtown CSD \$143 million Bond Issue
- Great Hollow Middle School
- Dogwood Elementary School

Facility Upgrades – Smithtown CSD

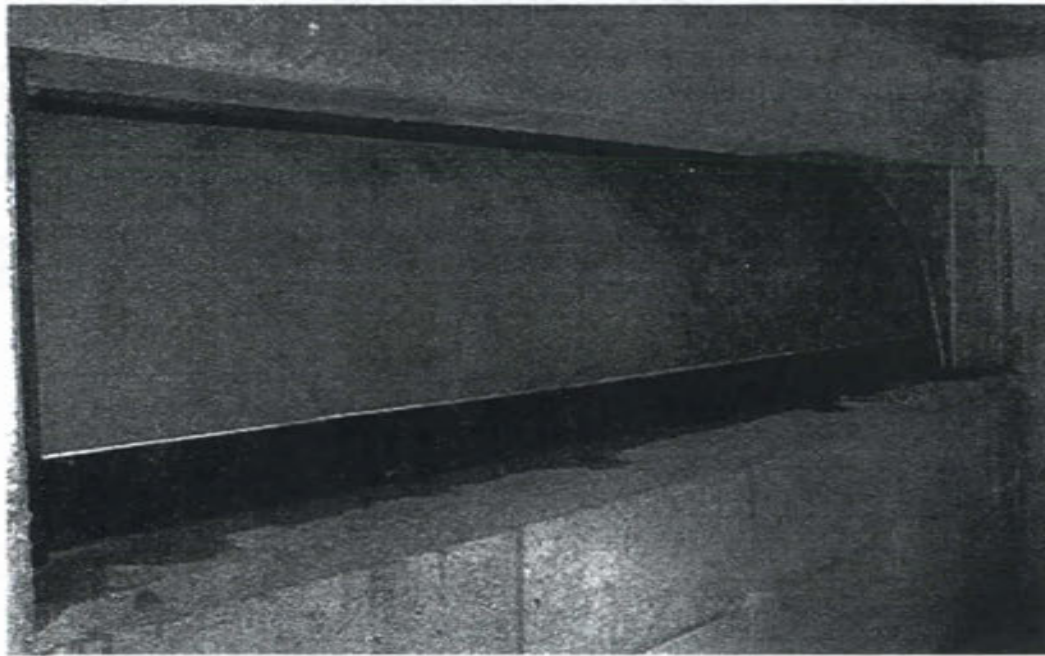
- St. James Elementary School
- Nesconset Elementary School
- Smithtown Elementary School



Appendix 3

Sample Progress Report and Construction Management Plan

Newtown Creek CSO Floatables Control



CS-NCFLO

Work Status Presentation

July 19, 2016

Schedule Summary (June 16)

Order to Commence	26 May 15
Contract Completion	13 NOV 17
Contract Duration	903 cd
Time Elapsed thru 30 June 16	401 CCD
Forecast Substantial Completion	28 NOV 17
Delta to Contract Date	(-15 cd)
NYSDEC Consent Order Construction Completion Date	31 DEC 17
Delta to Forecast Completion	+33 cd

Schedule Metrics (June 16)

▶ Critical Path Length Index (CPLI)	0.97	●
▶ % of Tasks Critical / Near Critical (baseline = 12.8%)	18.7%	●
▶ Schedule Variance	6.25 days	●
▶ % of Contract Duration Elapsed	44.41%	
▶ % of Contract Earned	40.22%	
▶ Total activities in schedule	3435 (+174)	
- Completed activities	1189 (35%)	
- In progress activities	47 (1%)	
- Not started activities	2199 (64%)	

Definitions

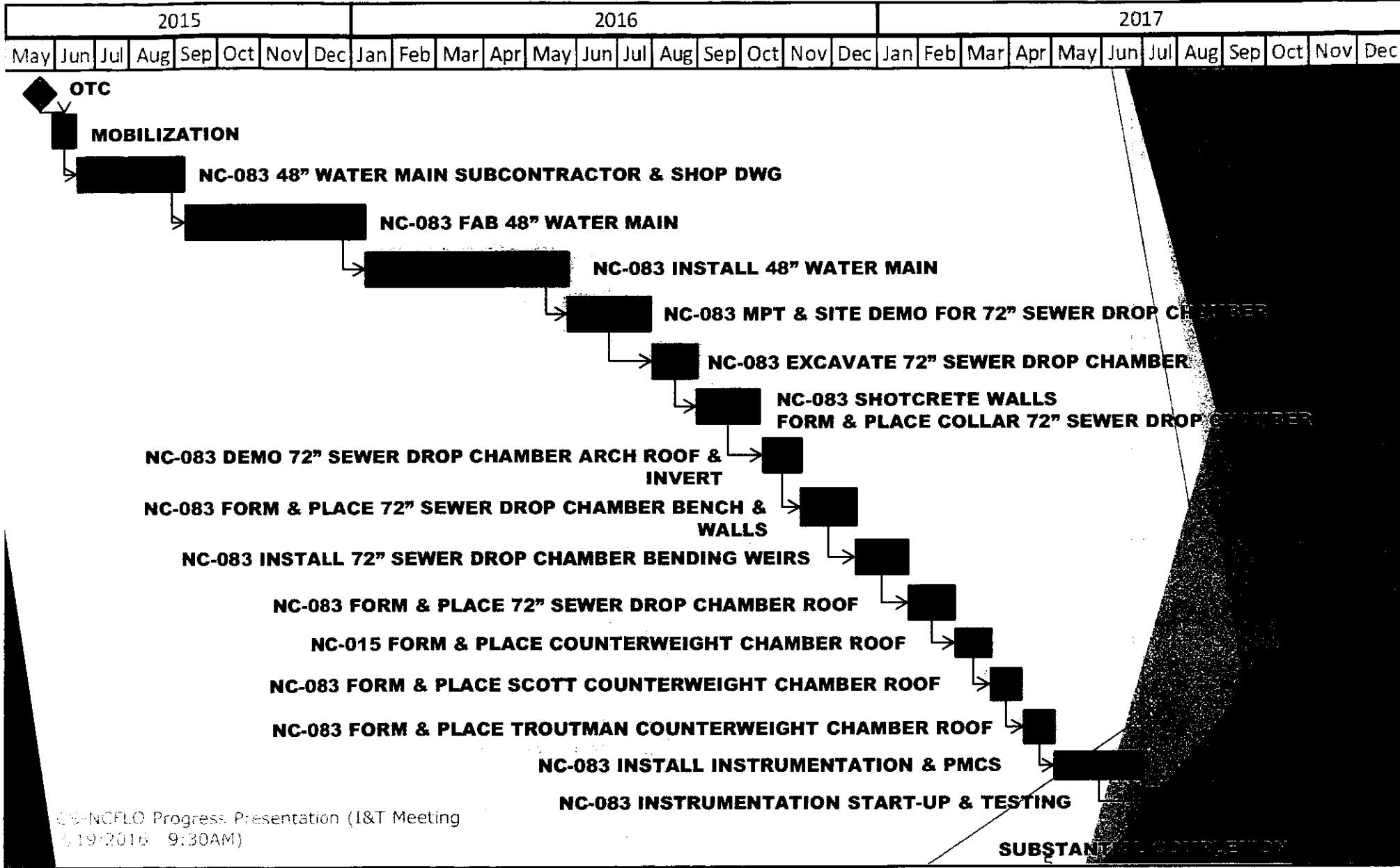
- **SPI** (Schedule Performance Index)
= Earned Value / Planned Value
(greater than 1.00 is favorable)

- **Near Critical:** an activity with 1-10 days of float

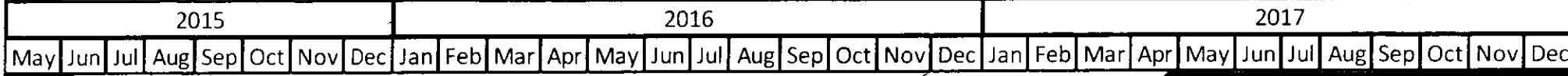
- **CPLI (Critical Path Length Index)** = $(\text{CP Length}_{(\text{Remaining})} + \text{Total Float}_{(\text{To Contract End Base Finish})}) / \text{CP Length}_{(\text{Remaining})}$

CPLI is a measure of relative schedule efficiency required to complete the contract.

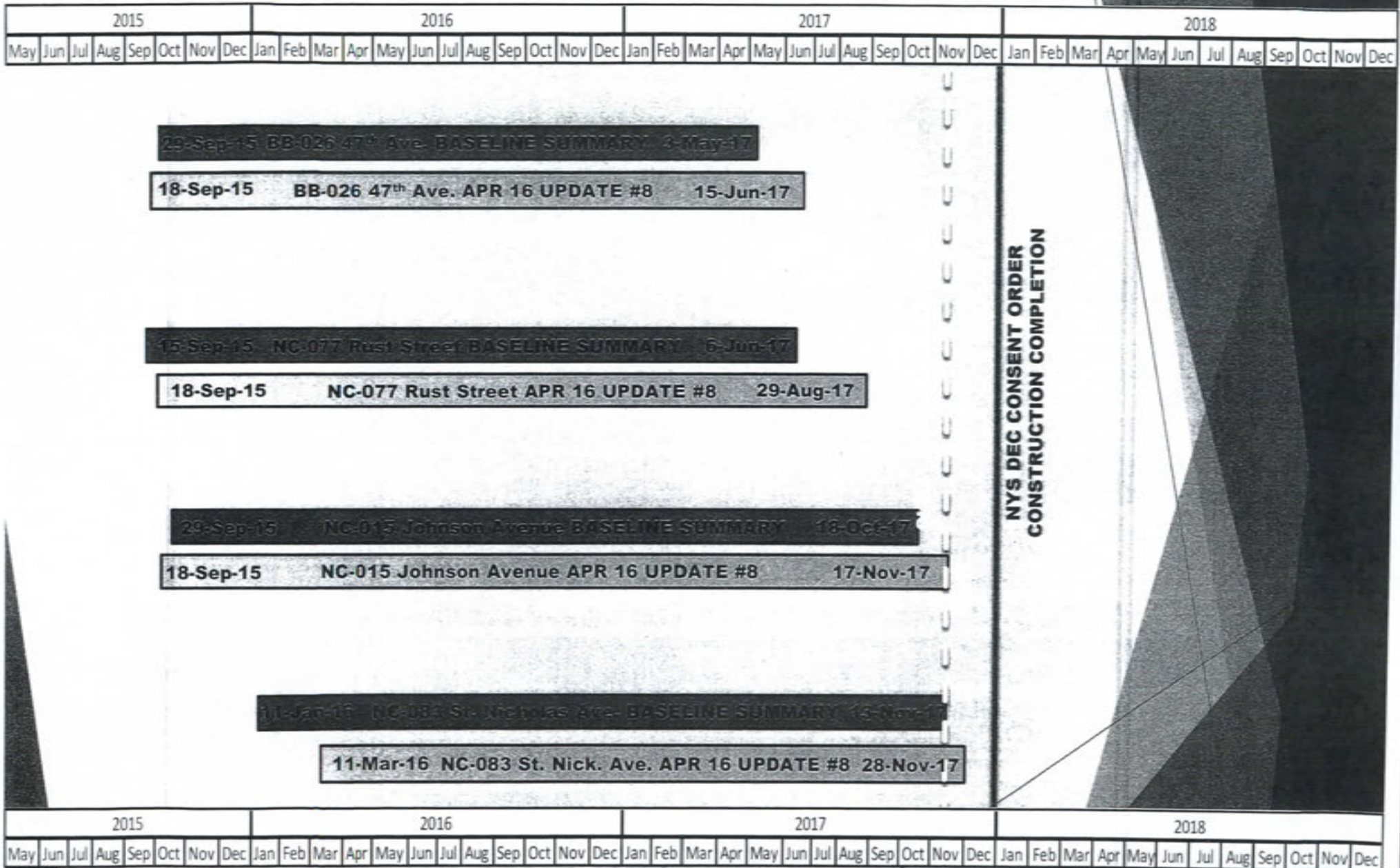
Critical Path (Baseline)



CS-NCFL0 Progress Presentation (I&T Meeting
7/19/2016 9:30AM)



Summary Schedule



Potential Schedule Issues

NC-077 Rust Street, Queens

- ▶ While Test Pitting the contractor encountered three (3) unknown structures within the area of construction – Change Order Identified. Impact mitigation on-going by Contractor proceeding prior to CO registration.
- ▶ Following Removal of the Diversion chamber roof, various cracks were found in the chamber walls and center beam. The Engineer has visited the site following investigative demolition and will determine what repairs are needed. This may be repaired using a Contract Unit Price. A Change Order may be needed.

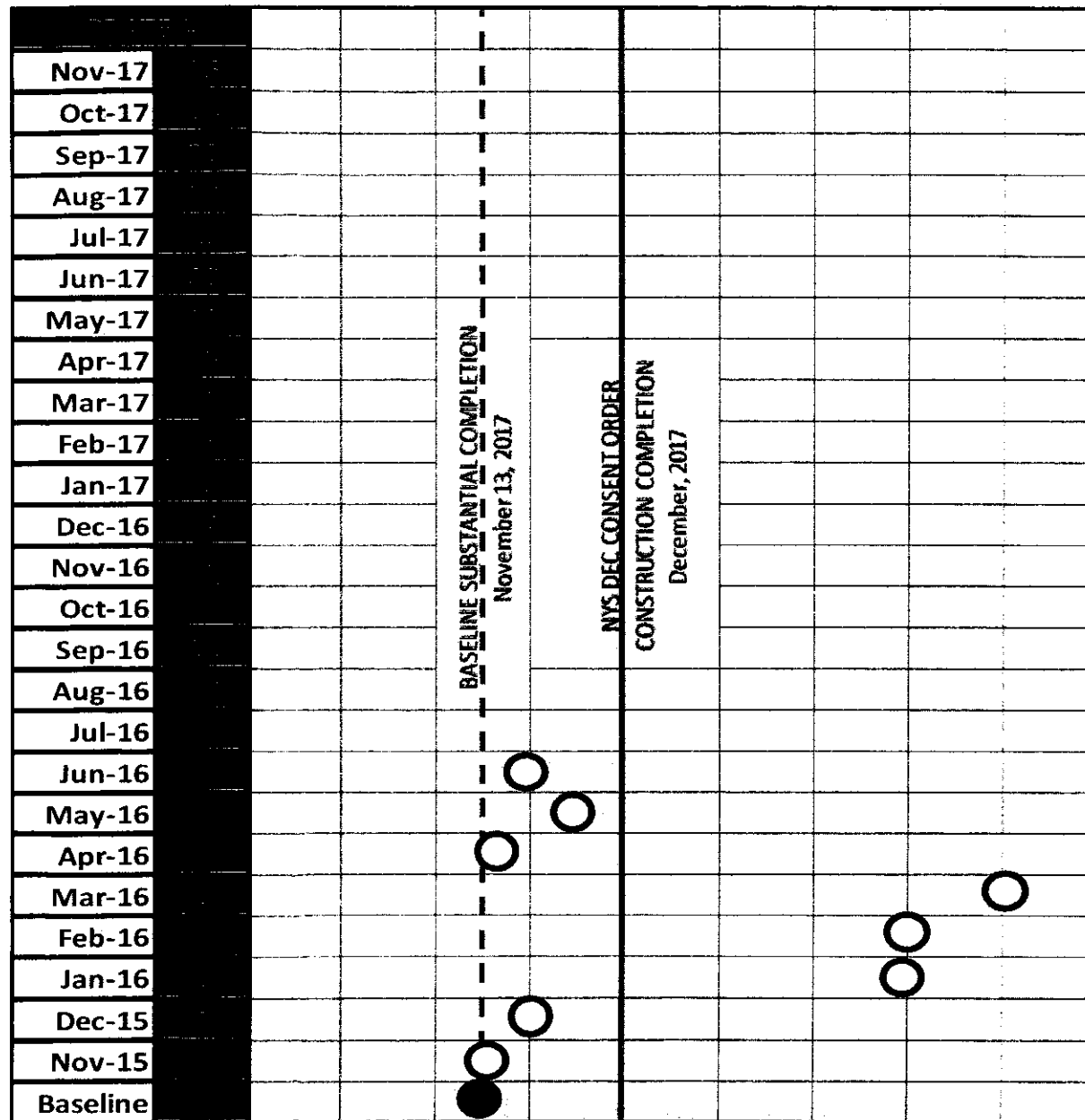
NC-015 Johnson Avenue, Brooklyn

- ▶ Power conduit for Control Panel requires re-routing due to conflict with diversion chamber sheeting. Re-routing of conduit is completed.

BB-026 47th Avenue, Queens

- ▶ Following installation of the approved pump around system, the Contractor states it appears the existing flows exceed the peak flows specified in the Contract, therefore the pump capacity is inadequate. The installed approved pump around system was removed, design in progress for new pump around system to be installed.

Delay Analysis (June 16)



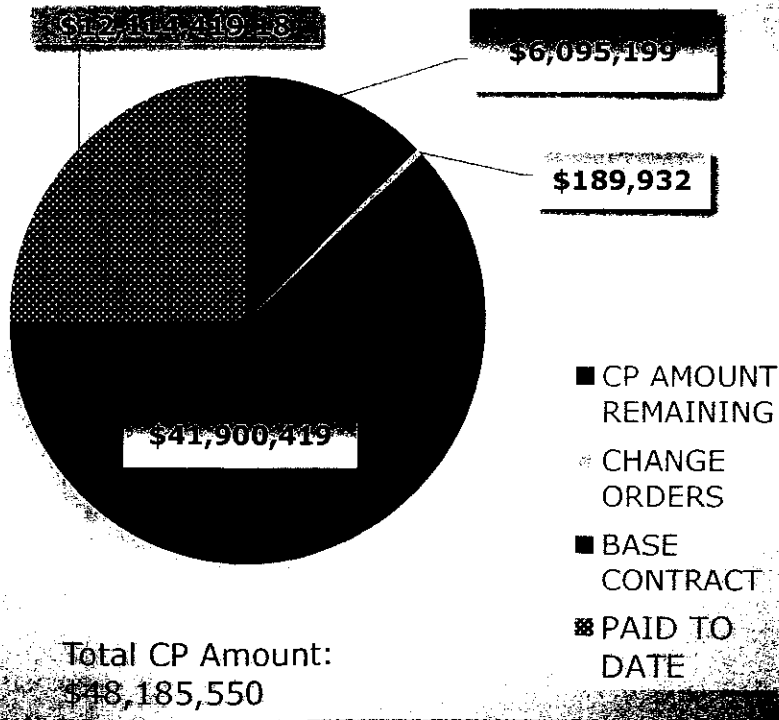
SUBSTANTIAL COMPLETION

PROJECTION DATE CHANGE

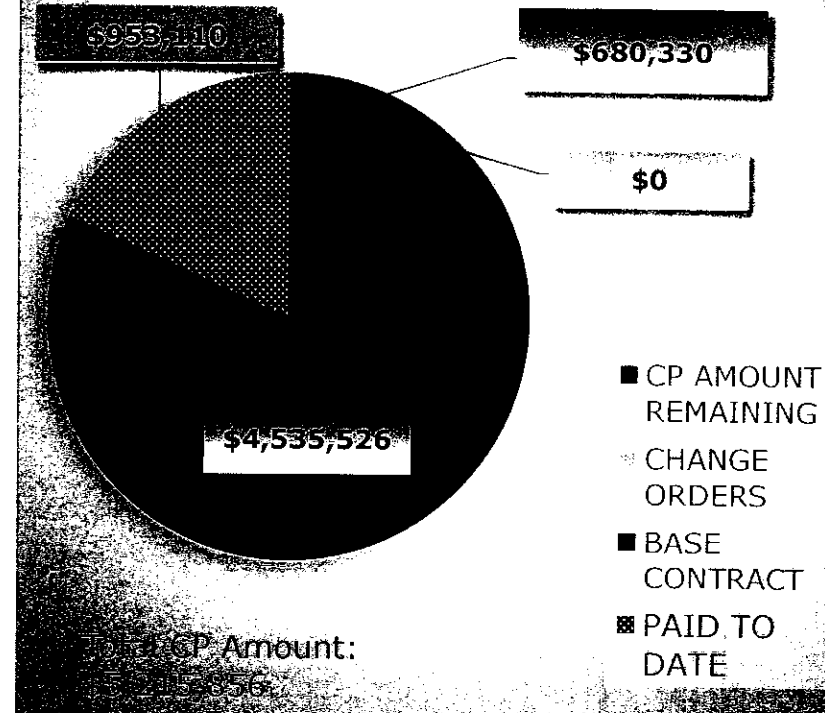
- #0 OCT 15: Baseline 13-Nov-17
- #1 NOV 15: Asbestos Abatement 13-Nov-17
- #2 DEC 15: Bending Work submit 13-Nov-17
- #3 JAN 16: 48 Water Main reloc. 13-Nov-17
- #4 FEB 16: 48 Water Main reloc. 13-Nov-17
- #5 MAR 16: 48 Water Main reloc. 13-Nov-17
- #6 APR 16: 48 Water Main reloc. 21-Nov-17
- #7 MAY 16: NC-083 NBT permit 25-Nov-17
- #8 JUN 16: Sched. Recovery 28-Nov-17

Budget Summary

CONSTRUCTION CONTRACT CS-NCFLO

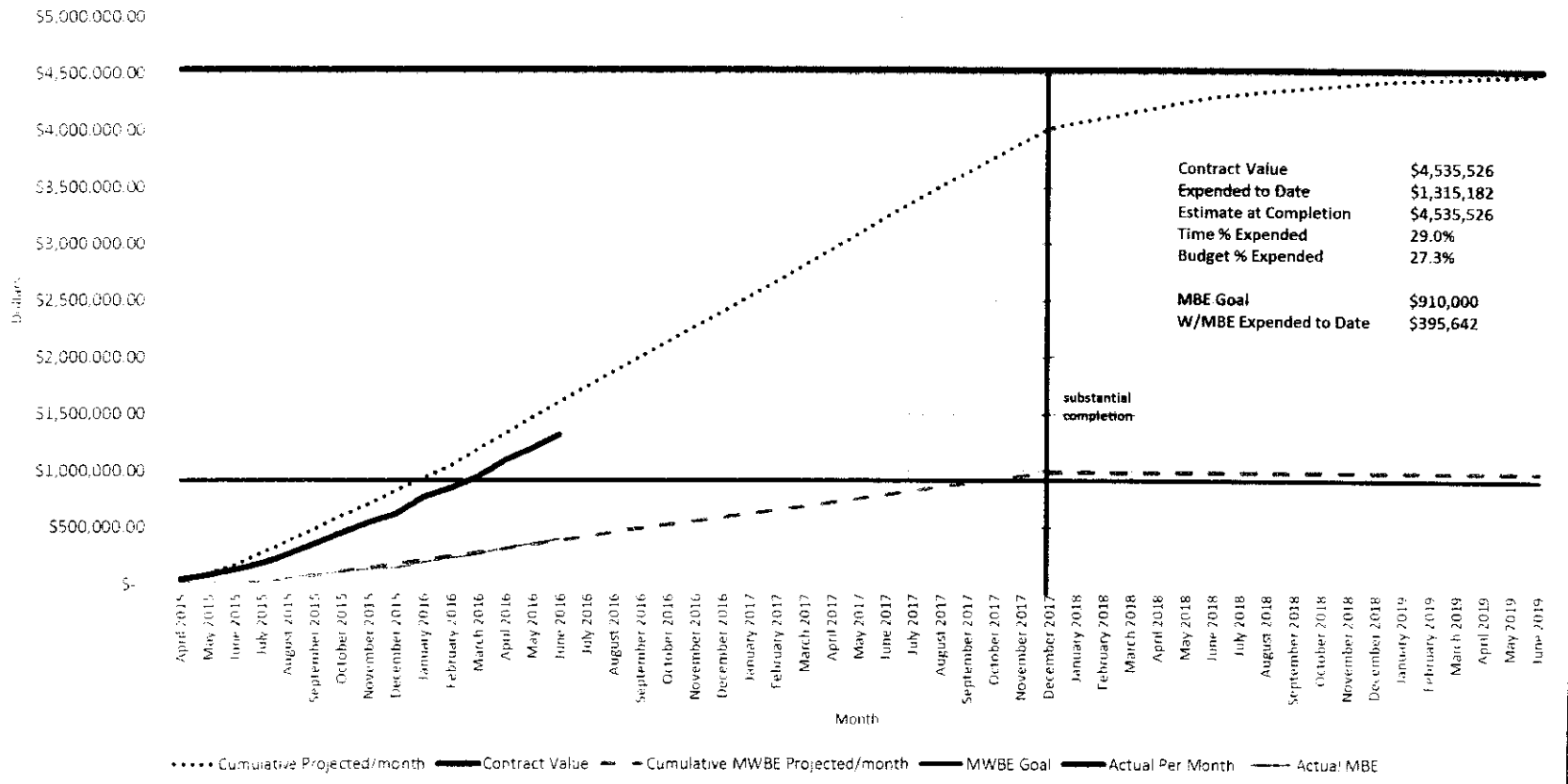


CM CONTRACT CS-NC REG-CM



CM Services Estimate at Completion (EAC)

CS-NC-REG-CM
Construction Management Services for Newtown Creek Regulator Modifications
Estimate At Completion (EAC)





WORK IN PROGRESS

NC-015 Johnson Avenue, Brooklyn

- ▶ SOE for fluming is complete



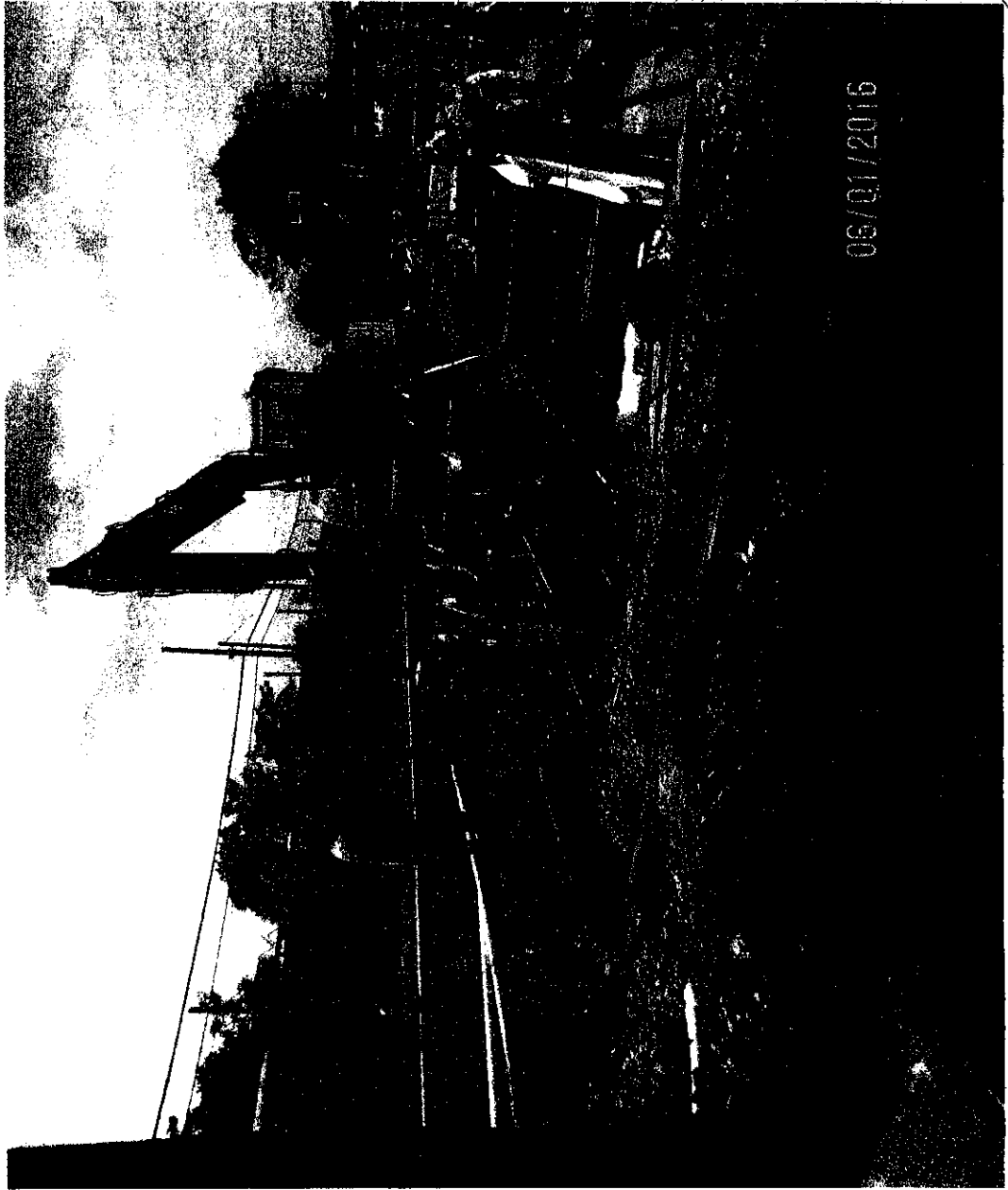
NC-015 Johnson Avenue, Brooklyn

- ▶ Construction of the bending weir concrete base in progress



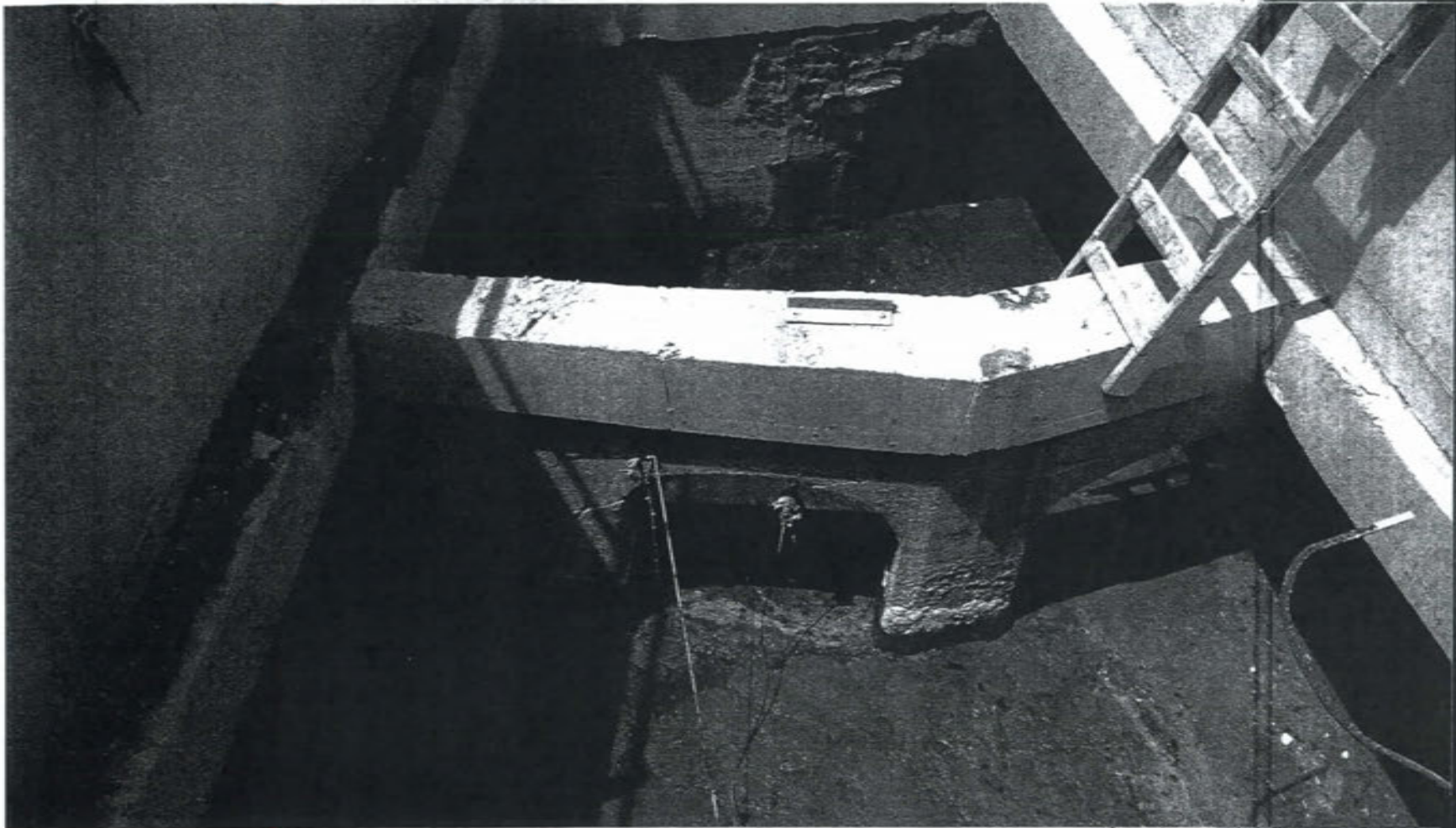
NC-077-Rust Street, Queens

- ▶ Pump around installation



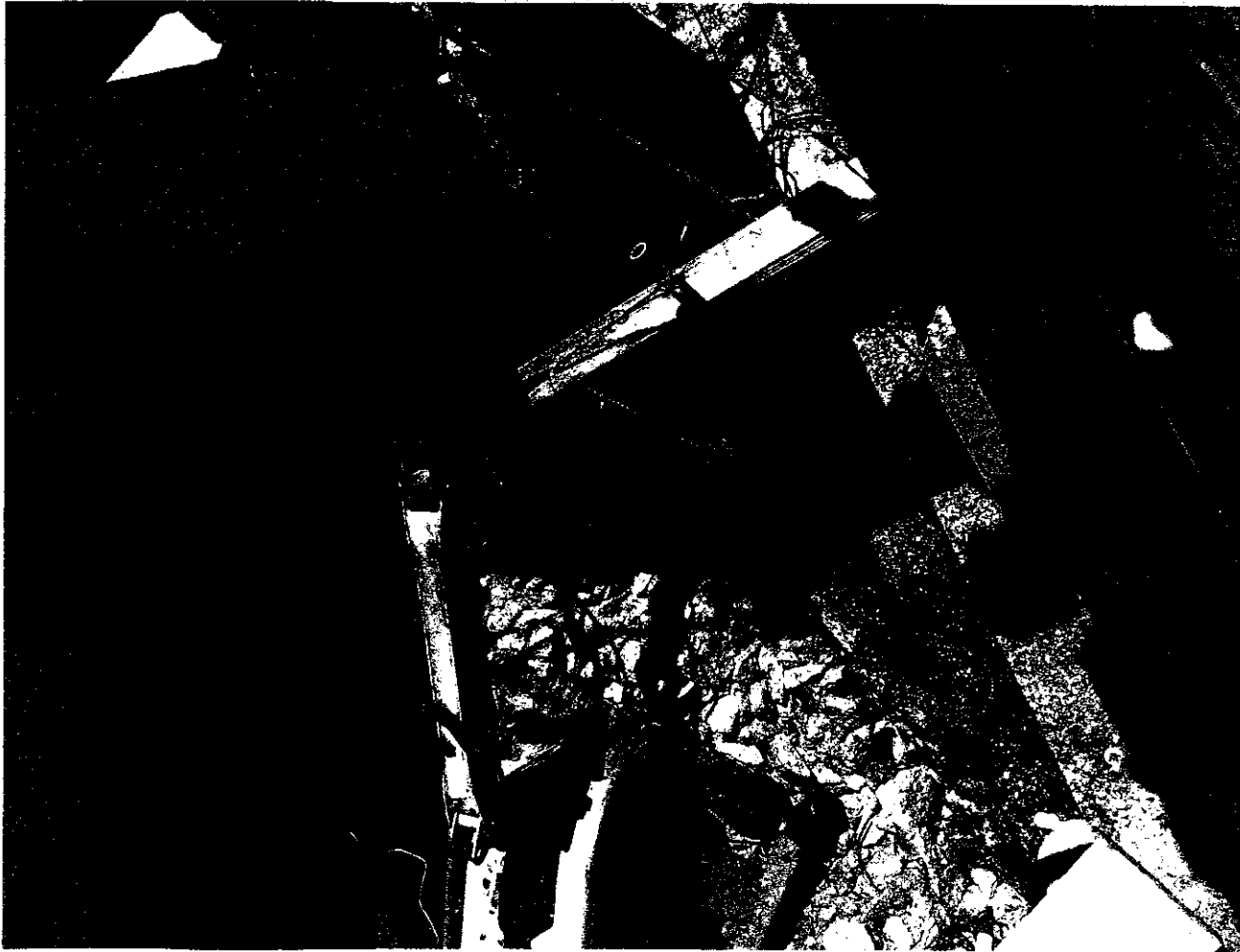
NC-077-Rust Street, Queens

- ▶ Cracks at diversion Chamber



BB-026 – 47th Avenue, Queens

- ▶ Demolition of the concrete walls, platform and bench.



Note: The previously installed pump around system was removed June 15th

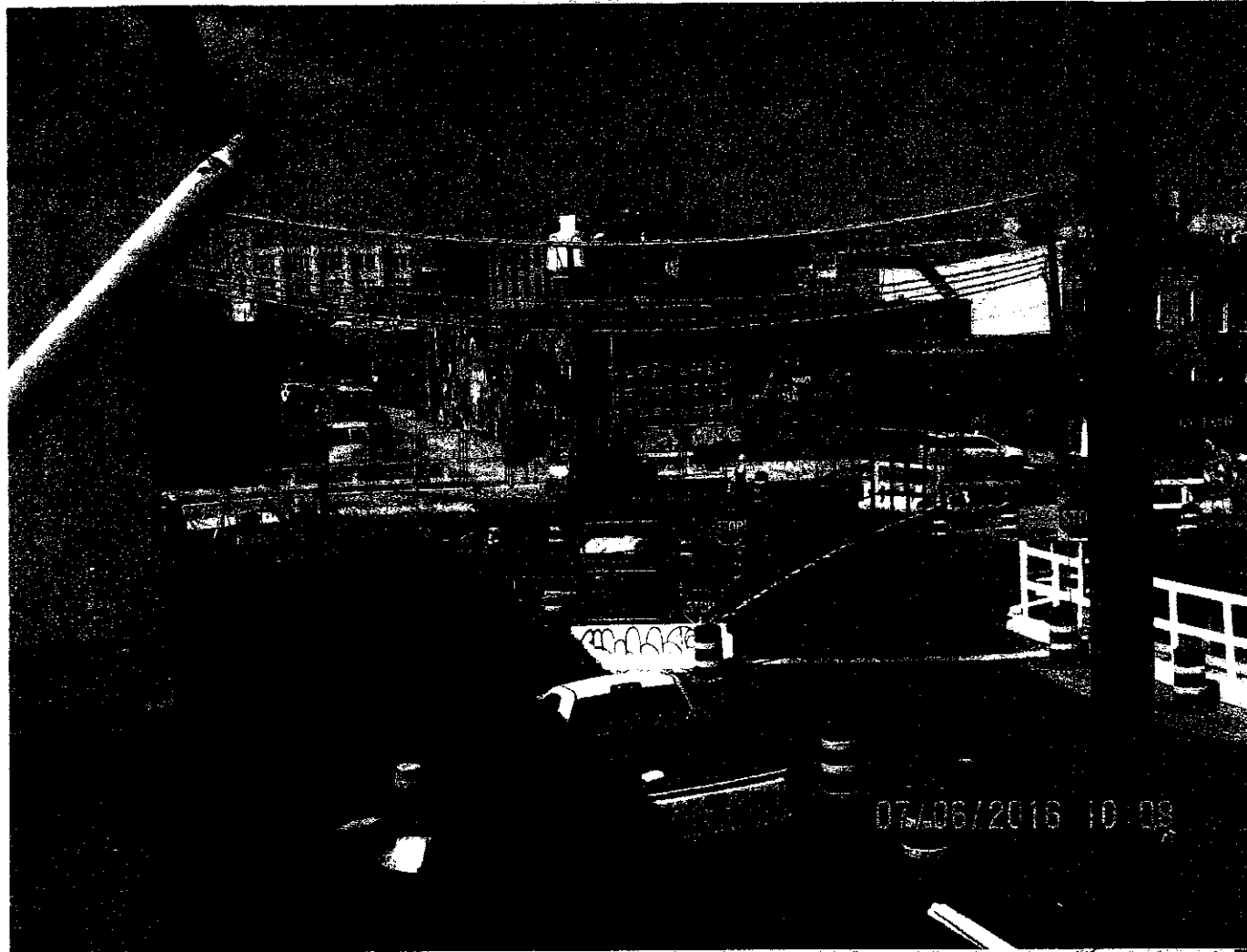
NC-083 St. Nicholas Avenue, Brooklyn

- ▶ Installation of the guide wall for the secant piles

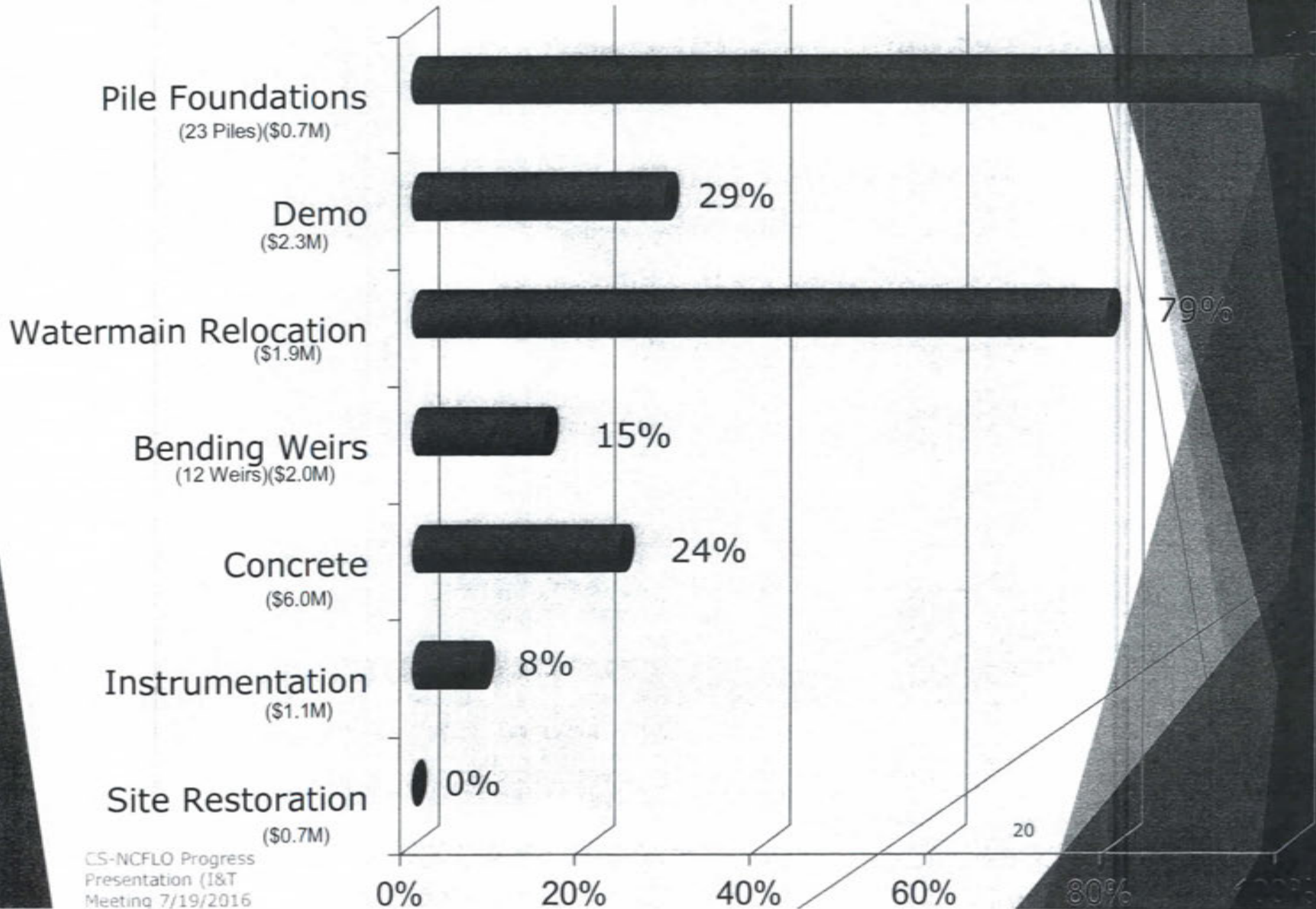


NC-083 St. Nicholas Avenue, Brooklyn

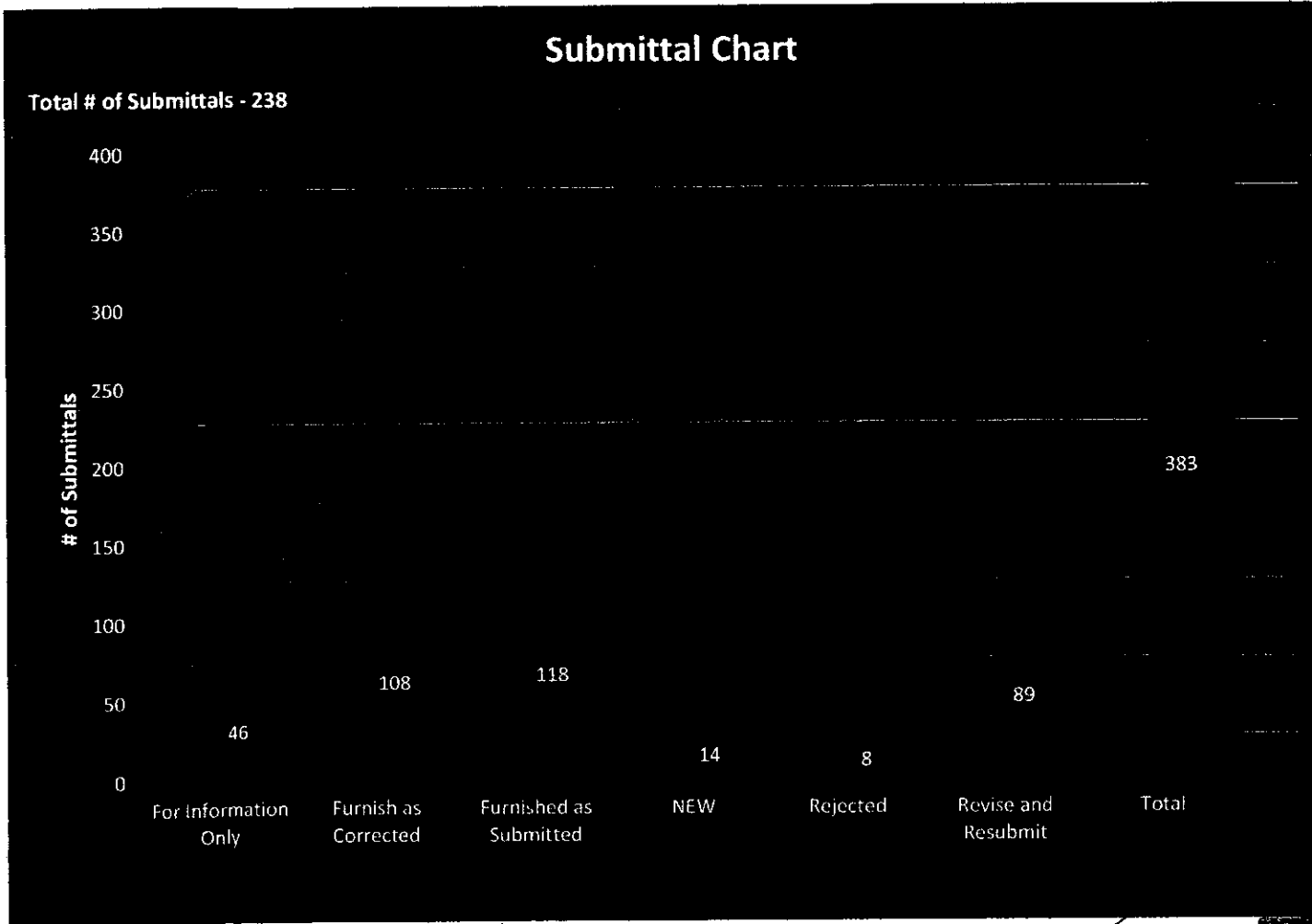
- ▶ MPT for the 72" Drop Sewer Work

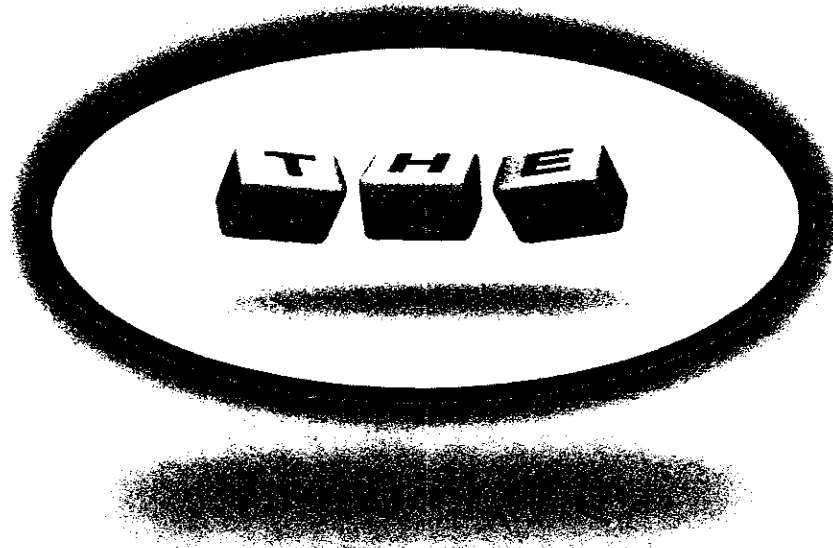


Progress by Type of Work (June 16)



Submittal Status





Thank you for your time and
attention



CONSTRUCTION MANAGEMENT PLAN (CMP)

ASTORIA HOUSES

Construction Management as Agent Services in Connection with Various
Project(s) Related to NYCHA's Hurricane Sandy Restoration Program
Contract #CM1402406, Task Order #1

Revision 1.0
Issued: March 2016



CONSTRUCTION MANAGEMENT PLAN

NYCHA CATEGORY II SANDY RESTORATION – ASTORIA

PLAN APPROVALS:

I certify that this plan was developed in accordance with the contract requirements, CMAA guidelines, and best practices. This plan meets all the requirements needed for the successful management of the project.

Stephen M. Dudar, P.E.

S.M. Dudar 3/4/2016

Name

Project Director

Date

I certify that this plan is applicable to the construction management work to be performed for this project and that it has been reviewed by all CM staff.

Christopher Koegel, P.E., CCM

Chris Koegel 3/4/16

Name

Construction Manager

Date

I certify that this plan has been accepted by all members of the CM Team and that all staff has been trained in its use.

George Dinisi

George Dinisi 3/4/16

Name

Field Project Manager

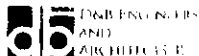
Date

CM TEAM Endorsements:

I certify that I have read and been made aware of my duties and responsibilities as it relates to this CMP:

Name	Role	Signature	Date
Anthony Miccarelli	Office Engineer	<i>A. Miccarelli</i>	3/4/16
David Zaremsky, CIH, CSP	EH&S Officer		
Alexis Schlessingerman	Project Controls Manager		
Timothy Dudar	Roofing/Architectural Inspector/Site Safety		
Dermot Hoyne	Civil Inspector		
Mehul Shah	Electrical Inspector		
Alberto Roman, P.E.	Mechanical Inspector		

Originals are maintained on the signed QMP. Updates due to new revisions and/or updated staff will be maintained in the project files by the Construction Manager.





CONSTRUCTION MANAGEMENT PLAN REVISION HISTORY

This Construction Management Plan (CMP) has been specifically tailored for the NYCHA Astoria Houses Construction Management Project. It is actively maintained by the D&B Office Engineer for adequacy to the project. When revisions are made to the CMP or any part of it, the Office Engineer will distribute the revisions to the project team and ensure that all are aware of any changes and how it may affect their performance. The following is a general listing of all changes made to date:

	Original Draft release - 90% Complete Set	D&B	12/18/2014		
	Issued for use - 100% Complete Set	D&B	03/01/2016		
	Reference of QMP	D&B	03/14/2016	Section 2	4, 7



Table of Contents

Section 1 Introduction 1-1

1.1 Overview..... 1-1

1.2 Project Locations of all project facilities: 1-1

1.3 Description for the Astoria Houses Project 1-2

Appendix 1-1: NYCHA CM Contract #CM1402406 Scope of Services..... 1-4

Appendix 1-2: Astoria Specification Section 01 11 16 Summary of Work 1-5

Appendix 1-3: Astoria Scope of Work Execution Matrix 1-6

Section 2 Organization 2-1

2.1 CM Organization 2-1

2.2 Key Contact List 2-1

2.3 D&B CM Roles and Responsibilities..... 2-1

2.4 Qualification requirements for CM Team Roles..... 2-4

2.5 Training and Awareness 2-5

2.6 Communication Procedures 2-5

2.7 Field Communication Guidelines 2-6

Appendix 2-1 D&B CM Organization Chart 2-8

Appendix 2-2 Astoria Houses Key Contact List 2-9

Appendix 2-3 – CM Qualifications 2-10

Section 3 Preconstruction Service 3-1

3.1 Design Phase Services..... 3-1

3.2.1. *Design & Planning Meetings*..... 3-1

3.2.2. *Construction Management Plan*..... 3-1

3.2.3. *Project Master Schedule Development* 3-1

3.2.4. *Constructability Reviews* 3-2

3.2.5. *Bidability Reviews*..... 3-3

3.2.6. *Value Engineering* 3-3

3.2.7. *Permitting* 3-3

3.2.8. *Construction Estimate*..... 3-4

3.2.9. *Preparation of Contract Documents* 3-4

3.2.10. *Design Phase Change Report* 3-4

3.2 Procurement Phase Services..... 3-5

3.2.1. *Bid Solicitation Assistance*..... 3-5

3.2.2. *Receipt of Bids and Bid Tabulation* 3-5

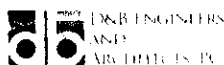
3.2.3. *Bid Reviews*..... 3-5

3.2.4. *Pre-award Meetings* 3-5

3.2.5. *Recommendation of Award*..... 3-5

Form 3-1: Design Review Form 3-6

Form 3-2: Bidability Review Form 3-7





Section 4 Project Controls 4-1

4.1 Budget Management4-1

 4.1.1 *CM Contract Breakdown Structure and Task Budgets* 4-1

 4.1.2 *Cash Flow Forecast*4-2

4.2 Schedule Management.....4-2

 4.2.1 *Master Project Schedule*.....4-2

 4.2.2 *Definitions*.....4-2

 4.2.3 *Schedule Controls*.....4-2

 4.2.4 *Resource loaded schedules*4-3

 4.2.5 *Schedule of values*.....4-4

 4.2.6 *Schedule updates*.....4-4

 4.2.7 *Incorporating Contract Changes*4-5

 4.2.8 *Delays*4-5

 4.2.9 *Time Extensions*4-5

 4.2.10 *As-built Schedules*4-6

4.3 Scope Management (See Section 8 for additional information)4-7

 4.3.1 *Overview*.....4-7

 4.3.2 *List of Deliverables and Due Dates*.....4-8

 4.3.3 *Scope Change Management Plan*.....4-8

4.4 Document Management4-8

 4.4.1 *Document Management Methods*4-8

 4.4.2 *Security clearance levels*.....4-9

 4.4.3 *Roles and Responsibilities in Document Management*.....4-11

 4.4.4 *Electronic Project Management System*4-12

4.5 Risk Management.....4-13

Appendix 4-1: CM Approved Budget4-20

Appendix 4-2: Master Project Schedule4-21

Appendix 4-3: Construction Phasing Plan4-22

Appendix 4-4: Construction Baseline Budget.....4-23

Appendix 4-5: Project Filing Structure.....4-24



Section 5 Construction Administration 5-1

5.1 Field Office 5-1

5.2 Project Meetings 5-1

5.3 Sub-contract Management 5-2

5.4 Payment Requisitions Procedures 5-2

5.5 Schedule Update Requirement 5-4

5.6 Correspondence Management 5-5

5.7 Reporting 5-5

5.8 Monitor Progress 5-6

5.9 Site Conditions 5-7

Form 5-1: Subcontractor Tracking Log 5-8

Form 5-2 NYCHA Payment Forms 5-9

Section 6 Environmental Health and Safety 6-1

Appendix 6-1: Astoria Houses Health and Safety Plan 6-2

Appendix 6-2: Astoria Site Orientation Presentation 6-3

Section 7 Quality Management Plan (QMP) 7-1

7.1 General 7-1

7.2 Quality Control Plan 7-1

7.3 Inspection 7-3

7.4 Resident Engineering 7-6

7.5 Contractors Quality Control 7-7

7.6 Construction Manager's Quality Assurance 7-8

7.7 Independent Testing Program 7-8

7.8 Quality Audits 7-10

7.9 Quality Management Meetings 7-14

7.10 Deficiencies Reporting, Tracking, and Follow-up 7-14

7.11 Identification and Traceability 7-15

7.12 Control of Monitoring and Testing Equipment (MT&E) 7-16

7.13 Quality Management Plan Summary 7-18

Appendix 7-1: QA/QC Frequency Table 7-20

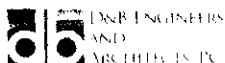
Appendix 7-2: M&TE Calibration Log 7-21

Appendix 7-3: Material/Equipment Tracking Log 7-22

Appendix 7-4: Special Inspections Plan 7-23

Appendix 7-5: Inspector Daily Report Template 7-24

Appendix 7-6: Summary of Utilization of e-Builder 7-25





Section 8 Change Management **8-1**

 8.1 Construction Change Order Management 8-1

 8.2 Disputed Work 8-6

 8.3 Field Memos and Field Orders 8-8

 8.4 Consultant Scope Changes 8-9

Section 9 Public Outreach **9-1**

 9.1 Outreach Representative 9-1

 9.2 HUD Section 3 Requirements 9-1

 9.3 Outreach methods 9-1

 9.4 Qualifications for hire 9-1

 Appendix 9-1 – Section 3 Hiring Plan 9-2

Section 10 Startup & Testing Services **10-1**

 10.1 Partial Occupancy and Beneficial Use 10-1

 10.2 Maintenance of Facility Operations (MOFO) Plan 10-1

 10.3 Training 10-1

 10.4 Operations and Maintenance Manuals 10-1

 10.5 Testing and Start-up 10-2

 Form 10-1: Pre-functional Checklist for Commissioning 10-3

 Form 10-2: Commissioning Functional Performance Test Checklist 10-4

 Form 10-3: Emergency Generator Data Sheets 10-5

Section 11 Project Closeout **11-1**

 11.1 Record Drawings 11-1

 11.2 Permit Completion 11-1

 11.3 Testing & Start-up 11-1

 11.4 Operations & Maintenance Manuals and Spare Parts 11-2

 11.5 Training 11-2

 11.6 Punchlist 11-2

Section 12 Project Procedures Manual (PPM) **12-1**

 Appendix 12-1 SOP Responsibility Matrix 12-2

 Appendix 12-2: EHS Standard Operating Procedures 12-3

 Appendix 12-3: Technical Series Standard Operating Procedures 12-4

Section 1 Introduction

D&B has developed this Construction Management Plan (CMP) based on a CMP outline distributed to the PMO on October 10th, 2014. The CMP is based on contract requirements, CMAA guidelines, and best practices seen in the field by the D&B Project Team. This plan has been developed by D&B and will be used by all members of the CM Team. This CMP is a Project Specific Plan for the Astoria Houses. The CMP and all related plans (Quality Management Plan, Health and Safety Plan, etc.) are developed under Task A.6 of the agreed scope of work.

1.1 Overview

D&B has been retained by NYCHA, under Contract #CM1402406, to perform construction management services for various developments damaged by Hurricane Sandy as part of the Indefinite Delivery and Indefinite Quantity (IDIQ) Construction Management as Agent Program. Through a competitive procurement contract among other IDIQ CMs, D&B was selected to provide CM Services for the Astoria Houses. The Scope of the CM Services is described in detail in NYCHA CM Contract #CM1402406. The Scope of CM Services includes all three phases, Pre-Construction (Design/Procurement), Construction, and Post-Construction Services. The Scope of Services for the CM Contract is attached in **Appendix 1-1: NYCHA CM Contract #CM1402406 Scope of Work** for reference.

1.2 Project Locations of all project facilities:

1. Construction Project Location (Astoria Houses):

The Astoria Houses consists of 22 brick-clad residential buildings, 6 and 7-stories high. This Queens development has 1,102 apartments that are home to some 3,135 people. Completed November 9, 1951, the complex is on 32.3-acres bordered by 27th Avenue (north), 8th Street (east), 1st St. (west), and the East River (south and west). A location map is shown below:

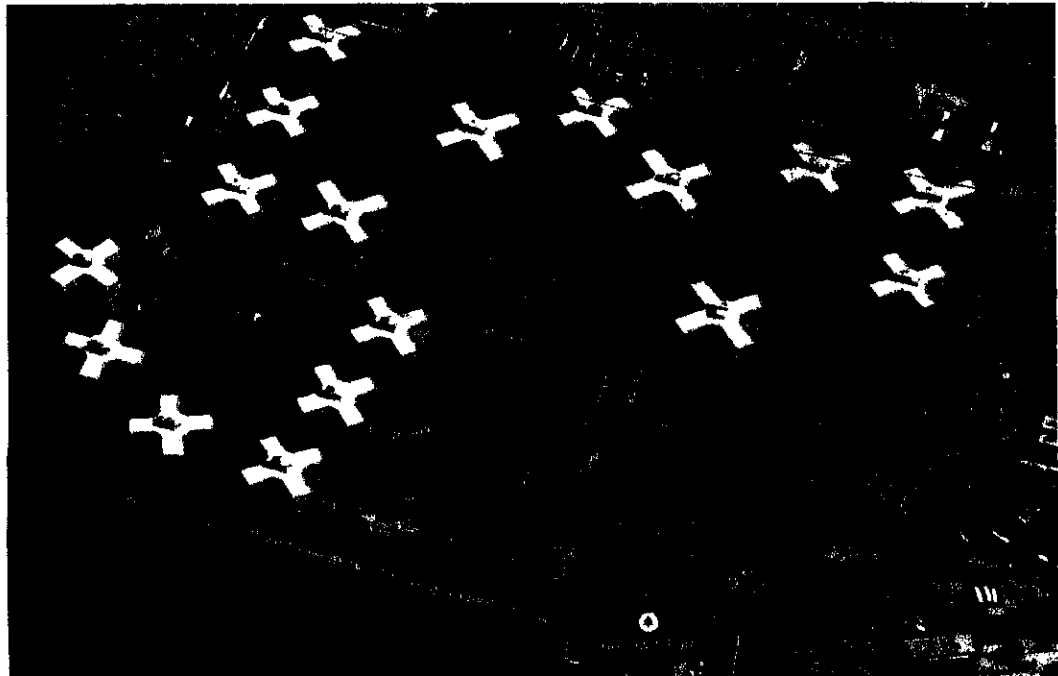


Figure 1-1: Overview Picture of the Astoria Houses



2. D&B Offices
 - During the Preconstruction Phases, activities are coordinated out of the D&B Main Office which resides in 330 Crossways Park Drive Woodbury, NY 11797.
3. Field Office
 - *The main Astoria Field Office location will be a field trailer located on site near the 8 buildings under the scope of work.*
 - D&B has a nearby field office located at 7 Wards Island, New York, NY 10035
4. PMO
 - The Program Management Office of NYCHA resides at 250 Broadway, New York, NY 10007. Most activities regarding this project will be managed out of this office unless otherwise noted by the PMO.
5. NYCHA
 - NYCHA's main office resides in 90 Church Street, New York, NY 10007.

1.3 Description for the Astoria Houses Project

D&B will be providing CM Services for the Astoria Houses. As a result of Hurricane Sandy, the Astoria Houses property sustained damage from tidal storm surge, flood waters, heavy rain and wind, and buildings were affected by the temporary loss of regional power.

This project will rehabilitate a total of 8 Buildings out of 23 (Buildings #10 thru 12, Buildings 17 and 18, and Buildings 21 thru 23). Under this Project the Astoria Houses will receive Category II repairs which include repairs and storm hardening of the buildings. While each of the 8 buildings has a specific scope of work as defined by the A/E, in general the improvements include:

- Removal of hazardous material, including asbestos and lead abatement as required.
- All buildings will be receiving new rooftop natural gas electric engine generators. A new electrical room and gas booster room will also be installed on the roofs, along with an enclosure for the generators. Installation of a new gas service line from the main line to the existing gas meter room to the gas booster room to the generator.
- Structural work will be required on the roofs prior to the installation of the new rooms and generators.
- Flood hazard mitigation activities include flood proofing for all 8 Buildings to the DFE (Design Flood Elevation). This includes installation of permanent flood doors and windows, as well as concrete knee walls with posts for installation of temporary aluminum flood panels to be installed prior to a storm.
- Site-wide rehab will include the replacement of damaged electrical feeder lines and replacing the exterior lighting.
- Site restoration and landscaping will be required at the end of each phase.
- Figure 1-2 shows the development along with the buildings.

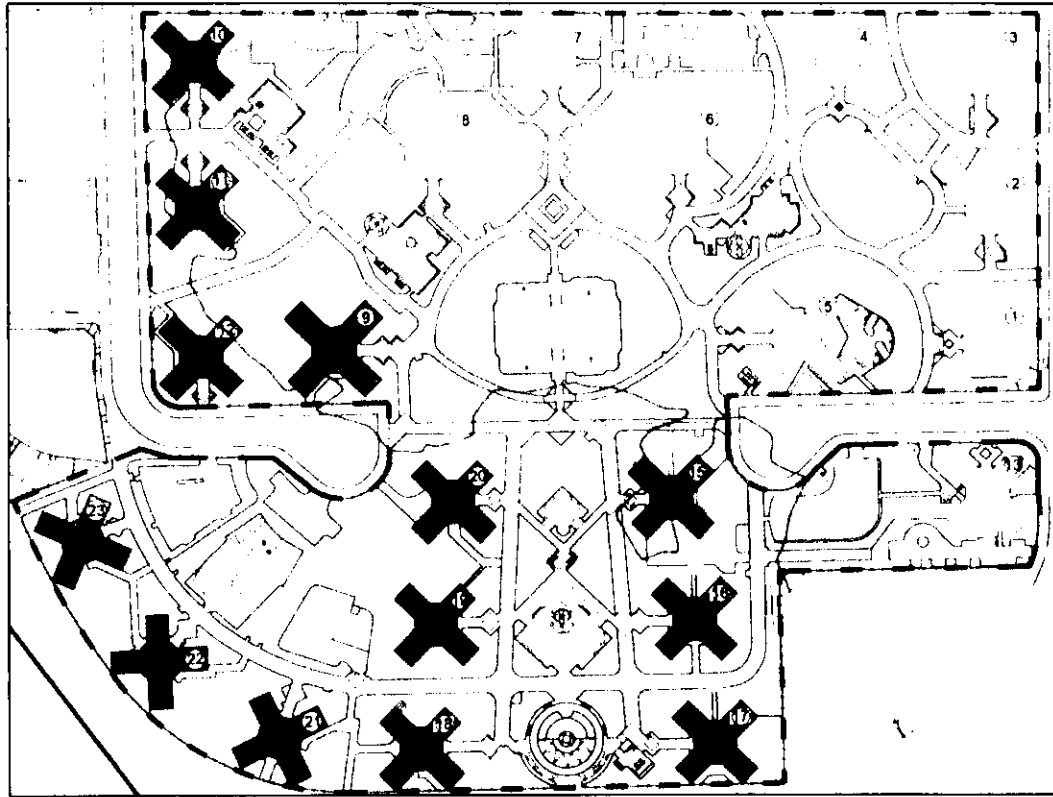


Figure 1-2: NYCHA Astoria Houses Site Plan

The construction work is defined in detail in SECTION 01 11 16 of the Astoria Sandy Recovery Construction Contract AE 1203161, GR1429259. Attached in the **Appendix 1-2**, is Section 01 11 16 which gives the **Summary of Work** for each building in the Astoria Development as defined by the A/E.

D&B developed the Scope of Work Execution Matrix; see **Appendix 1-3**, which identifies the Pro-active Management approach to each major construction scope of work item. This matrix represents the Construction Work Plan that D&B will use to inspect and manage the Construction Scope of Work.



Section 2 Organization

This Section describes the organizational structure of the project team and defines key roles and responsibilities for each member of the D&B CM Team. The purpose of our proposed management structure is to be clear and be able to drive decision making down to the field level where decision making is critical.

2.1 CM Organization

D&B's Organization for this project is shown in *Appendix 2-1 D&B CM Organization Chart*. This Organization Chart includes Key Team Members and essential support staff. For clarity, the Organization Chart is updated at least 3 times for Pre-Construction, Construction, and Post-Construction Phase Services. Key Staff may not be substituted from this project, unless written permission is given from the PMO and/or NYCHA.

2.2 Key Contact List

D&B maintains as part of this CMP a Key Contact Listing in *Appendix 2-2 Astoria Houses Key Contact List*. This list contains all key members of the CM team, PMO, A/E, and NYCHA. This list is maintained and updated continuously as changes to the project occur.

2.3 D&B CM Roles and Responsibilities

As part of D&B's Quality Assurance to NYCHA, it is important that all roles and responsibilities are clearly defined and understood by all project staff. Expectations are clearly defined. Although each member of the CM Team has specific tasks and duties, certain duties will remain the responsibility of all D&B personnel. All members of the CM Team are responsible for Health and Safety to the extent defined in the Health and Safety Plan (HASP). Specific tasks, duties, and responsibilities are given below for the D&B CM Team:

1) Project Director

- Executive Manager with authority.
- Responsible for the commitment of resources required to fulfill the CM's obligation to deliver CM Services.
- Directing and coordinating the project.
- Communicate regularly with the CM and FPM on the status of the project and the performance of staff.
- Communicate with the PMO/NYCHA on the status of the project.
- Assure that appropriate resources are allocated to the CM
- Oversee budget and cost control measures of all activities.
- Administer protocols for personnel, logistics, warehousing, communications, accounting, etc.
- Assure that the QMP is in place and is being implemented.
- Attend the project's progress meetings and speak with the PMO on a regular basis to verify the performance of the project staff and the progress of the Contractor.
- Oversee all project staff. Unsatisfactory staff performance will be addressed promptly.
- Address all work and/or scheduling related issues that may adversely impact the project at regularly scheduled progress meetings.
- Review/Approve scope changes within monetary threshold.
- Direct the A/E through the PMO on any design services during construction related issues.

2) Construction Manager

- The Responsible Manager for the Astoria Houses Assignment.
- Manage field inspection staff.



- Management of e-Builder including updating of issues log, RFIs, Shop Drawing, and contractor correspondence.
- Serves as the Construction Manager for the project and the prime contact between the PMO and FPM.
- The CM will have daily communication with the Contractor's Project Manager.
- Assure that CMP/QMP is implemented by field staff.
- The CM will be responsible for ensuring that all staff members are properly trained and any issues are resolved.
- Ensure that the CMP interfaces satisfactorily with the requirements of the Contract.
- Oversee the field operation to ensure schedules are adhered to and the overall construction program maintained.
- Review and monitor the Contractor's daily and weekly work progress and compare it to what has been shown in the schedule. Report any delays or lost time to the PMO for action.
- Consult with the FPM on construction problems and recommends corrective actions.
- Coordinate the activities of the contracts with outside agencies and utilities.
- Ensure that job safety procedures in the accepted HASP(s) are strictly adhered to.
- Direct public/media inquiries to the appropriate representative.
- Prepare all project related correspondence and provide to CM for final review prior to issuance.
- Conduct job coordination meetings.
- Ensure that project reports are timely, complete, and certified by an authorized person.
- Prepare and review monthly estimates and final payments.
- Ensure that staff maintains high ethical standards
- Change Order Management.
- Plan, prepare and submit Look Ahead Schedule of site activities that require QA/QC check.
- Review certified payrolls covering all trades present at the work site to ensure that the contractor is conforming to prevailing wage rate requirements.
- Direct and supervise the sampling of construction materials for laboratory test results.
- Ensure the delivered materials and equipment have been approved.
- Review calibration records to ensure that all the measuring and test equipment used for quality inspection are calibrated in accordance with standard procedure.
- Supervise the field testing of construction materials.
- Maintain a Red-Line Set of Contract Drawings to include all revisions received from the A/E as revised drawings or by letter and to reflect installed field conditions. The As-Built A/E will assist in this task.
- Directing the field inspection staff in the assignment of their duties and reviewing their Daily Inspection Reports.
- Oversee Surveyor's activities on the site.
- Attending the Contractor's Coordination Meetings to resolve conflicts.

3) Field Project Manager

- Assist the Construction Manager with all duties.
- Management and coordination of all office engineering.
- Develop the Construction Management Plan and Quality Management Plan.
- Management of NYCHA's e-Builder program
- Serve as the Quality Manager and perform QA/QC reviews of preconstruction phase deliverables.
- Update the CMP/QMP developed to meet applicable requirements and commitments.
- Provide assistance to the project in the implementation of the quality system.
- Interface with the PMO, project personnel, and contractors regarding the quality system and assurance activities.
- Perform project performance reviews as needed to confirm acceptability of work



- Establish quality performance criteria and performance improvement processes, making use of the SOPs
 - Provide reports to the CM and PMO on quality performance.
 - Develop and maintain internal quality audit schedules and performance metrics.
 - Provide ongoing training. Develop skills, assess performance, and drive continuous improvement in quality management.
 - Collaborate with CM to develop post-audit action plans and follow up to ensure successful completion.
 - Initiate Corrective Actions to address internal audit findings.
 - Identify and document sub-standard work.
- 4) Senior Scheduler
- Develop the project master schedule.
 - Review the PMO Sandy Program Schedule and advise the PMO accordingly.
 - Provide constructability comments.
 - Responsible for reviewing the Contractor's CPM Baseline Schedule and recommending acceptance by the FPM.
 - Monitor the monthly CPM Schedule Updates throughout the project duration.
- 5) EH&S Officer
- Monitor the health and safety of D&B employees while on-site.
 - Coordinate with the Contractor's Site Safety Officer on health and safety issues.
 - Develop/update/audit D&B's EHS performance in conformance with the approved health and safety plan.
- 6) Construction Inspectors
- Responsible for the inspection and oversight of the entire contractor's work.
 - Reviewing contract specifications and drawings for full understanding of project.
 - Verifying that the work is in accordance with the contract documents, any approved change orders, clarifications, etc.
 - Identifying and documenting sub-standard work.
 - Verifying that work and material/equipment received is per the approved shop drawing and submittals.
 - Verifying that the quality of the work is acceptable
 - Verifying that the contractors are providing an acceptable level of project supervision.
 - Verifying that the construction is progressing in accordance with the approved CPM schedule.
 - Preparing and maintaining the daily reports.
 - Witnessing and verifying the acceptability of all field testing.
 - Tracking quantities installed on a daily basis.
 - Preparing T&M reports as appropriate.
 - Observing field activities to identify safety concerns and advise contractor's safety personnel for corrective action.
 - Maintaining records and project documentation

2.4 Qualification requirements for CM Team Roles

D&B maintains a high level of Client Services. To meet the Project Delivery goals set by NYCHA, D&B sets strict requirements for all key roles on this project. All roles on this project have requirements based on contract requirements and internal QA/QC Policies. Qualifications set for each role are as follows:

- 1) Project Director
 - a) Must be a valid NYS Professional Engineer.
 - b) Must have at least 20 years of CM Experience.
- 2) Construction Manager
 - a) Must be a valid NYS Professional Engineer or a Certified Construction Manager.
 - b) Must have at least 10 years of CM Experience.
- 3) Field Project Manager
 - a) Must have a Bachelor's of Science Degree in Engineering or Architecture.
 - b) Must have at least 5 years of experience in Construction Administration, Scheduling, Office Engineering, and Management.
- 4) Office Engineer
 - a) Must have a Bachelor's of Science Degree in Engineering or Architecture
 - b) Must have at least 2 years of experience in Construction Administration, Scheduling, Office Engineering, and Management
- 5) Senior Scheduler
 - a) Must have at least 15 years of experience in construction scheduling of large infrastructure projects.
 - b) Must be proficient in the latest scheduling software(s).
- 6) EHS Officer
 - a) Must be a NYC Certified Safety Person and/or Certified Industrial Hygienist.
 - b) Must have at least 5 years' experience in safety management.
- 7) Site Safety Officer
 - a) Must have OSHA 10 hour construction training
 - b) Must have at least 3 years' experience in safety management
- 8) Construction Inspectors
May have either:
 - i) Bachelors of Science Degree in Engineering or Architecture with 3 years of experience.
 - ii) New York State Professional Engineer or Registered Architect.
 - iii) Hold valid certifications from NICET, ICC, and/or AWS with 5 years of experience.
 - iv) Two year college degree with 5 years of experience.
 - v) 10 years of Construction Inspection Experience

All members of the CM Team are required to have at least the OSHA 10 hour safety course. All necessary resumes, licenses, and/or certifications needed to verify the staffing requirements set are contained in **Appendix 2-3 – CM Qualifications**. The QA/QC procedures for checking and verifying CM qualifications are given in **Section 7 Quality Management Plan**.



2.5 Training and Awareness

The CM staff shall receive training as needed and/or directed by CM and/or required by NYCHA. D&B employees are empowered to seek advanced training to help better their careers in turn bettering their performance and the CM team. Training courses are offered by various professional societies such as CMAA, AIA, ASCE, etc. Certificates of completion for training courses are maintained by the Office Manager.

All field staff shall receive necessary EH&S training from D&B's EH&S corporate Health and Safety Director which includes OSHA 10 hour course and D&B Health and Safety Orientation. Additional EH&S training such as scaffolding, confined space, fall protection, hot work, etc. shall be provided for CM employees that require the specific training. Requests for such non-standard training shall be made to the Construction Manager. EH&S Training certifications will be maintained by the D&B Health and Safety Director and the Office Manager.

Special training and certifications may be directed for staff to acquire by the CM such as NYS PE, NICET, CCM, and special inspection certifications. In the event that any such certification is needed for the performance of this work the CM will identify the period for which the staff have to acquire such certificates needed. All special training requests are reimbursable by D&B for D&B employees.

Informal training for NYCHA's e-Builder program (specifics to come at a later date), will be provided to new staff by the Construction Manager. Formal Training will be provided by NYCHA's PMO.

Training for this CMP and its associated procedures and SOPs will be done, at least, on an annual basis by the QA/QC Manager. Records will be maintained to verify all training received by staff. Records of all training received will be maintained on a log.

2.6 Communication Procedures

The lines of communications within the CM are shown in the *Figure 2-1 D&B CM Organization Chart*. Communication to the PMO is generally thru the Field Project Manager and CM/Project Director. These two roles are identified as the individuals who will be the official contacts for this project. Communication to the PMO is either thru electronic or phone. Generally no communication is made directly to NYCHA as the PMO is acting as their agent for this project. Should any communication be made to NYCHA directly, it will be from the CM/Project Director with the PMO copied.

Communication to the A/E is generally in writing from the Construction Manager with the PMO copied via e-Builder and/or email as they usually are technical and relate to the design of the project. For small questions, phone calls are generally used. The official A/E contact is the A/E Project Manager. Questions to the Consulting Engineers working for the A/E are sent to the A/E Project Manager for transmission to the Consulting Engineers.

Communication to the Contractor(s) will be established in the contract specifications. The Contractor(s) project managers will be in contact with the Field Project Manager. Questions will be sent in writing using e-Builder.

Training records are checked by the QA/QC Manager for adequacy. The QA/QC Manager will perform period audits of the training records to determine if retraining or refresher training is needed. All staff are responsible for the maintenance of their training certifications and professional licenses as required for this project. This means renewal of licenses, taking refresher courses, maintaining credits, etc. Expired certifications (if not immediately corrected) may be grounds for removal of personnel from the job.

2.7 Field Communication Guidelines

Field correspondence generated by the CM will be filed both electronically and as hardcopy. The NYCHA provided e-Builder program will be used for incoming and outgoing correspondence management.

- 1) With the popularity of emails people make the mistake of using emails in place of official correspondence (thru e-Builder). As a general guidance for when to use official correspondence versus a regular email:
 - Emails should be used for general questions to the contractor, A/E, or PMO. These questions could have also been asked verbally (e.g. on the phone); however, the sender wanted a record of the question hence the use of an email.
 - Official Correspondence (e-Builder, memo, or letter) should be used for items where an official record is needed such as, but not limited to:
 - Specific questions to the A/E that could result in a change order
 - Orders to the contractor
 - Requests to the PMO/NYCHA requiring approval
 - Correspondence to outside agencies
- 2) Correspondence can be produced by the CM to respond to incoming letters; request information from the A/E; direct the contractor; request approval; etc. **Table 2-6** summarizes the type of responses by the CM and how they are used:

TABLE 2-7-1: TYPES OF CORRESPONDENCE GENERATED BY THE CM

1.	Field Memo	The Field Project Manager writes field memos to respond to contractor correspondence. This is the mechanism to respond to the contractor or provide direction to the contractor. Most of the outgoing correspondence between the CM and the contractor will be done with Field Memos. These include Field Orders and Stop Work Orders.
2.	Letters	A Letter is used when the Construction Manager decides to write a letter to the PMO, EOR, Contractor, etc. when: <ul style="list-style-type: none"> • CM needs to clarify design issues with the A/E (RFI/RFC) • CM Letter is also used for delay letter responses to the contractor. • Letter from CM to PMO/NYCHA requesting approval/sign-off.
3.	NYCHA Draft Letter	CM drafts a letter on behalf of NYCHA. The CM will write a letter and then send it to the NYCHA for its review and appropriate signature. Generally a correspondence to contractor
4.	Transmittals	<ul style="list-style-type: none"> • <u>Basic Transmittals</u> – used when the PM want to transmit another document. It is essentially a cover sheet passing on something (e.g. pencil copies of payments back to the Contractor). The transmittal letter serves to track the dates that documents are passed back and forth. • <u>Design Review Transmittals</u> – This is a form of transmittal letter from the CM to the A/E. It is initiated by a NCR or any letter from the Contractor requiring a design review. A transmittal letter is used and the NCR or Contractor letter is attached.
5.	RFIs	A Contractor initiated written instrument related to the execution of the Work that is addressed to the NYCHA
6.	Non-Compliance Reports (NCR)	This Letter/Memo/Report is issued to the contractor from the PM to inform them of a non-compliance observed in the field that needs corrective action. See Section 7 Quality Management Plan .



- 7. Subcontractor Approval: CM letter to NYCHA recommending approval of a subcontractor.

3) CM Letters, Letters of Transmittal and Field Memos will have an index number. **Table 2-6-2** shows the indexing system:

Table 2-7-2: CM Correspondence Indexing

Correspondence Type	Number Sequence	Comments
Field Memo to Contractor	3 part sequence (FM) - (Contract #) - (XXXX) Ex: FM-8306-0001	<ul style="list-style-type: none"> • FM = Field Memo • XXXX = sequential 4 digit number
CM Letter to Contractor	3 part sequence (C) - (Contract #) - (XXXX) Ex: C-8306-0001	<ul style="list-style-type: none"> • C = Letter to Contractor
CM Letter to A/E	3 part sequence (A/E) - (Contract #) - (XXXX) Ex: A/E-8306-0001	<ul style="list-style-type: none"> • A/E = Architect/Engineer of Record
CM Letter to PMO	3 part sequence (PMO) - (Contract #) - (XXXX) Ex: PMO-8306-0001	<ul style="list-style-type: none"> • PMO = Letter to Program Management Office

- Outgoing letters should all include the following information in the title:
 - Overall CM Project Contract - Contract #CM1402406
 - Construction Project Name and Specific Contract - Astoria Houses, 8306
 - Specific subject in correspondence - Should refer to Specification Section Number (if applicable) and Description. For example, if the letter has to do with Cast-in-Place Concrete the letter heading shall include: Cast-in Place Concrete- Section 03300G. The specification section shall be included on all correspondence.

- 4) All Field Memos/Letters to Contractors must be properly addressed and must have an appropriate CC list that includes at minimum:
 - PMO Project Manager
 - A/E Project Manager
 - NYCHA
- 5) Correspondences from the contractors to NYCHA are always Letters. The letters are all addressed per the Construction Contract.
- 6) Correspondence on e-Builder is the preferred method for corresponding as the system is self-saving and tracking.



Section 3 Preconstruction Service

This Section describes D&B's role in providing design reviews, constructability review, value engineering, and schedule development services. This Section contains logs, tools, and forms to be used by the D&B CM Team for reviewing the design documents. For budget of Preconstruction Services see **Section 4 Project Controls**. This Section is broken down into two phases of services: Design Phase Services and Procurements Phase Services.

3.1 Design Phase Services

3.2.1. Design & Planning Meetings

D&B will meet with the PMO, NYCHA, the A/E and other stakeholders at least biweekly to review design progress and collaboratively plan the construction. Additional meetings will be scheduled by NYCHA as the need arises.

3.2.2. Construction Management Plan

As part of the contract requirement and CM Best Practices, D&B prepared this Construction Management Plan for the Astoria Houses and will make recommendations and revisions to the Plan throughout the duration of the Projects, as may be appropriate. In preparing the Construction Management Plan, D&B considered the schedule, budget and general design requirements for the Project. D&B developed various alternatives for the scheduling and management of the Projects and shall make recommendations to NYCHA as part of the constructability review process.

3.2.3. Project Master Schedule Development

D&B will continuously engage in the planning of the Project in the Pre-Construction Phase. D&B will develop the schedule and logistic plans in Primavera P6, and refine, revise and maintain the same as the design is developed.

As construction gets closer, D&B will plan and provide monthly summary preplanning cash flow reports to assist NYCHA with planning for Project funding from various governmental agencies that must be obtained to finance the Projects.

D&B developed the Master Project Schedule (the "**Master Project Schedule**" or "**MPS**"), logistical planning, and phasing plans, which will define the parameters for performing the scope of work for construction without disruption to the Site's services and operations, or impairment/breach of security. The Master Project Schedule will identify and coordinate milestones and activities for, but not limited to:

- Project Planning, design, procurement, Pre-Construction, Construction, Post-Construction/close out;
- NYCHA specific milestones (i.e., Board Approvals, Procurement, Awards); and
- Permit filings where applicable and delivery of NYCHA-funded equipment where this equipment is to be incorporated into the work.

See Section 4 Project Controls for Astoria Master Schedule

The Master Schedule is developed as follows:

1. The Project Master Schedule will be developed by D&B as part of their Pre-Construction Services. The Primary responsibility for the development of the Project Master Schedule will be with the Sr.



Scheduler. The Construction Manager will assist the Sr. Scheduler with the development of the Master Schedule.

2. Project Master Schedule is identified as Task A2 as per the approved scope of work and budget.
3. The items for Task A2 - Project Master Scheduling during the Pre-Construction Phase of the Project include:
 - a. Develop the Project Master Schedule for the Project using the Specification and Contract Drawings using Primavera P6.
 - b. Develop a Work Breakdown Structure (WBS) that appropriately breaks down each work item into manageable activities with realistic durations.
 - c. Review the Program Schedule from the PMO and advise if it requires revisions.
 - d. Liaison with the PMO Scheduler and communicate scheduling needs.
 - e. Identify critical dates for the project such as date for pre-purchase of generators, NTP, and substantial completion.
 - f. Post the schedule and updates to the NYCHA e-Builder system.
 - g. Provide realistic milestone dates for NYCHA and the PMO to make decisions on the procurement strategy for the Astoria Houses.
4. The Master Schedule will be reviewed by the Construction Manager before submission to the PMO.
5. The final Master Schedule will be used to bid the job. It will be the contractor's responsibility to further breakdown activities and sequence the work as it will actually be done within the time allotted by the Sr. Scheduler.

3.2.4. Constructability Reviews

D&B will perform at least one (1) review for each of the proposed bid documents and provide written comments and recommendations to NYCHA concerning constructability of the documents. The Contract Documents, including but not limited to drawings and specifications, will be reviewed for clarity, consistency, and completeness. Upon completion of the Constructability Review, D&B will confer with NYCHA and the A/E. Steps in performing a constructability review is as follows:

1. Constructability Reviews will be performed by qualified engineers, architects, construction managers, and/or subject matter experts from the D&B Team.
 - All members of the review team are identified in **Appendix 2-1: D&B CM Organization Chart**.
 - Qualifications of the reviewers are given in **Appendix 2-3: CM Qualifications**.
2. Constructability Reviews will be completed for each discipline of drawings in the Astoria design set. Only drawings from e-Builder will be used for the review. Drawings to be reviewed include:
 - General
 - Structural
 - Mechanical
 - Electrical
 - Plumbing
 - Demolition
 - Architectural
 - Civil
 - Fire Alarm
3. Comments for the drawings and specifications will be captured using the NYCHA provided logs. See **Form 3-1: Design Review Form**.



4. Each of the Drawings will be reviewed for General completeness and accuracy, Constructability, Bidability, and Value Engineering.
5. In addition to providing a Constructability Review, D&B will also review the reviews performed by others and check the comments for whether they were incorporated.
6. Final comment logs will be uploaded to e-Builder and sent to the PMO using the Digital Project Portal.

3.2.5. Bidability Reviews

1. A bidability review is performed by the CM on the Bid Ready set of construction documents. The objective of a bidability review is to determine whether or not the construction documents is free of bidding ambiguities and that it will attract a fair and open bid competition.
2. The bid ready set of construction documents is downloaded off e-Builder.
3. The set is reviewed using the Bidability Review Checklist (see **Form 3-2: Bidability Review Form**).
4. Once the review is complete the completed checklist is forwarded to the PMO for review and comments.
5. If the PMO concurs, then the checklist is forwarded to the A/E for correction to the bid ready construction documents.

3.2.6. Value Engineering

Value Engineering Reviews are typically done at the early stages in the design process since value engineering may involve rethinking the project to be done in alternative ways than originally planned. D&B has not been able to come onboard as the CM early enough to provide such review. D&B will however provide Value Engineering for the electrical engineering on the project with the idea that the design is well developed and cannot be significantly changed at this point. This review will be performed by qualified engineers, architects, construction manager, and/or subject matter experts from the D&B Team.

- All members of the review team are identified in **Appendix 2-1: D&B CM Organization Chart**.
- Qualifications of the reviewers are given in **Appendix 2-3: CM Qualifications**.

Value Engineering Comments for the drawings and specifications will be captured using the NYCHA provided logs. See **Form 3-1: Design Review Form**. Major deliverable for this Task include:

- Electrical Value Engineering Review
- Lessons Learned documentation for previous similar jobs by the D&B Team

3.2.7. Permitting

D&B shall confer with the A/E and identify the permitting requirements for the Projects. D&B will incorporate permit filing milestones in the Master Project Schedule and monitor progress of filings and approvals as part of the Constructability Review Process. D&B will coordinate transmittal of documents to regulatory agencies for review and will advise PMO and the A/E of potential problems resulting from such reviews and suggest solutions regarding completion of such reviews.

3.2.8. Construction Estimate

Under contract agreement, D&B was to prepare two (2) construction cost estimates for the Project at 50% and 100% Construction Documents, which would be broken down by scope of work for construction sequence, trade, and CSI Code (sequenced in the hierarchy as listed). However for Astoria, D&B was brought on-board at the 90% Design Phase, therefore only required to deliver 1 estimate. The estimates will be given in a unit price cost breakdown structure to be tied to the Master Project Schedule. The Estimate will be based on quantity take-off, local trade and material indexes, prevailing and/or union wages (as applicable).

D&B has outsourced this work to a Construction Estimator (TCT), however D&B will manage the performance of the work and deliverables. D&B will reconcile each estimate with the independent estimate prepared by the A/E.

In the event that the reconciled estimates exceed the budget, D&B will confer with the A/E and prepare joint recommendations for bringing the Project within budget through value engineering sessions. With the concurrence of the PMO, D&B will revise the reconciled estimates to reflect the effect of implementing the recommendations. Such revisions shall be at no additional cost to NYCHA.

3.2.9. Preparation of Contract Documents

The D&B Team will work with the A/E collaboratively in the review and development of the contract documents. Although D&B was retained while the A/E's design was at 100%, D&B can still provide project specific Division 1 Specifications for the Astoria Houses Project. The D&B Team will review the current Division 1 Specs and provide written comments to the A/E through PMO using the constructability logs and e-Builder. Comments will be tracked using e-Builder and addressed during the weekly progress meetings. We will work with the A/E to assure that all Division 1 specifications are appropriate to the project. Identified Project Specific Division 1 Specifications to be drafted include:

- Division 1 Specifications
- Project Phasing Plan (Construction)
- Project Partnering
- Contractor's Quality Control Plan

All specifications will be reviewed and commented on as part of the Constructability Review process. The Contract Documents will primarily be prepared by the A/E but D&B will assist the A/E as needed.

D&B will customize and augment the Division 1 Specs to meet the needs of each of the Project, including, but not limited to, preparing/reviewing the "Supplementary Conditions," site logistic and safety plan(s), sequencing plan(s), phasing/milestone schedules, and narratives. This effort is to delineate for potential bidders, on Construction Contracts the parameters for performing the work without disruption to the Site's services and operations, or impairment of or breach to the Site's security.

3.2.10. Design Phase Change Report

If required, the CM will prepare and distribute design change reports that shall list all NYCHA approved changes as of the date of the report and shall state the effect of the changes on the Projects and Construction Budgets, the Master Project Schedule and Constructability.



3.2 Procurement Phase Services

D&B will consult with the PMO regarding the procurement strategy and make recommendations for the packaging of Construction Contracts. Options include:

- Pre-purchased Equipment (generators)
- PLA
- Phasing of Construction

The CM will assist in: advertising bids; developing bidder interest; conducting market studies; conduct bid walk-through with prospective bidders; assist in respond to procurement Requests For Information (“RFI”); preparation and distribution of addenda; tabulate and analyze bids; investigate bidders; verifying that the CC(s) have provided evidence that required permits, certifications and licenses, bonds, and insurance have been obtained; and in negotiating and awarding contracts for the construction of the Project.

3.2.1. Bid Solicitation Assistance

D&B will consult with PMO regarding the procurement strategy of Construction Contractors and NYCHA pre-purchased generators, and make recommendations for the packaging and scheduling of Construction Contracts and equipment. D&B will assist the PMO and A/E in the following services:

- Bid opening procedures
- Managing and tracking the status of Q&A’s
- Preparing any required Addenda to answer bidders’ questions requiring clarification to the contract
- Evaluating bidders’ qualifications.

The PMO will coordinate Bid Solicitation Assistance efforts from the A/E and CM as both entities has Bid Solicitation Assistance in their contract agreements.

3.2.2. Receipt of Bids and Bid Tabulation

The D&B CM will assist the PMO in the tabulating of all bids to determine the lowest responsive and responsible bidder, and make a written recommendation to NYCHA concerning contract award. No unbalanced Bid will be awarded. D&B will review all bid line items and against the Engineer’s Estimate.

3.2.3. Bid Reviews

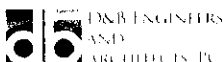
Bids will be reviewed by the Project Director/CM for completeness. Electrical Bid items will be reviewed by Savin Engineers for completeness. Issues and comments will be reported immediately to the PMO in writing.

3.2.4. Pre-award Meetings

The Construction Manager will attend all Pre-award Meetings with NYCHA, PMO, A/E, and contractor(s). The Construction Manager will run the Pre-award Meeting, prepare the agenda, provide handouts, and prepare meeting minutes within 48 hours of each meeting.

3.2.5. Recommendation of Award

After review of the Bids, D&B will draft the Recommendation of Award Letter for the PMO and NYCHA’s review while working with the PMO CM Lead.





Form 3-1: Design Review Form



New York City Housing Authority

90 Church Street • New York, NY 10007
(212) 306-3000 • <http://nyc.gov/nycha>

CONSTRUCTABILITY DESIGN REVIEW

DEVELOPMENT: Astoria Houses
PROJECT: Restoration Associated with the Sandy Recovery Program
PROJECT #: 8306
AE CONSULTANT: Ismael Leyva Architects
SUBMISSION: March Final Bid Set
REVIEWER: D&B TEAM
DISCIPLINE: All Outstanding Comments on Contract Documents uploaded 3/11/15

Impact Key: G = General Completeness & Accuracy
C = Constructability
B = Biddability
V = Value Engineering
DATE: March 16th, 2015
Compiled 4/20/2015 Post D&B ILA meeting, 4/30/2015 revised

New comments were given new Comment #'s while comments from previous files were left with the original # for reference purposes. Please note that these comments are not final as Electrical Spec sections were not included in 3/11 upload and still require review.

Comment #	Reference	Comment	Impact Specifications	Current Response/Comments	CM Comments 4/21	Mark When Closed
1	Table of Contents	Spec 01 60 00 should be labeled "Product Requirements"	G	Typo corrected.		Closed
2	HUD-5369 Page 1 of 4	Form HUD-5369-A, "Representations, Certifications, and Other Statements of Bidders." not included with package.	B	Form was not included in package received from NYCHA. Have downloaded form HUD.gov and added.		Closed
3	Form of Proposal	Are certain parts of the Form of Proposal supposed to be filled out by A/E, PMO, or NYCHA? Like funding source?	B	Modifications, if desired, should be made by the PMO.	Requires PMO Action	
4	NYCHA Special Conditions Page 1 and 2 of 45	Clauses 1, 2, and 3 do not have the blanks filled in? Contract Duration, Liquidated Damages, etc. Who will complete?	B	Modifications, if desired, should be made by the PMO.	Requires PMO Action	
5	Division 1	The Division 1 Specifications do not seem to be the division 1 specifications that D&B gave to the PMO for use. Still contains some of the things that were picked up in the edit. Did the PMO use any of the comments? Confirm that the division 1 was shared with the A/E?	B	Division 1 is as provided to the A/E		Closed
6	01 00 00	With over 200 pages of boiler plate preceding and a comprehensive Division 1 Section, it would probably be best to state here in this specification an order of precedence for contract documents if a contradiction is found.	B	Disagree. There is an "Order of Provisions" clause in the General Conditions.		Closed
7	01 00 00; B.6	This listing of permits does not seem complete.	B	Division 1 is as provided to the A/E	May need to be revised	
8	01 11 16 1.03.A	No sample phasing plan included? Draft transmitted to PMO with Div. 1 specs.	B	Division 1 is as provided to the A/E	To be provide by CM/PMO	
9	0 25 00; Part 2 - A.1	Fill in number of days for <Insert Number>.	G	Inserted 28 days as requirements include 14 days for review and 14 days to request additional information.		Closed
10	01 25 00; Part 2 - A.1 a.A	Fill in Spec Div number in "Division 03 through [ENTER DIVISION NUMBER]"	G	Inserted 33.		Closed
11	01 25 00; Part 2 - A.1.a.B	"Refer to Paragraph 5"? What is it referring to?	G	Deleted reference.		Closed

12	01 29 00 - Part 1 - D.1.c.B	Consider deleting this article considering schedules for separate design contracts as all work is under one A/E.	G	Deleted reference.		Closed
13	01 29 00 - Part 1 - D.2.a	Consider adding "Name of CM" to list of project identification items.	G/B	Added.		Closed
14	01 29 00	Detailed Specs should include some form of Measurement and Payment section with detailed schedule of values or pay item breakdown.	G/B	Article D provides description of requirements for contractor to prepare and submit schedule of values.	PMO drafting bid sheets	
15	01 30 00 - Part 1.C.1	Under "Administrative of Contracts" Article 1, there remains brackets as if A/E is supposed to choose correct choice: the Director of the [Brooklyn State Island Program Unit] [Bronx/Queens Program Unit] [Manhattan Program Unit]	G	corrected typo.		Closed
16	01 30 00 - Part 1.C.2. Work Location	Smith Houses should be Astoria Houses.	B	corrected typo.		Closed
17	01 31 00 - Part 1 - B.2	Should just state Prime Contractor and not mention "Each Contractor" as this will be a PLA not Wicks Law.	B	Deleted reference.		Closed
18	01 31 00 - Part 1 - Project Meetings; 4	Penalty is stated to be \$300 per missed meeting but special conditions state \$250? Please clarify.	G	changed to match special conditions.		Closed
19	01 31 00 - Part 1 - Project Meetings; 8.b.B.3	Suggest to remove "BIM". Project was not designed in BIM. Not mentioned anywhere else in contract documents.	G	Deleted reference.		Closed
20	01 31 00 - Part 1 - Coordination Meetings; 9.b.D.3	Suggest to remove "BIM". Project was not designed in BIM. Not mentioned anywhere else in contract documents.	G	Deleted reference.		Closed
21	01 32 29	Suggest to request 10 - 15 years experience for construction super instead of 5 years.	B	Disagree. This is highly restrictive and not consistent with the standard NYCHA requirement as provided.		Closed
22	01 33 00	Submittal table needs formatting work and appears incomplete. Should be more submittals from Division 26 (Electrical) Spec Sections and Division 28, 31 and 32, etc..	G	- need consultants to add to end of the schedule for Divisions 26, 28, 31, 32.		
23	01 33 00 - Part 1 - G.1.a.B	Digital Drawing software shown as either Revit or Autocad. Seemed as if it was not completed.	G	edited to Autocad.		Closed
24	01 35 33 - Part 1 - F. Safety and Facilities Controls	Number 16 reads: "16. Maintain access to re fighting facilities at the site at all times." Fire Fighting?	G	corrected typo.		Closed
25	01 36 00 - Part 1 - D. Connectivity Requirements	Requirements given in table for minimal connection requirements are they the most recent?	B	Requirements as provided to the A/E by NYCHA		Closed
26	01 41 00	State that the NYC 2014 OOB Code applies. This also applies to notes on Drawings.	B	Division 1 Section as provided to the A/E already includes language to comply with NYC Dept of Buildings.	2014 Code? NO - FILED BEFORE 12/31/2014 - code list on T-004	Closed
27	Division 1	Missing Specification for Sidewalk Sheds. Please insert Spec 01 53 16 Sidewalk Shed.	B	Sections 01 11 16, 01 14 00, 01 33 00, 01 35 33 already include requirements for contractor's responsibility for sidewalk sheds, including provisions for "framing plan/details stamped and signed by a NYS Licensed Engineer certifying that it is in compliance with Section 27-1021 (b) of the NYC Building Code."		Closed

28	01 54 23	The project requires lifts of generators in tight areas on the top of buildings. The contractor should produce a lifting plan submittal stamped by PE. Section 3 Hoisting and Lifting states that the contractor just needs to meet with the NYCHA rep and super.	C	Added paragraph.		Closed
29	02 82 13	Asbestos Specs received by LIRO need to be incorporated into the Specs. Suggest including a table summarizing the results for each building and noting where work is anticipated.	C/B	Section as received from NYCHA and inserted as directed. Asbestos Abatement is not included in consultants scope.	Asbestos abatement reports from LIRO and identified areas requiring abatement must be included in the Contract Documents.	
30	02 82 13	Asbestos specification should include a copy of complete asbestos survey plan identifying where asbestos samples were taken.	C/B	Section as received from NYCHA and inserted as directed. Asbestos Abatement is not included in consultants scope.		
31	02 82 13	Abatement plan should also include abatement drawing plan where materials found to be positive containing asbestos and materials presumed asbestos containing materials (PACM), preferably identifying with different color.	C/B	Section as received from NYCHA and inserted as directed. Asbestos Abatement is not included in consultants scope.		
32	07 18 00 - Part 2, 2.2 A Manufacturers	4 Vendors listed but no "or equal"?	B	General Conditions define the "or equal" applying to all materials and products on the Project.		Closed
33	07 56 00 - Part 2, 2.1 Manufacturers	3 Vendors listed but no "or equal"?	B	General Conditions define the "or equal" applying to all materials and products on the Project.		Closed
34	10 71 19 - 1.2 Description of Work, A	Add to description of work: Cast-in place concrete, excavation, backfilling, water stop, and inserts.		Added subparagraph for furnishing work installed in concrete.		Closed
35	10 71 19 - 1.2 Description of Work, B	Is owner responsible for maintenance during or after construction? Should be clear. This section should also mention Contractor's responsibility to instruct and train NYCHA staff on all of these activities and assure flood panels are stored securely at the end of the project.		Section already includes requirements for instruct and train as well as storage. Also already includes noting Owner's responsibility for use of the system. Added note indicating Owner will assume responsibility for the system immediately after training is completed and stored panels are accepted.		Closed
36	10 71 19 - 1.3 Related Work	Should add references to: Earthwork Site Clearing, removals, and preparation		Added references.		Closed
37	10 71 19 - 1.4 Submittals, C	Define "FM"		Changed from abbreviation to Factory Mutual.		Closed
38	10 71 19 - 1.5 Performance	Design Criteria Lists FEMA Flood Proofing <u>Non-Residential</u> Structures (FEMA 102). Isn't this a Residential structure?		The FEMA guide for residential structures is intended for use by individual homeowners. The guide for non-residential structures provides more extensive direction and engineering criteria for floodproofing larger scale construction. Changed the wording to more general requirement. Bulletins and manuals are more fully identified in the design performance article.		Closed
39	10 71 19 - 2.1 Acceptable Manufacturers	Is NYCHA ok with not listing an "or equal" with the 4 vendors.		General Conditions define the "or equal" applying to all materials and products on the Project.		Closed
40	10 71 19 - 2.2 Materials; D. Fasteners	Anchor bolts to be in galvanized steel in compliance with ASTM A-307 or 304 SS. These are different materials?		Yes, stainless steel and galvanized steel are two different materials. Both types are acceptable.		Closed
41	26 00 01, 26 05 19	Wiring Systems and Low Voltage Specs still contains track changes from Microsoft Word	G	Printout corrected.		Closed

42	Missing Specifications	Not Included: 26 28 16 Enclosed Switches and Circuit Breakers; 26 32 13 Natural Gas Engine Generators; 26 36 00 Transfer Switches; 26 41 13 Lighting Protection for Structures; 26 51 00 Interior Lighting; 26 60 00 Generator Installation; 28 31 49 Gas Detection System	G/C/B	Printout corrected.		Closed
General						
1	General Asbestos	Asbestos sampling results and anticipated work should be referenced on the Contract Drawings. Suggest including a drawing at the start of the Demo section.	C/B	ACM not part of A/E scope	Still needs to be mentioned on drawings as it is part of this project! NO for last time please -ACM work has no business on A/E drawings-Zach	Closed
2	Site Plan	A contractor laydown/staging area must be established and shown on the site plan. CM drawing uploaded to Contract Manager 3/13.	G	Means and Methods to be coordinated between Contractor and NYCHA	PMO to use drawing provided by CM	
3	Schedule/Phasing	Proposed schedule and phasing plan should be included in the Drawings. D&B uploaded documents to be considered on Contract Manager 3/11/15	G	Means and Methods to be coordinated between Contractor and NYCHA	PMO to use information provided by CM	
4	General	Sidewalk shed requirement need to be included in the Specs and Drawings. Do not need to show locations but Contractor will be required to submit plan prior to obtaining DOB permit.	G/C/B	Means and Methods to be coordinated between Contractor and NYCHA	Should mention sidewalk sheds somewhere on drawings. Mention is Part of the site safety plan as per NYC Building Department Notes on drawing T-004 - contractor to provide site safety plan.	Closed
5	T-001	Two Contract Numbers (AE1203161;GR1429259). Specs only list one on cover. Please clarify.	G	Added AE number to specification cover sheet	Need confirmation CONFIRMED - it's this way on all of our projects (Astoria being just one)	Closed
6	T-002	Dwg T-004A is missing from the Table of Contents.	G	Already corrected		Closed
7	T-002	EN-023 and D-150 mistakenly listed twice. Please remove from top of 2nd and 3rd column.	G	Already corrected		Closed
8	T-002A	M-500 Equipment Schedule listed twice. Please remove each once.	G	Already corrected		Closed
9	T-002B	Formatting of middle column. Boxes missing left and bottom border.	G	Already corrected		Closed
10	T-002C	FV-113 missing from Table of Contents.	G	Already corrected		Closed
11	Sheet 5	Should be relabeled as T-002C, not T-002B	B	Already corrected		Closed
12	T-003	General Demo Notes: 2. Should reference asbestos abatement plans to be included in Specs and Drawings.	G	ACM not part of A/E scope		Closed
13	T-003	General Demo Notes: 3. should include requirement for approved shop drawing stamped by a PE.	G	Approval process implies shops		Closed

14	T 003&004	Need to add language regarding potential tenant relocation. As stated in Local Law 58 (T004) details are needed in the Construction Documents if tenants of specific units are to be relocated. Based on NYCOOB Reference Standard 19, top two floors of each building can not be occupied during lifting operations. Therefore preparation should be made to vacate these units as necessary. Contractor should be responsible to prepare a lifting plan to minimize impact to residents of these buildings.	C/B	Means and Methods to be coordinated between Contractor and NYCHA		Closed
Demolition						
D10	Dwg D 118.00, D-121.00, D 124.00, etc (119,122,125, etc.)	Dwgs indicate symbols for existing doors to be removed. When this is done with exterior doors, what are the requirements for securing/restoring the door entrances at the ends of the work shifts? Are there provisions for temporary wood doors if the new permanent doors cannot yet be installed? Also see Comment # D30.	C	Don't remove the existing doors until new doors are on site. Yes- G.C. to maintain building security and egress as required. Please add specific note about temporary doors. Temporary doors not required if new doors are on site - this is means and methods not scope of A/E work.	OK	Closed
D23	Dwg D-125.00 (126)	Dashed line type used for "Remove grating and support system" on the dwg does not match the symbol choices shown in the legend box.	G	Do not see note. There is no dashed line as this is an area scope of work covered by the note.	OK	Closed
D30	Dwg D-131.00, etc (133, etc.)	This dwg shows several doors to be removed, including exterior doors. Are these doors removed temporarily to increase access space needed by the Contractor? Are there provisions for the Contractor to restore the doors (especially exterior) at COB each day? Perhaps a demolition note needs to be added to all appropriate dwgs involving door removal and reattachment.	C	Complied. Need to add note regarding temporary doors. If you are referring to the entry doors for the phasing of the flood barrier construction work then no we are utilizing the existing doors by relocating them to a temporary location and then moving them back as required after the work is completed in that area.	OK	Closed
D44	D-101.00 D 102.00 D 103.00 D 104.00 D-106.00 D-107.00 D-108.00 D-109.00 D-110.00 D-111.00 D-112.00 D 113.00 D-114.00 D-115.00 D-116.00	Note 10 is tagged to the demolition floor plans listed; Show the extent of wall removal, width, length and vertical location. Coordinate with building elevations.	C	Will comply ITEM OPEN: Note 10 has been eliminated from the Demo Dwgs. However, the actual sizes and locations for the wall penetrations in the various buildings are not indicated on the Demo Dwgs or elsewhere in the Plans. There is a detail showing the wall penetrations, but not specific to the buildings. If these are to be determined in the field, this should be noted on the Demo sheets, and perhaps reference the typical opening sizes and locations with a standard detail. There is no typical size and this is a contractor coordination issue with site conditions and design drawings as penetrations occur at different locations throughout project.	OK	Closed
Architectural						
1	General	Flood Barrier details are dependent on the manufacturer chosen. Are the concrete and flood barrier details shown on the Architectural drawings sufficient and detailed enough to cover all work to be completed by the Contractor or could there be conflicts depending on the manufacturer?	C/G/B	Once flood barrier company is chosen, shop drawings will be required. Those shop drawings will have minimum concrete kneewall dimensions required as per the chosen manufacturer details and required minimums	OK	Closed

2	General	Is the roof work sufficient on this Contract? What is the existing condition: is there a roof warranty or should full roof replacement be considered.	G/C/B	Contractor to coord. Existing roof questions with NYCHA and existing roofing system.	Issue still needs to be addressed before final bid documents are released. Bidders to visit site and be familiar with drawings, specifications and site conditions. Bidders will issue RFI on a case by case basis regarding roof. Answers will most likely need to be answered by NYCHA.	Closed
3	A-143	"For Fire Alarm See FA-220". Please clarify what this refers to?	G/C/B	Note already removed	OK	Closed
Fire Variance						
1	All	Each building indicates multiple (2-3) locations where "Variance Required as bulkhead access platform obstructs required access to building façade contrary to FC 504.4." Is action required by the Contractor, if so need further direction?	C/B	No action required. FV drawings included within bid set so as to describe scope of work on roof in addition to areas to remain clear of obstructions and areas of variances.	OK	Closed
Structural						
1	General	All of the spec sections reference codes and standards rather than spelling out the requirements right in the specs. Probably too late to change at this point but worth noting as will make things more difficult for the Contractor.	C/B			Closed
Electrical						
1	NYCHA Generator Procurement Spec	Suggest: review of generator procurement spec to assure consistency with Contract Spec	G/C/B	We prepared the specifications based upon NYCHA generator procurement spec. given to us. So it should be consistent.	OK	Closed
E2	Spec 26 60 00 & 26 32 13	The interface between the supplier and the installing Contractor needs to be clarified between these 2 sections to be sure that the respective responsibilities are clearly delineated. At some point the Contractor has to take responsibility for the performance of the units.	C	we have added the following two line items to Article 1.02 in Specification 26 60 00: B. Contractor shall be the accountable party to assume all responsibility to deliver a complete working system to the Owner. C. Contractor shall include in his price retaining the services of the manufacturer's representatives to ensure a working system according to specifications and shop drawings. Please see both the attached spec sections so that you can verify.	OK	Closed

E3-E12	Spec 26 32 13	All of these comments were related to the Spec section which was missing from 3/11 upload. They can not officially be closed until this Spec is provided.		Spec section attached. See above.	OK	Closed
E31	DWGs E-101.00 - E-122.00	Key Plans should be updated on each drawing to identify the location of the building on the site.	G	Key plans update to identify location.	OK	Closed
E32	DWGs E-301 - E-304.00	Note 9 should reference the Contractor to a temporary power specification or provide more detail as to the Contractor's responsibility for providing both temporary power and temporary lighting (for construction).	B	Note 8 added to make contractor responsible for Code compliant installation.	OK	Closed
E35	DWGs E-401.00 - E-422.00	The conduits referenced in the notes on these drawings should be individually labeled in a cable and conduit table on the drawing with specific 'From / To' designations for each individual conduit to ensure build accuracy.	B	Labeling of conduit and cable is done and noted on Note #8. Also, a note has been added on one line diagram on dwg. E-001 to ensure accuracy of the existing panel directories. "PRIOR TO TRANSFER OF ANY CIRCUIT, CONTRACTOR SHALL CREATE OR UPDATE DIRECTORIES OF ALL EXISTING PANELS."	OK	Closed
E38	DWGs E-601.00 - E-622.00	All new panels should show their AIC ratings the way the main distribution board AIC rating is shown so that the Contractor can bid them properly.	B	All new panels have AIC rating shown now. "HP" stands for House Panel.	OK	Closed
E41	DWG E 702.00	If the intent is for the Contractor to route the grounding conductors from the water pipe and the service disconnect to the ground bar in conduit, the ground connections of the conduits at the ground bar [and at the water pipe] should be shown. (Very nice grounding detail!)	G	Bonding of conduit for ground bar and piping is shown. Dwg revised.	OK	Closed
Mechanical						
1	General	Would be better to use invert elevations for all new piping instead of dimensions as currently shown. Understand that is too late to perform a complete survey of the site but still needs to be noted.	G	No new invert elevations can be added.	Understood	Closed
Plumbing						
1	P701.00	Still need Spec for automatic air relief valve.	C/B	Air vent section was added to spec section 22 1119	OK	Closed
2	General	Is there a valve that will close the gas pipe automatically in the event of a fire.	C/B	Yes. There is a equipment shut off valve for each Generator. It is Manual valve not automatic.	OK	Closed
3	P-001	Safety note 2 indicates that if asbestos is discovered it will be removed "by others". Contractor will be responsible for asbestos abatement. Please revise note.	G/B	Note is deleted.	OK	Closed
4	P-001	Phasing Plan Note 2 should read "...with a window of interrupted service not exceeding 4 hours." Bold text is not current included.	G	Note Revised	OK	Closed
Civil						

1	General	Should potentially establish an allowance or Contract provisions to deal with unanticipated utility relocations. It appears a complete site utility investigation was not completed and there could potentially be interferences when excavating for concrete knee walls, etc.	C/V	Underground tone-out of utilities was not included as part of the project scope. Spec Section 33 02 00 Protection of Existing Utilities calls out for identification and field markout of all utilities to remain and to be removed.	Issue still needs to be addressed before final bid documents are released. If this was not included within the Civil Engineer's scope of work - then it is assumed it MUST be included in the Contractor's scope of work in areas affected by proposed work.	Closed
2	C-001	Planting Note 1 indicates that trees to be removed for construction shall be replaced with same quantity of new trees. If dealing with NYCDPR this is not the case as there is a formula where generally more trees are required for replacement than the quantity removed. Please verify.	G/B	On-site trees are not within NYCDPR's jurisdiction. NYCHA has directed us to replace trees with equal number of trees.	OK	Closed
3	C-103	Legend indicates that existing elevations are based on QHD while advisory elevations are based on NAVD 88. Should there at least be a conversion shown between the two.	G	Conversion will be provided	OK	Closed
4	C-104	Note 2 for DFE contradicts the previous sheet (C-103; DFE = BFE + 1 foot) by referencing Borough of Manhattan datum. Also, shouldn't we be using Queens datum?	G	This was a typo and will be corrected.	OK	Closed
5	C-400	More trees may require protection depending on approved staging areas. Should be noted	G	A note will be added.	OK	Closed
6	C 401 404	Legend should include backflow check valve and chamber. Reference details 6 and 7 on Sheet C-500.	G	Legend to be updated.	OK	Closed
7	C 300-305	<p>The Site Plans (C-300-305) call for drainage manhole structures to be cleaned and watertight manhole covers to be provided on all covers within the flood boundary. First, there is an organizational issue with how the MH's are identified on the drawings. There are a lot of manholes identified for this work, and since they are not numbered/labeled, and are identified on different drawings for each individual building it seems very confusing for the Contractor to identify his scope. The symbol to identify this work is also used on Dwg. C-400 to call for "Install Inlet Protection" which is confusing, different symbols should be used. There is also the issue that the Contractor would have to investigate the condition of each manhole to determine the amount of cleaning required which could be a changed condition and will be difficult to price in a lump sum Contract.</p> <p>The main issue that our office brought up, is that a vent should be required if a watertight manhole is being installed to avoid pressure build up. There is no vent identified (See Dwg. C-500, Detail 7) and we think this needs to be addressed.</p>	G/C/B	Manholes removed on 3/15/15 set.	OK	Closed



New York City Housing Authority
 90 Church Street • New York, NY 10007
 (212) 306-3000 • <http://nyc.gov/nycha>

DESIGN REVIEW

DEVELOPMENT: Astoria
 PROJECT: HSCIP - MEP Restoration
 PROJECT #: 7820
 AE CONSULTANT: AG Consulting Engineering, Inc.
 SUBMISSION: 100% DOB Clarifications
 REVIEWER: Cesar Jacinto
 DISCIPLINE: Civil

DATE: 11/24/2014
 DATE: 12/29/2014
 DATE: 4/30/2015 update Red spones

Comment #	Reference	Comment	Response Code	Response	Status
C1	Dwg C-001.00	Add soil erosion and sedimentation control notes.		Will provide. Notes have been added	
C2	Dwg C-103.00	No comment.		N/A	Closed
C3	Dwg C-104.00	Show conduit shafts at each building location.		Will provide. Conduit shafts have been added	
C4	Dwg C-200.00, Dwg C-201.00, Dwg C-202.00, Dwg C-203.00	Show demolition/excavation for new conduit shafts at each building, see architectural drawings for location. Add site plans for buildings 1 thru 9 and 13.		Will provide. Demolition/excavation extents for new conduit shafts have been shown. Site plans have been added	
C5	Dwg C-300.00, Dwg C-301.00, Dwg C-302.00, Dwg C-303.00	Show new conduit shafts at each building, see architectural drawings for location. Add site plans for buildings 1 thru 9 and 13. Change "Proposed" to "New" the flood barrier and call out where not called out.		Will provide. Conduit shafts have been added. Site plans have been added. "Proposed" has been changed to "New."	

C6	Dwg C-400.00	No comment.		N/A	Closed
C7	Dwg C-401.00, Dwg C-402.00, Dwg C-403.00, Dwg C-404.00	No comment.		N/A	Closed
C8	Dwg C-500.00	Detail 2, Pavement Patching. Make the layer of existing stone base course hatching on the left of trench lighter similar to the one on the right. Make some of the font sizes similar with others, dimensions on detail 6 are smaller.		Will comply. Detail has been revised	
C9	Dwg C-501.00	Are details shown with right scale? Thickness of areaway wall and slab looks to be thinner than 4" when comparing to 12" thick reinforcing wall. Verify thickness, show the actual thickness and make sure the 4" embedment for the dowels can be accommodated. Should add another vertical bars dowelled to top of existing wall and horizontal bars. Does another 12" plus additional wall need to extend/reinforce the existing wall? Show top of new wall elevation and the bottom ramp or slab? Chamfer top edges of walls. Coordinate extent of walls with architectural.		We will verify. Details have been revised	
C10	Dwg C-502.00	Should add another layer of vertical bars and horizontal bars to those 12" wall. Why use 12" thick wall, if the 9" thick wall is okay. Does the 9" thick wall check for stability? Show top of wall elevation. Chamfer edges of walls. Coordinate extent of walls with architectural, show details of concrete piers transitioning with knee walls at the entrance to the building. Submit wall calculations for review.		Wall calcs will be submitted. Additional horizontal and vertical bars have been added. Wall thickness has been increased to 24 inches per manufacturer's recommendations. Details have been revised.	
C11	Dwg C-503.00	Similar comments with drawing C-502. Why are top of walls flushed with finished grade? Shouldn't this be receiving barrier posts and better off if above grade?		Walls have been updated.	Closed

C12	Dwg C-504.00	Similar comments with drawing C-501.		See response for C-501.	Closed
C13	Dwg C-505.00	Similar comments with drawing C-501.		See response for C-501.	Closed
C14	Dwg C-506.00	Similar comments with drawing C-501.		See response for C-501.	
C15	General	Provide soil erosion and sedimentation control details.		Will be provided. Details have been provided.	



Form 3-2: Bidability Review Form

BIDABILITY REVIEW CHECKLIST

Project Name: Restoration Associated with the Sandy Recovery Program	Contract #: AE1203161;GR1429259 CM1402406-1
Reviewer Name: D&B Engineers & Architects	Review Date: March 13th, 2015

Status Key:

C = Confirmed	M = Missing	I = Incomplete	E = Erroneous	S = (Alternative) Suggestion	A = Additional Info Needed	? = Question
----------------------	--------------------	-----------------------	----------------------	-------------------------------------	-----------------------------------	---------------------

Item #	Item Description	Status	Notes
General Format (Chrs: C3-12-15)			
GF1	The Table of Contents is complete and accurate and follows standard format of NYCHA	I	Spec Sections Missing (26 60 00 - Generator; 28 31 49 Gas Detection System)
GF2	Authority design reviews are complete (city, state, building commission, fire marshal, other)	?	DOB Filing Submitted
GF3	All non-applicable technical specifications are deleted	C	All Technical Specs relevant to job.
GF4	The consultant has not included instructions in the technical specifications pertaining to payment that may be contradictory to front end documents	C	OK
GF5	A summary of the work section has been developed to allow potential bidders to determine if they are interested in the project	C	01 11 16
GF6	No submittals are required with the bid that could confuse the basis of award	I	Instructions to Bidders (HUD-5369) states that bidder must submit a completed form HUD-5369-A, "Representations, Certifications, and Other Statements of Bidders." with Bid (1.c) not attached or included in Contract front end?
GF7	All directions are written to the contractor (not subs or vendors)	C	ok
GF8	Cost references have been avoided in the technical specifications and it is clear that all work specified or on drawings is part of the work (where required, preferred language is "at no additional cost to the Department")	C	ok
GF9	There is clarity of warranty requirements, guarantees and the distinction between contractor versus manufacturer warranties	?	Under Review

BIDABILITY REVIEW CHECKLIST

Continued...

Item #	Item Description	Status	Notes
GF10	Standard NYCHA bidding requirements are included		ok division 0
GF11	Are all current or planned concurrent construction contracts identified? How will they interface with this contract?	?	Identify roofing contract in phasing plan
GF12	CM's needs are addressed (e.g., field office, furniture, power, water and sewer, parking)	S	As a suggestion for your consideration - In other NYC contract D&B has managed, provisions are usually placed in the construction contract to provide the CM with a field office. Although the CM has a field office allowance, it usually is more economic for contractor to obtain field office and pay for.
GF13	All milestones, including interim milestones, identify associated liquidated damages and bonuses are identified.	I	Contract Duration is left blank in form HUD-5370: 25. Contract Period . Should be filled in with contract duration. Additionally 3.e. Contract Period of the NYCHA Special Conditions is left blank.
GF14	Addenda are completely and properly identified in the final bid documents	C	No addenda yet
GF15	Include "Pre-bid" or "suggested" construction schedules in the contract drawing set if such schedule is referenced in the specifications	S	As a suggestion for your consideration - would NYCHA PMO be including a suggested contract schedule (D&B Schedule) and/or phasing plan with the contract documents in the drawin set?
GF16	Is the schedule in the bid documents realistic (i.e., achievable)?	I	See comment GF13. Official contract duration not stated.
GF17	Any work specified on drawings, which is not part of the contract, is clearly labeled "by others" or, preferably, specifically identifies the party responsible for such work.	S	As a suggestion for your consideration - drawing developed by D&B identified
GF18	Can quantities of equipment and materials required be determined from the plans and specifications?		Constructability Issue
GF19	Is the current "Prevailing Wage Rate" Schedule included?	C	Division 00 PLA

BIDABILITY REVIEW CHECKLIST

Continued...

Item #	Item Description	Status	Notes
GF20	If the CM is required to use an Electronic Document System (ex. PM), is the Contract consistent for providing the electronic document system.	C	01 36 00
GF21	Does the Contract require the Contractor to provide a Contract Specific QMP	C	Quality Control Plan 01 45 00
GF22	Is the Contract clear on who pays for temporary power and temporary heat	C	Contractor Power (01 51 13); Heat (01 51 23)
GF23	If the Contract has the pre-purchased equipment, are all coordination issues covered in the Contract (ex. testing, storage, laydown)	A	D&B has not been given the Generator Procurement Spec. Need to see to verify. Please provide.
GF24	Reconcile Cost Estimates	C	Meeting Scheduled for 3/18/15.
GF25	Environmental Permits	I	Pending
GF26	Generator Procurement Spec 1	C	Point of Connection (ConEd or LIPA/PSEG)
GF27	Generator Procurement Spec 2	C	Specification for ATS (ConEd Closed Transition)
GF28	Generator Procurement Spec 3	C	Generator Installation Spec
GF29	Asbestos and Lead Specs and Scope	M	Where is LiRO reporting information? Need to include on the drawings. No lead removal spec?
GF30	Fire Alarm System	?	
GF31	Site Lighting per new NYCHA Standard	E	Site Lighting plan does not indicate if the site light meets NYCHA's standards or states basis of design.
GF32	Demand Response Equipment	?	Metering Devices, IT Platform, Software Protocol
Instructions to Bidders (AS 3-12-15)			
IB1	<ul style="list-style-type: none"> • Division 0 documents (Instruction to Bidders) – we have these from JJ jr. <ul style="list-style-type: none"> ○ General Conditions (main contract document) ○ Special Conditions (Supplementary Conditions) ○ Other documents provided by agencies 	C	All included
IB2	The contract duration is established	M	See comment GF13. Official contract duration not stated.
IB3	The date and time of bid submission, number of copies, opening and bid opening by whom is identified	M	Not stated. Form blank

BIDABILITY REVIEW CHECKLIST

Continued...

Item #	Item Description	Status	Notes
IB4	Date, time and location of pre-bid conferences has been included	M	Pre-bid information not given.
IB5	Instructions regarding site visits has been included	I	"5. Bid Preparation" of the NYCHA Special Conditions states that the bidder should make site visits to become familiar with job before bidding. No provisions for Contractor to schedule visits with NYCHA PMO. Do we really want contractor's walking around the site with no guide? Shouldnt there be a scheduled site visit date and time?
IB6	It is clear whether a bid bond is required and, if so, for what percentage of the total contract amount	C	Section 9. Bid Guarantee of HUD-5369. 5%.
IB7	It is clear whether payment and performance bonds are required	I	Section 10. Assurance of Completion, of HUD-5369 Item 1 Performance and Payment Bond is not checked. NYCHA Special Conditions Article I.2.b.Assurance of Completion (page 1 of 45) doesn't state what from HUD-5369 applies. Need to include item 1 for Performance Bond.
IB8	When contract documents provide for multiple schedules, additives, alternates and other options - the specifications are clear regarding how the low bidder will be selected		N/A
IB9	Insurance requirements are clearly specified	M	Insurance Requirements should be stated in "Attachment A" of the NYCHA Special Conditions (see 3.J). Provide Attachment A.
IB10	Appropriate liquidated damages are established	M	Liquidated Damages as in NYCHA Special Conditions (see 3.h.) left blank. Fill in.

BIDABILITY REVIEW CHECKLIST

Continued...

Item #	Item Description	Status	Notes
IB11	If there are requirements for early turn-over or completion of project components, either by operational requirements or adjacent/follow-on contracts, a schedule has been developed to verify reasonableness of dates and that liquidated damages have been stipulated. The work to be completed prior to the interim milestone has been described in sufficient detail so there is no question as to the scope	?	Schedule, milestone, and phasing information of the project not included.
IB12	NYC specific Vendex Requirements are included	C	NYCHA Special Conditions and Form of Proposal.
IB13	Safety Requirements are included	C	Stated in NYCHA Special Conditions and 01 35 33.
IB14	For any major pieces of equipment, are at least two vendors listed in the specification?	I	Spec 22 11 23 Pumps, 22 14 29 Sump Pumps, and 23 34 16 Centrifugal Fans - No manufacturers listed?
IB15	Does the schedule allow time for development, submission and approval of pre-construction activities such as HASP, permits, vendors/subcontractors?	C	01 11 16 Summary of Work states that there will be a delay of 3 months between award and NTP(1.03.A.4). In this time contractor shall prepare submittals.
IB16	Are the requirements for Final Record Documents consistent?	C	Spec 01 78 39
Bid Form/Measurement for Payment (GFI's K3-12-15)			
BF1	Contract type (lump sum , unit price, single prime, multiple prime) is defined	?	Lump Sum but where is schedule of values
BF2	As few lump sum items as possible have been used (to avoid bid mistakes, front end loading and locking NYCHA into unreasonable prices) - as much work as possible has been included in a single lump sum	C	Ok
BF3	If equipment must be pre-qualified or purchased, there is a form provided to list major equipment manufacturer and/or suppliers	?	Generator
BF4	If required, bidders are provided with a form to list prime sub-contractors/vendors	OK	
BF5	Allowances are used appropriately for items that cannot be defined and therefore not priced by the contractor. Allowances may be used for: <ul style="list-style-type: none"> ○ Permits ○ Utility application and engineering fees ○ Community mitigation 	?	N/A?

BIDABILITY REVIEW CHECKLIST

Continued...

Item #	Item Description	Status	Notes
	<ul style="list-style-type: none"> ○ Recommended spare parts ○ Start-Up assistance ○ Special training requirements ○ Travel for city inspections (Testing in Vendor Plants) 		
BF6	<p>Unit Prices are used for items that cannot be quantified by either the Engineer or the Contractor but can be measured during the work and there is an advantage to obtaining a unit price during the competitive bid process. Unit prices may be used for:</p> <ul style="list-style-type: none"> ○ Removal and disposal of unsuitable materials ○ Excavation and disposal of contaminated materials of a known nature but unknown quantity ○ Trenching ○ Grouting 	N/A?	
BF7	Schedule of values / trade payment breakdown is included for completion by bidder	?	
BF8	Clearly define which prime owns which scope of work. Ensure that proper language is inserted to distribute ownership of documents to all wick's law primes.	N/A	
BF9	Coordination of work between Wicks Law primes shall be clear. Separation of trade responsibilities is consistent throughout all documents.	N/A	
BF10	Rules for payment of overhead and profit on allowances are spelled out.	OK	HUD 5370
BF11	Can quantities of equipment and materials required be determined from the plans and specifications?	OK	Constructability Issue
BF12	Are the numerical estimated quantities for unit price items consistent with the actual units shown on the bid sheets? (For example, if steel sheeting units are in "square feet" as opposed to "pounds", is the estimated quantity listed actually representative of the square footage (and not <i>pounds</i>) depicted on the contract drawings?)	N/A	No Unit Price
BF13	Are the allowances reasonable and sufficient to address the anticipated Scope of Work?	N/A	No Allowances Included
BF14	Do the contract item allowances, correspond to the values listed in the various referenced/associated specification?	N/A	No Allowances Included
Front End Documents (AS 3-15-15)			
FE1	When items are specified by brand name, specifications list three alternative products or state "or equal"	A	Most equipment list 3 to 4 vendors. See IB14 for items with no vendors specified.

BIDABILITY REVIEW CHECKLIST

Continued...

Item #	Item Description	Status	Notes
FE2	Latest Division 1 (General Requirements) – (ongoing revision) included in set.	S	Some of my comments where addressed however what about the suggested phasing plan?
FE3	Does the Contract include Asbestos and lead abatement specifications and scope?	A	Asbestos Spec included but not Lead.
FE4	Applicable reports (ex. contaminated material investigation results, etc.) have been appended or attached appropriately and it is clear how the reports may or may not be relied upon as a basis of bid		N/A - no additional reports needed.
FE5	Instructions regarding the development of a schedule of values by Contractor has been included	C	Spec 01 29 00
FE6	NYC permitting requirements are required.	C	NYC Building Permitting required. See comment FE8.
FE7	Local Law references (Equipment Emissions, Noise, etc.) and Environmental Health and Safety requirements (e.g. Fire Watch for Hot Work, Waste Disposal Documentation, etc.) are delineated.	C	Yes in Div 01 specs.
FE8	Do the documents adequately detail how the existing facility will be maintained in operation (MOFO) during construction? (ex. Coordination with tenants and utility interruptions)	S	Specs make reference to permits for Building (work permit), scaffolding, asbestos, and Special Inspections. Any others? Perhaps it would be best to list all the permits in Summary of Work rather than search for them throughout document.
FE9	Are shop testing requirements spelled out, including identification of, and details on, any shop witness testing?	I	No testing requirements for 10 71 19 Flood Barriers? Testing Requirement for generators not included. How will contractor know how to bid the testing requirements?
FE10	Are provisions for site surveillance/security consistent?	C	Spec 01 35 33

BIDABILITY REVIEW CHECKLIST

Continued...

Item #	Item Description	Status	Notes
FE11	Do the specific provisions/detailed specifications reiterate the protocol for preparation, submissions, coordination and approval of shop drawings and ultimate responsibility for subsequent conflicts/interferences?	A	Spec 01 33 00 give procedure for submittal. However Submittal listing in G. List of Submissions is incomplete and seems to be list from older spec. Does not include specs that were added. Contractor could be misled to think that this is a complete listing of submittals and bid this many submittals when if you go thru the spec you will see there are more submittals required both shop drawings and catalogue cuts.
FE12	Does the information shown in the scheduling specification (i.e., milestone completions dates or "ccds") correlate with any suggested, or preliminary, schedule information contained elsewhere in the contract documents?	M	Milestone and duration not given.
FE13	Who is performing DOB "special inspections" of its own work?	C	Specified as NYCHA's Agent.
FE14	The specifications should not have the contractor paying the cost of professional services for the Engineer. For example, the contractor shouldn't be paying for a licensed surveyor for the Engineer's use. (The Engineer should hire and pay for its own surveyor, to avoid conflicts of interest.)		N/A



Section 4 Project Controls

4.1 Budget Management

4.1.1 CM Contract Breakdown Structure and Task Budgets

Budget was established for this Task Order as part of the mini-solicitation process. The agreed budget and full break down is provided in **Appendix 4-1: CM Approved Budget**. A summary of the approved budget is shown below:

#	Contract Task	Totals	Subcontract Amount
Phase: Preconstruction (Revised February 24, 2015 with PMO acknowledgment)			
A.1	Attend meetings (2.1.2)	\$158,012.80	\$60,000 (TCT)
A.2	Preparation and updating of a Master CPM (2.1.3)	\$105,431.04	--
A.3	Perform a constructability review (2.1.2 & 2.1.16)	\$87,777.68	\$11,076.68 (Savin) \$9,360.00 (CIMC)
A.4	Perform a value engineering (2.1.10)	\$20,803.20	\$18,460.80 (Savin)
A.5	Support development of contract documents (2.1.7 & 2.1.8)	\$24,480.00	--
A.6	Prepare a quality assurance plan (2.1.11)	\$39,313.92	--
Phase Total		\$435,818.64	\$48,897.48
Phase: Construction			
B.1	Construction Administration (2.2.2, 2.2.9, 2.2.13, & 2.2.15)	\$233,998.80	\$53,760.00 (CIMC)
B.2	Revise and maintain CPM (2.2.5 and 2.2.6)	\$140,348.88	--
B.3	Reporting (2.2.11)	\$149,172.96	\$48,000.00 (CIMC)
B.4	Updated QMP (2.2.4)	\$105,789.60	--
B.5	Quality Control and Testing	\$119,086.80	--
B.6	Routine Monitoring of work (2.2.7)	\$1,432,154.64	\$87,360.00 (CIMC) \$268,107.84 (Savin)
B.7	Meetings (2.2.10)	\$344,393.28	\$33,600.00 (CIMC)
B.8	Assist in obtaining C of O (2.2.14)	\$27,095.52	--
B.9	Administer PLA (2.2.14)	\$14,926.80	--
B.10	Field Office Allowance	\$175,000.00	--
Phase Total		\$2,741,967.28	\$490,827.84
Phase: Post Construction			
C.1	Complete construction closeout (2.3.2)	\$103,854.00	--
C.2	As-built drawings (2.3.3)	\$111,075.60	--
C.3	Prepare final report (2.3.5)	\$18,426.24	--
Phase Total		\$233,355.84	--
Task Order #1 Astoria Houses Total		\$3,411,141.76	\$297,644.52 (Savin) \$60,000.00 (TCT) \$135,360.00 (CIMC) \$493,005.12 (Total)
Note 1: CIMC = CIMC Associates; TCT = Toscano, Clement, and Taylor; and Savin = Savin Engineers.			
Note 2: CIMC (M/WBE) will hire the Section 3 candidate for D&B team to meet requirements.			
Note 3: Sub commitments shown are based on original proposal. Sub utilization may change to meet needs of the project.			
Note 4: CMP is prepared under QMP budget.			

The Budget was developed using the following assumptions:

- The construction value at the time of bid was \$40 Million
- 40 Week Pre-construction Duration
- 70 Week Construction Duration
- 6 month construction closeout

4.1.2 Cash Flow Forecast

With the cooperation of the CCs, the CM shall prepare a cash flow forecast for the entire Project based on the Master Project Schedule and Project cost. The CM shall revise the forecast whenever there is a significant change in the schedule or Project cost that would warrant a revision to the cash flow forecast. The Cash Flow Forecast will be developed using the approved schedule of values. **Appendix 4-4 Construction Baseline Budget** includes the most recent Engineer's Estimate.

4.2 Schedule Management

4.2.1 Master Project Schedule

As part of the Pre-construction Services, D&B developed the **Master Project Schedule (MPS)** in consultation with the PMO. The MPS was prepared using the Critical Path Method ("CPM") and Primavera P6 version 8.2. The Master Project Schedule is shown in **Appendix 4-2**. The general methodology behind the sequencing of this project is to approach the work in 4 phases of work separating the buildings damaged and un-damaged by Sandy.

4.2.2 Definitions

- **As-Built Schedule:** A schedule that reflects the Contractor's construction schedule, but is maintained independently by the D&B Sr. Scheduler. It will accurately reflect actual start and end dates, and work sequence.
- **Baseline Construction Schedule:** The Contractor's final work plan incorporating the PMO's comments that will be used as the baseline document to measure actual progress on the job.
- **Cost/Resource Loading:** Assigning dollar values and direct labor hours to individual construction activities commensurate to costs to perform the work.
- **Draft Construction Schedule:** Contractor's initial work plan utilizing Critical Path Method scheduling. This includes contract milestones, major submittals, procurement items, and construction activities.
- **Revised Draft Construction Schedule:** Contractor's work plan incorporating PMO's comments, also including cost/resource loading of activities.
- **Time-Impact Analysis:** an updated schedule that demonstrates the effect changed work has on the Contractor's schedule.
- **Look-ahead Schedule:** a working schedule that reflects the Update Schedule with a date window for a prescribed period ahead of the current date. This schedule may include greater detail of upcoming Work and changed work.
- **Update Schedule:** The Contractor's monthly update of the Baseline Schedule. This schedule includes actual dates, changed work, and any revised work sequence. Changes in logic or activities must be accompanied with a report detailing the change.

4.2.3 Schedule Controls

The Contractor submits a **Construction Progress Schedule** utilizing the Critical Path Method (CPM) within 10 days of the Notice to Proceed (NTP). The Sr. Scheduler and the Construction Manager will review the Draft Construction Schedule for the following:

- The schedule complies with contract requirements;



- The schedule accurately reflects the Contractor's work plan to complete the work within the Contract Time;
- Activities on the critical path are reasonable;
- There are no artificial constraints to start and end dates, or inappropriate logical ties that would skew float calculations;
- If necessary, assumptions of crew size and composition, number of shifts and planned equipment usage.

Complete review within five days of receipt of all requested information, but no later than 17 calendar days. The Construction Manager will return the review action and comments to the Contractor.

The Contractor submits a ***Preliminary CPM Schedule*** within 21 days of NTP

Complete review within five days of receipt of all requested information. Review the Draft Revised Construction Schedule for the items noted above and for:

- Reasonable cost-loading of activities. Front-end loading should be avoided;
- Correlation with the Schedule of Values, submitted separately;
- Proper cost loading of testing, punch list and related close-out activities;
- Nominal cost-loading for Mobilization and Demobilization activities;
- Cost-loading of subcontractor and supplier activities.

The Contractor submits a ***Detailed CPM Schedule*** within 45 days of NTP. Upon acceptance, this schedule will be the baseline which all future updates are compared to.

Complete review the Baseline Schedule within five days. Review the Baseline Schedule for:

- Incorporation of any review comments and corrections as necessary;
- Commodity curves for major work components (e.g. excavation (cy), concrete (cy), pile driving (lf.), and fill (cy)).

The Construction Manager will return the review action and comments to the Contractor.

Should the Contractor refuse to make revisions/corrections and provide information as required, the CM will assign a review action of 4 (Rejected). The Sr. Scheduler will recommend that the payment amount established for each month's update portion of the progress payment be withheld pending resolution of schedule issues.

4.2.4 Resource loaded schedules

The Resource Loaded Schedule is the complete Baseline Schedule, including the Logic and Duration Schedule in and all labor, quantity and resource information assigned to each specific activity at the final level of detail as directed by the Construction Manager and in accordance with the contract documents. Each activity shall be resource loaded to permit initial and monthly generation of a resource curve and to assess the progress of the work. Resource loaded schedules contemplate that payment for all work will be done in accordance with the schedule and therefore a significant advantage of using a resource-loaded CPM schedule is an assurance that the schedule will be properly updated. Refer to the contract technical specifications regarding the requirements for resource loaded schedules.

The Sr. Scheduler checks for excessive loading of resources on early elements of the work (front-end loading). Likewise, activities or elements of the work accomplished at the end of the project should be adequately cost-weighted. The Sr. Scheduler also assures that testing, punch list and related close-out activities are properly weighted.

Mobilization costs should be scrutinized carefully. Refer to the contract provisions to determine the requirements for mobilization. If mobilization costs are included in the cost breakdown, the Contractor should include reasonable costs for demobilization.

4.2.5 Schedule of values

The Contractor typically submits a price breakdown to the Construction Manager prior to the first progress payment and within ten (10) calendar days after the Notice to Proceed. The price breakdown must list work items in a sufficient level of detail and must have a price fairly apportioned to each work item.

Mobilization, overhead, bond insurance, other general costs, and profits must be prorated to each item so that the total of the prices for all items equals the lump sum price. At the discretion of the PMO, mobilization, bond, and insurance costs may be provided for separately if accompanied by invoices to verify actual expenses.

The Contractor's cost breakdown must be reviewed by the Project Representative. During the review, the Designer's cost estimate is compared with the Contractor's schedule of values to identify work items that appear to have been assigned disproportionately high values, or to identify work items that have been overlooked or assigned no value.

The cost breakdown is subject to the approval of the PMO, and upon the PMO's request, the Contractor will substantiate prices and/or provide additional information.

4.2.6 Schedule updates

At the end of each month, the Contractor will meet with the Construction Manager to agree:

- Actual schedule progress with start and end dates, and percent completes;
- Corresponding progress on the Schedule of Value line items for the draft Application for Payment.

The Contractor submits the Update Schedule, both hardcopy printouts and electronic schedule files, and reports with the monthly progress payment request. The CM will use the update to:

- Provide staff two week look-ahead schedules from the MPS and augment same with detail provided by the CCs;
- Show tasks completed since the last report;
- Prepare schedule updates as necessary to reflect changes and show the impact of changes to the critical path and completion milestones;
- Report changes in total float and free float to PMO; and
- Evaluate claims for delay.

D&B will confer with the CCs and prepare recovery schedules, as needed. D&B will evaluate CCs' requests for extension of the Construction Contract duration, and advise the NYCHA confidentially on the quantum and merits of such requests.

The Construction Manager promptly completes the review of the Contractor's update for the following:

- The progress is shown through the last calendar day of the month;
- Accurate actual start and end dates, and percent complete for progressed activities;
- Documentation of changes in logic, sequence, duration, critical path, and added or deleted activities including Changed Work;
- If the update has errors or slippage, meet with the Contractor to discuss review comments and schedule status. Following this meeting, document the comments and transmit it to the Contractor no later than 5 calendar days following receipt of the Contractor's schedule update.



The Contractor makes any revisions necessary to address review comments or provides an explanation as to why requested revisions were not made. The revised Monthly Update Schedule is submitted with the final progress payment request.

Review any resubmission and confirm with the PMO that the form of the update meets the contract requirements.

Procedures in the instance of disagreement with the contractor about the schedule update:

- Recommend that the payment amount established for the monthly update portion of the progress payment be withheld pending resolution of schedule issues. The Construction Manager, through the PMO, notifies the Contractor in writing of those issues.
- Note the points of disagreement in written review comments and mark the schedule with “exceptions noted.” If exceptions are noted, the Construction Manager and PMO with the Contractor in an effort to resolve outstanding schedule issues prior to the Contractor’s next submittal.

Require the Contractor to submit a written plan for completing the work within the milestones and Contract Time.

4.2.7 Incorporating Contract Changes

The Contractor is responsible for timely reflecting Changed Work in monthly schedule submittals. The Contractor will show Changed Work as follows:

- If the Change Order involves several activities, the Contractor should prepare a sub-network of activities with logic and durations, tie it to the current CPM Schedule, and submit this Time-Impact Analysis as part of the Request for Change Order (RCO) or Proposal (RCP).
- If the Change Order changes the way the work is performed, but not the sequence or duration of the changed work, the Change Order should not be entered in the CPM Schedule. Instead, existing activities should be annotated.

4.2.8 Delays

Delays are defined in Clause 31 of HUD Form 5370 and the NYCHA Special Conditions of the construction contract. Damages are paid in time if warranted by the NYCHA, the PMO, and CM. Damages for Delay are not paid per the NYCHA Special Conditions unless authorized by NYCHA.

4.2.9 Time Extensions

Contract time extensions are only granted by executed Change Order. Any Change Order that grants a time extension will include the Time-Impact Analysis.

The Sr. Scheduler prepares a written Schedule Analysis for each Change Order with Time impact. This analysis includes:

- A description of how the change will be reflected in the overall project schedule;
- The work duration;
- The approximate number of crew-hours spent on the Change Order;
- Any special conditions related to the work (such as overtime, abnormal crew size, etc.);
- The Contractor’s request for additional time (if any);
- A summary of negotiations regarding time issues;
- The final recommendation regarding the schedule impact of the change; and
- A fragment (smaller, more detailed section of the network) printout, with reference to linked Contract Work activities.



The number of days of the extension granted under the Change Order should be noted on the cover page of each Change Order. The current contract completion date should also be shown on the cover page.

Internal monthly reports reflect the total amount of time extensions due to Change Orders and the current completion dates. The monthly report should also document windows of concurrent delay in the event of claims for NYCHA-caused delay.

4.2.10 As-built Schedules

A look-ahead schedule is required by Contract to reflect the work in the Update Schedule, with greater specificity. The Contractor produces a schedule that shows daily work activities that are being performed in the near-term, including:

- Progress of activities that were scheduled for the past week;
- Extension of ongoing activities;
- Initiation of new activities scheduled to occur during the next three weeks;
- Where appropriate, reference should be made to activity ID numbers in the Update Schedule;
- Upcoming change work shall be shown.

This schedule is reviewed at the weekly construction progress meetings, and corrected or revised as agreed. The Contractor then transmits it along with a weekly report to the CM no later than the following weekday to be distributed with the meeting minutes. The minutes will include a brief summary of the schedule status.

The Construction Manager will document any schedule slippage or items that are behind or ahead of schedule; are being performed out of sequence, or potential areas of concurrent delay. A memo will also document any unforeseen events, potential delays, or upcoming items that may impact the schedule. This memo, along with a mark-up copy of the Look-Ahead Schedule, will be reviewed with the PMO, who may elect to send an edited version to the Contractor requesting revision or correction.

The Sr. Scheduler works with the Contractor to ensure that the Look-Ahead Schedule is an accurate portrayal of the master schedule for the project. If the Contractor refuses to revise or correct the look-ahead schedule, revise a copy of the schedule in accordance with any changes or discussion in the meeting.

The Construction Manager will place the memo and weekly schedules in a three-ring binder as supporting documentation of the “as-built” project schedule.

The Sr. Scheduler prepares an update of the CPM schedule on a monthly basis to provide ongoing and up-to-date as-built information independent of the Contractor's schedule submittal. This is particularly important if the Contractor's schedule lacks detail, or if field work is proceeding in a sequence that differs from the accepted schedule. The update is based on:

- An independent analysis of work performed through site inspection and with the corroboration of the Construction Manager;
- Review of the Three-Week Look-Ahead Schedules for that month;
- Review of Contractor's Daily Reports; and
- Discussions with field inspectors and review of their logs and field daily reports as necessary to accurately portray actual work performed.



4.3 Scope Management (See Section 8 for additional information)

4.3.1 Overview

Effective scope control limits and/or prevents the addition of new scope items which are not necessary to the successful implementation of the project and could negatively impact the project budget and/or schedule. It also ensures sound decision-making and consensus around the scope changes which should be implemented because they are either required to make the project work or will add value. Scope control is one of the most important functions as it has the greatest impact on budget, schedule, risk, and quality. The NYCHA program e-Builder will be used as a tool for reporting scope.

A summary of the scope of work for the Astoria Houses Project is given in **Section 1.0 Introduction**. D&B has been tasked to provide Construction Management as Agent Services for this project. Contract #CM1402406 identifies the D&B Scope of Services (See **Section 1**). As part of the mini procurement process, D&B proposed on the job and only certain specific tasks were deemed applicable to this project. The relevant tasks to this project are:

A. Preconstruction Phase

1. Attend meetings (Contract Task 2.1.2)
2. Preparation and updating of a Master CPM (Contract Task 2.1.3)
3. Perform a constructability review (Contract Tasks 2.1.2 & 2.1.16)
4. Perform a value engineering (Contract Task 2.1.10)
5. Support development of contract documents (Contract Tasks 2.1.7 & 2.1.8)
6. Prepare a quality assurance plan (Contract Task 2.1.11)

B. Construction Phase

1. Construction Administration (Contract Tasks 2.2.2, 2.2.9, 2.2.13, & 2.2.15). Task includes including review of construction contractor's payments, changes orders, and construction contractor claims.
2. Revise and maintain CPM (Contract Tasks 2.2.5 and 2.2.6)
3. Reporting (Contract Tasks 2.2.11)
4. Updated QMP (Contract Task 2.2.4)
5. Quality Control and Testing
6. Routine Monitoring of work (Contract Task 2.2.7)
7. Meetings (Contract Task 2.2.10)
8. Assist in obtaining C of O (Contract Task 2.2.14)
9. Administer PLA (Contract Task 2.2.14)
10. Field Office Allowance

C. Post construction Phase

1. Complete construction closeout (Contract Task 2.3.2)
2. As-built drawings (Contract Task 2.3.3)
3. Prepare final report (Contract Task 2.3.5)

The Astoria Houses scope of work will be one of the key communication tools used during the program implementation and will be the basis by which all scope changes will be managed. The D&B Project management teams for each of the phases (pre-construction, construction, and post construction) will be responsible for ensuring that each phase is progressing according to the scope of work.

4.3.2 List of Deliverables and Due Dates

At this time the deliverables and their due dates are as follows:

	Deliverable	Due
1	Baseline CPM	NTP
2	Constructability Comments	Complete
3	CMP	3/4/2016
4	QMP	3/4/2016
5	HASP	3/4/2016

4.3.3 Scope Change Management Plan

Modifications to the basic scope of services and schedule will be monitored and managed by the Construction Manager. The Construction Manager is responsible for notifying the PMO of potential scope changes promptly and prior to execution of any out of scope activities. Scope Changes are managed by the Construction Manager.

If any major modifications to the project scope occur, the Construction Manager will review them to identify any impacts on fee or schedule, and/or future construction cost. Once the impacts have been reviewed internally it is the responsibility of the project team to meet and discuss if a change (scope, schedule, and/or budget) should be requested.

The official scope change log is maintained on e-Builder for this project. If a scope change is identified, it is first discussed with the PMO. After the initial discuss, the Scope change request is sent to the PMO in the form of a letter from the Construction Manager. This Letter shall include a description of the contractual work, a description of the revised scope, and a justification explaining why the revised scope must be implemented. The scope change request letter shall also include the budget and schedule impact to the project estimated by D&B.

4.4 Document Management

4.4.1 Document Management Methods

4.4.1.1 Filing Structure

D&B’s files structure for the NYCHA Astoria CM is set up to follow the contract requirements and the e-Builder filing structure. For more details on our filing structure, see attachment **Appendix 4-3 Project Filing Structure**. The described filling structure will be used for both D&B’s Paper and Electronic Files. While paper files will be maintained, electronic files are preferred in an effort to promote sustainability and the environment.

4.4.1.2 Filing Methods

D&B maintains project files both electronically and hardcopy. Electronic files are maintained on D&B’s Woodbury Server. Paper files (such as originals with signatures) will be maintained by the D&B CM Staff. However, all paper files (for which no electronic copy exists) will be scanned in, labeled, and entered into the appropriate file on the electronic server for retrieval. Any file saved on the server will be maintained as a record document. Write and delete permission is only with the Construction Manager.

Copies kept for historic purposes, but not intended for use (such as an old revision of a file), should be clearly marked “Obsolete, not for use” to prevent unintended use of an obsolete file.



4.4.1.3 Templates

The team will use document templates from the PMO as the preferred template for this project unless otherwise noted. The CM will be responsible for checking with the PMO for the newest templates to ensure that the D&B team is using the latest and to prevent the use of obsolete documents.

4.4.1.4 Naming Conventions

All electronic files will be properly named before they are entered into the Project Filing System and/or sent for review/use. All files will use the common naming convention:

NYCHA_Astoria _DocumentName_ DocumentRevisionNumber_Date & Initials of author/reviser

For example, when naming this CMP file use "NYCHA_Astoria_CMP_Rev 0_10029014AS" as the file name. If files are not properly named by the author, the Field Project Manager will be document gatekeeper in properly naming files before they are released to the client or saved on the server.

Each document produced will contain the documents version information in either the footer or header of the document. The Revision Number and date must be shown on each document produced by D&B as a method for controlling obsolete documents.

4.4.1.5 Recovery and Backup

All files saved on the D&B Woodbury Server are automatically backed up. Our servers are maintained by a full-time IT Staff that can retrieve and salvage mistakenly deleted files. All files being worked off the server will automatically save every 15 minutes.

As part of the CMP roll-out to the D&B staff, all staff were formally trained on this CMP. Our training included a segment on Document Best Practices which included saving files every 15 minutes for files not saved to the server. All files being temporarily worked on a "C" Drive must be moved to the Server as this is the record file. Files from outlook must be saved before they are worked on.

D&B also uses an online cloud based system for online file retrieval. This system (<https://dvirkaandbartilucci.sharefile.com/>) can be used to send large files securely (that would not be able to go through on email) or allow non D&B staff to work on files. This site's access is controlled by the Construction Manager. A sharefile can be set up for project documentation in conjunction with the Server for files that are needed to be worked on by PMO in an effort to avoid problems caused by email confusion.

4.4.2 Security clearance levels (For electronic files: read, write, create/delete files)

4.4.2.1 General

To access the server documents, users must either be physically located in the Woodbury Office plugged in with a hardline Ethernet cable or using the CISCO secure VPN client for remote working. Folder access is controlled by the Construction Manager who instructs the IT administrator on access rights to the NYCHA Astoria Project Folder.

4.4.2.2 Confidentiality

All Project Staff are responsible for setting the level of document confidentiality based on guidelines provided by the PMO. The levels are as follows:

- Confidential: restricted circulation.
- Internal: circulation within project

- Public: no restrictions on circulation
Documents that are deemed "Confidential" will be clearly marked **CONFIDENTIAL** in the document before release.

4.4.2.3 Clear Desk Policy

For this project D&B Project Personnel will use the "Clear Desk Policy" for confidential and sensitive papers, electronic storage media and other assets to reduce the risk of unauthorized access, theft or damage outside normal working hours.

- Sensitive and confidential documents should be locked in cabinets when not in use.
- Sensitive information, laptops, personal digital assistants, and other valuable items should be locked away when not in use.
- All documents are stored on the central server

4.4.2.4 Removal of Documents

NYCHA Sensitive information must not be removed from the D&B Office Environment. D&B safeguards the information from NYCHA and has communicated to all levels that the information is to be protected and not shared with non-project personnel.

4.4.2.5 Computer Security Guidelines

All D&B computers will automatically lock when put to sleep or when not in use for more than 15 minutes. Computers not in use will be turned off to prevent un-authorized use. All computers in D&B are password protected.

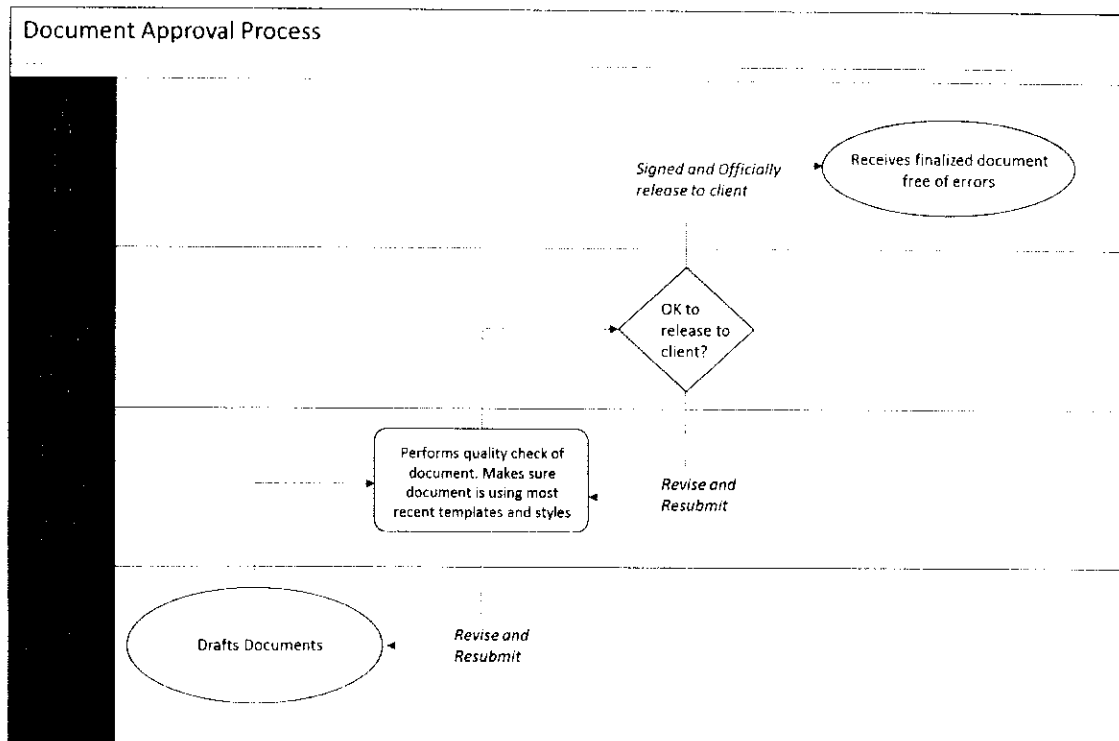
4.4.2.6 Virus detection and file corruption

Virus scans are performed by D&B's dedicated IT staff daily.

4.4.2.7 Document Approvals

All Documents must be reviewed and approved before being released to the client for use or further approval.

D&B's document approval process:



4.4.3 Roles and Responsibilities in Document Management

1. Office Engineer – Drafts various documents needed for the project. The Office Engineers are responsible to keeping the appropriate documentation to assure the project is being delivered on time and on budget. Responsible for maintaining the project documentation and server to make sure that the level of documentation reflects the current status of the project. The Office Engineer regularly checks/audits the projects documentation for compliance to the CMP. Also regularly checks for updates and makes sure that the project team is using the most recent document templates.
2. Field Project Manager – The D&B Field Project Manager is the day to day contact with the PMO. The Field Project Manager performs final checks on documents and releases to the PMO. The Field Project Manager also prepares documents for project use that is then stored on the server by the Office Manager.
3. Construction Manager – The Construction Manager reviews and approves documents before used or released to the client. The Project Director is the authorized signatory on D&B Correspondence to the PMO or NYCHA.
4. PMO Project Manager – The PMO Project Manager is authorized contact for the project team to communicate project issues and documents.

4.4.4 Electronic Project Management System

The CM, the A/E and Construction Contractors along with their sub-contractors shall utilize e-Builder as directed by the NYCHA. The ePM system e-Builder shall be utilized to submit, track, and view Project information including, but not limited to the following:

- Requests For Information (RFI's) - Full Access;
- Submittals (Tracking only) - Full Access;
- Notices To Comply (NTC's) - Full Access;
- Change Management - Proposed Change Orders (PCO's) - Full Access;
- Meeting Minutes - Full Access;
- Issues - Full Access;
- Daily Field Reports - Full Access;
- Invoices - Limited Access; and
- Contract - Limited Access.

The NYCHA PMO will provide access and licenses through the Term of the Agreement for e-Builder at no charge to the CM and/or Construction Contractor. NYCHA will provide orientation at no charge to the CM, the A/E, and Construction Contractors along with their sub-contractors; in order to operate the system with NYCHA's procedures. All training to new or current CM Staff will be provided by the Construction Manager at no cost to NYCHA. For a summary of functionality for the e-Builder system, please see **Appendix 4-6 Summary of e-Builder Utilization**

NYCHA's PMO implemented e-Builder, an electronic project management system, which is to be used for:

- Workflows such as design reviews and approvals.
- File storage and retrieval.
- Correspondence Management between PMO, A/E, CM, and Contractor.

The portal for the system can be found using the website: <https://www.myloadspring.com>. Access to the website and its modules are controlled by the PMO IT Administrator. For this Project, the Construction Manager and Field Project Manager have access to the site.

After logging into myloadspring.com, there are two systems available for use:

- Aurigo is used by the A/E for tracking design submittals.
- Contract Manager will primarily be used by the CM to track submittals, approvals, correspondence, daily reports, files, etc.

The Construction Manager is responsible for updating the contract manager information such that it is accurate and reflects the current status of the project.

Sensitive information should be checked with by the PMO before uploading to the system.

4.5 Risk Management

A. Overview

This Risk Management Plan (RMP) was prepared and implemented to ensure that the project team can identify and mitigate potential risks to prevent negative project impacts and enhance positive project impacts. Issues are identified on the Project's Issues Log, however their risk impacts must be captured as

how it may impact the projects budget and schedule. This RMP is updated as needed because it tracks specific risks to the project. The elements of Risk Management that D&B will use are as follows:

- Workshops
 - Risk Identification (threats and opportunities)
 - Risk Quantification
 - Risk Mitigation
- Risk Management Transition to Construction
- Risk Impact Calculation
- Schedules and Cost Estimates
- Risk Mitigation Action Development
- Generation of Scope Changes
- Risk Management Updates and Risk Reporting
- Preparation of Key Performance Indicators
- Documenting Lessons Learned

B. Key Personnel in Risk Management

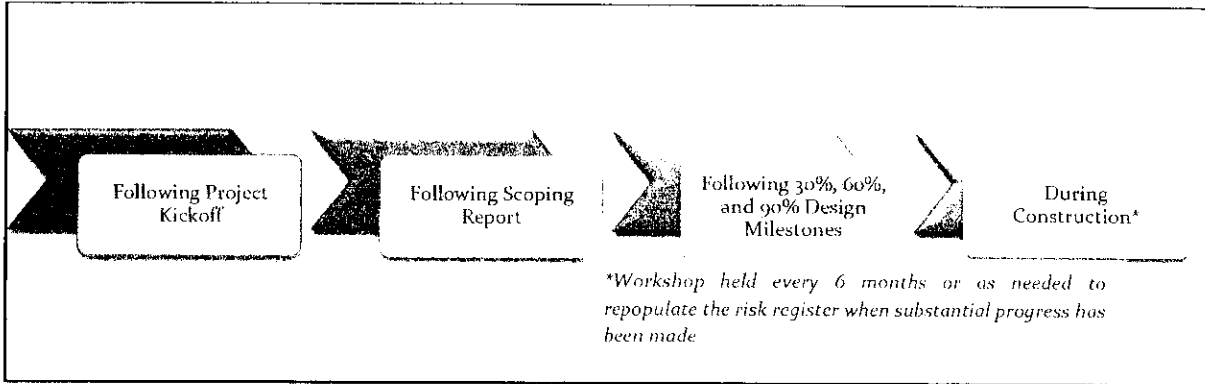
Key Staff in Risk Management include:

1. The **D&B Field Project Manager (FPM)** is responsible for the successful delivery of the Astoria Houses Construction. The PM works with the project staff including NYCHA and the A/E in the identification and mitigation of risks.
2. The **Construction Manager (CM)** is responsible for performing day-to-day risk activities. The Risk Manager is experienced in conducting workshops, managing RMP's, and performing Risk Impact Calculation. The PM will be the Project's Risk Manager
3. The **PMO Construction Lead (PMO)** is responsible for all aspects of the project's delivery. The D&B Construction Manager reports to the PMO on all risk management needs requiring NYCHA action.
4. Other Technical Staff needed for risk management include (but not limited to):
 - Architects
 - Engineers
 - NYCHA Astoria Houses Management
 - Permitting Consultants
 - Outreach Experts

This technical staffs assists the Construction Manager in risk management and are needed for Risk Workshops to help brainstorm risks, estimate probabilities and impacts, and develop Mitigation Plans.

C. Workshops

Workshops should occur during the following timetable:



Each workshop will last approximately 60 to 90 minutes each and be attended by our Construction Manager, A/E, and PMO. It will also include as needed staff and technical experts for topics including design, construction, permitting, outreach, operations, and environmental health and safety. If additional workshops are needed, they will be scheduled by the CM. Risks are regularly discussed during the Project's bi-weekly meetings.

C.1 Risk Identification

The CM is responsible for the preparation of the **Risk Register** based on the issues log, schedule, and cost items. A Risk is an **EVENT** that may occur with a specific **CAUSE** and **IMPACT** to the project. Opportunities are included in the ID process.

1. The Inputs in the Risk Identification Process for the project are:
 - *Schedule*
 - *Cost Estimate*
 - *Astoria Houses Progress Meetings*
 - *Lessons Learned*
 - *Issues Log*

It is most important that after the first workshop, the Brainstormed Draft **Risk Register** will be prepared.

2. Risk Identification Process:
 - During the bi-weekly meetings, the project team reviews each of the draft risks, ensures that it is a "risk", and links each risk to a task in the schedule or cost estimate. Each risk should be assigned an immediacy, that is, the soonest it could 'occur' (this is when the risk would be said to be 'mature').
 - An "immediacy" in the next six months is **RED**; immediacy in the next year is **YELLOW**; and more than one year is **GREEN**.
 - The immediacy of the risks combined with the risk status results in the Urgency of the risk. Any Red risks that could occur in the next six months, or Yellow risks in the next year are considered Urgent for reporting purposes.
3. Outputs from Risk Identification Workshop:
 - Risk Register correlated to Cost and Schedule
 - Risk Quantification Workshop Process (see next)

C.2 Risk Quantification

The Project Team estimates the likelihood and impact of each risk (qualitatively and quantitatively)

1. Inputs for Risk Quantification

The **Risk Register** from Risk ID Workshop is the main input needed for the Risk Quantification Workshop.

2. Risk Quantification Process

- In an approximately 90 minute meeting, the project team reviews each of the risks and:
 - estimates the likelihood of occurrence
 - how each risk might be linked to other risks
 - The cost and schedule impact
- At this time, risks may be split up into multiple similar risks if the probability or impacts are different.
- **Table 3.3a** describes risk thresholds. This table may be adjusted to suit the needs of the project as the design develops (e.g. schedule impacts during critical infrastructure outages may be an order of magnitude more critical).

Risk Threshold	Cost	Schedule	Probability
Very Low (VL)	Less than \$250K	Less than 30 days	Less than 10%
Low (L)	Between \$250K and \$3M	Between 1 and 3 months	Between 10% and 30%
Medium (M)	Between \$3M and \$10M	Between 3 and 6 months	Between 30% and 60%
High (H)	Between \$10M and \$20M	Between 6 and 12 months	Between 60% and 90%
Very High (VH)	Greater than \$20M	Greater than 1 year	Greater than 90%

Table 3.3a Risk Thresholds

- Following the qualitative assessment of each risk, the risk level can be calculated according to **Table 3.3b**:

Prob		VL	L	M	H	VH
Impact		VL	L	M	H	VH
VL		G	G	G	G	G
L		G	G	G	Y	Y
M		G	Y	Y		R
H		Y				R
VH						R

Table 3.3 b Risk Calculator

3. Outputs from the Risk Quantification Workshop:

- Impact Loaded Risk Register

- Risk Impact Calculation Process – this process occurs when the risk manager can perform detailed risk analysis using the Risk Register.

C.3 Risk Mitigation Workshop

During these workshops, D&B will review each risk and its expected impact to determine how and if each risk is to be mitigated.

1. Inputs for Risk Mitigation:
 - Risk Register
 - Risk Impact Calculations (described below)
2. Risk Mitigation Process:
 - The project team reviews the Red and Yellow risks:
 - To determine the risk treatment as
 - **Accept** (no mitigation)
 - **Reduce** (mitigate the risk in such a way as to reduce the probability or impact)
 - **Transfer** (assign the risk to another party – e.g. and insurance policy or transferred to the contractor in the bid documents)
 - **Avoid** (change the plan so the risk cannot occur or will have no impact).
 - Including preliminary mitigation discussions.
 - This does not include development of Mitigation Plans; see **Risk Mitigation Action Development Process**.
3. Outputs of Risk Mitigation Process:
 - List of Risks to be mitigated
 - Risk Mitigation Action Development Process

Notes Concerning Risk Mitigation:

- i. At the 90% design risk workshops, special attention should be given to construction risks, in particular how the construction documents handle each of the risks identified in the risk register. In this way, the Project Team can estimate the cost of risk in the bid and the change order exposure.
- ii. Early Warning Meeting: When a new high impact or urgent risk is identified outside of the Risk Workshop Process, a meeting is setup with the project team and other needed experts to quickly quantify and mitigate the risk. Because of the narrow scope, this could be handled effectively on a conference call or an email discussion.

D. Risk Impact Calculation

1. Timing – This process occurs before and after the Risk Mitigation Workshop. It helps determine which risks need to be mitigated. Once the mitigated risks are rescored for impact to the project, this process is performed again to show residual risk exposure in the schedule and cost estimate.
2. Inputs:
 - Risk Quantification Process
 - Project Schedule
 - Cost Estimate
 - Risk Register
3. Processes:
 - The CM will perform the risk analysis using the risk register. Preliminary results will be reviewed

with the Scheduler, Cost Estimator, A/E, and PMO.

4. Outputs:
 - Risk Mitigation Process
 - Risk Exposure
 - Risk Loaded Schedule
 - Risk Loaded Cost Estimate
 - Review of Project Schedule and Cost Estimate

E. Schedules and Cost Estimates

Risk Management is closely tied to schedules and cost estimates. From the project initialization, a complete (not necessarily detailed) schedule and cost estimate are needed. This helps to identify risks and to determine impacts of the risks. For Risk Management purposes, schedules and cost estimates:

- Must be complete. A complete schedule/cost estimate has all phases of the project:
 - Planning
 - Investigations
 - Condition Surveys
 - Design
 - Construction
 - Procurements
 - Permits
 - Operation
- Can be uncertain. Early in the project it is expected that there can be large ranges in the estimates of time and cost for each task. Each schedule item should have a minimum, likely, and maximum value for duration and cost. It is expected that the range from minimum to maximum will decrease during the development of the project.
- Have a consistent Work Breakdown Structure and Schedule Logic.

F. Risk Mitigation Action Development

1. Risk Mitigation Actions are one of the primary values from the Risk Management process. Risks and Mitigation Action Plans may be thought of as Issues and Tasks that have not occurred yet.
2. Inputs
 - Risk Mitigation Workshop
 - Risk Impact Calculation Process
 - List of Risks to be mitigated – all risks should be examined for mitigation plans. Red and Yellow risks should be documented and approved by the PMO.
3. Processes
 - Determining the risk treatment is up to the Project Team and should consider the likely impact of the risk compared to the cost of mitigating the risk. The impact of the risk may not be limited to cost and schedule – less tangible impacts should be considered (e.g. public acceptance).
4. Each risk is treated in the following ways:
 - Reduced – mitigate the risk in such a way as to reduce the probability or impact
 - Transferred – assign the risk to another party (e.g. and insurance policy or transferred to the contractor in the bid documents)
 - Avoided – change the plan so the risk cannot occur or will have no impact
 - Accepted – no mitigation

5. An Action Plan will be developed by the CM if necessary to enhance the mitigation by assigning a specific task to a specific Project Team member by a specific date. The collection of Action Plans for newly developed Mitigation Action Plans should be reviewed by the PMO. The Action Plans should be updated as soon as actions are taken or conditions change.
6. As a minimum frequency, Risk Action Plans should be tracked at Monthly Project Meetings; Schedule and Scope Changes may be developed as a result of an accepted Mitigation Plan.

G. Generation of Scope Changes

A Risk Mitigation Action Plan may require a scope change or a Risk may occur, becoming an Issue. That Issue may require a scope change. See **Scope Management** for more details.

H. Risk Management Updates and Risk Reporting

The Construction Manager, the PMO, and A/E, will meet on a bi-weekly basis to discuss the following:

- New risks – these may be identified outside of workshops and added to the **Risk Register**. An informal process of quantification and mitigation may occur immediately.
- Risk maturity – Review when the risks will become mature.
- Risk Action Plans – Review status of Action Items
- Review of Risk Calculations (if available)
- Probabilities and Impacts – determine if there are updates to the probabilities or impacts of a risk.
- When time is of the essence, Early Warning Meetings.

I. Reporting

1. Monthly Report – A report on risk is included in the Project's Monthly Report. This report should include the following for all risks:
 - Risk Name
 - Phase of the Project
 - Risk Level
 - Probability and Impact
 - Status of Mitigation
 - A count of the total number of risks by risk level
 - Risk Exposure – The range of cost and schedule impacts as calculated in Risk Impact Calculation
 - Key Performance Indicator's (KPIs)
2. Urgent Report – The same report as the monthly report; only for risks that are Urgent (Red risks that could occur in the next year or Yellow risks in the next six months).
3. Risk Mitigation Action Plans

J. Documenting Lessons Learned

When a risk becomes mature and occurs (becoming an issue) or expires; or when a risk is avoided through mitigation; the Risk Manager documents any lessons learned with the risk in the risk register.



H. Initial Risk Log including all Known Project Risks at Start of Project

At this point of the project, the initial risks of this project are as follows:

	Description	Impact
1	Asbestos Abatement scope is undefined	EHS and Budget
2	Work may require residents to be relocated	Schedule
3	Design coordination was rushed	Schedule, budget, and quality

These risks are the risks known at the time of this CMP being drafted. The risks will be entered into the Risk Register and tracked along with any newly identified risks. The Risk Register is a continually updated living document.



Section 5 Construction Administration

D&B's procedures and methodology on the contract administration and management of Contract CM1402406 Assignment #1 - Astoria Houses is described in this section.

The Construction Phases Services will commence with the award of a Construction Contract for Astoria and will terminate upon final acceptance of the Projects in their entirety by NYCHA.

D&B will provide administration for the Projects on NYCHA's behalf. Administration of the construction of the Projects will include scheduling of the work and coordination of the Construction Contractors, residents, NYCHA's project staff, and any other persons/entities on the Site, so that the work may be accomplished timely and efficiently, and with minimum inconvenience to building occupants. Coordinate the installation of NYCHA-furnished material, equipment, and furniture with the work of the CCs.

D&B maintains competent full-time staff at the Project Sites to administer the Projects while work is being performed by the CCs. D&B supplies its staff with personal equipment required for project administration, including, but not limited to personal protective equipment, digital cameras, mobile smart phones, computers/software, etc.

5.1 Field Office

D&B will provide, maintain and subsequently remove its own temporary offices, during the Construction Phase for the field office using the allowances provided in the Task Order Agreement. All D&B's office equipment and supplies, including, but not limited to, telephones, computers, printers, copiers, scanners, facsimile machines shall be provided, maintained, and subsequently removed by the CM, and the cost of same shall be included in the CM's Fee.

As per the Contract Agreement, D&B will provide NYCHA's staff with two personal offices, power, internet, phone, and shared use of copiers and fax machines upon request.

5.2 Project Meetings

1. Meetings are held at the Program Managers Office at 250 Broadway with the PMO, A/E, MEP Consultants, and NYCHA. Meetings will also be held at the Astoria Houses, on site in the D&B field office. Meetings will be scheduled through the PMO. The CM and PMO will determine the need for weekly meetings if necessary. If there no need for a meeting then it will be cancelled by the PMO. From D&B, the CM and FPM will attend the meetings.
2. Agendas are prepared and distributed by the CM at least 24 hours prior to the meeting.
3. Minutes are kept by the CM during the meeting. Draft meeting minutes will be distributed for review and comment to all meeting attendees within 48 hours of the meeting. 1 week from the meeting, the final version of the meeting minutes will be distributed to the project team.
4. If no progress meeting is held, then a progress report with descriptions of 1 week progress and look ahead will be distributed to the project team.

5. Regardless of the status of official Project Meeting with the PMO, a weekly internal meeting will be held with the D&B Project Team to coordinate the efforts of the project.

5.3 Sub-contract Management

1. Subcontractors will be used to supplement the D&B team providing technical expert services, CM, and administrative support as well as make D&B meet the required MBE/WBE goals defined by submitted proposal. For Section 5 requirements, see **Section 9 Public Outreach**.
2. Subcontractors identified for this assignment and the status of their procurement to perform services are shown in the **Form 5-1: Subcontractor Tracking Log**. Identified Subcontractors that will supplement the D&B team include:
 - Savin Engineers, P.C – providing Electrical Engineering Services.
 - CIMC Associates, LLC – providing Construction Support and Technical Assistants Services.
 - TCT – providing cost estimating services
3. D&B drafts subcontracts with the subcontractor to procure services mentioned in the proposal for the amount agreed in the proposal.
4. D&B sends draft NYCHA subcontract approval forms and subcontract to the subcontractor for review, comment, and signature.
5. Signed NYCHA subcontract approval forms are then signed by the Project Director and notarized. Signed subcontracts are executed.
6. All approvals must also have a 1 page narrative cover letter to NYCHA from D&B explaining who the sub is, what tier, and amount to be subbed.
7. Final NYCHA subcontractor approval forms are sent to the PMO at 250 Broadway to the Attention of David Brezler.
8. Sub-contractor costs are submitted to the PM for review and approval before submission to NYCHA for payment as part of the monthly payment.
9. Prior to submission for payment, each sub-contractor must fill out the payment forms included in **Form 5-2 NYCHA Payment Forms**.

5.4 Payment Requisitions Procedures

A. Consultant Payment Requests

1. Payments requisitions are submitted monthly to NYCHA for D&B CM Services.
2. Payment requisitions include timesheets with rates and multiplier applied to the hours billed. D&B timesheets are submitted using the internal electronic D&B accounting and project management system BST.



3. In accordance with the contract agreement, incidentals, travel expenses, and other direct costs are not billable to the client and cannot be included with the payment.
4. Timesheets from the subcontractors are reviewed by the CM prior to inclusion with the payment.
5. All payments are reviewed by the CM prior to submission to the PMO for review.
6. All required forms and affidavits are filled out and signed by the project manager to be included with the payment requisition each month. See **Form 5-2 NYCHA Payment Forms**.
7. The payment request is submitted to the PMO first for review and approval. The required amount of hardcopy sets are submitted to the PMO.
8. The PMO reviews the payment and contacts the PM if needed for any clarifications or additional information.
9. Once the payment has been reviewed and accepted by the PMO, the PMO will send the D&B the payment approval sheet.
10. D&B shall then submit the final payment and payment approval sheet to NYCHA for review and approval.

B. Contractor Payment Review Process

D&B will receive, review and recommend for processing by NYCHA, all schedules of values, invoices, and requests for payments prepared by the CCs. D&B will correlate CCs' payment requests with the progress of the work, and take into account any deficiencies in the work for which payment is being requested, in making a payment recommendation. D&B's recommendation for payment will constitute a representation to NYCHA, which, to the best of the CM's knowledge, information and belief, the work has progressed to the point indicated, and the quality of the work is in accordance with the Contract Documents. D&B's Office Engineer will track payments to CCs, document construction expenditures, and assist NYCHA with documentation for requests for grants and/or Federal, State, and/or City aid. The payment project is described as follows:

- 1) D&B, serving as the CM Agent, will promptly review each Contractor application for payment and identify in writing any cause for disapproval with 8 working days. Once accepted, an application for payment will be made within thirty (30) days of receipt of the properly prepared invoice.
- 2) The CM and inspection staff jointly reviews the Contractor's draft monthly progress pay request. The Field Project Manager is responsible for providing the CM with an independent analysis of schedule progress and the resultant value of work performed in accordance with the Schedule of Values. This analysis will be made on the basis of field observation, review of the look-ahead schedules, and discussions with field inspectors. D&B's Scheduler updates the last approved CPM Schedule with this information and runs a resource report using the Contractor's cost-loaded schedule activities to provide an independent estimate of the Contractor's actual progress and the value of the work performed.
- 3) After initial review of the Contractor's draft request for progress payment, the CM reviews the D&B's Scheduler's analysis. The CM and Scheduler reconcile any significant differences and agree on the revisions that will be requested in the Contractor's final request for progress payment. The progress payment document will have a signature line on which D&B notes recommendation of the payment amount.

- 4) Payment is recommended for each item in the schedule of values based on the earned value determination. The earned value is the “percent complete” of each line item in the schedule of values, as measured in the field. Payment can also be recommended for major materials or equipment delivered to the site if they are included as line items in the SOV, or for up to 75% of materials’ invoices value or equipment stored and insured off site. Refer to the contract for payment on Materials on Hand (may vary by Contract).
- 5) Payment will be withheld for any defective work or non-compliance. Prior to withholding payment, the Contractor must be given a written Notice of Noncompliance that states both the reasons for withholding payment and amount to be withheld.
- 6) The CM meets with the Contractor and agrees on the percent complete for each activity that will be progressed in the pay request.
- 7) The Contractor then submits the agreed-upon pay request. A pay request that does not include the required documentation will not be accepted and is promptly returned to the Contractor with a written explanation of what information is required.

5.5 Schedule Update Requirement

A. CPM Baseline

- 1) The CPM Baseline Schedule is developed by the Sr. Scheduler.
- 2) The Sr. Scheduler uses the following inputs for developing the master schedule: Contract drawings, specifications, design report, and meeting minutes.
- 3) The Sr. Scheduler also consults with the PMO’s CPM Scheduler for additional clarifications.
- 4) The CM regularly meets with the Sr. Scheduler to review the schedule development process.
- 5) D&B will also review the PMO master program schedule and compare to the Astoria Houses schedule.
- 6) The CM reviews the Schedule developed by the Sr. Scheduler and writes a schedule narrative summarizing the schedule.
- 7) The Schedule is submitted to the PMO. Meetings are held if needed to further discuss the schedule.
- 8) Comments (if any) are sent back to the Sr. Scheduler for correction and revision.
- 9) The Schedule is uploaded to e-Builder.

B. Contractor Schedule Review

An updated project schedule is required to be submitted with the progress payment. The Project Control Engineer reviews the Contractor’s update schedule, including the specified reports and meets with the Contractor and agrees to acceptable revisions to the schedule. The Contractor then resubmits the agreed-upon revised schedule, as appropriate.

The Project Control Engineer writes a summary documenting the revisions to the monthly schedule. The summary includes a list of all logic changes and a float report.

5.6 Correspondence Management

Correspondence for this project is generally managed through the Project Management Information System provided by NYCHA. **Section 2.6 Field Communication Procedures** defines procedures for sending/receiving official correspondence. For this project, D&B is working for NYCHA’s PMO. All correspondence will be routed through the PMO’s Project Manager assigned to this project.



All correspondence is saved electronically on D&B's server. Hardcopies are kept in D&B's Woodbury Office.

Project correspondence and project files to be shared with the PMO are maintained on the PMO's e-Builder (see Section 4).

5.6.1 Requests for Information (RFI)

A request for information (RFI) is a contractor initiated, written instrument related to the execution of the Work that is addressed to NYCHA. The Contractor shall use the RFI as a means to ask questions related to the Work and to request the NYCHA's interpretation of information within the Contract Documents. Prior to the commencement of the RFI process, the Contractor shall designate an "RFI Manager" whose duties shall include but are not limited to:

1. Enforcing the Requests for Information provisions of the Specifications
2. Maintaining an up-to-date log of all RFI's
3. Advising NYCHA of the status and disposition of all RFI's at the progress meetings

RFI's must originate only from the designated RFI manager. RFI's must include

1. Project Name
2. Project Number
3. Date
4. Name of Contractor
5. Name of Architect and NYCHA Representative
6. RFI number, numbered sequentially
7. RFI subject
8. Specification Section number and title, page number, and related paragraphs, as appropriate
9. Drawing number and detail references, as appropriate
10. Field dimensions and conditions, as appropriate
11. The Contractor's suggested resolution. If the Contractor's suggested resolution impacts the Contract Time or the Contract Sum, the Contractor shall state the impact in the RFI
12. Contractor's signature
13. Attachments: Include sketches, descriptions, measurements, photos, Product Data, Shop Drawings, coordination drawings, and other information necessary to fully describe the items needing interpretation. Include dimensions, thicknesses, structural grid references, and details of affected materials, assemblies, and attachments on attached sketches

NYCHA's representative will review each submitted RFI and determine the action required and respond within ten (10) working days. D&B will prepare, maintain, and submit an RFI log that shall be submitted weekly. D&B will immediately update the RFI log and distribute the RFI response after NYCHA takes action. The entire RFI process is anticipated to be complete on NYCHA's e-Builder program.

5.6.2 Submittals

Submittals are an integral part of the project management process, and can be broken down into two different categories: Action submittals and Informational Submittals. Action submittals are written and graphic information and physical samples that require NYCHA's Representative's response action. Informational submittals are written and graphic information and physical samples that do not require



NYCHA's Representative's responsive action. The processing time for the initial review of each submittal is fifteen (15) work days. Both Action and Informational submittals need to be submitted as one (1) electronic file on NYCHA's e-Builder program. Concerning Action Submittals, NYCHA's representative will review each submittal and make marks to indicate corrections or revisions. The A/EOR will stamp each submittal with an action stamp and will mark the stamp appropriately, as follows:

1. APPROVED
2. APPROVED AS NOTED
3. CORRECT AN RESUBMIT
4. REJECTED

Informational submittals will be reviewed by NYCHA's representative and will be returned if it does not comply with the requirements.

5.7 Reporting

The CM shall prepare monthly written progress reports and deliver five (5) copies of same to NYCHA, no later than the 10th day of the following month. Such reports shall include the following information at a minimum:

- **Executive Summary** – Include high level summary of the current progress and event changes from the previous month's reports.
- **Progress Narrative** – Include a detailed summary of the current progress and event changes from the previous month's reports and support with photographs and the Master Project Schedule to show progress.
- **Issues Report** – Include a summary report on all critical and important issues, which require NYCHA's attention.
- **Foreseeable Risks** – Include any and all events, circumstances, and exposures that may impact the schedule, contract values and budget.
- **Incomplete Items and Deficiency Log** – Include a log of non-conforming or deficient work that details the date reported, ball in court, due date, status, and description.
- **Lessons Learned** – Include a summary of all lessons learned during the previous month. Note: NYCHA may grant access to NYCHA's MS Access Lessons Learned Database to the CM. The CM shall enter their lessons learned if access is granted.
- **Permit Log** – Detail the permit date, issuing agencies, agency contact information, inspections pertaining to the permit and status of the same with status date, and the permit expiration date.
- **Budget Report** – Include the total contracted amounts, projection of labor usage through completion of the Project in terms of CM personnel, AE personnel and Contractors personnel. The reports shall show the current earned value and planned value for each billable individual.
- **Construction Phase Changes** – Include a complete list of all NYCHA approved design changes as of the date of the report and state the effect of the changes on the Project and Construction Budget, the Master Project Schedule, and Quality.
- **Change Orders/RFIs** – Include a log of the status of change orders (i.e., estimated, potential, proposed, pending, processed) and RFIs.
- **CCs Payment Summary** – Include a discussion of variances between amounts paid to date and the cash flow forecast, with table summary of all invoices paid to date by Contract.
- **Manpower Summary** – Include a summary report of all daily logs from the previous month with summary of notable changes during the month, table detailing personnel counts and equipment.
- **Closeout Status** – Include a status of punch list, operation and maintenance manuals, warranties, training, as-built(s), etc.

- **Attachments**

- *Photographs*
- *Logs*
- *Reports*
- *Graphs*
- *Schedules*
- *Daily Logs*

5.8 Monitor Progress

D&B's Field Staff will monitor the progress of the CCs' work and prepare written daily reports documenting the type and location of work performed, each subcontractor's labor and equipment, and all pertinent details relative to the progress of the work. The CM shall augment the written reports with photographic documentation of the work in progress (see Appendix 7-5). Photographs are required when unforeseen conditions, disputed work, or deficiencies in the work are encountered. The CM shall proactively monitor the progress of the work, taking such steps as are authorized under the CCs' contract, to ensure that the CCs' workforce is sufficient and the work is being diligently prosecuted. Where progress is impeded by actions/inactions of the A/E, or others, the CM shall bring such matters promptly to the attention of the NYCHA for resolution.

5.9 Site Conditions

As portions of the work become accessible, the CM will promptly and diligently investigate existing conditions through both as-built drawings provided by NYCHA and Site visits and then report to the PMO, those conditions which differ minimally and substantially from the information contained in the Contract Documents. The CM will also provide probable conditions in a separate ledger to provide the PMO the opportunity to mitigate cost and risk. The CM shall collaborate with the PMO to devise appropriate modifications to the Contract Documents.



Section 6 Environmental Health and Safety

As per Contract requirements, D&B's Corporate Health and Safety Policy, and EHS best practices D&B developed a project-specific Health and Safety Plan (HASP) for the Astoria Houses Project. The HASP was completed using the D&B corporate HASP template and includes the site specific health and safety hazards for the D&B employees on-site at the Astoria Houses Project.

The D&B HASP does not cover the contractor's employees' health and safety issues. The purpose of the D&B HASP is to cover the health and safety requirements for any CM Staff. Since CM Inspectors are expected to be on-site monitoring the contractor's workers, the Inspectors can expect to experience many of the same hazards as the workers would.

It is important to note that the Contractor is required to submit their own "Safety and Health Plan" as per Specification 01 35 13. The Contractor's plan is to cover all the health and safety issues for the contractor's employees performing the contract work. The Contractor HASP is reviewed by D&B for conformance to Specification 01 35 13. The CM will require the CC to submit their site specific safety program and the CM will serve a central role in dissemination of safety-related information between the CC and NYCHA. The CM shall not have control over or charge of the CC's Work and the CM shall not be responsible for CC's means, methods, techniques, sequences or procedures, and/or for safety precautions and programs in connection with the work of CC, since these are solely the CC's responsibility. The CM will however have the requirement and right to implement an immediate stop work order or a corrective action to the CC on behalf of NYCHA in the event of an unsafe work condition. The CM will notify NYCHA immediately after the event has been mitigated. The CM will not be responsible for CC's failure to carry out the work in accordance with the CC's safety programs, and/or applicable safety rules and regulations. Nevertheless, the CM will promote safety and endeavor to guard against the creation of unsafe conditions by any CC. The CM will provide the services of a New York City licensed Site Safety Manager to review a site safety plan prepared by the CC.

D&B will provide a dedicated Health and Safety expert to oversee the Health and Safety of the project and liaison with the contractor's Health and Safety Officer. See **Appendix 6-1 Astoria Houses Health and Safety Plan** for more information. Supplementing the Astoria HASP is site specific Health and Safety SOPs included in **Section 12 - Project Procedures Manual**.

All new employees or visitors are required to first check in at the Construction Management Field Office before entering the construction site. New employees or visitors are required to receive the site safety orientation to be provided by the CM Site Safety Representative. A sample orientation package is included in **Appendix 6-2 Astoria Site Orientation Presentation**.



Section 7 Quality Management Plan (QMP)

Quality Control and Testing

1. *Construction Phase Testing – The CM shall provide NYCHA a “Testing Program Proposal” for each project for NYCHA’s review and approval. The Testing Program Proposal shall include all required testing, inspections, and monitoring by code, and additional testing that may be in NYCHA’s best interest. The Testing Program Proposal shall be submitted for NYCHA’s review and approval within 14 calendar days after the review by the CM of the CDs is completed. The CM shall demonstrate that a minimum of four (4) bids were obtained for the best value of the Testing Program Proposal. The Not-To-Exceed Management Fee shall include the coordination of the scope of the services in the Testing Program Proposal. The CM shall submit an allowance in their Fee Proposal per Section II, Paragraph 5.2 for the Testing Program Proposal.*
2. *NYCHA reserves the right to award the scope of services for testing, inspections and monitoring to a firm other than the CM. In such an occurrence, the CM shall coordinate all testing, inspections, and monitoring.*

7.1 General

Quality is defined as the degree to which a product or service meets or exceeds a customer’s requirements and expectations.

Quality Management is all activities of the overall management function that determine quality policy, objectives, and responsibilities, and implement them by means such as quality planning, quality assurance, quality control, and quality improvement within the system.

Quality Control (QC) refers to the operational activities put in place to control the quality of a product or service. These include such activities as providing clear decisions and directions, constant supervision by experienced individuals, immediate review of completed activities for accuracy and completeness, and accurate documentation of all decisions, assumptions, and recommendations. Quality control procedures, if followed, should ensure that the work is done correctly the first time.

Note: Contractor is responsible for QC per Detailed Specification 01 45 00 Quality Control of the Construction Contract.

Quality Assurance (QA) refers to the certainty that products and services meet the requirements for quality. The objective of quality assurance is the continual improvement of the total delivery process to enhance quality, productivity, and customer satisfaction. Essentially, quality assurance describes the process of enforcing quality control standards. When quality assurance is well-implemented, noticeable improvement in terms of both reducing errors and increasing product usability and performance should be noted. Quality assurance should function as a “voice” for the customer who expects a certain level of quality to be provided.

7.2 Quality Control Plan

7.2.1 General

The Quality Control Plan is a comprehensive, well-defined, written set of procedures and activities aimed at delivering products that meet or exceed a customer's expectations, as expressed in contract documents and other published sources. A quality control plan will identify the organization or individuals responsible

for quality control and the specific procedures used to ensure delivery of a quality product. A quality control plan will also detail quality assurance measures and the method of accountability and required documentation. The quality control plan should be developed on a project-specific basis and tailored to fit the particular needs of the owner or end-user. A *QA/QC Frequency Table (Appendix 7-1)* has been developed by D&B thru analyzing the Detailed Specifications of the project and identifying all relevant QA/QC requirements. This table will be used by all field inspection staff.

7.2.2 Contractor's Quality Control Plan

The CONTRACTOR will develop a written plan for implementing QC, tests, and inspection procedures as per Detailed Specification 01 45 00. These procedures shall include but not be limited to:

- Instructions for performing the contractually required tests or inspections.
- The accept/reject criteria for each inspection activity listed on the checklist (i.e., applicable drawing, Specification section, industry code or standard).
- The frequency for performing the test or inspection. These procedures shall be kept current and shall be available at all locations where they will be used.
- Procedures shall provide for the identification and control of unsatisfactory or non-conforming material or conditions and for the prompt notification to the OWNER with recommendations for corrective action.
- The CONTRACTOR shall include in its QC plan the means and methods established for controlling the identification, handling, and storage of raw and fabricated material and inspection status of the material. These controls shall be maintained from the time of receipt of the material until delivery to the OWNER, in order to protect the material from damage, deterioration, loss or substitution.
- Means and methods for inspection/testing procedures shall be included in the CONTRACTOR'S plan to assure conformance with requirements for special process Specifications such as welding, heat-treating and nondestructive testing of materials.

Work to be done away from the construction site is subject to inspection on behalf of NYCHA during its fabrication, manufacture, testing or before shipment. The CONTRACTOR shall give at a minimum prescribed notice to the CM of the place and time where such fabrication, manufacture, testing, or shipping is to be done so that the necessary arrangements for inspections and witnessing of shop tests can be made for such specified equipment as, but not limited to Floodwalls and Natural Gas Engine Generators.

The Field Project Manager is responsible for:

- Routing the equipment shop drawing and the submittal on shop test procedures between the Contractor, the A/E, PMO, and NYCHA.
- Verifying that the equipment delivered to the site matches the equipment approved in the shop drawing review and witnessed shop test.
- For specialized, or custom designed equipment that is integral to the completion and start-up of a specific system. The CM Representative (usually the Field Project Manager) may be asked to attend witness testing in order to ask specific questions related to the installation requirements for the equipment and/or the operation of this equipment in relation to other new or existing systems at the facility.

Responsibilities for specific members of the CM, including QA/QC are described in **Section 2 Organization**. Certifications for personnel, procedures, and equipment shall be maintained as required to meet the requirements of the Contract Documents and all applicable codes (see Section 2). In



accordance with the General Conditions, the CQC program is subject to review and approval by the A/E to assure compliance with the Contract Documents.

7.2.3 CM's Quality Control and Testing Proposal

As stated in the Contract Agreement, testing services may be provided by the CM if requested by NYCHA as follows for Construction Phase Testing:

1. D&B will provide NYCHA a "Testing Program Proposal" for the Astoria Project for NYCHA's review and approval if testing is required and requested by the CM.
2. The Testing Program Proposal must include all required testing, inspections, and monitoring by code, and additional testing that may be in NYCHA's best interest.
3. The submitted proposal must contain a minimum of four (4) bids were obtained for the best value of the Testing Program Proposal. The Not-To-Exceed Management Fee includes the coordination of the scope of the services in the Testing Program Proposal.
4. The Testing Program Proposal must be submitted for NYCHA's review and approval within 14 calendar days after the review by D&B of the CDs in completed.
5. D&B submit an allowance in their Fee Proposal per Section II, Paragraph 5.2 for the Testing Program Proposal.
6. Note that NYCHA reserves the right to award the scope of services for testing, inspections and monitoring to a firm other than D&B. In such an occurrence, D&B will coordinate all testing, inspections, and monitoring.

7.3 Inspection

7.3.1 General

The Field Project Manager's inspectors are essentially responsible for monitoring the work performed by the Contractor and to assure that work is being accomplished by the Contractor in accordance with the contract documents and Contractor's Quality Control Plan (CQCP). The CQCP assigns responsibilities, authority levels and interface requirements within the contractor's organization for activities that affect quality. It is imperative that the construction management personnel understand the entire CQCP in order to verify it is being implemented as required.

Inspectors are expected to be knowledgeable of the procedures included in **Section 12 Project Procedures Manual**, familiar with the contract plans, specifications and contract conditions, and experienced in the methods of installation. As such, the Inspection staff constitutes a valuable resource to the project. Qualifications and Training Requirements for the Inspection Staff is covered in detail in **Section 2 Organization**. In addition the construction inspectors are expected to be familiar with NYCHA rules, regulations, and procedures for construction. Inspectors are to note any non-conforming work or deficiencies in the daily inspection report and work with the PM in the timely resolution of all non-conforming work.

The inspector will be called upon to assist in the interpretation of plans and specifications and can offer valuable insight on methods and techniques of construction. They must not direct the Contractor in means,



methods, techniques, sequences, or procedures of construction, or make recommendations. Any advice requested and offered must be qualified with the statement that the Contractor, alone, is responsible for the construction of the work. In instances of deficient work or products, a written notice of non-conformance will be issued by the PM. See section 7.3.4 below.

7.3.2 Daily Inspection Reports

Inspection staff shall prepare an Inspection Daily Report (IDR) of construction activities each day and submit it to the Field Project Manager for review and approval using the PMO's Contract Manager System. The report shall be written concisely and clearly without subjective judgments, and shall provide a comprehensive written record of the work progress. All inspection reports shall be uploaded or prepared electronically utilizing the PMO's eBuilder system. It is NYCHA and PMO's preference that these reports be tracked, approved, and filed electronically by the Field Project Manager using eBuilder. Hardcopy reports will be kept if requested. The report shall include:

- Summary of labor and equipment used for the day
- Summary of the construction activities for that day broken down by CPM activity number
- Any EH&S issues
- Deliveries to site and removals from site
- Non-Conformances
- Applicable Contract/Shop Drawings
- Follow-up on previously reported deficiencies
- Unusual events occurring during the day
- Building(s) inspected and location
- Construction Contract information including Capital Project number, contract number, and contractor name
- Name of the Field Project Manager
- Weather for at least two times of the day
- Day of the week
- Report number and page number
- Checklists for work installed (if applicable)
- Pictures (if applicable). Digital photos shall be taken as appropriate to document the progress of the work and entered into the Photo Log.

In addition to filling in all the required spaces, Inspectors shall record all useful information (including comments) on the reports. Comments should be objective, factual, and avoid opinions. If in doubt, report to the Field Project Manager. Daily reports shall be entered into eBuilder by the Inspectors by the end of each working day and notification given to the FPM. The suggest IDR Template for this project is given in **Appendix 7-5: Inspector Daily Report Template.**

7.3.3 Field Testing and Special Inspections

The Contractor is responsible for coordinating the schedule for testing of materials and workmanship with the inspector responsible for monitoring the work. The PMO will provide the services of a qualified concrete technician at each location where concrete is being mixed and/or discharged as well as qualified inspectors for special inspections. The construction manager may be called upon to prepare a scope of work that includes the type, quantity, and dates for material testing to be performed and for verifying that the appropriate contract vehicle and funding are available by the PMO.

If the results from laboratory or field tests show that the material being tested does not meet the minimum specifications, then the work is rejected. The Contractor and Field Project Manager will determine a

corrective action plan to bring the material to an acceptable condition. It is the responsibility of the Contractor to pay for all additional tests that may be required after the material has failed the initial tests.

Although the actual performance of the Special Inspections will be performed by the PMO's on-call special inspector, D&B is responsible for making sure all needed inspections happen and are completed to allow for the certificate of occupancy to be issued. The **Appendix 7-4: Special Inspections Plan** is included to identify the needed special inspections for the Astoria Project. The PM shall be responsible for reporting to the PMO when special inspections are needed and are carried out to the success of the project.

7.3.4 Non-Conforming Work

A non-conformance memo is prepared and submitted to the Contractor whenever the work does not meet the requirements of the Contract Documents. Deficiencies may be identified during the daily inspection of the work by the construction manager's inspectors, by the PMO, NYCHA, A/E, or even the Contractor's own personnel. Non-conformance memos are issued by the FPM. However, field inspectors generally have the authority to note unsatisfactory workmanship and materials. Such non-conformances must be brought to the FPM's attention immediately upon discovery, documented, and referenced to the appropriate plan or specification requirement. Documentation should include photographs where possible. However, the work shall not be directed to stop (by the FPM only) unless the non-conforming work will be covered up or the correction of the non-conforming work will have a critical impact on completion of the project. The non-conformance memo provides a way to document the substandard condition and, when complete, records the Contractor's resolution to the problem.

Note: It is good practice to attach a copy of the non-conformance memo and any backup to the Inspector's Daily Report from the day it was identified and submitted to the Contractor.

7.3.5 Coordination with Statutory Authorities

The field inspection staff should be aware of other statutory authorities' inspection and testing requirements. Other affected agencies for this project include:

- Con-Edison – Tie in for the natural gas generators.
- FDNY – Fire Alarm System approval.
- NYCDOT – Possible road closures for contractor.
- NYCDOB – Certificate of Occupancy and Special Inspections.
- NYCHA – Possible area closures for contractor staging area(s).
- NYCDEP – Air Permit.

Usually, the coordination of road closures and maintenance of traffic plans, potential interruptions of service, or verification of underground utilities will be required to be prepared by the contractor. These plans will be reviewed by the A/E and also the CM for constructability comments. For all utility installations the CM staff must check that line and grade is maintained per the approved drawings and that all restoration is done in accordance with authorizing agencies' standards as listed in the construction specifications.

7.3.6 Survey Control

As per *Specification Section 01 14 00; Part 1 – F. Survey and Layouts* of the construction contract, the contractor is required to perform the site layout. If a survey is required, the construction manager will require that the Contractor give adequate notice of layout needs and schedule work with survey crews so as not to delay construction. Basic survey controls are to be protected and, when necessary, relocated.

There should be frequent checks on layout to confirm work is accurately installed. The construction manager and surveyors should do regular spot checks of measurements and elevations including manhole locations; pipe elevations; new structures, and final grades. Final pay items that can be verified by survey should be measured and documented by the survey crew at the completion of the project.

7.4 Resident Engineering

Note: See section 12 – Project Procedures Manual

7.4.1 General

The Field Project Manager is the lead D&B CM Representative on site and is the designated technical representative of NYCHA for this project. The Field Project Manager is authorized to perform functions such as review and/or inspection services, judging the acceptability of supplies and services – including construction services – and other functions of a technical or administrative nature. The Construction Manager and Field Project Manager have the authority to enforce the contract provisions including the authority to:

- Stop any work whenever such action is warranted and authorized in writing by the PMO;
- Reject materials or workmanship not in conformance with the contract requirements;
- Direct unacceptable work to be removed, and should the contractor fail to remove the unacceptable work as directed, to coordinate the work to be removed by others and to deduct the costs of removal and replacement with acceptable work from any moneys due or to become due to the contractor.

The Field Project Manager's approval will not relieve the contractor from responsibility for errors, improper fabrication, and non-conformance to a contract requirement, or for deficiencies with the contractor's control.

In the event of a life threatening situation or other emergency, the Field Project Manager is authorized to stop work, order extra work, and take other appropriate action immediately as per Section 6 Environmental Health and Safety. The Construction Manager should promptly advise the PMO and then follow-up with proper and comprehensive documentation.

7.4.2 Resident Engineer

Note: See Section 2 Organization for the PM Specific roles on this Project

As the Field Project Manager and Technical Representative on construction matters for NYCHA, the Field Project Manager will:

- Administer the Contract within the authority delegated by NYCHA;
- Supervise the Office Engineers and Inspectors to perform Resident Engineering & Inspection Services;
- Supervise the EHS Personnel and Field Office Staff;
- Monitor the quality of the work, reject noncompliant work and recommend acceptance of the work;
- Coordinate community relations and 3rd party issues with NYCHA Astoria Property Manager, Debra Barnes-Hinnant;
- Coordinate materials testing and environmental sampling services for the construction contract;
- Review the schedule of values, project schedules, submittals, substitution requests and other documentation submitted by the Contractor, and responding to such;
- Issue Field Memos and Non-conformance memos;



- Respond to Requests for Information or transmit to A/E as necessary;
- Prepare a Monthly Progress Report on the progress of the Works, safety, quality, and critical issues & tasks, and submit to the CM for inclusion into the CM Monthly Report to the Owner;
- Coordinate the work in the field with the PMO and the Contractor's project manager.

7.5 Contractors Quality Control

In the conventional delivery of a construction project, the contractor is responsible for ensuring the quality of the work performed. Detailed requirements for quality of work are contained in Division 1 of the Construction Contract. A brief summary of the contractor's quality responsibilities include:

- Controlling the quality of all the Work including the work of its Subcontractors, vendors and suppliers; and for assuring that the contract specified quality of the work is achieved.
- The Contractor shall maintain control over construction and installation processes to assure compliance with specified requirements. In-process and final inspection and testing of construction shall be performed in accordance with written test and inspection procedures to assure that contract requirements have been met.
- The results of all inspections shall be recorded on inspection checklists developed by the Contractor and approved in writing by NYCHA.

7.6 Construction Manager's Quality Assurance

The Contract defines Quality-Assurance Services as activities, actions, and procedures performed before and during execution of the Work to guard against defects and deficiencies and substantiate that proposed construction will comply with requirements. For the D&B CM, Quality Assurance is the process wherein the CM team ensures that the tenets of the construction manager's quality control plan and the Contractor's adherence to quality control as specified in the Contract are being followed. The construction manager shall ensure that all work is being executed to the requirements of the contract.

Quality assurance is defined as the process by which the work is inspected and tested for compliance with the contract documents. The quality assurance process covers a broad range of activities that include ensuring all Contract Document requirements and industry standards are met in all aspects of the construction process, such as:

- Materials and equipment provided are as specified.
- Manufacturing procedures are performed according to submitted procedures and meet industry standards.
- Manufacturing quality control is conducted according to submitted quality control plans.
- Storage and movement of materials and equipment are safe and non-harmful to the material and equipment.
- Installation procedures meet industry standards.
- Project as completed meets the design intent.

The Field Project Manager monitors compliance is through the following activities:

- Documentation of site conditions prior to beginning construction.
- Review and acceptance of submittals from the Contractor prior to fabrication or installation of materials and equipment using the Contract Manager System.
- Inspection, observation, and documentation of daily field work.
- In-plant fabrication and/or witness testing at place of manufacture when authorized by the PMO.
- Monitoring of survey points.
- Environmental monitoring.



- Review and recommend payment requests.

In accordance with the terms and conditions of the construction contracts, D&B as NYCHA CM Agent is responsible for monitoring the Contractor's compliance with the Contract Documents, but is not responsible for the means and methods, techniques, sequences, or procedures the Contractor may use to perform the work.

7.7 Independent Testing Program

Independent third-party testing will be required as per the NYC Department of Buildings 2014 Building Code and Rules and Regulations of New York City with regards to the Special Inspections. The breakdown of responsibility for materials testing and inspection can be found in the contract documents. It has also been summarized in the *Appendix 7-1: QA/QC Frequency Table*.

For this project, types of materials testing required include, but are not limited to, paint thickness, soil compaction density, concrete slump and cylinder testing, grout testing, mortar testing, asphalt pavement testing, welding, and high strength bolting testing as described in the Contract Specifications. Special testing programs are required for the flood barriers and natural gas engine generators as per the contract documents.

As part of the pre-construction phase constructability reviews, D&B will work with the PMO to confirm that all required independent testing laboratories are under contract. This information will allow the construction manager's field personnel to identify who within the PMO to contact when materials testing or inspections are required.

During the course of construction, the Contractor will provide adequate notice to the construction manager's field personnel of planned construction activities requiring materials testing. Testing of materials, whether performed by NYCHA, the PMO, A/E, CM or the Contractor, shall be documented as an agenda item during schedule and progress meetings.

The Contractor will provide in writing the date, time, location, and estimated quantities of material to be used through schedule/progress meetings, or via email. If the Contractor fails to provide the proper notification for materials testing, the CM may delay the materials placement until the testing firm can be scheduled and coordinated with the placement activity. The Contractor will communicate to the CM any change to the materials placement schedule as soon as it is known. This action may cause delays in coordinating the materials testing firm and the scheduled materials placement. The CM's field personnel shall report potential delays due to materials testing to the Construction Manager and the owner, so that awareness of overall project schedule integrity is maintained.

The construction manager's field personnel will contact a representative with the appropriate testing firm and coordinate testing activities with the Contractor's scheduled placement. All information provided by the Contractor shall be relayed to the testing firm to facilitate coordination of testing activities. Materials testing requirements will be included in the testing firm's contract scope of work.

The construction manager's inspectors shall be present during materials placement to perform visual observations of the activities performed by the PMO's testing firm. Knowledge of the materials testing procedure shall be used to verify that the testing firm is performing actual sampling and testing per the requirements of industry standards. If the CM's inspector notices a discrepancy in the testing firm's procedures, the inspector shall have the testing firm repeat the testing per the industry standard



requirements (see *Appendix 7-1: QA/QC Frequency Table* for each industry standard of specified materials and equipment).

The CM's inspector shall communicate all discrepancies found and any unsatisfactory real-time results during on-site testing to the Contractor for immediate action. This information shall be documented and, if necessary, used to stop work and/or remove any noncompliant material from the project site. The PM shall also be contacted immediately for their input.

Copies of the final material testing results from the testing firm will be forwarded to the construction manager and the Contractor. The construction management personnel shall review the data for satisfactory acceptance. Upon acceptance of test data that meets materials requirements, the construction manager shall inform the Contractor of the acceptance and document the review in the inspector's daily report.

If material test results do not meet the requirements or further analysis of the test results is required, the field personnel shall forward the test results to the construction manager for referral to the designer, if necessary, for further review and a determination further action. Immediate action, such as stoppage of work or a Non-conformance Memo may be taken with the Contractor if the material deficiency is of a critical nature.

The Contractor is responsible for payment for any subsequent testing that is required based on the solutions to resolve the deficiency. All finalized materials re-test reports shall be forwarded to the construction manager for review and final acceptance to close out the materials discrepancy and Non-conformance memo, if used.

7.8 Quality Audits

See Procedure To8 – Quality Audit Procedure for more information.

As part of D&B's Quality Program, independent Quality Audits are used to verify the effectiveness of the quality program and/or as a basis for implementing changes needed to correct deficiencies in the quality program. On a bi-annual basis, the Project Director will perform quality a quality audit of the project. An official report will be prepared as per To8 – Quality Audit Procedure detailing any findings and opportunities for improvements.

7.8.1 Quality Audits of the Contractor

As specified in Clause 3 Architect's Duties, Responsibilities, and Authority of HUD-5370, it is the right of the owner or the owner's representative to making periodic visits to the work site, and on the basis of his/her on-site inspections, issuing written reports to the NYCHA which shall include all observed deficiencies. The Architect shall file a copy of the report with the Contractor's designated representative at the site." The CM shall be responsible for performing this periodic quality audit of the contractor's processes to ensure that the requirements of the Contract are upheld. To this end, the contractor will provide, upon written notice by the PMO (as requested by the CM), complete access to project quality files and records. No business-sensitive information need be shared, but documented evidence that quality protocols are being followed will be presented by the contractor for analysis by the PMO and the construction manager. At the end of the audit, all findings will be documented in writing, and an exit interview will be held wherein the CM notes processes that are not being well followed or documented, highlights missing information, and acknowledges elements of the contractor's program that appear to be working well. The proceedings will be documented in meeting minutes and action items assigned for those

areas in need of improvement. Depending upon the results of the audit, the CM may choose to schedule a follow-up audit to ensure that the recommended corrective actions are being taken. Failure of the contractor to administer an acceptable quality control program may result in withheld payment, rework of undocumented items, or in an extreme case, termination for cause.

7.8.2 Quality Audits of the D&B CM Team

The D&B on-site CM Team, in an effort to assure compliance with the CM's Quality of Services as per CM Contract CM1402406, will perform internal audits on a quarterly basis for this project.

The CM Project Director will visit the construction site and/or access project files to assess the CM compliance with D&B's approved quality management plan. The audit procedure is detailed in Technical Procedure #08 CM Audit in **Section 12 - Project Procedures Manual**.

Qualifications of the CM Staff are regularly checked and audited for compliance with the established criteria in **Section 2 Organization**. When requested, the CM must present the records showing the CM staff members appropriate qualifications. Deficiencies are reported to the Project Director.

7.8.3 Client Satisfaction

A. Purpose and Scope

D&B is committed to delivering the highest quality construction projects in accordance with NYCHA's quality initiative and industry best practices. This means D&B will strive to improve based on feedback from the NYCHA Sandy Program Management Office (Director and Project Manager) and the Client (NYCHA).

The CM will be responsible for project supervision and monitoring the project. Such project oversight and Construction Management will be in accordance with the contract specifications and additional project documentation. The CM will ensure that all work is completed to the highest standard in the safest manner in conjunction with all NYCHA Standards and all other regulatory requirements.

B. Responsibilities

The D&B Project Director is responsible for soliciting feedback on CM performance in delivering the work product or service to PMO Executive Management. Monthly and even weekly reports are prepared for the PMO. Weekly meetings are held with the PMO to review the status of the project and review deliverables.

Feedback from the PMO will be handled thru the CM. Documentation regarding specific requests and questions from the client must be maintained in the project contract files.

C. Obtaining Client Feedback

The methods used to obtain client feedback are discussed in the following subsections. Feedback from the client is handled mainly through meetings and email correspondence.

- Meetings with the PMO are conducted monthly. The PD will seek feedback and share with the CM to improve performance. Recommendations will be documented.
- Meetings with NYCHA occur during if needed.



- Minutes of meetings with the PMO and NYCHA are kept. Draft minutes are distributed 48 hours after the meeting and finalized within 48 hours of sending the draft minutes.
- Requests from NYCHA are documented. The PD is responsible for communicating with the PMO. Any problems should be escalated to the CM for remediation.
- Request from NYCHA or the PMO to perform additional work (not in the task order), must be documented as a Scope Change as per Section 8.

D. Client-Generated Rating Reports

NYCHA provides feedback on the CM's performance on a project using the City's Performance Evaluation Process.

7.8.4 Surveillances

A. Overview

The Project Director is responsible for the performance of period non-scheduled surveillances to access the quality and conformance of both the CM services being provided to NYCHA and the level of conformance of the job to the contract documents. Surveillances can be logged into the Resident Engineer's Diary of any findings found.

Surveillances, unlike a formal internal audit, is an informal check of the contract work made to ensure compliance with contract requirements. This section will be used by the Project Director to evaluate compliance of the Construction Contract QA requirements, including the quality of the contractor's workmanship. The contract documents, shop drawings, submittals, SOPs, and the CMP will be used as benchmarks to gauge the completeness and quality of the contractor's construction work.

The frequency of the construction surveillances shall be determined by the PD. In general periodic construction surveillance shall be performed as needed.

B. Responsibility

It will be the responsibility of the PD to implement and control the use of surveillances. The PD may conduct the surveillance by him/herself or assign it to responsible members of the CM. It will be the responsibility of the contractors or subcontractors to perform work that conforms to the contract specifications and requirements.

C. Procedures

1. Pre-Surveillance Conference
 - 1.1. Prior to starting the surveillance, the CM should conduct a surveillance conference with the Contractor to review construction surveillance requirements.
 - 1.2. At this meeting, the Contractor's inspection documentation relating to the area(s) of surveillance shall be reviewed.
 - 1.3. The CM may also furnish the contractor with a list of any items requiring special or significant attention by the contractor. Such items might, for example, include unusual, uncommon, or critical construction items such as sophisticated control devices, placement and connections of major structural components, placement of concrete or installation of items necessary for the physical security.

2. Job Site Construction Surveillance – The job site construction surveillance shall address the following:
 - 2.1. Items Observed/Inspected:
 - 2.1.1. List items and portions of construction observed. Note items such as: inspection of work-in-progress or completed, work submittals, certifications, tests observed, and materials and equipment checked for compliance.
 - 2.1.2. Comment on Results of Surveillance/Inspection. List inspection results of items listed in 2.1.1 above.
 - 2.1.3. List Off-Site Contractor Inspection and Testing Observed (if applicable). As in item 2.1.1 above, list off-site construction surveillance performed.
 - 2.1.4. Comment on Results of off-site Surveillance/Inspection. List results of inspection of items listed in 2.1.3.
 - 2.1.5. Resolve any differences with the construction contractor's Superintendent immediately. Areas of disagreement which cannot be resolved shall be listed along with explanative comments.
 - 2.2. Instructions given to the Construction Contractor's Superintendent, if any, shall be noted. It shall be assured that any verbal instructions are followed up in writing as a Field Memo/Order. (Note: "Instructions" in the sense used here connotes explanatory or informative comments).
 - 2.3. Non-Conformances – Note any construction non-conformances. Any non-compliance which is not corrected on the day of discovery (Level o), must be reported per **To7 Non-Conforming Work Resolutions**.
 - 2.4. Job Safety:
 - 2.4.1. The method by which the Contractor performs the construction work is set out in the approved contract documents. However, this does not relieve the Contractor of his responsibility for the safety of the work.
 - 2.4.2. Uncorrected safety hazards shall be noted, including lost time accidents. Attach accident report as applicable.
 - 2.5. Remarks:
 - 2.5.1. The items of particular interest shall be noted in the Surveillance Report, including job delays, equipment and/or other parts of the work affected thereby.
 - 2.5.2. Also indicate the effect of weather on delays: was all or part of the work delayed by weather? If only part, what part and how? Similarly for change orders, note: the date that Notice to Proceed (NTP) was issued for the change order work, the equipment in use or on standby, when the NTP was received by the construction contractor, when the construction contractor started work on the change order, the expected date of changed work completion, the actual date of completion, and any obvious significant impact in the construction contractor's work as a result of the change order work.
 - 2.5.3. Where labor force to perform work directed by change order came from shall also be noted if different from the main construction contractor or subcontractor. In addition, all work stoppages, labor problems, possible claims, disputes, conflicts, etc. and their potential effect(s) on job progress shall be noted.
 - 2.5.4. Key remarks to any photographs used to document problems or progress shall be included in the Surveillance Report.
3. Report
 - 3.1. If no violations or non-conformances are noted, the surveillance report shall be submitted on the business day following the incident.
 - 3.2. If violations or non-conformances are noted, the surveillance report shall be submitted by close of business on the same day of the report. The PMO should be copied on serious violations.

4. Original copy of the surveillance report shall be issued to the PM to the contract. One copy of the report shall be retained in the as record documents.

7.9 Quality Management Meetings

In addition to quality control and quality assurance, total quality management consists of the development of a quality plan or approach as well as a methodology for assessing the degree of success and making adjustments to the programmatic aspects of the approach to ensure continued improvement. To this end, NYCHA, construction manager, and the contractor should meet at least on a quarterly basis to make an appraisal of the project's quality management successes.

Note: See To7 - Non Conforming Work Resolution

During these meetings, significant problems encountered during the previous period can be discussed along with the steps taken to resolve these issues. An assessment of how each of these problems was resolved, what could have been done better, and what worked well can be discussed in open forum. A resolution strategy can be discussed to help resolve any open non-conforming work items as well. Discussing these "lessons learned" will possibly produce recommendations for modifications to the quality control or quality assurance approach to streamline the process or to make it more effective. The proceedings of these meetings will be published in meeting minutes and shared with the entire project team.

7.10 Deficiencies Reporting, Tracking, and Follow-up

As discussed elsewhere, perceived deficiencies in the construction work are to be documented by the construction manager's inspectors in daily reports, in subject-specific notices of deficiency, or in other written records. Consultation with the installing contractor will occur when the deficiency is noted, and the construction manager will work collaboratively with the contractor to reach an equitable and technically acceptable solution.

The CM Inspectors will maintain a comprehensive log of outstanding quality issues and review the log periodically with the contractor during weekly progress meetings, *ad hoc* quality management meetings, or daily site walkthrough inspections. All items included in the log will have a realistic date by which any remedial action needs to take place in order to avoid impact to the project schedule. Even if schedule impact is not imminent, all parties should work toward an expedient solution. Items that remain open for more than one working week will be escalated to the next level of management for resolution, unless there is an acceptable resolution plan in-place.

At project close-out, or during any point in the project where work in place will be rendered inaccessible, the construction manager will inspect the work with the contractor and generate a comprehensive punch list of open items. When each item on the list is resolved, both inspector and contractor will initial the item to note that resolution has been achieved. No final payment nor permission to cover any work will be issued until all appropriate punch list items have been resolved.

7.11 Identification and Traceability

7.11.1 Overview

The construction contractor is responsible for materials and equipment management at the jobsite (pre-acceptance/post-delivery) including proper storage according to the contract documents and the

manufacturer's recommendation. The CM is responsible to monitor, verify, and determine that material and equipment are received and stored in accordance with Contract Documents, and that all receiving, storage, and handling records are properly administered. The Contractor will ensure that the material is stored where it is safe from environments that may deteriorate it and it is protected from weather. All Material and Equipment brought to the site will be traceable from the time it is brought on-site, until released to the city. All Material and Equipment brought to the site by the contractor must be coordinated with the CM and PMO as laydown space is very limited. As a general rule, the contractor should only be bringing in material/equipment needed for the day's work.

7.11.2 Responsibilities

The Field Project Manager will monitor the contractor to ensure that identification and traceability requirements are met through the CM staff. The CM (inspectors and office staff) shall inspect incoming material and equipment and maintain appropriate records. Equipment and materials shall be traced from receipt through all project stages to installation. Documentation such as project control checklists, material receipts, mill-certs, material tracking forms, delivery tickets, procedures, sample and test documentation, and reports will ensure that the applicable material item traceability is maintained.

Project specifications and/or procedures define product identification and traceability requirements, which generally include the following:

- Materials or equipment intended for use in construction are identified and segregated until inspection confirms that they conform to technical and quality requirements
- Materials are traceable to documents attesting to their conformance with technical requirements that are stated in specifications or drawings. Testing of materials will also be conducted as necessary to verify conformance with material specifications. A separate Materials Acceptance Log will be maintained.

7.11.3 Procedure

For all material and equipment arriving on-site where traceability is a specified requirement, the Field Project Manager shall perform the following:

1. The contractor schedules the work and equipment delivery to best suit construction process as outlined in the Contract Documents and CPM schedule. The Field Project Manager will monitor the stored material and ensure that no damage occurs during storage as per The Contractor's Responsibility for Work in HUD-5370 and Construction Contract.
2. When materials and equipment arrive on site, Inspectors inspect the products and ensure all certifications, check condition, and note any damage in their inspection daily reports. Equipment and material delivered to the project site shall be recorded in the **Appendix 7-3: Material/Equipment Tracking Log**. The log shall contain the product name, date delivered, quantity, date inspected, date installed, and other relevant information. Accepted material and equipment shall be properly tagged with their identity for storage, and shall retain their given identity until incorporated into the project. The **Appendix 7-3: Material/Equipment Tracking Log** is used for item traceability during and after each stage of construction.
3. In addition, the material information will be entered into the dairy report with the following information; item number, description of the item, ID number, date received, name of the person who received the material/equipment, storage location, condition, date removed from storage, date installed, etc.

4. For each shipment of material or equipment received, the inspector shall give an inspection status to be recorded on the Inspector's Daily Report for the shipment as either:
 - **ACCEPT** – Shipment is acceptable.
 - **REJECT** – Shipment is unsatisfactory and is to be returned to the vendor. A Field Memo is given to the contractor confirming the rejection by the FPM.
 - **HOLD** – Further clarification needed from FPM as whether to accept or reject the shipment. Rejected materials shall be clearly marked or tagged and removed from site as soon as practical. It is important that the FPM be notified of all rejected materials so that a determination can be made regarding material disposal. Held materials shall be clearly marked and held onsite. The material may be held due to lack of technical data.
5. Accepted materials shall be clearly marked on the packaging slip, Inspector Daily Report, and **Appendix 7-3: Material/Equipment Tracking**.
6. If material is visibly damaged it will be returned to the manufacturer.
7. Only authorized personnel may issue or draw material or equipment from storage.
8. All Spare Parts are logged and entered into the **Appendix 7-3: Material/Equipment Tracking** and appropriately indicated as spare parts. Spare parts are stored onsite in the Contractor's storage area or as directed by the FPM. All boxes are labeled to identify the contents. Spare parts quantities are compared to the Contract Documents and approved shop drawings.
9. Generator stored material requirements are given in the contract documents and also the O&M Manual (when submitted) and should be referred to when accepting spare parts.

7.12 Control of Monitoring and Testing Equipment (MT&E)

7.12.1 Purpose and Scope

This section establishes a process and provides requirements for the control, calibration, and verification of Monitoring (or Measuring) and Test Equipment (M&TE) used to verify compliance with the specified acceptance criteria of contract material and equipment that must be tested to meet an established performance specification. M&TE are used by the contractor (or FPM depending on equipment) and verified by the FPM through to confirm that installed equipment and material conforms to the contract documents (i.e. pressure gauges, megger testing machine, micrometers, pit gauges, electric meters, etc.). Most M&TE equipment will generally be provided by the contractor; however the FPM will verify the M&TE calibration records and readings given by M&TE.

Note: M&TE described in this section does not include permanently installed operating equipment or test equipment used for preliminary checks where data obtained will not be used to determine acceptability or be the basis for design or engineering evaluation.

7.12.2 Responsibilities

1. The FPM shall assure that M&TE procedures used in activities affecting quality is calibrated and properly adjusted or replaced at specific periods or use intervals to maintain accuracy within established limits or the particular M&TE used. The FPM shall ensure that the requirements of this

procedure are maintained and properly implemented, all M&TE used is calibrated, and the calibration is suitably documented.

2. Field personnel (CM Inspectors or Contractor workers) performing tests shall assure that the M&TE to be used is properly calibrated prior to and during use, and for documenting the calibration or deficiencies of equipment.
3. The CM (FPM, OE, Inspectors, Office Staff) is responsible for retaining calibration records, and clearly identify and remove equipment that fails verification or calibration requirements. The CM is responsible for maintaining the **Appendix 7-2: M&TE Calibration Log**.

7.12.3 Equipment Identification and Calibration

All M&TE must have a unique identification number. This number may be the serial number of the equipment or may be assigned by the owner of the equipment. This number must be permanently affixed to the equipment in such a manner that it cannot readily be removed under normal use. As a best practice, a picture of the M&TE to be used should be taken showing the calibration number of the M&TE. The photos should be saved as record documents in the picture files and saved as part of the CM Quality Management System. If a number cannot be found the M&TE must be rejected for use (see **7.12.4 Removal of M&TE from Service**).

It is the responsibility of the user of the equipment to know and comply with the specific calibration requirements for any measuring device. If using rented equipment, the instrument must be provided with both documentation of calibration (including an expiration date) and instructions for calibration.

For measurements to be considered valid, monitoring and measuring equipment must be calibrated or verified at scheduled intervals, or prior to use, against measurement standards traceable to international or national measurement standards. Where no such standard exists, the basis used for calibration or verification must be documented and logged in the **Appendix 7-2: M&TE Calibration Log**. Calibration history, along with other data and information, must be used to determine the calibration interval.

When the equipment being used is supplied and operated by the contractor, a copy of the equipment's certification and calibration must be given to the CM before the equipment is used. The M&TE used is then logged in the **Appendix 7-2: M&TE Calibration Log**.

In instances where equipment is calibrated by the CM, calibration must be to a documented method and there must be a certification that the calibration was performed according to the documented method. The certification should include the following:

- Unique instrument ID
- Date of calibration
- Individual(s) performing the calibration
- Traceability to acceptable reference (national or international) standards
- Result of comparison to calibration acceptance criteria
- Be adjusted or re-adjusted, then recalibrated as necessary
- Be safeguarded from adjustments that would invalidate the measurement result
- Be protected from damage and deterioration during handling, maintenance and storage
- Have the frequency of calibration based on specifications, codes and manufacturer's recommendations

Users of the monitoring and measuring equipment are responsible for verifying that the equipment is free from damage, deterioration, and any other condition that may affect its accuracy or functionality. M&TE to be used by field personnel can be found in *Appendix 7-1: QA/QC Frequency Table* and the appropriate procedure from *Section 12 – Project Procedures Manual*.

Records of the results of calibration and/or verification activities must be kept by the CM.

7.12.4 Removal of Equipment from Service

M&TE must be immediately removed from service if one or more of the following conditions exist:

- Equipment has never been calibrated
- Equipment calibration date is past due
- Equipment failed calibration criteria
- Equipment failed in operation
- Equipment readings are suspect or known to be outside designated limits
- Equipment is physically damaged in a manner that would affect its function or accuracy.
- Such equipment must be identified as being out of service

The validity of previous measuring results should, as appropriate, be assessed when equipment is found not to conform to requirements. The appropriate action must be taken on the equipment, and any work product or work product constituent affected by the nonconforming equipment.

Any monitoring and measuring equipment that fails to stay in calibration for a practical period should be withdrawn from service and either repaired or replaced.

7.13 Quality Management Plan Summary

In summation, the D&B Quality Plan has been developed to inform the D&B inspection team of responsibilities with regards to quality. While each member of the project delivery team have specific duties with regards to QUALITY, it is important to understand that all members of the project team from Contractor to A/E to CM have an important role in quality. The CM roles for quality are:

- ✓ Documentation and Reporting of the Project.
- ✓ Understanding the Quality Requirements of the Contract.
- ✓ Enforcing the quality requirements of the contract through the contractor.
- ✓ Assuring that all the field quality control measures to be taken by the contractor are taken at the specified intervals as specified.
- ✓ Ensure that non-conformances are reported and closed out in a timely manner.
- ✓ Assure that the best quality staff are in place for the assignments they are given.

Through the implementation of this QMP, D&B will achieve continual improvement. Continual Improvement is measured from metrics collected by the Construction Manager. Key Metrics include:

- Current Schedule
- Budget and spending information
- Client Satisfaction feedback
- Audit Results
- Employee Evaluations
- Identification and Closeout of Non-conformances



The Field Project Manager trends the information on the governance report submitted internally to the Principal-in-charge on a monthly basis.

The Quality remains a responsibility of all members of the D&B CM Team. It is the Field Project Manager that provides the leadership necessary for the Quality Objectives to be obtained by the project team.



Section 8 Change Management

Change Orders must be properly managed to ensure that the end product conforms to the intended design and meets the needs of the NYCHA residents at the Astoria House. This section provides general guidelines for CM related technical procedures. The PMO's Procedures, where available, shall be followed and will provide detailed information on specific construction management requirements. Current versions of the PMO's procedures will be maintained and updated by the Construction Manager.

8.1 Construction Change Order Management

The CM shall review all supplementary bulletins prepared by the A/E prior to their issuance, prepare cost estimates, review Contractors' proposals for acceptable quantities, quality, unit prices, and mark ups and submit formal written recommendations, including confidential memoranda to NYCHA, clearly delineating the scope of and reason for the changed work. Evaluate the Contractors proposed adjustment to Construction Contract price and time, and assist NYCHA in negotiating change orders. The CM shall review the effects of the change to the Master Project Schedule. Where changes are or may be the result of the A/E's error or omission, the CM shall confidentially inform NYCHA of such, and shall track all changes separately on NYCHA's behalf. Keep a log that documents events such as requests for information, supplementary bulletins, unforeseen conditions, scope creep, which lead to new Proposals and/or Change Orders.

8.1.1 General

A Change Order is the only way to change a contract. The contract documents indicate that before a contract is executed, the contract documents may be modified by written amendment approved by both parties. After the Contract is executed, if a letter, memo, submittal, RFI, field order, work change directive, or communication changes the contract terms, it should be included in a Change Order to the Contractor.

Each contract includes three basic components: scope, cost, and time. The three components are heavily dependent on each other. If any one of the three is changed, one or both of the other two are probably impacted as well.

Change orders are issued to:

- a) Modify the original plans and specifications
- b) Increase or decrease the scope of work
- c) Alter the character of the work
- d) Increase or decrease the contract time
- e) Increase or decrease the contract cost

Change orders should generally stay within the original intended project scope and authorized funding.

Change orders might also result from changed or unforeseen conditions encountered during the progress of the work, changes in the scope of work, changes in materials or equipment, or changes in methods of construction. Contract change requests (regardless of who initiates the change) must be approved by the owner.



8.1.2 Contract Cost

It is the responsibility of the CM, working closely with the PMO and the A/E, to differentiate between a change resulting in Extra Work and a minor revision handled by issuance of a field order.

A change order may be a no-cost change, may increase the Contractor's cost, or may decrease the Contractor's cost. In addition, it may increase or decrease the contract time, which might indirectly affect the Contractor's cost.

8.1.3 Contract Time

When a Contract extends beyond the scheduled completion date indicated in the Contract Documents, Extension of Time (EOT) requests are required as detailed in Clause 30 of HUD Form 5370 and Clause 57 Extension of Time of the NYCHA Special Conditions. Generally there are two types of Extension of Time requests:

- a) Partial Extension of Time; is an interim extension used by the Contractor prior to final completion for the purpose of processing necessary Contract paperwork such as contractor payments. It is the document which maintains the Contract Agreement in effect for the extended period. A Partial Extension of Time may be processed, after substantial completion is declared, to enable change orders to be registered and paid for post-substantial completion with NYCHA Approval.
- b) Final Extension of Time; is the last time extension request required and justifies the day on which the contract was substantially completed. The Final EOT request must be accompanied by a Final Extension of Time Report from the CM and must be submitted for approval by NYCHA.

For delays beyond the control of the Contractor and Owner, the Contractor is entitled additional time only, no additional cost. Examples of such excusable delays are acts of God, (i.e., hurricanes, floods, tornado, and unusually severe weather.), acts of war or terrorism, fires, epidemics, labor union strikes, and freight embargoes.

Delays beyond the control of the Contractor, but not beyond the control of the Owner might entitle the Contractor to additional cost, as well as additional time. Refer to the construction contract for additional information if damages may be paid for delay.

Delays within the control of the Contractor, including subcontractors and suppliers, do not entitle the Contractor to any additional time or additional cost.

8.1.4 Change Order Procedure

Change orders result from, but are not limited to the following situations: Unforeseen or differing site conditions encountered during the progress of the work, changes in the scope of work, changes in materials or equipment, or changes in methods of construction.

When a change to the Contract is identified as having a significant cost impact and/or found to be outside the Scope of the Contract, a Change Order should be processed. The A/E or Field Project Manager identifies the need for a Contract Change and notifies the PMO. The party initiating a Change Order is responsible for identifying a magnitude of cost and completing a preliminary engineer's estimate prior to the negotiation phase. The DEP procedure for processing and executing a Change Order is detailed in the NYCHA procedures.

There are three major elements to a Change Order:

1. Change Order Description
2. Change Order Justification
3. Change Order Negotiation

Note: Cost development and negotiation activities must be completed within 60 days of submitting the Change Order description to the PMO.

8.1.5 Negotiation Process

Central to making settlement of a change order, claim, or dispute is the negotiation. Holding a formal negotiation, prior to award of a change order is central, to preserving the rights of the Owner and ensuring value for the dollars committed. Negotiating is normal to any industry and an expected step in the contracting process. Throughout the negotiation, the CM should never lose sight of the fact that as an agent of the Owner and should be afforded the entire courtesy attendant to that role. No pertinent line of questioning is off base; no request for additional information or descriptive matter is inappropriate. The CM has an obligation to alleviate all doubts about the proposal prior to recommending the commitment of public funds. The Contractor must illustrate the value of the product, and prove the basis of the proposed costs.

It is crucial that the CM be perceived as directing the process. Personnel with expertise in contracts, quality assurance, and estimating may participate as appropriate. Attendees from the contractor's organization must be technically conversant in the project, must be familiar with the preparation of the proposal, and must have the organizational authority to bind the contractor to agreements reached in negotiations. Items of concern will be addressed sequentially in accordance with the priorities established in the alignment process. The construction management team members will describe the issues and express the details of their concerns. The contractor will respond with the rationale behind the proposal. Open and frank discussion is encouraged, and many misunderstandings will be resolved; however, disagreements will be uncovered, and during such times, the demeanor of the discussion should remain at a professional level. If the CM perceives that the discussions are becoming overly emotional and non-productive, it is incumbent upon the CM to table discussion of that particular topic for discussion at a later date.

At the end of a negotiation session, the Field Project Manager will recap the progress and document decisions made. Minutes of the negotiation meeting will be prepared and distributed within a few days of the meeting. Before adjournment, the Field Project Manager will propose a date and time for a follow-up meeting to resolve any open issues. It is recommended that the follow-up meeting be scheduled as soon as possible so that the momentum of the previous negotiation is not lost. For difficult issues, several meetings may be required and concessions from both sides may be necessary prior to reaching closure.

8.1.6 Guidance for Writing Change Orders

This guidance document is intended to provide tips on how to draft a good change order. A "good change order" is one which is Accurate, Clear, and Transparent (ACT).

There are three major elements to a NYC Change Order:

1. the Change Order Description
2. the Change Order Justification
3. the Change Order Negotiation Memo



Utilizing "ACT", each of these elements must be accurate, clear and transparent.

A. Descriptions

With regard to descriptions, the writer must ask him/herself, "Does the description completely identify the scope of the extra work to be performed?" If it doesn't, then the description is not *accurate*. Beyond accuracy, a description of work must be unambiguous in order for the contractor to be able to develop a cost estimate. If the contractor cannot do this, it very well may be that the drafter of the change order has not *clearly* spelled out the work in sufficient detail. Finally, the change order description must jive with other change order related documents, such as the engineer's estimate. For example, if a change order description calls for concrete work as part of the scope, but the engineer's estimate does not include any hours for laborers' time, suspicions can arise. Hence, *transparency* is crucial if a change order is to make it through the gauntlet of oversight reviewers.

B. Justifications

As important as the change order description is the change order justification. Change Orders are "bestowed" upon a contractor, essentially upon the word of the A/E. Consequently, it's imperative that the A/E be able to assure the reviewers that the scope of work described on the change order document is, indeed, a valid extra and not included in the original contract. It's important that the change order preparer be able to explain, accurately, clearly and transparently, why NYCHA should be paying the contractor additional money over and above its bid.

The Justification should include the (a) the nature and origin of the problem, (b) a description of the work proposed and why it's necessary and valid, (c) a listing of alternative solutions and why those alternatives are being rejected, and (d) copies of drawings, sketches, etc. to support the justification.

By adhering to the formula described below, the writer will be able to structure a justification which provides all of the information requested and do so in a manner that anyone reviewing the change order can easily follow.

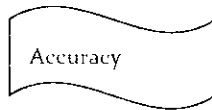
The five steps for creating a good justification are:

1. State what the contract requires
2. Explain why the contract requirement cannot be met
3. Identify the impact to the project if this problem is not resolved
4. Outline potential solutions/options for resolving the problem and support the recommended course of action
5. Summarize the purpose of the change order and what it will accomplish.

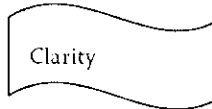
C. Negotiation Memos

Last, but not least, the third element of the change order is the negotiation memo. This is a document which explains the difference between the final authorized cost and the original engineer's estimate. The importance of this document cannot be overemphasized. A change order is, essentially, a mini-contract awarded to a contractor in the absence of competitive bidding. It is important for oversights and, ultimately, the taxpayer to feel secure that the NYCHA engineers are not "giving away the store" to contractors who know that NYCHA must give this work to them, and only to them. Again, adherence to the "ACT" principle will help the negotiator draft a negotiation memo which will pass muster on the first attempt.

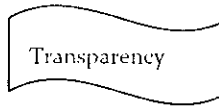
Questions to ask yourself when "proofing" your negotiation memo include:



Do the individual differences in price between the Engineer's Estimate and the final authorized cost add up to the total difference?



Do the explanations of items follow the same sequence and numbering system as used on the final authorized cost breakdown?



Does the listing of labor, materials and equipment shown on the Engineer's Estimate correspond to the listing of labor, material and equipment shown on the contractor's proposal and the final authorized cost?

Of all the disruptions that may occur in the construction project, change orders rank at or near the top of the list. NYCHA is committed to attaining a 150 day turnaround on the identification, initiation, negotiation, and registration of change orders. This cannot come to fruition unless the individuals drafting the change order descriptions, the change order justifications, and the change order negotiation memos have an excellent ability to communicate in written form.

The following "change order tips" may be helpful in either dodging change orders altogether or, if that is not possible, in writing a change order which will pass through the review process on the first try:

- The best change order is no change order. Hence...
 - Use unit price items whenever possible
 - Enforce Clause 7 of the NYCHA Special Conditions in regard to coordination
- Use the contractor's debit change orders when negotiating credit change orders
- Be consistent in rates, productivity, etc. within each contract
- Do not "bunch" unrelated work onto one change order
- Do not add entirely new items during negotiation
- Avoid using personal pronouns in descriptions, justifications and negotiation memos
- Use full sentences, correct grammar and logical structure
- In drafting negotiation memos, a phrase such as "The Engineer underestimated the labor..." is not a valid explanation for why the contractor's price was accepted in lieu of the engineer's estimate.
- Be accurate, clear and transparent at all times.

8.1.7 Settlement and Award

Depending upon the nature of the change and the degree of separation in points of view, negotiations may be relatively brief and straightforward or long and arduous. However, it will always be in the best interest of both parties for the project to continue and for negotiations to come to fruition. Thus, a successful outcome will likely be the product of compromise and concession by both sides. The negotiation process accomplishes more than simply establishing the financial basis of a change order. It allows complete exploration of the revised scope of work and enhances each participant's understanding of the project. It also demands frequent face-to-face interaction with the larger project team, thus fostering a familiar working relationship with all parties. When a settlement has been reached, the contractor's proposal will be revised to reflect the agreements reached, and the revised document will be incorporated into a change order.

8.1.8 Time and Material (T&M) Change Order Work

At times, as determined by the CM, it may become necessary for the CM to direct the contractor to perform the extra work and get paid on a Time and Material Basis. See *SOP T16 Time and Material Change Order Work* for Guidance and suggested form to be filled out by the D&B Construction Inspectors.

8.2 Disputed Work

The construction manager is responsible for monitoring the project and avoiding disputes and claims as possible. The CM is also responsible for informing the PMO/NYCHA as early as possible of any issues that may become disputes and claims in the future.

The CM shall promptly review Contractors' claims for additional compensation and/or extension of time whether these claims are received during or after construction. Where the work is disputed, the CM shall promptly refer the matter(s) under dispute to the A/E for interpretation. The CM shall confer with the A/E, and advise NYCHA on the quantum and merits of each claim, and/or recommended resolution of each dispute. At NYCHA's request, the CM shall schedule and attend dispute resolution meetings related to each claim/dispute, whether or not such meetings are scheduled during the construction or Post-Construction Phase. With NYCHA's concurrence, the CM shall prepare written responses to CCs' claim, incorporating the A/E's determination, where applicable.

The construction manager will mediate disputes over the scope of work by interpreting the Contract documents, amounts to be paid for Extra Work or disputed work, conformity of Contractor's Work and acceptability and quality of the Contractor's Work. Extra Work is defined by the NYCHA Special Conditions as "work required by the Authority which in its judgment is in addition to that required by the Contract in its present form". Should the work in question be deemed Extra Work at any point, a Change Order shall be developed.

Disputed Work can be defined as a separate demand by the contractor for a time extension; for payment of money or damages arising for work done by, or on behalf of the contractor pursuant to the contract, and payment of which is not expressly provided for, or the claimant is not otherwise entitled to; or for an amount the payment of which is disputed by the owner. Any document received by the owner, which indicates that monetary damages are sought and that litigation might ensue, must be treated as disputed work.

The majority of disputes and claims are a result of time and cost issues. A few of the typical sources of disputes and claims from the Contractor are delays in completing the project within the contract time due to differing site conditions, labor strikes, requests for extra work that adversely impact the schedule, interference with means and methods, increase in labor and equipment costs, and changes to inspection standards. The primary tools for avoiding disputes and claims or resolving them quickly are extensive planning, partnering, and documentation.

Projects that are well planned have fewer situations that lead to disputes and claims. Planning in this context means active participation in, and anticipation of, the construction process with daily observation and reaction to the changing progress of the work. This should include active review of Contractor's daily reports, project schedule, baseline versus finished construction, and quick response to letters, submittals, and Requests for Information (RFIs). Response to Contractor's requests should be quick, complete, accurate, and well documented. If the Contractor is slow to respond or return answers to requests, then the Construction Manager should continue to follow-up with the Contractor until a response is received.



The owner and construction manager shall not give any verbal direction to the contractor. Verbal directions are one of the primary problems resulting in miscommunication that may lead to disputes and claims. All directions should be in writing using proper format, such as Change Order, Field Order, and Non-Compliance Report (NCR).

Partnering is a means to settle issues before they become disputes. Partnering provides a method for resolving issues through the partnering process. Every effort should be made to follow through with this process to avoid disputes. Dispute Resolution Boards, if one has been assigned to the project, are useful in discussing contentious issues and obtaining expert opinion that can be mutually agreed to by the parties. The contractor is required to continue work, following direction from the owner or construction manager, during the dispute and claim process.

1. The Contractor notifies the Field Project Manager in writing of any changed condition that the Contractor believes constitutes Extra Work. If the Contractor does not put this in writing, then the CM is to direct the Contractor to put the notification in writing and send a copy to the CM.
Note: At this point the Contractor must start to perform the disputed work. The Contractor shall submit daily time and material records for the work completed (Clause 31.F. of HUD Form 5370). If the Contractor refuses to perform the work, the Contractor can be declared in default.
2. Within three (3) days, the CM must make a determination in the best interest of NYCHA whether the work is clearly extra or within the scope of the Contract Work. The PMO must approve of the determination before passing the determination onto the Contractor. Every attempt should be made to resolve the dispute at this point.
 1. If the CM and PMO **agree** with the Contractor, the CM initiates a Contract Change Request (CCR) to the PMO.
 2. If the CM and PMO **disagree** with the Contractor's contention and cannot settle the dispute in the field, the CM prepares a draft response for review by the PMO and sends the final response to the Contractor. This letter will alert the Contractor that he has 20 days from receipt of the letter to appeal to NYCHA for a final determination, or he will waive his right to a claim for this matter.
3. The Field Project Manager assigns a "P" (problem) number and generates a "P" file into which documentation relevant to this now "disputed work" is filed. While the "P" system is used to track all disagreements between the Contractor and the Department, only those disputes concerning a Contract's scope of work (and the other items listed above) are addressed by Clause 31 of HUD-5370. "P" items involving delays are not considered "disputed work" and are governed by other provisions of the NYCHA Special Conditions. The CM shall send the PMO/NYCHA an electronic copy of the P-File.
4. If the Contractor has not appealed to NYCHA and the Contractor has not started performing the "disputed work" after 15 days from receipt of the letter, the CM will issue a letter to the Contractor indicating that the Contractor has until the date specified in the letter to request a final determination from NYCHA with the PMO and NYCHA copied. If no Notice of Dispute is sent to NYCHA by the deadline, then the Contractor waives his right to get final determination from the NYCHA and waives his right to a claim (NYCHA Special Conditions Clause 34).
5. If the Contractor does send a Notice of Dispute or other correspondence to the NYCHA, then NYCHA will prepare a response. If additional clarification is needed from the contractor then the contractor has an additional 20 days to furnish such data.
6. NYCHA has 60 days to issue a final determination to the contractor. The CM may be needed to draft such final determination letter for NYCHA and/or furnish documentation needed.



7. The final determination letter is issued to the contractor. If the contractor wishes to appeal NYCHA's determination, the contractor may (as per Clause 31 of HUD-5370):
 - Appeal to a higher level in NYCHA for Final Determination as directed
 - Appeal to an independent mediator or arbitrator.
 - File a claim with the NYS Court.

A dispute that has not been formally declared as a claim in writing by the Contractor must be noted in the "P" file. There are several methods that are used to resolve disputes with the Contractor:

- Negotiation meetings
- Issue resolution meetings
- Partnering
- Dispute Resolution Board (DRB)

Any one or all of these methods may be implemented in the attempt to resolve the dispute. Typically, the result of all methods of dispute resolution is one of the following; the contractor and the owner agree that:

- Issue has merit or partial merit and a Change Order is executed
- Issue has no merit, no Change Order is executed, and documentation to this effect is sent to the contractor
- Or the contractor and the owner do not agree and:
 - No Change Order to the Contract is issued
 - Contractor determines whether or not to file a claim

Other possible outcomes when the parties do not agree are the discontinuance of work or termination of contract. Resolution of disputes through negotiation typically takes the form of meetings between construction manager, owner, and Contractor. Negotiations are documented with letters of understanding, memoranda to file, and meeting minutes.

Disputes that require immediate action are usually not candidates for partnering sessions. However, when the issue can be brought to the partnering session, it is reviewed in accordance with the partnering agreement guidelines. The outcome of the partnering session is documented. Partnering also establishes levels of resolution. If one level cannot resolve the issue, then it is quickly raised to the next level.

If a project has included the establishment of a dispute resolution board and this action is supported by the contract terms, the board is convened by mutual agreement of the owner and contractor. Disputes are referred to the DRB for consideration. The DRB meets to hear the parties present their cases, makes a recommendation in writing, and both parties have an opportunity to respond.

8.3 Field Memos

A field memo conveys an action taken by the CM staff to enforce the Contract Agreement. The Field Memo form is a written instruction to the Contractor, issued by the Field Project Manager that memos minor changes that do not involve a change in the contract price or contract time. The field memo is a directive on how to correct or proceed with the work and requires acknowledgment from the Contractor.

The Field Project Manager shall notify the contractor by preparing a typewritten signed notice on D&B letterhead directing that specific actions be taken by the Contractor. The Field Memo shall clearly state the reasons for issuing and shall be both mailed and e-mailed to the Contractor. The Contractor must acknowledge receipt of the Field Memo by signing it. Erasures or alterations by the signer will not be accepted and the memo shall be properly signed by an authorized representative of the contractor thereby acknowledging receipt of the document.



The Field Project Manager is not authorized to make changes that affect the contract cost or contract time. Field memos shall include a clear statement indicating that the memo will not constitute approval for extra work or payment. The Field Memo is intended for minor changes. It should be noted that any correspondence written by the CM to the Contractor that includes even a minor change or correction to the plans or specifications is effectively a Field Memo, whether the Field Memo form is used or not.

The Field Memo is not a unilateral directive. If the Contractor believes that the Field Memo will change contract cost or time, it must notify the construction manager before proceeding with such change. If the CM agrees that additional cost is warranted, then a Change Order should be processed promptly. When the CM does not agree that additional cost is warranted, and the Contractor refuses to proceed with the change, it might be necessary to write a formal letter directing the Contractor to proceed under the disputed work clause of the contract.

8.4 Consultant Scope Changes

8.4.1 Overview

1. D&B Budget and effort is managed by the Construction Manager for each Task Order. The Construction Manager uses budget forecasting using earned value and scheduled work to determine if allocated budget is appropriate to finish the task order.
2. Scope Changes to the D&B Task Order may be needed for:
 - Address construction scope changes
 - Additional staff at the request of the PMO/NYCHA
 - Additional services at the request of the PMO/NYCHA not included in the agreed Task Order
3. If an additional budget is necessary to complete the assignment, a request is sent to the PMO Project Manager for additional budget along with justifications, revised budget, staffing plan, and revised/additional scope.
4. The PMO reviews the request with NYCHA. Clarifications may be requested from the CM.

8.4.2 Guidance in Preparing Consultant Change Orders

The purpose of these guidelines is to present an outline for generating change orders to consultant engineering contracts. Consultant change orders utilize the same standard City of New York change order forms as construction contract change orders. The major difference is that consultant change orders are initiated by NYCHA staff, with technical support provided by the consultant, as opposed to construction contract change orders, which are generated by the consultant staff and reviewed/approved by NYCHA staff.

The components of consultant change order are:

1. Description
2. Justification
3. Oversight Approval
4. Proposed Staffing Plan and Construction Schedule
5. Cost Breakdown Spreadsheet
6. EAC Projection corresponding to proposed staffing plan



7. Prior and Proposed (revised) payment Schedule
 8. Relevant Attachments
1. Description: The description of work should mimic the original contract. For example, a change order which provides the same tasks as the original contract generally need only identify what planning, design or construction projects/contracts such tasks will be utilized on. A copy of the original contract "General Scope" and "Scope of Services" section from the Specific Requirements can be attached to eliminate the need for a lengthy description of work.
 2. Justification: The justification must be written clearly and logically spell-out the reasons for the change order. As with construction contract change orders, the justification should indicate what the original contract called for in terms of scope, budget and schedule, why the original contract is insufficient, and what proposed action is being advocated. A particular concern with typical professional services contracts, such as construction management services, relates to the reasons why the original budget was insufficient. Example: A construction project was scheduled to last three (3) years. Due to delays in construction, the project will be extended by 18 months (including project close-out). The Consultant CM managed its budget such that funds are available to staff the project for 6 of the 18 additional months. The change order justification should make it clear that only 12 months (not 18) of additional time and funding is required. (This will also be reflected in Item 5 below, Proposed Staffing Plan and Construction Schedule, and Item 6, Cost Breakdown Spreadsheet).

A word of caution...the issuance of a change order to extend consultant services due to project delays is a serious matter. The Department's objective is to complete all projects on schedule and within budget. As a result, there is pressure to justify consultant change orders for additional funds not on project delays but, rather, on additional scope (e.g., new assignments added onto a TOCs - type contract). To do so is a fatal mistake. If additional scope is used as a justification for additional funds which, in truth, will be used to provide services on original scope, there will inevitably be a shortfall in funding for the additional work down the road. Do not "kick the can" down the road, to be addressed under a "future change order". If project delays are the basis of the need for additional engineering, then the justification should identify such delays. That said; do not transform the justification into a full blown delay analysis. The justification should reference project delays but refrain from making determinations or statements within the change order document as to responsibility. Such conclusions are best left to be made after substantial completion, at which time a more detailed and accurate evaluation of the project's actual critical paths can be conducted.

3. Oversight Approvals: The completion of Form 3 is routine, and can be accomplished with the assistance of the Department's change order unit, if necessary.
4. Proposed Staffing Plan & Construction Schedule: In order to facilitate the reviewers' understanding of the need for the change order, a copy of the proposed project schedule along with the associated staffing plan should be included in the change order package. This staffing plan is best presented as a timeline, with the years/months running horizontally, and the construction projects/consultant engineering personnel titles listed in the left-most column. Solid activity bars represent a full-time effort; broken (dashed) activity bars represent a part-time effort (if a part-time effort, the "percent of effort" should be placed after to the consultant personnel titles). A legend should be included at the bottom of the staffing plan to define any colors, line symbolism, etc.



5. Cost Breakdown Spreadsheet: The difference in man-hours between the current and proposed staffing plans is incorporated onto a cost breakdown spreadsheet by contract task or, if a TOCs type contract, by assignment. The spreadsheet should include the name/title of the employee, the firm, the additional hours of effort required due to the change, and the relevant information needed to calculate the cost (i.e., hourly rates, overhead factor, profit/fee). The hourly rate must incorporate wage escalation if the staffing schedule extends the work into a firm's future pay period.
6. EAC Projection: If the Estimate-at-Completion exhibit is utilized as the basis for cost in the change order justification, then it should be inserted into the change order package as an attachment. The EAC figures, if they are being correctly generated, should correspond with the associated cost breakdown spreadsheet(s). In other words, the estimated cost of the change should be equal to the "Forecast Budget Deficit at Completion" shown in Column "M" of the EAC. If this is not the case, the proposed staffing plan (Item 5 above) should be double-checked against the EAC staffing projections to reconcile disparities.
7. Payment Schedule: A new payment schedule which depicts the previous and the proposed values of the various contract tasks should be included. The format of this schedule follows the format of the original payment schedule contained in the original contract.
8. Relevant Attachments: Any documents, memos, e-mails, etc. referenced in the change order description, or otherwise identified in the justification, should be included in the change order package as attachments.

The following items are included in this "Guidelines" document as samples of the eight (8) components described above:

- Sample change order for a non TOC-type consultant CM contract that references the EAC
- Sample change order for a non TOC-type consultant CM contract that does not reference the EAC
- Sample change order for a TOC-type consultant CM contract that references the EAC



Section 9 Public Outreach

The PMO will have a public outreach professional on this project that will assist with community outreach. The Section 3 Requirements of the Federal Housing and Urban Development (HUD) will also be covered in this section.

9.1 Outreach Representative

The CM has been designated Outreach Representative, for this project. They will coordinate closely with the PMO all public outreach activities.

9.2 HUD Section 3 Requirements

The Section 3 requirements for this project are listed in detail the Hiring Plan which was submitted as part of the mini-proposal process. The approved Section 3 hiring plan from the proposal is included in *Appendix 9-1 – Section 3 Hiring Plan*.

9.3 Outreach methods

The proposed methods for outreach are detailed in *Appendix 9-1: Section 3 Hiring Plan*.

All outreach efforts done by the CM will be closely coordinated with the NYCHA Community Coordinator and the Astoria Property Management Team:

- Janette Riviera – NYCHA Community Coordinator/REES, janette.riviera@nycha.nyc.gov
- Debra Barnes-Hinnant – NYCHA Astoria Property Manager, debra.barnes-hinnant@nycha.nyc.gov
- Kevin McNerney – NYCHA Deputy Construction Director, kevin.mcnerney@nycha.nyc.gov

All direct dealings with NYCHA should be coordinated with the PMO, unless otherwise indicated.

9.4 Qualifications for hire

For this project, the following position has been filled for Section 3 concerns:

Position	Duties	Training Requirements	Qualifications
Office Manager	Manages the field files and organizing the inspection reports.	<ul style="list-style-type: none"> • Will receive training from our Home Office on how to manage a field office. • Training in computer systems will also be received by the PM. 	<ul style="list-style-type: none"> • Proficiency with MS Office. • High School level education.

See *Appendix 9-1 – Section 3 Hiring Plan* for more details.



Section 10 Startup & Testing Services

It is understood that all the properties that are being worked on will be occupied during construction, therefore will require coordination. During Construction, D&B will develop a project operational plan which gives our team procedures on how to work in occupied facilities.

10.1 Partial Occupancy and Beneficial Use

The CM shall assist NYCHA in determining the requirements and dates of partial occupancy of the work or beneficial use, substantial completion, and final acceptance or portions thereof, designated by NYCHA, and shall assist in obtaining any necessary temporary occupancy certificates, final occupancy certificates, or certificates of approval from the permitting agency. Review any lists prepared by the A/E of incomplete or unsatisfactory work, and prepare schedules for completing and correcting the work and monitor the completion/correction.

10.2 Maintenance Of Facility Operations (MOFO) Plan

During construction activities, a MOFO is developed to ensure that the project activities do not interrupt the daily activities of the residents. It is an important goal of the CM not to cause any disruption to the Astoria resident's daily lives.

A MOFO will be drafted by the contractor and reviewed by the CM in conjunction with the Astoria Property Management team for:

- Roof work and generator hoisting
- Generator functional test
- Hot Water Heater Replacement

If it is deemed that the work may cause inconvenience to the residents' lives by the NYCHA PMO, then the PMO will relocate the residents for the duration of the construction activity.

10.3 Training

Training will be provided to the NYCHA Property Management by the contractor and vendor as per the contract for all new equipment as specified. Training dates will be coordinated by the CM and PMO with the property management team. See spec section 01 79 00 for additional requirements. Training will be required for at least the following. See specifications for detailed requirements.

10.4 Operations and Maintenance Manuals

Operations and Maintenance Manuals are submitted for approval to the A/E by the Contractor for equipment as specified in the contract documents. The CM also reviews the O&M Manuals for constructability and field coordination issues. Comments are sent to the A/E for incorporation. See spec section 01 78 23 for additional requirements. O&M Manuals will be required for at least the following. See specifications for detailed requirements.

- 10 71 19 Flood Barriers
- 22 14 29 Sump Pumps
- 23 34 16 Centrifugal Fans
- 23 53 13 Duplex Condensate Vacuum Pumps
- 23 82 39 Unit Heaters
- 26 32 13 Natural Gas Engine Generators
- 26 36 00 Transfer Switches



Section 11 Project Closeout

Project Closeout must be planned for to ensure that the contract is properly closed out on time and budget is not exceeded. This Section includes guidance and procedures that will be used to help keep the D&B team on top of closeout. **SOP 015 Contract Closeout** has been developed by D&B as a comprehensive plan for closing out the Astoria Houses Project. It should be reviewed in conjunction with this section. Detailed Specification 01 77 00, Closeout Procedures should also be followed for detailed specifications.

The Post-Construction Phase will commence upon completion of the Construction Phase Services and is scheduled to be completed within four (4) months following the completion of Construction Sequencing.

11.1 Record Drawings

D&B shall compile Project record documents collected during the Construction Phase and supplement with any information collected following occupancy. D&B shall review the as-built drawings provided by the CCs and verify the as-built drawings, to the best of our knowledge, based upon observations noted during the progress of the Project, and documented during the actual construction of the Project. D&B shall then transmit the verified as-built drawings to the A/E for the preparation of record drawings. Note: The Contractor's final payment will not be processed until the final review and acceptance of the Contractor provided as-built drawings.

The responsibility for producing the Final As-Built Record Drawings will be determined by NYCHA. Which they are normally the responsibility of the A/E, they may also be produced by the CM or Contractor if determined necessary by the owner. General responsibilities include:

- CM - maintains a set of redlined drawings that represent work in progress. This set will be used to produce the Record Drawings.
- Contractor - responsible for performing the work. The contractor is always responsible for producing final approved shop drawings, catalogue cut sheets, O&M Manuals, and working drawings.
- A/E - responsible for issuing revised/conformed drawings and sketches as the Architect/Engineer of Record.

Responsibility of producing the final record drawings will be determined by the PMO to be in the best interest of NYCHA. In all cases, the CM will coordinate the development of the Record Drawings among all parties. The Contractor's responsibilities are defined in Specification 01 78 39 Project Record Documents.

11.2 Permit Completion

The CM's Expeditor will be responsible for closing out all permits with the NYC Department of Buildings (NYCDOB) and Fire Department (FDNY). The Expeditor will work closely with the A/E and contractor for resolving open issues. Contractor's responsibilities are defined in 01 41 00, Regulatory Requirements.

11.3 Testing & Start-up

Testing and Startup of the Electrical Generators is covered in Section 10.

11.4 Operations & Maintenance Manuals and Spare Parts

Prior to the final completion of the Project, D&B shall compile manufacturers' operations and maintenance manuals, warranties and guarantees, and certificates, and index and bind such documents in an organized manner. This information shall then be provided to NYCHA in both electronic and hard formats. D&B shall submit the electronic format through the e-Builder.

As part of SOP 15 Contract Closeout, all O&M Manuals and Spare Parts are due to NYCHA before the project can be closed out. Spare Parts are tracked as per Section 7.11 Identification and Traceability of the Quality Management Plan. The Construction Manager tracks the spare parts from delivery through closeout.

O&M Manuals are tracked on the Contract Manager System. The required amounts of hardcopies are given to NYCHA along with the digital copies.

11.5 Training

D&B shall schedule and record/document the training of NYCHA's personnel with respect to the operation and maintenance of building components and systems.

As per Specification 01 79 00, a Demonstration and Training Manual is due to NYCHA. A formal training program is required from the Product Vendors for:

- 10 71 19 Flood Barriers
- 22 14 29 Sump Pumps
- 23 34 16 Centrifugal Fans
- 23 53 13 Duplex Condensate Vacuum Pumps
- 23 82 39 Unit Heaters
- 26 32 13 Natural Gas Engine Generators
- 26 36 00 Transfer Switches
- 28 31 11 Digital Addressable Fire Alarm System
- 28 31 49 Gas Detection System

Closeout requirements with regards to training are covered in SOP 15 Contract Closeout. See applicable specification for training requirements.

11.6 Punchlist

As part of a pro-active closeout effort by D&B, the CM inspectors will maintain informal "running" Punchlists which will be used to compile the final Punchlist. The final Punchlist will be monitored by the CM. See SOP T015 Contract Closeout.

11.7 Final Report

D&B shall provide a detailed closure report with a summary of all contracts, permits, warranties, operations and maintenance manuals, issues, lessons learned, and highlights from the project.



Section 12 Project Procedures Manual (PPM)

Our CMP includes Standard Operating Procedures (SOPs) that are taken from our Corporate Health & Safety Manual and our Design Quality Manual. All SOPs are made specific to this job from the template files. Scope Specific SOPs will be developed as needed for the Astoria Houses Project. SOPs will be revised as needed as the project progresses by the D&B Quality Manager. Each SOP has a release date and revision number to identify and control the distribution of the SOPs.

D&B ASTORIA HOUSES CM SERVICES STANDARD OPERATING PROCEDURES

#	Title	Date	Rev	Notes
Environmental Health and Safety SOPs				
C01	Hazard Communications Guidelines	12/2014	---	
C02	Incident Investigation and Reporting Guidelines	12/2014	---	
C03	Health and Safety Program Evaluation	12/2014	---	
C04	Emergency Action Guidelines	12/2014	---	
C05	Record Keeping Guidelines	8/2014	---	
C07	Ladder Safety Guidelines	12/2014	---	
C08	Roadwork Highway Safety Guidelines	4/2015	---	
C10	Electrical Safety Guidelines	12/2014	---	
C11	Heat Stress Prevention Guidelines	8/2014	---	
C12	Cold Stress Prevention Guidelines	8/2014	---	
C13	Fall Protection Guidelines	12/2014	---	
C14	Personal Protective Equipment Guidelines	4/2015	---	
C15	Excavation/Trenching Operations Guidelines	11/2014	---	
C16	Safe Driving Guidelines	8/2014	---	
C17	Lockout/Tagout Guidelines	12/2014	---	
C18	Hearing Conservation Guidelines	11/2014	---	
C23	Respiratory Protection Guidelines	12/2014	---	
C24	Medical Surveillance Guidelines	12/2014	---	
C25	Confined Space Operations Guidelines	12/2014	---	
C26	Scaffolding Safety Guidelines	12/2014	---	
C27	Bloodborne Pathogens Safety Guidelines	12/2014	---	
C29	Hot Work	12/2014	---	
C30	Fire Safety Guidelines	12/2014	---	
Construction Administration, Technical Guidance, and Inspection SOPs				
T01	Site Work Inspections	5/2015	0.0	
T02	Mechanical Inspection	12/2014	0.0	
T03	Electrical Inspection	12/2014	0.0	
T04	Architectural Inspections	12/2014	0.0	
T05	Concrete Inspections	5/2015	0.0	
T06	Non-Conforming Work Resolution	12/2014	0.0	
T07	CM Audit Procedure	5/2015	0.0	
T08	Welding Inspection	5/2015	0.0	
T09	Piping Installation and Testing	11/2014	0.0	
T10	Start-up, Testing and Training	---	---	See Section 10



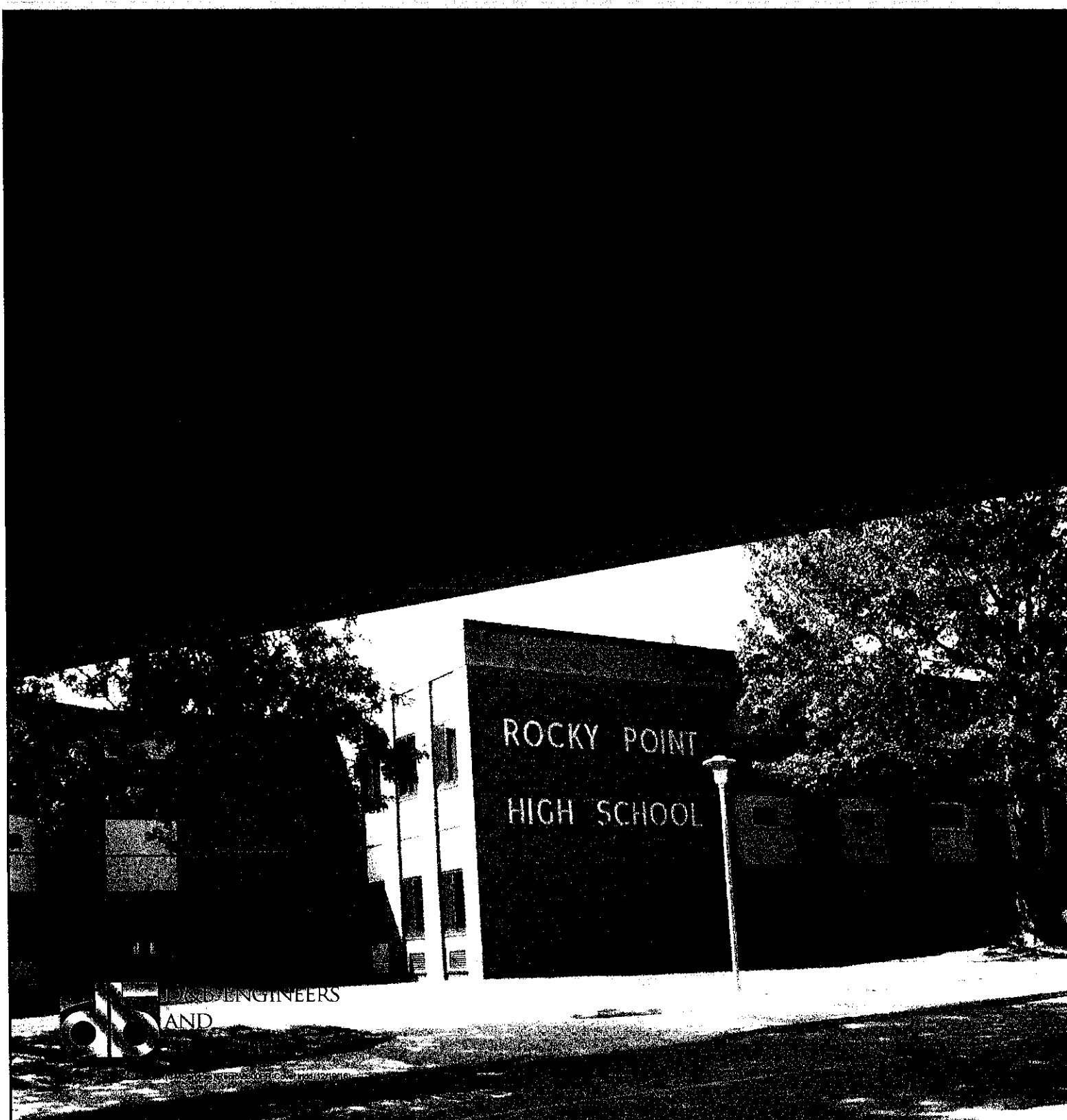
#	Title	Date	Rev.	Notes
T11	Flood Wall Installation	12/2014	0.0	
T12	Masonry Inspections	5/2015	0.0	
T13	Spray Applied Fireproofing Inspections	5/2015	0.0	
T14	Structural Steel Inspections	5/2015	0.0	
T15	Contract Close-Out	12/2014	0.0	
T16	Time and Material Change Order Work	5/2015	0.0	

Administrative procedures are described in the various sections of the CMP. All staff are regularly trained on all SOPs as part of their annual training in the CMP.

Additionally D&B has developed a **SOP Responsibility Matrix** (Appendix 12-1) to identify responsibility of each SOP. The QA/QC Manager will regularly update this matrix to keep it up to date with the project.

ROCKY POINT
HIGH SCHOOL

LAND ENGINEERS





Section B

Proposed Fee



B PROPOSED FEE

Cost and Fees

DAB proposes a fee of \$995,000 for this project (7% of the construction value)

The above fee is based on the criteria set forth in the Fee Schedule form and our clarifications and assumptions listed herein.

- ▶ Estimated Construction Value: \$13,900,000
- ▶ Total Project Duration: 35 months (2/1/17-1/1/20)

Clarifications and Assumptions

1. For additional related construction management services requested by the School District that does not fall within the scope of work identified in the RFP, hourly rates are presented in the Fee Schedule form which immediately follows this page.
2. Our fee schedule assumes full time (f/t) observation by our construction manager (equivalent to Assist. Project manager level in hourly schedule) during active construction. The overall duration as enumerated above is 35 months. Construction is not slated to start until June 2017 therefore full time on site support is not needed during the months of February 2017 to May 2017 (4 months). This reduces the full time on site support to 31 months. Of those 31 months and based on the review of the work planned and the general bundling of the packages proposed we assume full time support is required for 24 of the 31 months and part time (p/t) support will be required the remaining 7 months (between 2017 and 2020). Full time support includes: (1) Assistant Project Manager (our construction manager) and one (1) Clerical Support (our equivalent to an office engineer of technical assistant). Part-time support includes 20 hours per week of one (1) construction manager and 20 hours/week for one (1) clerical support.
3. Throughout construction, specialty inspectors (structural, mechanical, site/civil, electrical, fire protection) will be on site, as needed, throughout the project under the direction of our construction manager. D&B with McClave Engineering will provide all these services in-house with the exception of acoustical specialties, if required, in which case we would retain a specialty firm to assist.
4. Our team of schedulers, cost estimators, and senior project managers will be involved throughout the project.

Reimbursable Expenses

All reimbursable expenses will be provided at market cost with no markup for overhead and/or profit. This includes specialized testing, services requiring in-depth investigation, detailed analysis, etc.

Printing:

Size	Black / White Bond	Size	Black / White Bond
8.5 x 11	\$0.06 per impression	24 x 36	\$0.72 per copy
11 x 17	\$0.12 per copy	30 x 42	\$1.08 per copy
18 x 24	\$0.36 per copy	36 x 48	\$1.44 per copy

CD Duplication / Reproduction: \$5 per CD

**ROCKY POINT UNION FREE SCHOOL DISTRICT
CONSTRUCTION MANAGEMENT SERVICES
FEE SCHEDULE**

APPENDIX "B"

1. Principal	\$ <u>215.00</u> Hourly rate	\$ <u>215.00</u> O/T rate*
2. Project Executive	\$ <u>210.00</u> Hourly rate	\$ <u>210.00</u> O/T rate*
3. Project Manager	\$ <u>140.00</u> Hourly rate	\$ <u>140.00</u> O/T rate*
4. Asst. Project Manager	\$ <u>120.00</u> Hourly rate	\$ <u>120.00</u> O/T rate*
5. Clerical	\$ <u>75.00</u> Hourly rate	\$ <u>75.00</u> O/T rate*

*O/T rate applies to the following days: Saturday and Sunday

The number of hours required will vary and will be determined by the District.

All firms should base their fees for comparison purposes on the following criteria:

1. Estimated Construction Value : \$13,900,000
2. Total Project Duration is approximately 35 months, 2/1/2017-1/1/2020

D&B Engineers and Architects, P.C.

Company

330 Crossways Park Drive, Woodbury, NY 11797

Address



Signature

Robert F. DeGiorgio, P.E., Senior Vice President

Print Name/Title

PARK EAST CONSTRUCTION CORP.

RFP #R17-02

**REQUEST FOR PROPOSAL
FOR
CONSTRUCTION MANAGEMENT SERVICES**

ROCKY POINT UNION FREE SCHOOL DISTRICT



Rocky Point
UNION FREE SCHOOL DISTRICT

Bid Due Date: December 22, 2016 @ 3:00

TABLE OF CONTENTS

PARK EAST CONSTRUCTION COVER LETTER

SECTION 1 – FIRM/CONTRACTOR QUALIFICATIONS

- *Introduction, Firm History and Firm Data*
- *Schedule of Project References*
- *Representative Projects*
- *Organizational Chart*
- *Pre-Construction Phase Services*
- *Construction Phase Services*
- *Project Control-Quality Assurance Plan*

Form II

- *Key Personnel Resumes*

Form III

- *Representative Projects*
- *Letters of Reference*
- *Picture Presentation*

SECTION 2 – INSURANCE CERTIFICATES

- *Insurance Certificate*

SECTION 3 – FORM of PROPOSAL (Separate Sealed Envelope)

- *Appendix "B"- Fee Schedule*
- *Non-Collusive Bidding Certification*
- *Affidavit of Compliance*
- *Certificate of Compliance with the Iran Divestment Act*

INTRODUCTION

In the following sections, we outline our Construction Management approach for the construction of each facility. We bring to the process a project delivery system, which utilizes a Construction Management approach applying proven management techniques for project planning, design, (pre-construction) and construction in order to control schedule, cost, and quality for the Owner.

Experience has taught us that the Construction Management concept has afforded many Owners the greatest opportunities for effective project control and cost savings. Beginning with the pre-construction process and continuing throughout the course of construction, the Principals of Park East Construction Corp. will execute a management plan, which will focus and direct the efforts of the Project Team, ensuring the successful completion of this Project.

Park East Construction Corp. brings to each Project, a highly motivated group of people whose individual skills come together to provide the client with a highly qualified and successful Construction Management Team. The ability to integrate our team as an extension of the client's staff, sensitive to the Project requirements, has provided Park East Construction Corp. with a loyal and satisfied list of clients.

FIRM HISTORY

Park East Construction Corp. was established in 1989 as a General Contracting and Construction Management firm. The firm's participants have participated collectively in over 2 billion dollars worth of construction during the past 27 years including some of the most prestigious Projects in the New York Metropolitan area.

Our focus since inception has been to build for the municipal and corporate clients providing a service oriented approach to the Work with a highly motivated, adept, Project Management Team.

FIRM DATA:

James Wojcik, President
Park East Construction Corp.
266 East Jericho Turnpike
Huntington Station, New York 11746
(631) 549-9800 – Telephone
(631) 549-0004 – Fax

Professional Organizations: General Building Contractors of New York State
The Associated General Contractors of America
Construction Management Association of America

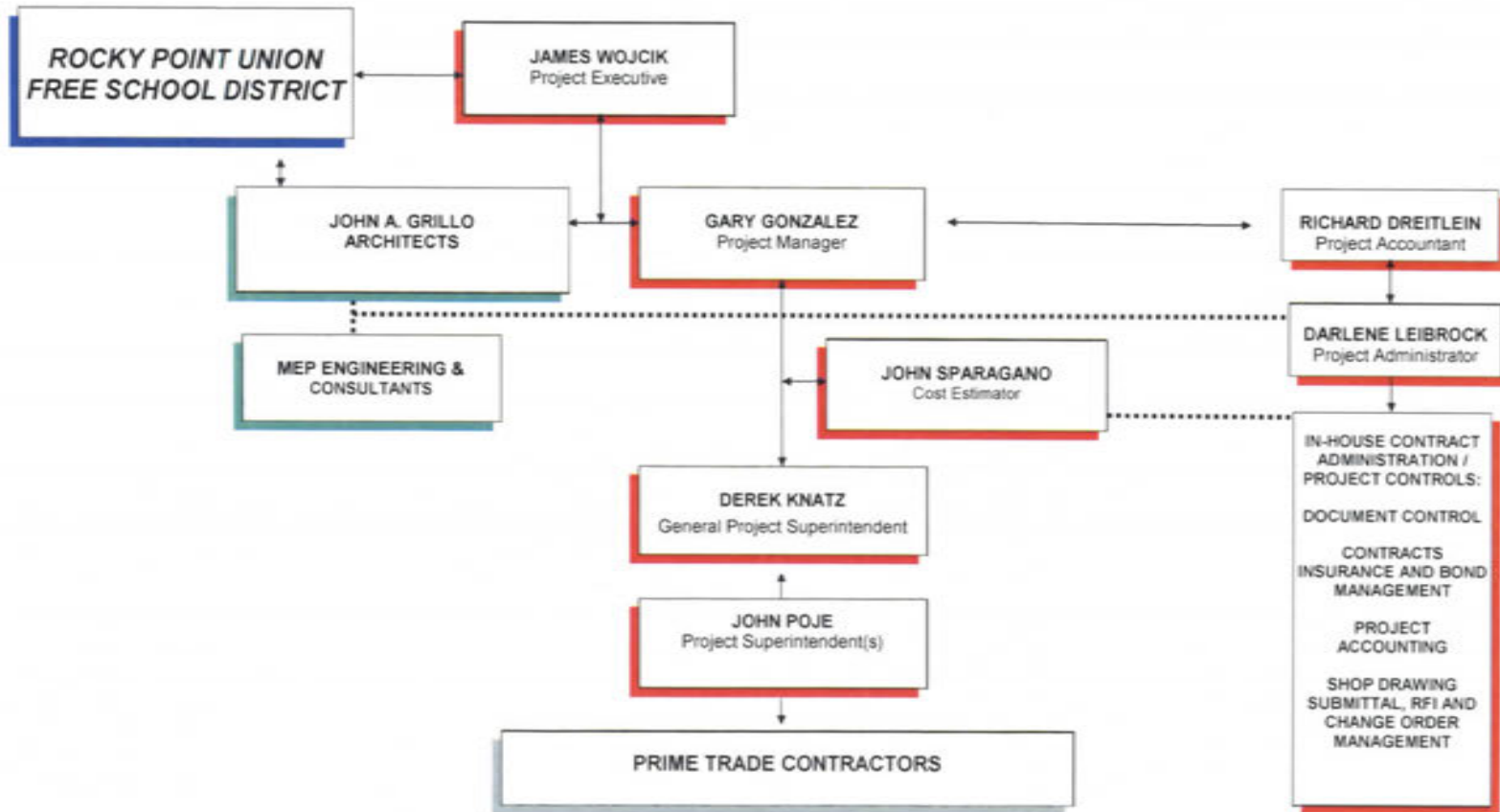
Website: www.parkeastconstruction.com



PARK EAST CONSTRUCTION CORP.

PROJECT MANAGEMENT TEAM

ROCKY POINT UNION FREE SCHOOL DISTRICT
BOND REFERENDUM & CAPITAL IMPROVEMENTS PROJECT



PRE-CONSTRUCTION PHASE SERVICES

The Construction Management process is most effective when initiated at the beginning of the project planning process, allowing the Construction Manager, **Rocky Point UFSD** and the Design Professionals to identify and resolve issues related to Scope, Costs, Constructability, and Schedule prior to construction.

Immediately upon our selection as the Construction Manager for the **Rocky Point UFSD**, our pre-construction services will begin.

We will work closely with A/E Team and the **Rocky Point UFSD** Representatives reviewing all programming information and documentation, which may have been prepared during the Design Phases. Continuing this effort, we will, in conjunction with Project Team Members establish/perform the following:

Program Budgeting

Constructability Analysis / Program Quality

Project Master Schedule

Procurement/Bid Procedures

Analysis of Site Conditions / Logistics

Establishment of Project Controls

Analysis of Governmental Agency Requirements / Approvals

Project Budget

Park East Construction Corp. will undertake at the outset of the Project, the development of the Project Budget. Early conceptual estimates will be based upon concept design schematic Revised estimates will be generated as the Design Documents are completed at the 50%, 70% and SED Document stages. We will enlist Subcontractor input at these stages to evaluate our cost estimates and to assist in performing the value engineering effort, evaluating construction methodology, material selection and systems design.

Project Master Schedule

As the development of conceptual estimates proceeds, our Construction Management Team will begin preparing a Project Master Schedule. This schedule will be produced utilizing the Primavera Software System (PC Version) and will produce a series of written and graphic reports to detail the following:

- Schedule of Major Construction Activities
- Project Milestones including completion of Design Activities, Purchase of Long Lead Items and Governmental Approvals

Under the direction of the Project Executive, the Project Team will conduct a series of "What If" Analyses so that Park East Construction Corp. may provide strategy recommendations to the **Rocky Point UFSD** Representatives to reduce the Project duration.

The schedule will be updated on a bi-weekly basis through both the pre-construction and construction phases of the Work. A network schedule and a summary narrative report indicating critical individual responsibilities and required activities will be identified and tracked to ensure that established milestone dates will be met.

Our ability to maintain schedule is absolutely dependent upon our Project Management Staff, which is aggressive in the pursuit of schedule objectives yet flexible enough to identify and respond to ongoing developments and activities.

Procurement/Bid Procedures

- Qualify Bidders based upon previous track record, work on hand and financial stability.
- Establish Bid List for each Trade.
- Develop Bid Documents including Instructions to Bidders, Scopes of work and Supplementary Conditions.
- Conduct pre-bid meetings as required to field questions, clarifications and issue Addenda.
- Define Alternates and Unit Price structure in accordance with client requirements.
- Conduct bid openings in conjunction with Project Team Members and recommending to the **Rocky Point UFSD** appropriate Contract Awards.
- Upon identification of the recommended Bidder, we will develop a Contract, which will include the Contract Drawings and Specification, Supplementary Conditions, Unit Prices and Alternatives.

Site Conditions/Site Mobilization Plan

Prior to the commencement of activities or establishment of a field office for our Construction Management staff, Park East Construction Corp. will prepare a plan for mobilization at the site, which will be reviewed with **the Rocky Point UFSD** Representatives for concurrence. The plan will designate particular areas on the site for contractor parking, field offices, storage areas and routes for material delivery. It will be developed to make most efficient usage of the areas available to construction personnel while at the same time be coordinated to accommodate any on-going construction activities. In addition, we will integrate any field office requirements for the Project Consultants and **Rocky Point UFSD** Representatives.

Establishment of Project Controls

The establishment of Project Controls will provide a vehicle to monitor the physical construction and financial reporting areas of the Project. Prior to the Project commencement we will require that these controls be in place. Issues related to scheduling / coordination of Construction, Cost Control, Flow of Funds, Changes in Scope of Work, Procurement, Drawing Control, Quality Assurance and Safety all require aggressive monitoring.

A detailed recordkeeping system will be prepared and maintained throughout the course of the Project. Records shall include but not necessarily be limited to Shop Drawings, Daily Logs, Progress Schedules, Quality Control Reports, Change Order Logs and Requisition Reports. **Rocky Point UFSD** will be afforded access to these records and Park East Construction Corp. will preserve them for a period of three (3) years after final payment.

CONSTRUCTION PHASE SERVICES

Throughout the Construction Phase of the Project, Park East Construction Corp. will provide a competent full time on site Field Project Superintendent to properly supervise, monitor, and coordinate the Work of the Trade Contractors, the **Rocky Point UFSD** Representatives and A/E Team to ensure completion of the Project in accordance with objectives of cost, time and quality.

Specifically, we will provide the following:

1. Maintain a competent full time staff at the Project site to coordinate and provide general direction of the Work and progress of the Trade Contractors on the Project.
2. Establish on-site organization and lines of authority in order to carry out the overall plans of the Construction Team on a coordinated and efficient basis.
3. Establish procedures for coordination among **Rocky Point UFSD Representatives**, A/E Team, Trade Contractors, Park East Construction Corp. and the various Governmental Agencies and Utility Companies who will participate in the Project.
4. Schedule and conduct weekly progress meetings at which Trade Contractors **Rocky Point UFSD** Representatives, A/E Team, and Park East Construction Corp. can jointly discuss such matters as procedure, progress, scheduling and potential problems.
5. Provide regular monitoring of the Schedule as construction progresses. Identify potential variances between scheduled and probable completion dates. Review Schedule for Work not started or incomplete and recommend to the **Rocky Point UFSD** and Trade Contractors adjustments in the Schedule to meet the probable completion date. Provide summary reports of each, monitoring and documenting all changes in Schedule.
6. Park East Construction Corp. will assist the **Rocky Point UFSD** Representatives in obtaining all Certificates of Occupancy as required.
7. Park East Construction Corp. will coordinate the Work of all Trade Contractors through final completion and acceptance of the Project by the **Rocky Point UFSD** Representatives including final completion of punch list items to ensure all Work has been performed in accordance with the Contract Documents.
8. Park East Construction Corp. will provide client support during the relocation of personnel to the new facility. This assistance will include establishing relocation phases by departments if required, and interfacing with furnishings and equipment suppliers to promote the successful migration of the **Rocky Point UFSD** department personnel.

SAFETY PROGRAM

During the Construction phase of the Project, we will monitor compliance of the Comprehensive Safety Program by each of the Trade Contractors. Our Site Safety Supervisor will oversee regularly scheduled on-site safety meetings, which will review fire and safety regulations, and provide a forum for reporting deficiencies. James Wojcik, a certified OSHA Instructor, will coordinate this effort.

PROJECT CLOSEOUT

*We will coordinate "Hands On" training and integration of user staff during the final stages of construction to ensure not only an understanding of systems, but create a level of comfort for user personnel to successfully maintain the facility. A complete set of "As Built" Drawings, product data, and operation and maintenance manuals will be submitted to the **Rocky Point UFSD** Representatives for their use.*

*With the assistance of the A/E Team, Park East Construction Corp. will coordinate the preparation of punch lists, and ensure that these items are completed on a timely basis. We will assemble all equipment warranties, guaranties, O & M manuals as required by the Contract Documents and turn over to the **Rocky Point UFSD** Representatives.*

PROJECT CONTROLS

Project Manual

Upon Park East Construction Corp.'s selection as Construction Manager we will for the purpose of setting out procedures for the Construction process of the Project develop a customized Project Manual which will clearly define and establish Project Controls.

The Manual is intended to assist **Rocky Point UFSD** Representatives, Park East Construction Corp., and the A/E Team performing Project Control functions in an orderly and efficient manner during the construction of the Project. Administration of the provisions in this manual will be the responsibility of the Construction Manager.

Shop Drawing Control

Shop drawings, sample materials and product information as submitted by the Trade Contractors for approval by the A/E Team will be received, reviewed and distributed through our office. In collaboration with the A/E Team, we will establish and implement procedures for expediting the processing and approval of Shop Drawings and Samples.

Change Order Control

Park East Construction Corp. will establish detailed procedures for the processing of all changes with Trade Contractors Scope of Work.

Procedures will commence with the identification of the proposed change and verifying that it is not in any Trade Contractors existing Scope of Work. Upon submittal of Trade Contractors Change Order proposals, Park East Construction Corp. will evaluate and negotiate as required to insure that the proposal is fair in pricing and the Scope of Work is complete. Park East Construction Corp. will then make a recommendation for the Change Order to be issued and will monitor the appropriate Trade Contractors to insure the work is completed in accordance with the Contract documents.

Requisition/Trade Contractor Payment Control

Mr. Richard Dreitlein, Controller will establish and maintain accounting and record keeping procedures for the processing of applications for payments. A checklist of all required submittals is maintained for each Trade Contractor. Certified payment requests, waiver of liens, insurance certificates, and prevailing wage reports must be on record with our office prior to release of payments.

Quality Control System

To ensure that required standards of quality for construction are met, we have assembled a Team of Project Personnel and Subcontractors, which are particularly suited for the Project requirements. Each member of the Project Team is prepared to comply with the specific requirements of the Quality Control System as defined for the Project.

During the construction phase of the Work, Quality Control is integrated into every facet of our Work.

The following defines the responsibilities of the Park East Construction Corp. Project Manager and Project Superintendent to ensure compliance within the Quality Control System:

Personnel Responsibilities

Project Manager and General Project Superintendent

1. To ensure compliance with the Contract Plans and Specifications.
2. To assign and direct Quality Control Personnel and Advisors.
3. To implement recording, filing and reporting systems.
4. To review all Shop Drawings, Submittals and Changes and sign Submittals for the Contractor.
5. To monitor and submit as required all proofs of compliance, certifications and test reports.
6. Assign and direct testing laboratories.
7. To oversee Subcontractor Quality Control.
8. To arrange on-site and off-site inspections, if required, give advance notification as required by Specifications.
9. To evaluate Quality Control System for effectiveness, efficiency and capability.
10. To ensure that all proofs of compliance, samples, laboratory tests and approvals, shop drawings (submittal and approval) are geared to the proposed construction Schedule.
11. Maintain "As Built" Documents, which will be maintained by Project Supervisor including certifications.

Responsibilities of the Quality Control System

1. To perform required inspection and arrange tests of all items of Work, to ensure conformance to applicable Specifications and Drawings with respect to the materials, workmanship, construction, finish, functional performance and identification.

2. To specifically provide for the surveillance and tests required in the Technical Provisions of the Contract Specifications.

3. To provide controls to cover all construction operations including both on-site and off-site fabrication.

4. To provide for at least three (3) phases of inspection for all definable features of Work as follows:

a. Preparatory Inspection - Prior to beginning any Work on any definable feature of Work. It shall include a review of that all materials and / or equipment have been tested, submitted and approved; a check to assure that provisions have been made to provide required control testing; examination of the Work area to ascertain that all preliminary Work has been completed; and a physical examination of materials and equipment to assure that they conform to approved Shop Drawings or Submittal Data and that all materials and / or equipment are on hand.

b. Initial Inspection - To be performed as soon as a representative portion of the particular feature of Work has been accomplished and shall include examination of the quality of workmanship and shall include a review of control testing for compliance with Contract requirements, use of defective or damaged materials, omissions and dimensional requirements.

c. Follow-up Inspection - To be performed as needed to assure continuing compliance with contract requirements, including control testing, until completion of the particular feature of Work.

Park East Construction Corp.
Construction Managers

FORM II

KEY PERSONNEL RESUMES

James C. Wojcik - Principal

Gary Gonzalez - Project Manager

Derek Knatz – General Project Superintendent

John Poje' – Project Superintendent

John Sparagano – Estimator

Richard F. Dreitlein – Senior Project Accountant

Darlene Leibrock – Project Administrator

JAMES C. WOJCIK, PROJECT EXECUTIVE

As a Principal of Park East Construction Corp., Mr. Wojcik is responsible for the organization's leadership, standard operating procedures, growth and development. As a result of his guidance, Park East Construction Corp. has become a leader in the Construction Management industry. Mr. Wojcik is responsible for the overall management of the firm as well as the supervision and O.S.H.A. certification of all Park East Construction Corp.'s staff.

Highlights of Experience

Marymount Manhattan College, Manhattan NY – Roof Top Terrace, Dining Hall and Student Lounge, Additions and Renovations, \$8,000,000 Construction Cost

Commack School District \$93,000,000 Bond Construction Program – Commack, NY

South Huntington Public Library \$11,000,000 New Library Facility – South Huntington, NY

Harborfields School District \$53,000,000 Bond Construction Program – Greenlawn, NY

Newsday Corporate Headquarters Building Renovations. Extensive exterior and renovation of more than 150,000 sq. ft. of interior office and production areas.

Half Hollow Hills Central School District - Sunquam Elementary School, Melville, NY

Jerome Avenue, Merriam Avenue, Walton Avenue, Bronx, New York, successfully completed extensive rehabilitation of over 250 HUD units

Fleet Bank, 150,000 sq. ft. Corporate Interiors, throughout the New York Metro Area

Harrison Conference Center at Glen Cove, 90 Guest Suites, Glen Cove, New York

Swezey's Dept. store, New 110,000 sq. ft. retail facility, Patchogue, New York

Huntington Manor Fire District, Three Firehouse Projects, Huntington Station, New York

National Center for Disability Services, State of the Art Learning Center

North Patchogue Fire District, New Headquarters Facility, North Patchogue, New York

EDUCATION

New York University - Diploma Program 1986

1982 - State University of New York - Delhi

Associate of Applied Science

U.S. Department of Labor

Occupational Safety and Health Administration (OSHA) Certified Trainer

PROFESSIONAL AFFILIATIONS

The Associated General Contractors of America

Construction Management Association of America ID#156166

7 Hour study of NYC DOB Site Safety Manager Course

7 Hour study of Microsoft Excel 2011

7 Hour study of Microsoft Projects 2011

GARY GONZALEZ, PROJECT MANAGER

Mr. Gonzalez has been in the construction industry for almost 20 years. He utilizes his coordination skills, interactive capabilities utilized to communicate effectively with all levels of personnel, and multi-tasking in all aspects of the project development, planning and management to bring projects to a successful completion. Gary Gonzalez has been with Park East Construction since 1996.

He has worked extensively with the Baldwin, South Country, East Meadow Public School Districts, Nassau BOCES and the Syosset and Sayville Public Libraries on new construction, and Capital Improvement projects.

Highlights of Experience

Baldwin Union Free School District: Baldwin, NY: District wide Capital Improvement bond issue. Roof replacements, HVAC and electrical upgrades, Classrooms, Gymnasium and Music Additions & Alterations - \$34,700,000 Construction Program.

East Meadow Union Free School District: East Meadow, NY: District wide Additions and Alterations Bond Issue, \$25,000,000 Bond Construction Program

Nassau BOCES- Career Preparatory High School: Westbury, NY: Addition and Reconstruction. \$12,000,000 Bond Construction Project.

South Country Central School District, Bellport, NY: District Wide Additions and Capital Improvement, throughout the District. \$45,000,000 Bond Construction Program.

Syosset Public Library, Syosset, NY: Addition and full building alterations, \$13,000,000 Bond Construction Project

Sayville Public Library, Sayville, NY: New construction of new library facility utilizing Geo-Thermal heating and cooling systems, and Photovoltaic system. \$14,000,000.

Rockville Center Union Free School District: Rockville Center, NY - District Wide Additions and Capital Improvement, throughout the District. \$46,000,000 Bond Construction Program.

Sewanhaka Central High School District: Floral Park, NY - District Wide Additions and Improvements. Bond Referendum

EDUCATION

2003, Nassau Community College - Associates Degree in Civil Engineering

PROFESSIONAL AFFILIATIONS

Project Management Professional Certified

OSHA-30 hour Certified Construction Safety and Health Training

Currently Studying for LEED Certification

Construction Management Association of America #156169

7 Hour study of NYC DOB Site Safety Manager Course

7 Hour study of Microsoft Excel 2011 & Microsoft Projects 2011

DEREK KNATZ – PROJECT MANAGER

Mr. Knatz, Park East Construction's Project Manager with extensive experience in Education Facilities Construction. Mr. Knatz brings extensive knowledge with respect to the implementation of on-site Construction Programs and sensitivity to the needs of each particular School environment. Derek Knatz has been with Park East Construction since 2001.

Highlights of Mr. Knatz's professional experience include the following:

- Patchogue – Medford Union Free School District, District Wide Additions and Alterations, Patchogue, NY \$149,000,000 Bond Program.*
- Patchogue-Medford Union Free School District, \$10,000,000 EXCEL Program.*
- Patchogue-Medford Union Free School District, \$11,000,000 District Wide Energy Performance Contract.*
- Islip Union Free School District, District Wide Addition Improvements, Islip, NY \$26,000,000 Bond Program.*
- Islip Union Free School District, District Wide Additions and Renovations, Islip, NY \$46,000,000 Bond Program.*
- Briarcliff College, Building Renovation, Patchogue, New York, \$1,000,000 Construction Program.*
- East Hampton Union Free School District, District Wide Additions/Improvements, East Hampton, New York \$79,000,000 Bond Program.*
- Wyandanch Union Free School District, Capital Improvement, \$15,000,000 Bond Program.*
- Retro Fitness, Interior Renovations, Brooklyn, NY \$700,000 Construction Program.*
- Storage Post Self Storage, Interior / Exterior Renovations, Various Locations, NY \$2,000,000 Construction Program.*
- Shoreham-Wading River Central School District – Interior Renovations, Fields, Roof Replacement, Science Room Renovation, Code Violations - \$50,000,000 Bond Program*
- Middle Country Central School District - District Wide Additions and Alterations - \$125,000,000 Bond Program*

EDUCATION

*2007 BS - Farmingdale State College- currently matriculating
Construction Management/Engineering Technology*

*2007 AS - Suffolk Community College
Selden, New York*

Construction Technology/Architectural Technology

Project Management Professional Certified

OSHA-30 hour Certified Construction Safety and Health Training

7 Hour study of NYC DOB Site Safety Manager Course

7 Hour study of Microsoft Excel 2011 & Microsoft Projects 2011

JOHN POJE – PROJECT SUPERINTENDENT

Mr. Poje is result oriented construction and development professional with 20 years expertise in the construction and architecture industries. Verifiable track record for the successful completion of multi-million dollar projects through coordination of subcontractors, developing partnerships and building positive rapport with architects, engineers, vendors , local officials and clients while maintaining costs. Versed in contract negotiations, subcontractor selection, project estimating, construction documents preparation, building codes and regulations, material purchasing and change order negotiations. He is proficient with AutoCAD, Microsoft Word, Excel, Outlook, Sure Track Project Manager, Adobe Photoshop, Bluebeam and Power Point.

Responsibilities include daily project review, scheduling of subcontractors, material purchasing and quality control, prepare and negotiate change order proposals, ensure issues are being resolved and project schedule is being met, facilitate construction activities and prepare and issue monthly progress reports.

Areas of Expertise:

- *Construction Planning and Scheduling*
- *Estimating and Project Costs*
- *Safety and Compliance Management*
- *Team Building and Leadership*
- *Organization and Time Management*
- *Permitting and Building Code*
- *Quality Control Management*

Highlights of Recent Experience:

- *New York Sports Club, Avenue A, NY – Interior Renovations*
- *New York Sports Club, 30 Broad Street, NY – Interior & Exterior Renovations*
- *Shoreham Wading River CSD - Science Classroom Renovation*
- *Shoreham Wading River CSD – Athletic Field and Tennis Courts*
- *Advantage Self Storage, Route 112, Port Jefferson, NY – New 146,000 sq. ft. Facility*
- *West Hempstead Public Library – 20,000 sq. ft. building*
- *Half Hollow High School East Renovations & Additions*
- *Fashion Institute of Technology Interior Renovations and Façade restoration*
- *Bronxville UFSD Additions & Alterations*
- *Hicksville Athletic Facility, Hicksville, NY*
- *East Hampton Emergency Services Facility, East Hampton, NY*

EDUCATION

1995, Suffolk Community College, Associates in Construction – Architectural Technology

1998, New York Institute of Technology, Bachelor of Science Architecture

NCARB Certified and Currently Pursuing Registered Architects License

PROFESSIONAL AFFILIATIONS

Completed 7 hour Site Safety Manager Class

OSHA-30 hour Certified Construction Safety and Health Training

JOHN P. SPARAGANO, SENIOR PROJECT ESTIMATOR

Mr. Sparagano has been in the construction industry since 1981 performing hands-on construction in residential and then in the commercial industry. John has extensive hands-on knowledge of many aspects of building which has made him an exceptional estimator. He is extremely organized, reliable, has excellent contractor / client communication & relations, can manage multiple simultaneous bidding. John has exceptional ability in reading and interpreting plans, specifications, geotechnical reports, civil, architectural, structural and mechanical plans.

Cost Estimator, Park East Construction. Responsibilities included:

- Provide comprehensive project budget outlines*
- Obtain supplier budget pricing for major system components*
- Work with contractors to maintain current labor and materials pricing*
- Update the master cost estimate developed by Park East Construction*
- Trained and certified to use On-Center take off software*
- Provide project budget cost comparisons to aid in design efforts*

EDUCATION:

SUNY FARMINGDALE

MS Word, Excel, Outlook, Access, Project

RICHARD F. DREITLEIN – SR. PROJECT ACCOUNTANT

As Senior Project Accountant, Mr. Dreitlein tracks total costs and revenue throughout the Project using both Excel and Primavera Expedition software. Mr. Dreitlein is responsible for the tracking and processing of Trade Contractors monthly Requisitions, Waivers (contractor payments), and budgets / cash resources..

Mr. Dreitlein has over 25 years experience as a Financial Manager for the General Electric Company. He has been responsible for sales organizations with 125 employees, over \$100 million in sales, \$20 million in costs with offices across the country. Mr. Dreitlein's business experience and background solidifies our accounting organization.

EDUCATION

Hofstra University – BA

L.I.U / C.W Post – MBA – Finance

Adelphi University – Certified Financial Planner

DARLENE LEIBROCK - EXECUTIVE PROJECT ADMINISTRATOR

As Project Administrator, Ms. Leibrock has over 20 years' experience as a Project Administrator in the Construction Industry. Ms. Leibrock is responsible for the tracking and processing of Trade Contractors submittals, insurance, sub-contractors insurance, requisitions, waivers (contractor payments) progress throughout the Project using both Micro Soft Excel, Word, Power Point and Primavera Expedition software.

Highlights of Experience:

East Hampton Union Free School District: East Hampton, NY: District Wide Additions and Alterations Bond Issue, \$79,000,000 Bond Construction Program.

Westbury Public School, Westbury, NY: District wide Additions and Alterations, \$5,600,000.00.

Roslyn Union Free School District, Roslyn Heights, NY: District Wide Project

Sayville Public Library, Sayville, NY: New construction of new library facility \$14,000,000.

David Barton Gym, Astor Place New York, NY Interior Build out \$5.5 million Construction Cost.

New York Sport Club, Various Location, New York, NY Interior Renovation.

Hewlett-Woodmere Public Schools, Hewlett, NY: District Wide Additions, Alterations and Capital Improvements. \$36,000,000 Bond Construction Program.

NYIT 1855 Broadway, NY Renovation to 5th & 12th Floors \$2,500,000

Wyandanch Union Free School District, Capital Improvement District Wide Projects.

Avenues - The World School, NY - \$2,650,000

Roslyn Union Free School District - District Wide Additions & Alterations \$7,500,000

Bronxville Union Free School District - District Wide Auditorium & Science Additions \$10,000,000

Islip Union Free School District - District Wide Capital Improvements \$47,000,000

Sewanhaka Central High School District - District Wide Capital Improvements \$89,000,000

Shoreham-Wading River Central School District - District wide Capital Improvements \$50,000,000

Park East Construction Corp.
Construction Managers

Park East Construction Corp.
Construction Managers

REPREENATIVE PROJECTS

EDUCATION

<i>Project</i>	<i>Budget – Bond Amount</i>
<i>Amityville UFSD</i>	<i>\$69,900,000</i>
<i>Baldwin School District</i>	<i>\$27,000,000</i>
<i>Bayport-Blue Point UFSD</i>	<i>\$29,900,000</i>
<i>Bronxville Union Free School District</i>	<i>\$ 8,655,000</i>
<i>Buckley Country Day School</i>	<i>\$ 3,500,000</i>
<i>Commack School District</i>	<i>\$93,000,000</i>
<i>Comsewogue School District</i>	<i>\$11,400,000</i>
<i>East Hampton Union Free School District</i>	<i>\$79,000,000</i>
<i>East Meadow School District</i>	<i>\$26,000,000</i>
<i>Half Hollow Hills School District</i>	<i>\$ 7,000,000</i>
<i>Harborfields School District</i>	<i>\$53,000,000</i>
<i>Hewlett-Woodmere Public Schools</i>	<i>\$36,000,000</i>
<i>Islip School District</i>	<i>\$26,000,000</i>
<i>Islip School District 2nd Bond Project</i>	<i>\$46,000,000</i>
<i>Kings Park Central School District</i>	<i>\$26,000,000</i>
<i>Kings Park Central School District 2nd Bond Project</i>	<i>\$41,000,000</i>
<i>Middle Country Central School District</i>	<i>\$53,000,000</i>
<i>Middle Country Central School District 2nd Bond Project</i>	<i>\$120,000,000</i>
<i>Marymount Manhattan College – Roof Terrance Garden</i>	<i>\$ 2,500,000</i>
<i>Marymount Manhattan College – Dining Hall/Student Lounge</i>	<i>\$ 5,500,000</i>
<i>Nassau BOCES</i>	<i>\$30,000,000</i>

Park East Construction Corp.
Construction Managers

<i>National Center for Disability Services</i>	\$ 2,000,000
<i>New York Institute of Technology – Various Locations</i>	\$ 7,500,000
<i>Patchogue-Medford School District</i>	\$149,000,000
<i>Patchogue-Medford School District EXCEL Bond</i>	\$ 11,000,000
<i>Patchogue-Medford School District Energy Performance Contract</i>	\$ 11,000,000
<i>Rocky Point Union Free School District</i>	\$ 4,000,000
<i>Rockville Center UFSD</i>	\$ 46,000,000
<i>Roslyn School District</i>	\$ 7,500,000
<i>Roslyn School District 2nd Bond Project</i>	\$42,000,000
<i>South Country School District</i>	\$45,000,000
<i>Sewanhaka Central High School District</i>	\$86,000,000
<i>Shoreham-Wading River CSD</i>	\$50,000,000
<i>West Babylon School District</i>	\$13,500,000
<i>Westbury Public Schools</i>	\$ 5,000,000
<i>Wyandanch Union Free School District</i>	\$19,000,000

MUNICIPAL / LIBRARY

<i>Project</i>	<i>Budget - Bond Amount</i>
<i>Center Moriches Free Public Library</i>	<i>\$ 4,000,000</i>
<i>Hillside Public Library</i>	<i>\$ 7,000,000</i>
<i>Sayville Public Library</i>	<i>\$14,500,000</i>
<i>South Huntington Public Library</i>	<i>\$11,000,000</i>
<i>Syosset Public Library</i>	<i>\$13,000,000</i>
<i>West Babylon Public Library</i>	<i>\$ 1,000,000</i>
<i>Uniondale Public Library</i>	<i>\$ 4,500,000</i>
<i>Bethpage Fire District</i>	<i>\$ 5,000,000</i>
<i>Brentwood Fire Department</i>	<i>\$ 8,700,000</i>
<i>East Farmingdale Fire Co.</i>	<i>\$ 5,000,000</i>
<i>East Meadow Fire District</i>	<i>\$ 5,000,000</i>
<i>East Northport Fire District</i>	<i>\$ 6,000,000</i>
<i>Halesite Fire District</i>	<i>\$ 2,000,000</i>
<i>Huntington Manor Fire District</i>	<i>\$ 7,000,000</i>
<i>North Patchogue Fire District</i>	<i>\$ 7,000,000</i>
<i>Northport Fire District</i>	<i>\$ 6,000,000</i>
<i>Setauket Fire District</i>	<i>\$ 4,000,000</i>
<i>Terryville Fire District</i>	<i>\$ 3,500,000</i>

COMMERCIAL/INSTITUTIONAL

<i>Project</i>	<i>Budget - Bond Amount</i>
<i>Advantage Self Storage</i>	<i>\$10,000,000</i>
<i>Comprehensive Pain Management</i>	<i>\$ 1,600,000</i>
<i>Cosmetique</i>	<i>\$ 400,000</i>
<i>David Barton Gym</i>	<i>\$ 5,500,000</i>
<i>Diocese of Rockville Centre</i>	<i>\$ 2,000,000</i>
<i>Fleet Bank</i>	<i>\$ 5,000,000</i>
<i>Harrison Conference Center</i>	<i>\$ 2,000,000</i>
<i>Huntington Bay Dental</i>	<i>\$ 1,500,000</i>
<i>Interpublic Group of Companies</i>	<i>\$ 6,000,000</i>
<i>Jacob Javits Convention Center</i>	<i>\$ 3,000,000</i>
<i>Key Bank Corporation</i>	<i>\$ 2,000,000</i>
<i>Malayan Banking Berhard</i>	<i>\$ 1,000,000</i>
<i>Men on the Move</i>	<i>\$ 1,000,000</i>
<i>Newsday, Inc.</i>	<i>\$ 7,000,000</i>
<i>North Fork Bank Corp.</i>	<i>\$ 1,200,000</i>
<i>Retro Fitness</i>	<i>\$ 2,000,000</i>
<i>Storage Post Self Storage Management-Variou Locations</i>	<i>\$14,000,000</i>
<i>St. Sylvester's RC Church</i>	<i>\$ 2,150,000</i>
<i>Swezey's Department Store</i>	<i>\$10,000,000</i>
<i>Town Sports International- Various Projects</i>	<i>\$25,000,000</i>
<i>Walgreens, Inc.</i>	<i>\$ 2,000,000</i>

Park East Construction Corp.
Construction Managers

SCHEDULE OF PROJECT REFERENCES

PREVIOUS CONSTRUCTION MANAGEMENT PROJECTS
NYS K-12

Rockville Centre Union Free School District – District Wide Additions and Capital Improvement – Bond Construction Program Amount(s) \$46,000,000

William H. Johnson – Superintendent of Schools

Robert A. Bartels – Assistant Superintendent for Business

Office: 516-255-8927

Kings Park Central School District – District Wide Additions & Alterations – Bond Amount(s) \$26,000,000 & \$41,000,000, Upcoming Energy Performance Contract \$7,500,000

Dr. Timothy Eagen – Superintendent of Schools – Office: 631-269-3310

Mr. John Craig – Assistant Superintendent for Personnel & Administrative Services

Office: 631-269-3329

Mrs. Cira Rosa – Business Office Manager Office: 631-269-3328

Commack School District – District Wide Additions & Alterations, various schools – Bond Amount \$93,000,000 – EXCEL Bond Amount \$15,000,000

Richard Schramm – Operations of Facilities Administrator

Laura Newman – Assistant Superintendent for Business

Office: 631-858-3600

Roslyn Union Free School District – District Wide Additions & Alteration – Bond Amount(s) \$7,500,000 and \$42,000,000 Bond Referendums

Kevin Carpenter – Director of Facilities

Office: 516-801-5450

Joseph Dragone – Assistant Superintendent for Business

Office: 516-801-5036

Shoreham-Wading River CSD – District Wide Alterations & Additions
Bond Amount \$50,000,000
Glen Arcuri – Assistant Superintendent for Finance and Operations
Office: 631-821-8100

Patchogue-Medford Union Free School District – District Wide Additions & Alteration
Projects, various schools – Bond Amount \$149,000,000 – EXCEL Bond Amount \$11,000,000,
Energy Performance Contract \$11,000,000
Donna Jones – Assistant Superintendent for Business
Office: 631-687-6330

Middle Country Central School District – District Wide Capital Improvements – Bond
Amount \$53,000,000
Frank Fiorino – Director of Facilities & Operations
Office: 631-285-8830

LETTERS OF REFERENCE

Rockville Centre Union Free School District

Administration Building

128 Shepherd Street
Rockville Centre, New York 11570-2298
(516) 255-8957 FAX (516) 255-8810
www.rvcschools.org



BOARD OF EDUCATION

MARK MASIN..... *President*
LIZ DION..... *Vice President*
JOHN O'SHEA..... *Secretary*
GREGG SPAULDING..... *Trustee*
MAYDA KRAMER..... *Trustee*

WILLIAM H. JOHNSON, Ed.D.
Superintendent of Schools

November 10, 2016

To Whom It May Concern:

The Rockville Centre School District has successfully completed the expansion of South Side High School with two new additions, a new turf field, additional classrooms at one of our elementary buildings and provided air conditioning in all of our classrooms with the passage of a \$45.9 million bond.

Over the last three years we have worked closely with Park East Construction who was selected as our construction manager. We have found the staff assigned to our school district to be very knowledgeable, competent and responsive to our needs. Gary Gonzalez and Francesco Borgese led the team who was on site and coordinated with district staff to make sure that the education of our students was minimally impacted while the business of construction proceeded according to schedule. Park East kept the multitude of various contractors on task and on-budget. Having South Side High School ready to open on the first day of school was pivotal to the success of this project. Park East accomplished this task.

Rockville Centre Schools would recommend consideration of this company for your upcoming project. Please feel free to call me if you have any questions.

Yours truly,

A handwritten signature in black ink, appearing to read 'William H. Johnson', written in a cursive style.

William H. Johnson, Ed. D.
Superintendent of Schools

/fg

KINGS PARK CENTRAL SCHOOL DISTRICT
ADMINISTRATION BUILDING
180 Lawrence Road, Room 208
Kings Park, New York 11754
631-269-3310 FAX 631-269-0750
www.kpcsd.org

Susan A. Agruso, Ph.D.
Superintendent of Schools

Ralph J. Cartisano, Ed.D.
Assistant Superintendent for Curriculum,
Instruction and Personnel

Philip E. Kenter, Ed.D.
Assistant Superintendent for Finance and
Administrative Services

Danielle Colby, Ed.D.
Administrator for
Pupil Personnel Services

Judy Bishop
Executive Assistant
to the Superintendent

June 3, 2013

Re: Park East Construction

To Whom It May Concern:

It is my pleasure to recommend James Wojcik and the entire team at Park East Construction to serve as the project management company of any large or small scale capital project or construction operation.

Our school district has been working with Park East Construction (PEC) for a number of years now going back to at least 2004, when they oversaw a major expansion and construction work at our high school. Since then, they have overseen a number of other smaller projects including hot water heater installations in all our buildings, several new roofing projects, and we have just contracted them to oversee a multi-million dollar energy performance contract.

PEC has the experience and integrity to ensure the interests of the school district are met with exceeding standards. They oversee each facet of the project; provide detailed weekly log sheets of all events; notify us immediately of issues and how they intend to address them; and manage multiple contractors simultaneously, ensuring the work is completed on-time and within budget.

Please feel free to call me with any questions concerning Park East Construction.

Yours very truly,



Dr. Philip Kenter
Assistant Superintendent for Finance and Administrative Services

COMMACK UNION FREE SCHOOL DISTRICT

POST OFFICE BOX 150

COMMACK, NY 11725

(631) 858-3600

FAX (631) 493-0468

RICHARD SCHRAMM
Director of Facilities III

March 18, 2016

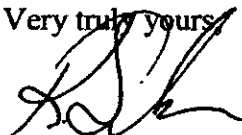
To Whom It May Concern:

Park East Construction Corp. has been the construction management firm for the Commack Union Free School District since 2002. Since that time, they oversaw a \$92M bond project which included five building additions as well as numerous alterations and mechanical upgrades. Additionally, they oversaw a \$6.8M EXCEL grant which included security surveillance installations, security upgrades, solar installations and roof replacements.

The project managers assigned to each project have always been knowledgeable and attentive to the District's needs. Contractors are consistently held to high standards and the District's interests are always paramount. Construction meetings are structured and professional; change orders have historically been minimal and negotiated to protect the District's interest. The office staff is efficient with all paperwork, namely bonds and insurances, and effectively follows up with any and all issues which arise.

Therefore, I would highly recommend Park East Construction Corp. as a construction management firm. Please feel free to contact me for further discussion

Very truly yours,



Richard Schramm
Director of Facilities III

RS:ms



Harborfields Central School District

201 DRIFT ROAD • GREENLAWN, NEW YORK 11740-1200

TEL: (754) 530-1400 • FAX: (754) 531-5412

Rational View of Education
Superintending Schools

Joseph C. Dragone
Deputy Superintendent
of Schools

November 10, 2003

James A. Wojcik
Park East Construction Corp.
266 East Jericho Turnpike
South Huntington, NY 11746


Dear James:

It has been nearly 5 years since we first met, so I thought it would be appropriate to reflect on the work you have done for our school district. When I first met you, my only knowledge of your company came from our architects at Burton Behrendt & Smith and my colleagues in a few other school districts who had already had the pleasure of working with you. As a result of a thorough screening process, you were selected to be our construction manager on a 53 million dollar bond issue. The day after the community passed the bond, we signed an agreement formalizing the relationship between Park East and the school district. I have come to understand the reason that so many people spoke so highly of you and your company.

The services you have provided as project executive, the services of Drew Cacciola as project manager, and the services of all of the project superintendents, but especially Liam Lawe, have been outstanding. I always feel whenever I deal with any one of you that I am the only client with whom you are involved despite the fact that it is obvious that you are a successful and thriving firm with many clients. The advice you have provided to us, your leadership in getting the job done on time, your skill in dealing with contractors who do not necessarily have the best interests of the school district or even their own workers or sub-contractors in mind, your patience in dealing with architects and engineers, your ability to deal with questions from members of our board of education in public meetings and concerns of our principals in private meetings have all been outstanding.

The children of our school district will benefit for many years to come from the construction you are managing, and the taxpayers of our school district will benefit as well from the value engineering and financial oversight you have provided. I look forward to our continuing professional relationship.

Sincerely,


Joseph C. Dragone
Deputy Superintendent

cc: Dr. Raymond A. McCloat



PUBLIC SCHOOLS

BOX 367, ROSLYN, NEW YORK 11576-0367 (516) 801-5450 FAX (516) 801-5458

September 17, 2015

To whom it may concern,

I am pleased to write this letter as a positive referral for the Park East Construction Corporation (PEC). Time and again I am asked to compose letters of recommendation; this is not an exercise of which I partake without a great deal of serious thought at it is my strong opinion that the actions of the organization and or person I write about will reflect directly upon me.

With the aforementioned clearly in mind, I can strongly state I have the highest regard for the Park East Construction Corporation and the work which they do. I have enjoyed teaming with PEC for the past fifteen years. During that time PEC has worked with me at two different school districts, their duties included managing over 110 million dollars of capital construction! As I compose this brief acknowledgment of PEC's vast accomplishments, together we prepare to begin work on an additional 41 million dollars of voter approved school facilities improvements. The long term relationship I have enjoyed with PEC speaks volumes to the confidence and faith I have with this organization.

Clearly, and without a single bit of demur, I am proud to boast of the high caliber of the work performed by the Park East Construction Corporation. Of more consequence, I find myself fortunate to work with and know the people who make up the Park East organization!

Sincerely,

A handwritten signature in blue ink, appearing to read "K. Carpenter", written over a faint grid background.

Kevin Carpenter

Assistant to the Superintendent

For Administration and Special Projects

SHOREHAM-WADING RIVER CENTRAL SCHOOL DISTRICT

250B Route 25A, Shoreham, New York 11786-2192

(631) 821-8100

(631)929-3001 (fax)

Website: www.swrschools.org

email: boe@swr.k12.ny.us

Steven R. Cohen, Ph.D.
Superintendent of Schools

Brian K. Hayward
Asst. Supt. for Human Resources

Glen Arcuri
Asst. Supt. for Finance and Operations

Alan Meinster
Asst. Supt. for Curriculum, Instruction and Assessment

Angelo Andreotti
Director of Facilities III

Charles M. Althoff
Director of Student Services

September 30, 2015

To Whom It May Concern:

In January of 2015, the residents of the Shoreham-Wading River Central School District approved a \$48.5 million referendum to upgrade and improve District facilities. In addition, as a result of a former approved proposition, renovation of several science labs and code violation projects were also approved by the voters.

The District contracted with Park East Construction Corporation to manage the scope of the \$48.5 million capital projects, along with the science lab renovations and code violation projects.

Among the projects to be completed over the summer of 2015 were the total completion of the science room renovations and code violation projects, the addition of nine new tennis courts to be completed by early fall, and the installation of a synthetic turf field to be completed by December 1, 2015.

There were many different vendors on-site simultaneously to complete these projects. Park East was able to coordinate with all of the vendors to have the work performed simultaneously without any work disruption to District Staff. The amount of work that needed to be completed in a short period of time was daunting. Park East Construction was able to oversee all of these projects, handle all of the unexpected issues that arose as part of each project, and was able to adhere to a tight timeline. Park East Construction's efforts were a contributing factor to the smooth opening of the school year.

Park East Construction conducts weekly update meetings with District staff on the progress of each project, and is always available to answer questions and provide valuable input. They notify the District of any issues that arise, with a plan on how to address them.

The capital project scope of work to take place in our District will take up to five years to complete. During this time, the District looks forward to continuing our relationship with Park East Construction as they continue to assist and guide us in the successful completion of our capital projects.

In closing, I believe that Park East Construction would be a tremendous asset to any school or public entity undertaking any construction or renovation project, and I give them my highest recommendation.

Sincerely,



Glen Arcuri

Assistant Superintendent for Finance and Operations

Board of Education:

*John Zukowski, President ~ Robert Rose, Vice President
Sean Beran, Trustee ~ Jack Costas, Trustee ~ Michael Fucito, Trustee
William J. McGrath, Ph.D., Trustee ~ Richard Pluschau, Trustee*

BOARD OF EDUCATION

Thomas P. Donofrio, President
William T. LaVelle, Vice President
Donald S. Atkins
Brett P. Houdek
Joseph P. LoSchiavo
Anthony C. O'Brien
Christine T. Rignola

Dennis M. Logan, District Clerk

Patchogue-Medford Schools

Donna Jones, Ed.D., Asst. Superintendent for Business
Administrative Center
241 South Ocean Avenue
Patchogue, New York 11772
(631) 687-6330
FAX (631) 687-6339

June 20, 2013

To Whom It May Concern:

It is my pleasure to provide a letter of reference on behalf of Park East Construction. Park East has served as the Construction Manager for Patchogue-Medford for over ten years on projects totaling more than \$160,000,000.

During that time, I have found them to be extremely professional, knowledgeable, and responsive to the needs of the District. I recommend Park East without reservation.

Sincerely,



Donna Jones, Ed.D.
Asst. Superintendent for Business

/pac

BOARD OF EDUCATION

Joseph P. LoSchiavo, President
Michael L. Miles, Vice President
Brett P. Houdek
Christie Jo Lang
William T. LaVelle, Esq.
Miguel Perez
Anthony Russo

Dennis M. Logan, District Clerk

Patchogue-Medford Schools

Administrative Center
241 South Ocean Avenue
Patchogue, New York 11772

(631) 687-6380
Fax (631) 687-6389

Michael H. Mostow
Superintendent of Schools

March 19, 2007

Mr. James Wojcik, President
Park East Construction Corporation
266 East Jericho Turnpike
South Huntington, NY 11746

Dear Mr. Wojcik:

You have been involved in the Patchogue-Medford Union Free School District bond issue since July of 2002. This bond issue, totaling \$147,700,000, has overseen the repairs or additions to all eleven of our buildings. Your tireless efforts in keeping our project on line and under budget is magnificent. The fact that there have been only 1-1/2 percent of change orders for this entire project is another testament to your diligence.

As we approach the end of this mammoth project in our school district, I want to thank you for your hard work and excellence. All of your staff members, particularly Brian Slaga, have made this wonderful project's completion possible. I give you and your staff the very highest praise. If I can be of any further help to you in the future, please do not hesitate to contact me.

Sincerely,



Michael H. Mostow
Superintendent of Schools

CW

cc: B. Slaga

BOARD OF EDUCATION

Margaret E. Felouzis, President
Tina Marie Weeks, Vice President
Brian Brady
Anthony Kaiser
Joseph LoSchlavo
Michael L. Miles
Colin H. Mincy

Patchogue-Medford Schools

Administrative Center
241 South Ocean Avenue
Patchogue, New York 11772

(631) 667-6300
FAX (631) 667-6368

Adela Worthington, District Clerk

November 23, 2004

To Whom It May Concern:

I am writing to give my highest endorsement of Park East Construction as construction managers.

I have worked closely with this firm for three years on a school construction project in excess of \$149M. I brought Park East Construction in as construction managers after working with another construction management company. The difference was dramatic and immediate. Park East Construction operates to please the client. They are sensitive and responsive to district and building needs. They have provided excellent counsel and skillful project management. If they say something will get done, it does get done – frequently way ahead of schedule.

I am especially pleased with the role they have played as an intermediary between the district and the architect. With their extensive knowledge of all phases of construction, they have provided my staff and me with valuable information and advice as we have deliberated over the many construction issues that surface during a large and complex project.

I can assure you that you will be very pleased with Park East Construction's staff, from the highest level managers to the on-site personnel. All are pleasant to work with, focused on getting the job done, involved in every phase of decision-making, and clear in their frequent verbal and written reports.

In short, I give Park East Construction my highest recommendation. I know I speak for the Board of Education and my staff when I tell you that they are trusted, their work is appreciated and they are highly regarded for their professionalism, honesty and attention to detail.

Sincerely,



Veronica A. McDermott, Ph.D.
Superintendent of Schools

jm

MIDDLE COUNTRY CENTRAL SCHOOL DISTRICT
AT CENTEREACH

EIGHT 43RD STREET • CENTEREACH, NY 11720
631-285-8020 • 631-738-2733 (fax) • www.mccsd.net

Roberta A. Gerold, Ed.D., Superintendent of Schools
Francine McMahon, Deputy Superintendent for Instruction
Herbert B. Chessler, Asst. Superintendent for Business
James G. Donovan, Asst. Superintendent for Human Resources



June 3, 2013

To Whom It May Concern:

Park East Construction Corporation was appointed by Middle Country Central School District as the construction management firm of record for a 2005 \$55 million dollar bond project which included a wide range of construction scopes across the district's fourteen (14) school buildings. Key projects included major roofing and building envelope work, outdoor athletic stadium renovations at each of the two district high school campuses, a district-wide networked security camera and school door access control system, and elevator installations.

Park East's strengths in the following areas significantly impacted the success of these projects:

- Project budgeting, value engineering
- Contractor scheduling, oversight, and coordination of workflow with minimal disruption to the educational program
- Consistent use of project controls, tailored to fit the district's business and accounting operation, from start to finish of the construction program
- Professional and knowledgeable staff that have the ability to effectively and efficiently reconnect any architectural/contractor/field/budget gaps that inevitably arise during comprehensive projects.

Park East's high level of support was consistent and evenly dedicated over the 5 year construction program, their service level was just as high during punch list and closeout as it was when roofing programs coincided with school hours.

Based on the quality of their prior performance, Park East remained highly rated by the district for construction management services. In 2012, Park East was reappointed by the district to support another cycle of scope development and budgeting consistent with the district's long term capital plan.

It is a pleasure to share Middle Country's very successful experience with Park East Construction, as well as, our high expectations for their expertise and capital program support in the upcoming years.

Sincerely,

Herb Chessler

Herb Chessler
Assistant Superintendent for Business

The mission of the MCCSD is to empower and inspire all students to apply the knowledge, skills, and attitudes necessary to be creative problem solvers, to achieve personal success, and to contribute responsibly in a diverse and dynamic world.



L. Daniel Cariin
Assistant Superintendent for Business

December 22, 2015

To Whom it May Concern,

Please let this letter serve as an unconditional recommendation for Park East Construction as a Construction Manager/Owner Representative for any construction project.

The Bronxville School District engaged Park East on a \$10,000,000 addition and renovation project in 2013. Park East worked cooperatively with the project architect from the outset to accurately develop budget estimates, control the bidding process, and represent the District's interests during the construction process.

Through Park East's leadership and diligence, we continued to control the construction process and budget through a default by the general contractor. In fact, it was Park East who first alerted us to problems with the general contractor, worked with our attorney to best protect us during the takeover process, and brought the project in under budget despite the default. They were successful in keeping the other prime contractors engaged while the replacement contractor mobilized, working with the bonding company to resolve subcontractor payment issues, controlling change orders, and communicating any issues with our Board of Education.

Our primary contacts were James Wojcik as the project leader and Tony Spallone on sight every day. They are both extremely professional and competent, and were very adept at dealing with issues and sensitivities related to school construction. Their office staff was also extremely diligent and detail-oriented in insurance issues, meeting minutes, and other backoffice functions.

I would welcome any contact to discuss what value added Park East brings to a project and would hire them again for our next project.

Sincerely,

WYANDANCH UNION FREE SCHOOL DISTRICT

Central Administration Building
1445 Dr. Martin L. King, Jr., Boulevard
Wyandanch, New York 11798-3997

BOARD OF EDUCATION

Ms. Nancy Holliday, President
Dr. Ronald Allen Sr., Vice President
Mrs. Shirley Baker, Trustee
Mr. James Crawford, Trustee
Mr. Charlie B. Reed, Trustee
Mrs. Yvonne Robinson, Trustee
Elder Thomas Tolliver, Trustee

Stephanie Howard
District Clerk
631 878-0405
Fax 631 510-3173

DISTRICT MAIN
(AUTOMATED DIRECTORY)
631 878-0400

CENTRAL ADMINISTRATION

Mary Jones, Ed.D.
Acting Superintendent of Schools
631 878-0401
Fax 631 491-3539

Mrs. Gina Talbert
Interim Assistant Superintendent
for Curriculum and Instruction
631 878-0419
Fax 631 491-1243

Kenneth W. Rodgers, Ed.D.
Assistant Superintendent
for Business
631 878-0420
Fax 631 491-8510

Human Resources
631 878-0410
Fax 631 491-1210

SCHOOLS

Wyandanch Memorial High School
54 South 32nd Street
Mr. Paul Sibbles, Principal
631 878-0450
Fax 631 491-8525

Hilton L. Olive Middle School
140 Garden City Avenue
Mr. Kenter Hodge, Principal
631 878-0525
Fax 631 491-8570

Martin L. King Jr.
Elementary School
792 Mount Avenue
Dr. Darleese White, Principal
631 878-0555
Fax 631 491-8575

LaFranch Hardiman
Elementary School
792 Mount Avenue
Mrs. Debra Jenkins, Principal
631 878-0580
Fax 631 491-8572

February 25, 2014

Park East Construction Corp.
266 East Jericho Turnpike
South Huntington, NY 11746

Re: Letter of Recommendation

Dear Derek:

It is with great pleasure that I write this letter of recommendation for Park East Construction Corp. They have been a driving force in the success of the Wyandanch UFSD QZAB project.

Park East Construction was originally awarded phase 'A' only, of a multi-phased project; but after the successful completion of phase 'A' the Wyandanch District knew it was in their best interest to rehire Park East for all future phases of construction. Park East is currently completing phases 'B&C' and will be hired for phase 'D'. The total construction budget was approximately 19 million dollars. Each phase was completed as scheduled and under budget, with minimal change orders.

Their knowledge, dedication and follow-up are demonstrated at all levels of their company. When any construction related issue arose or was brought to the attention of Park East construction, they professionally and aggressively resolved them.

Please feel free to contact me with any questions concerning Park East Construction

Thank you,


Mr. Ken Skeen
Plant Facilities Administrator

BOARD OF EDUCATION
PRESIDENT
Julio Morales

VICE PRESIDENT
Owen Durney

Victor Correa
Lisa Di Santo Grossman
Marian McKenna
Jeannette Mistler
Chris Picini
Rob Powell
Barbara Schatzman

South Country Central School District

TOWN OF BROOKHAVEN - COUNTY OF SUFFOLK

ADMINISTRATIVE OFFICES

189 DUNTON AVENUE
EAST PATCHOGUE, NEW YORK 11772
(631) 730-1510
FAX: (631) 286-6394
www.southcountry.org

INTERIM
SUPERINTENDENT OF
SCHOOLS
Dr. Howard M. Koenig



June 4, 2013

Re:
Park East Construction Corporation
266 East Jericho Turnpike
South Huntington, NY 11746

To Whom It May Concern:

I am writing this letter to recognize the multitude of work Park East Construction Corporation performed for the South Country Central School District. We utilized Park East Construction Corporation in the capacity of Construction Manager for our \$110 million bond project that covered seven of our buildings.

Being a school district, our projects were time sensitive and timeframes for completion were extremely limited, but the coordination provided by Park East Construction Corporation allowed us to maintain our academic program while completing significant upgrades to our facilities.

Park East's staff was professional, responsive to the school district's priorities and needs, and worked well with our Business and Facilities Departments. During a project of this size, many surprises occurred and Park East's staff was always there to assist me directly.

If you have any other questions regarding Park East's services, please feel free to contact my office.

Sincerely,

A handwritten signature in blue ink that reads "Charles M. Delargy".

Charles M. Delargy
Assistant Superintendent for Business

GLEN COVE SCHOOLS

DOSORIS LANE • GLEN COVE • NEW YORK 11542 • 516-801-7090 • FAX: 516-801-7099

Joe Fiorino

Director of School Facilities, Operations & Maintenance
jfiorino@glencove.k12.ny.us

June 3, 2013

To Whom It May Concern:

Park East Construction has been working as Construction Manager for the Glen Cove School District for the past 3 years. During this time they have worked on several large projects, and currently are working with us to develop the programs for our new upcoming bond referendum and energy performance contract.

Park East's input and expertise is invaluable, all of our recent projects have come in under budget without excessive change orders thanks to their vigilance and oversight.

I would high recommend them for any project.

Sincerely,



Joe Fiorino

Director of School Facilities

EAST HAMPTON UNION FREE SCHOOL DISTRICT

231 PANTIGO ROAD

EAST HAMPTON, NEW YORK 11937

BOARD OF EDUCATION

Sandra E. Vorpahl – President
Michael Tracey – Vice President
James P. Amaden
Laura Anker Grossman, Ph.D.
Wendy J. Hall
John J. Ryan, Sr.
Stephen P. Talmage

RAYMOND D. GUALTIERI, Ed.D.
Superintendent of Schools
CHARLES R. SORIANO, Ed.D.
Assistant Superintendent
ISABEL MADISON
Assistant Superintendent for Business
DEIRDRE HERZOG
Treasurer
DONNA MARIE RUSSO
District Clerk

June 10, 2010

To Whom It May Concern:

It is with great pleasure that I write this letter of recommendation for Park East Construction as construction managers.

In my career as a central office administrator and superintendent of schools I have facilitated almost \$500 million in school construction and renovation. I have dealt with both clerks of the works and other construction management firms. For the past three years Park East has managed a \$79 million construction and renovation plan spanning three of our buildings. Completion is scheduled for September 1, 2010 which is a full year ahead of schedule. Park East Construction has provided a level of service far superior to anyone that I have worked with in the past. The Park East employees assigned to the East Hampton projects are knowledgeable, courteous, responsive and above all highly skilled at their job responsibilities.

In conclusion, I recommend Park East Construction to you without reservation. Please feel free to contact me to discuss their outstanding performance on the East Hampton Union Free School District construction and renovation projects.

Sincerely,



Raymond D. Gualtieri, Ed.D.
Superintendent of Schools



WESTBURY UNION FREE SCHOOL DISTRICT

2 Hitchcock Lane • Old Westbury, New York 11568-1615
516-876-5016 • FAX: 516-876-5187

CONSTANCE R. CLARK-SNEAD, Ed.D.
Superintendent



October 29, 2010

To Whom It May Concern:

It has been my pleasure to have worked with Park East Construction Corp. and Mr. Frank Messano during the building project with the Westbury School District's EXCEL Project. The staff at Park East Construction Corp. has been extremely competent in their field and they have monitored each project very closely. Their careful review of contracts and work to be completed has assisted in the successful completion of the projects and has resulted in savings for the District. All financial reports are thorough and change orders have been kept at a minimum. They are professional at all times and have worked well with the district staff.

I am also impressed by their availability and attendance at board meetings and the detailed information provided upon request. I anticipate that all current projects will be completed according to the projected schedule.

I highly recommend this outstanding company.

Sincerely,

Constance R. Clark-Snead

Constance R. Clark-Snead, Ed.D.
Superintendent of Schools

CRCS/rt

Center Moriches Free Public Library

235 Main Street

Center Moriches, NY 11934

Telephone: (631) 878-0940

www.suffolk.lib.ny.us/libraries/cmor

June 26, 2013

Dick Dreitlein, Controller
Park East Construction Corporation
266 East Jericho Turnpike
South Huntington, NY 11746

Dear Mr. Dreitlein:

I am writing to thank you and Park East for your professionalism and efficiency in overseeing our major building expansion over this past year.

The project managers that we had from Park East were knowledgeable and worked well with both contractors and Library staff. The entire process went far more smoothly than I would have anticipated, and I am certain that much of that is owed to Park East being on the job.

My Board of Trustees and I highly recommend Park East!

Best regards,

A handwritten signature in blue ink, appearing to read "Nan Peel", with a long horizontal flourish extending to the right.

Nan Peel
Library Director

South Huntington Public
Library

145 PIDGEON HILL ROAD
HUNTINGTON STATION, NY 11746-7699

JOSEPH LATINI
Library Director

Phone 631-549-4411

May 30, 2013

Re: Park East Construction Corp.

To whom it concerns:

Park East Construction Corp. has been instrumental in bringing several large construction projects to successful completion for the South Huntington Public Library serving as our construction management team. In this capacity the firm has demonstrated the ability to represent the library's interests and coordinate the activities of the construction team to get the job done right. Their in-depth knowledge of construction methods and means garners the respect of the trade contractors and enables them to communicate effectively with all levels of construction personnel – from foremen and laborers in the field, to construction company owners and representatives.

The firm's organizational structure allows Park East to work as a highly effective team drawing on the various strengths and talents of their staff. Experienced office personnel provide strong support, making transactions, communication and record keeping smooth and efficient. The managers assigned to our projects have been highly skilled construction professionals with a great propensity for detail. The firm's principal, James Wojcik, was always available to his staff for consultation and to me, the owner's representative, by phone and for meetings as needed.

Our first project with Park East as construction manager was to build a new 48,000 SF public library. The project involved 20 individual construction contracts - from steel fabrication and erection to furniture installation and relocation of library collections to the new building. Park East personnel involved in this project were highly competent individuals who took ownership and remained focused on our project throughout the two-year construction period. After the project was completed on time and within budget, Park East continued to work diligently on

the library's behalf to coordinate the final completion of punch list items to ensure all work was performed in accordance with the contract documents.

The firm surpassed our expectations, successfully navigating the many surprises and potential pitfalls of the construction process, creating an effective construction team, and ultimately a beautiful library building. Almost ten years after opening the new library to the public we continue to receive accolades for a beautifully designed and solidly constructed facility.

More recently, the library expanded the young adult area, increasing the space from 1,000 to approximately 2,000 square feet. The Board of Trustees of the Library requested the services of Park East Construction Corp with this project based on our initial experience during the construction of the new library. A repeat performance was delivered and today local teenagers are enjoying the use of a beautiful, modern, multi-purpose young adult library space.

Due to the breadth of their involvement, it is difficult to enumerate all of the many things that Park East brought to our projects. However, it is easy to report that they were deeply committed to representing and supporting the library's interests, extremely knowledgeable about the construction process and the detailed specifications of our projects, and well equipped to deal with the challenges inherent in this line of work.

It is also easy to recommend Park East Construction Corp without reservation. Please feel free to call me and, if you are interested, you are welcome to tour the South Huntington library facility.

Sincerely,

A handwritten signature in black ink that reads "Joseph Latini". The signature is written in a cursive, flowing style with a large initial "J".

Joseph Latini

South Huntington Public
Library

145 PIGEON HILL ROAD
HUNTINGTON STATION, NY 11746-7699

KENNETH WEIL
Library Director

Telephone (631) 549-4411

September 12, 2005

Mr. James Wojcik, Principal
Park East Construction
266 Jericho Turnpike
Huntington Station, N.Y. 11746

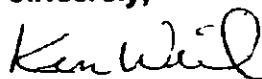
Dear James:

The new South Huntington Public Library is now just a little over 1 year old. Without question the building project is an unqualified success. In an era when the public is often disappointed with the cost, delays and quality of public buildings, our new library is an exception. The new public library has become a source of community pride.

Park East Construction played a major role in containing costs, minimizing delays and ensuring that the facility was built in accordance with the construction documents. To a large extent I credit your hands on approach to the success of our project. You were personally involved every step of the way. Not only did Park East Construction live up to the Library's expectations from the planning stages right through to the opening of the building, but you continue to provide assistance a year after the building was completed.

Without any reservations I would recommend your firm to my closest colleagues. On behalf of the Staff, the Board, and the Community thank you for the central role that Park East Construction played in exceeding the expectations of the public by delivering a beautiful, well built building within the established time and budget parameters.

Sincerely,



Ken Weil



225 South Oyster Bay Road, Syosset, NY 11791-5897

Telephone: (516) 921-7161

Fax: (516) 921-8771

Karen Liebman, Director

June 4, 2013

The Syosset Library opened in January 2006 after an extensive remodeling and expansion project. Park East Construction did an outstanding job managing this complex project. I wish all companies were as easy to work with and as communicative as Park East.

Currently, we have hired Park East to manage two smaller projects and we are receiving the same attention to detail that we received with our \$13,000,000 expansion project. More importantly, Park East was available to help us with a critical problem before we had even hired them.

Karen Liebman

A handwritten signature in black ink that reads "Karen Liebman". The signature is written in a cursive, flowing style.

Library Director



1000 WEST 10TH STREET, SYOSSET, NY 11791

Telephone: (516) 921-7161
Fax: (516) 921-8771

Judith Lockman, Director

February, 2007

Recommendation of Park East Construction Corporation

Library administrators are not trained in the fine points of building construction. We fiercely guard public funds, and want to create the best library possible for our taxpayers. We need the help of seasoned construction professionals so that in the end, we present the product we promised to the community.

I write this letter in praise and recommendation of Park East Construction Corporation, because their guidance made our project a success.

Syosset school district residents approved a \$13,000,000 library expansion and renovation bond issue in June, 2003. I sought the services of Park East Construction shortly after the project had been publicly bid for the second time. We incurred the expense of two public bids, and still did not have contractors to build the building. The first construction managers, Sullivan & Nickel, who had been with the project from the initial planning phase, misled us with seriously unrealistic cost estimating, and by June, 2005 our ability to move forward was in jeopardy. We terminated their services, and hired Park East Construction.

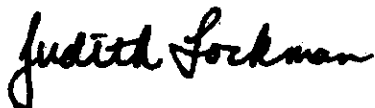
In July, 2005, Park East brought their experience, expertise, honesty, and energy to Syosset, and literally saved the project. We had excellent architectural plans, but, the project was a challenging one, in that adding additional floors to an existing structure requires extraordinary coordination and exquisite attention to detail. Also, we promised the public that the library would remain open. James Wojcik and Gary Gonzalez of Park East, worked with our architect, Raymond Beeler on value engineering, devised a series of alternate solutions to difficult problems, designed a 3,200 square foot space to be used as a circulating library, and found ways in which to save money so that we could complete the work within budget.

Park East enabled Syosset Library to stay open while the building was under construction. A temporary wall was built to keep us safe and dust free in the 3,200 sq. ft. "Express Library." Park East arranged for the creation of temporary offices, cabling,

electrical and telephone service, plumbing, heating and air-conditioning, and the location of 10,000 volumes. For fourteen months we operated a public library in this area, while construction occurred above, below and alongside us. Safety issues and miscellaneous problems arose each day, however, Park East made sure that every issue was settled promptly and to the owner's complete satisfaction. They took care of us.

Meanwhile, Park East coordinated and supervised the addition of two floors and a theater, creating the largest library building in Nassau County. Project Superintendent Gary Gonzalez was onsite six days a week, and on call twenty four hours a day. Park East made sure that the four prime contractors stayed on schedule and maintained high standards of workmanship. In one instance, Park East engaged the services of an independent quality control inspector to settle a dispute. We are proud of the finished library, and thankful to Park East for their constant vigilance. Their commitment enabled the architect's vision to become reality.

Judith Lockman

A handwritten signature in cursive script that reads "Judith Lockman".

Library Director

PICTURE PRESENTATION

ROCKVILLE CENTER UNION FREE SCHOOL DISTRICT

\$45,000,000 Bond Refinement Projects District Wide

- Installation of Track and Turf Football Field and Girls Softball Field
- Additions and Alterations at South Side High School
- District wide A/C Upgrades
- Addition and Alterations at Vinton Elementary School
- Installation of Greenhouse and Windows, well-insulated Front Door
- Installation of Turf Practice Field and Flood Lighting
- Installation of new exterior Basketball Courts
- Track reconstruction at South Side Middle School
- Classroom security Hardware / Door Hardware Replacements
- Roof Replacements
- Installation of Gas Generators
- District wide A/C Upgrades
- District Wide CCTV/Card Access Upgrades
- Playground Installations
- Site work additions and upgrades

"We found the staff assigned to our school district to very knowledgeable, competent and responsive to our needs. Gary Gorman and Francisco Burgos led the team who was on site and coordinated with district staff to make sure that the education of our students was not negatively impacted while the business of construction proceeded according to schedule. Park East kept the multitude of various contractors on task and on budget. Having South Side High School ready to open on the first day of school was pivotal to the success of this project. Park East accomplished this task.

Rockville Centre Schools would recommend consideration of this company for your upcoming project."

**Yours truly,
William B. Johnson, Ed. D.
Superintendent of Schools**







KINGS PARK CENTRAL SCHOOL DISTRICT

KINGS PARK, NEW YORK

\$25,000,000 District Wide Bond Issue

Kings Park High School

- Two Story Cafeteria / Music Suite Expansion
- Two Story Lobby Expansion
- Single Story Classroom Expansion
- Interior Renovations

Ralph J. Osgood Elementary School

- Music Suite Renovation

William T. Rogers Intermediate School

- Replacement of 13 rooftop units

"For a while it was scary because we had so many areas of the building under construction at one time. The building was actually ripped apart. This is my first time through this, but we have an experience Construction Manager and an experienced Architect, which helped.

Mr. Michael Quigley

Assistant Superintendent for Finance and Administrative Services

"The coordination between the Construction Manager, the General Contractor and the Kings Park High School staff has been outstanding and that has allowed the projects to progress with minor interference with the daily routine at the high school. You can't dormer your house without being slightly inconvenienced, but this project has caused minimal interruption or distraction to the educational process, which has been my main concern.

Mr. Thomas Fanno

Kings Park High School Principal





PATCHOGUE-MEDFORD SCHOOL DISTRICT

MEDFORD, NY

District Wide Bond Issue

*Patchogue-Medford High School
-Additions*

"I have worked closely with this firm for three years on a school construction project in excess of \$149M. I brought Park East Construction Corp. in as construction managers after working with another construction management company. The difference was dramatic and immediate. Park East Construction Corp. operates to please the client. They are sensitive and responsive to district and building needs. They have provided excellent counsel and skillful project management. If they say something will get done, it does get done - frequently way ahead of schedule."

*Ms. Veronica A. McDermott, Ph.D.
Superintendent of Schools
Patchogue-Medford School District*





BRONXVILLE UNION FREE SCHOOL DISTRICT

Additions and Alteration to The Bronxville School

\$8,655,000

Exterior Renovations and New Auditorium Addition

"The Bronxville School District engaged Park East on a \$10,000,000 addition and renovation project in 2013. Park East worked cooperatively with the project architect from the outset to accurately develop budget estimates, control the bidding process, and represent the District's interest during the construction process."

"Their office staff was also extremely diligent and detail-oriented in insurance issues, meeting minutes, and other back office functions."

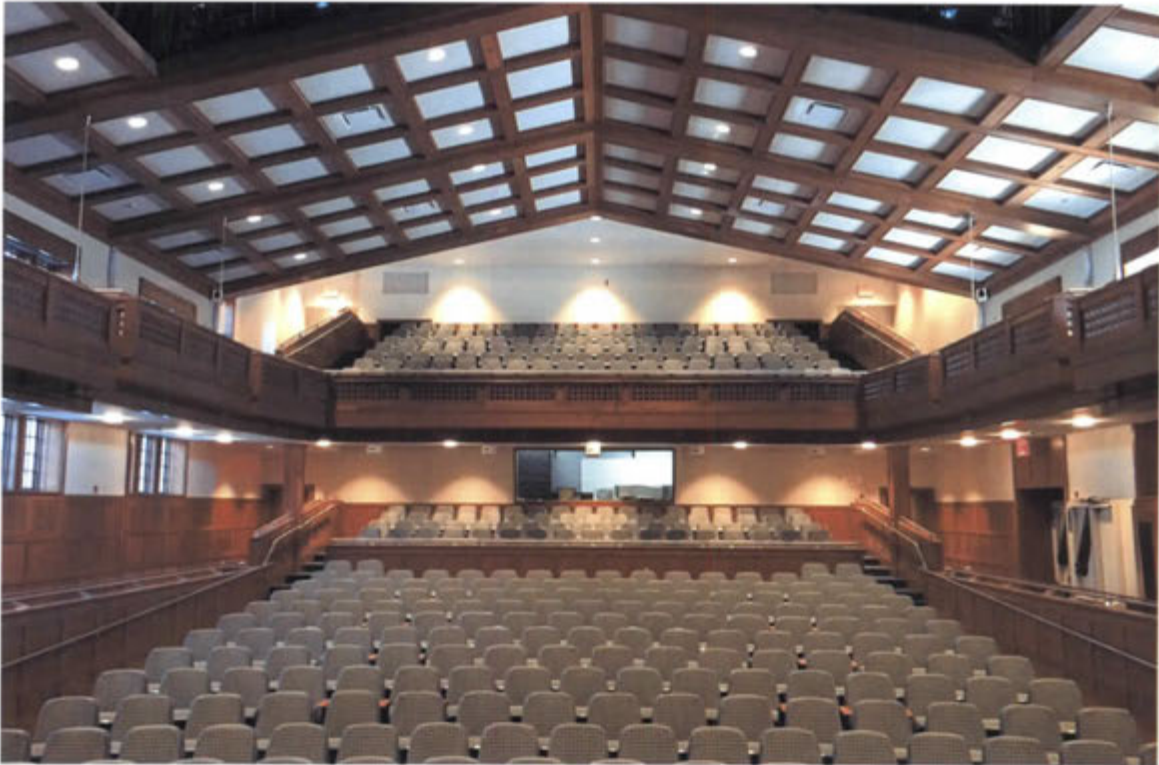
"We would welcome any contact to discuss what value added Park East brings to a project and would hire them again for our next project."

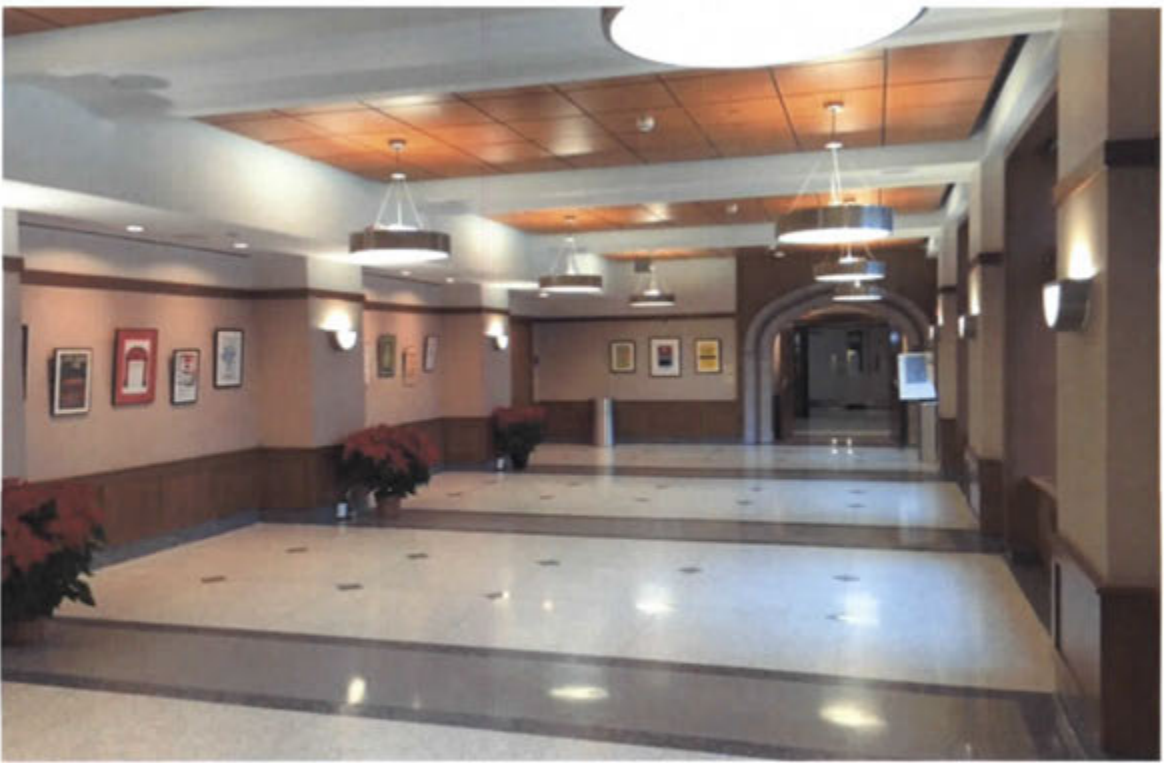
Sincerely,

L. Daniel Curfin

Assistant Superintendent for Business







HARBORFIELDS CENTRAL SCHOOL DISTRICT

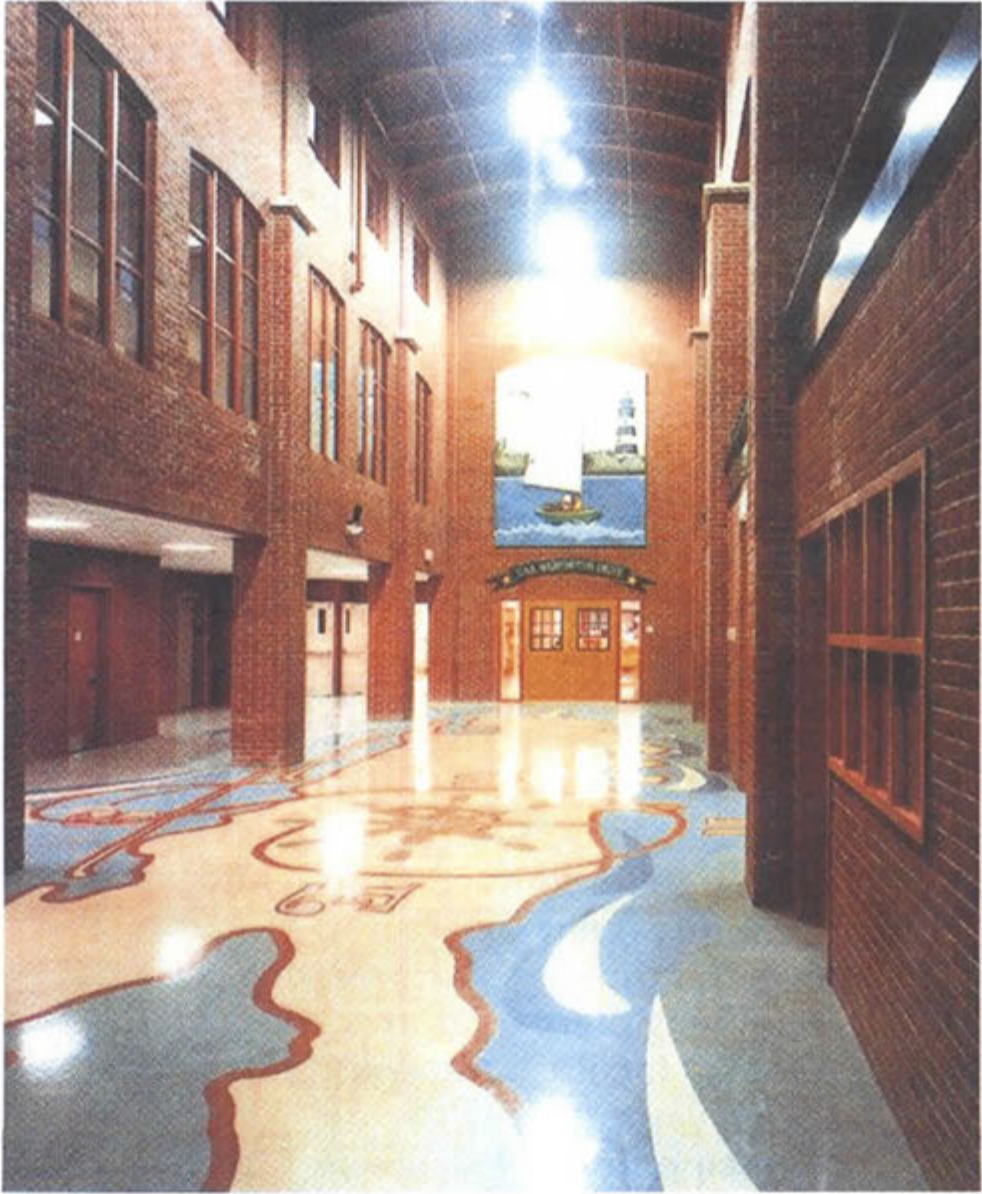
GREENLAWN, NY

\$53,000,000.00 District Wide Bond Issue

"I always feel whenever I deal with any one of you that I am the only client with whom you are involved despite the fact that it is obvious that you are a successful and thriving firm with many clients. The advice you have provided to us, your leadership in getting the job done on time, your skill in dealing with contractors who do not necessarily have the best interests of the school district or even their own workers or sub-contractors in mind, your patience in dealing with architects and engineers, your ability to deal with questions from members of our board of education in public meetings and concerns of our principals in provide meetings have all be outstanding"

*Mr. Joe C. Dragone
Deputy Superintendent
Harborfields Central School District*







SOUTH HUNTINGTON PUBLIC LIBRARY

2 PIDGEON HILL ROAD

HUNTINGTON STATION, NY 11746

\$11,540,000 Bond Issue / Construction Cost

New 45,000 square foot Library Facility

"Park East Construction Corp. played a major role in containing costs, minimizing delays and ensuring that the facility was built in accordance with the construction documents. To a large extent I credit your hands on approach to the success of our project. You were personally involved every step of the way. Not only did Park East Construction Corp. live up to the Library's expectations from the planning stages right through to the opening of the building, but you continue to provide assistance a year after the building was completed."

*Mr. Kenneth Well
Library Director
South Huntington Public Library*







SAYVILLE PUBLIC LIBRARY

88 GREENE AVENUE

SAYVILLE, NEW YORK 11782

\$14,500,000.00-New Library Facility

"Choosing Park East as the Library's Construction Management firm was the right decision and having Gary on our project was our good fortune. I would not hesitate to highly recommend your company to your potential clients."

***Sincerely,
Alice Layton
Library Director***







SECTION 2 – INSURANCE CERTIFICATES



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/19/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Vanguard Coverage 101 SUNNYSIDE BLVD SUITE 100 PLAINVIEW NY 11803	CONTACT NAME: Michael Rella PHONE (A/C No. Ext): (516) 349-1333 FAX (A/C No.): (516) 349-8667 E-MAIL ADDRESS: Certificates@VANGUARDCOVERAGE.COM																				
	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: Travelers Indemnity Co of CT (The)</td> <td></td> <td>25682</td> </tr> <tr> <td>INSURER B: Travelers Indemnity Co of America</td> <td></td> <td>25666</td> </tr> <tr> <td>INSURER C: Travelers Indemnity Company</td> <td></td> <td>25658</td> </tr> <tr> <td>INSURER D: Lloyd's Syndicate 3624 (Hiscox)</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A: Travelers Indemnity Co of CT (The)		25682	INSURER B: Travelers Indemnity Co of America		25666	INSURER C: Travelers Indemnity Company		25658	INSURER D: Lloyd's Syndicate 3624 (Hiscox)			INSURER E:			INSURER F:	
INSURER(S) AFFORDING COVERAGE		NAIC #																			
INSURER A: Travelers Indemnity Co of CT (The)		25682																			
INSURER B: Travelers Indemnity Co of America		25666																			
INSURER C: Travelers Indemnity Company		25658																			
INSURER D: Lloyd's Syndicate 3624 (Hiscox)																					
INSURER E:																					
INSURER F:																					
INSURED Park East Construction Corp 266 E. Jericho Tpke South Huntington NY 11746																					

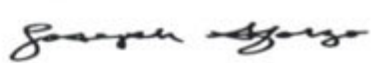
COVERAGES **CERTIFICATE NUMBER:** 16-17 Regular **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			DTC0963K9952TCT16	11/22/2016	11/22/2017	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			DT810963K9952TIL16	11/22/2016	11/22/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			DTSMCUP963K9952IND16	11/22/2016	11/22/2017	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
D	PROFESSIONAL LIABILITY			ANR1572892.16	11/22/2016	11/22/2017	EACH CLAIM LIMIT \$2,000,000 AGGREGATE LIMIT \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE: Rocky Point

The following are included as additional insureds where required by written contract:
Rocky Point UFSD
90 Rocky Point-Yaphank Road
Rocky Point, NY 11778

CERTIFICATE HOLDER Rocky Point UFSD 90 Rocky Point-Yaphank Road Rocky Point, NY 11778	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Joseph Sforzo/LYNN 



New York State Insurance Fund

Workers' Compensation & Disability Benefits Specialists Since 1914

199 CHURCH STREET, NEW YORK, N.Y. 10007-1100

CERTIFICATE OF WORKERS' COMPENSATION INSURANCE

***** 112966213
GCG RISK MANAGEMENT INC
100 CHURCH STREET-SUITE 810
NEW YORK NY 10007



Scan to Validate

POLICYHOLDER
PARK EAST CONSTRUCTION CORP
266 EAST JERICHO TURNPIKE
SOUTH HUNTINGTON NY 11746

CERTIFICATE HOLDER
ROCKY POINT UFSD
90 ROCKY POINT-YAPHANK ROAD
ROCKY POINT NY 11778

POLICY NUMBER Z 945 349-9	CERTIFICATE NUMBER 914379	POLICY PERIOD 12/01/2016 TO 12/01/2017	DATE 12/19/2016
-------------------------------------	-------------------------------------	--	---------------------------

THIS IS TO CERTIFY THAT THE POLICYHOLDER NAMED ABOVE IS INSURED WITH THE NEW YORK STATE INSURANCE FUND UNDER POLICY NO. 945 349-9, COVERING THE ENTIRE OBLIGATION OF THIS POLICYHOLDER FOR WORKERS' COMPENSATION UNDER THE NEW YORK WORKERS' COMPENSATION LAW WITH RESPECT TO ALL OPERATIONS IN THE STATE OF NEW YORK, EXCEPT AS INDICATED BELOW.

IF YOU WISH TO RECEIVE NOTIFICATIONS REGARDING SAID POLICY, INCLUDING ANY NOTIFICATION OF CANCELLATIONS, OR TO VALIDATE THIS CERTIFICATE, VISIT OUR WEBSITE AT [HTTPS://WWW.NYSIF.COM/CERT/CERTVAL.ASP](https://www.nysif.com/cert/certval.asp). THE NEW YORK STATE INSURANCE FUND IS NOT LIABLE IN THE EVENT OF FAILURE TO GIVE SUCH NOTIFICATIONS.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS NOR INSURANCE COVERAGE UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICY.

NEW YORK STATE INSURANCE FUND

DIRECTOR,INSURANCE FUND UNDERWRITING

VALIDATION NUMBER: 573321046

SECTION 3 – FORM OF PROPOSAL

**ROCKY POINT UNION FREE SCHOOL DISTRICT
CONSTRUCTION MANAGEMENT SERVICES
FEE SCHEDULE**

APPENDIX "B"

1. Principal	\$ <u>175.00</u> Hourly rate	\$ <u>175.00</u> O/T rate*
2. Project Executive	\$ <u>175.00</u> Hourly rate	\$ <u>175.00</u> O/T rate*
3. Project Manager	\$ <u>125.00</u> Hourly rate	\$ <u>125.00</u> O/T rate*
4. Asst. Project Manager	\$ <u>110.00</u> Hourly rate	\$ <u>110.00</u> O/T rate*
5. Clerical	\$ <u>75.00</u> Hourly rate	\$ <u>75.00</u> O/T rate*

*O/T rate applies to the following days: Saturday and Sunday

The number of hours required will vary and will be determined by the District.

All firms should base their fees for comparison purposes on the following criteria:

1. Estimated Construction Value : \$13,900,000
2. Total Project Duration is approximately 35 months, 2/1/2017-1/1/2020

PARK EAST CONSTRUCTION

Company

266 E JERICHO TURNPIKE

HUNTINGTON STATION, NY 11746

Address

Signature

JAMES WOJCIK PRESIDENT

Print Name/Title

CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

As a result of the Iran Divestment Act of 2012 (the "Act"), chapter 1 of the 2012 Laws of New York, a new provision has been added to Stat Finance Law (SFL) § 165-a and New York General Municipal Law § 103-g, both effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law) (the "Prohibited Entities List"). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act's effective date at which time it will be posted on the OGS website.

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Bidder/Contractor, any person signing on behalf of any Bidder/Contractor and any assignee or subcontractor and, in the case of a joint bid, each party thereto, certifies, under penalty of perjury, that once the Prohibited Entities List is posted on the OGS website, that to the best of its knowledge and belief, that each Bidder/Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to SFL §165-a(3)(b).

Additionally, Bidder/Contractor is advised that once the Prohibited Entities List is posted on the OGS Website, any Bidder/Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this solicitation must certify at the time the Contract is renewed, extended or assigned that it is not included on the Prohibited Entities List.

During the term of the Contract, should the School District receive information that a Bidder/Contractor is in violation of the above-referenced certification, the School District will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he/she/it has ceased engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the School District shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the Bidder/Contractor in default. The School District reserves the right to reject any bid or request for assignment for a Bidder/Contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any Bidder/Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

I, James Wojcik, being duly sworn, deposes and says that he/she is the President of the Park East Construction Corporation and that neither the

Bidder/Contractor nor any proposed subcontractor is identified on the Prohibited Entities List.

SIGNED

SWORN to before me this

20 day of December

2016

Notary Public:

Darlene Leibrock

Darlene Leibrock
Notary Public
State Of New York
County Of Greene
Commission Expires: 04/20/2017
No. 01E6204353

**ROCKY POINT UNION FREE SCHOOL DISTRICT
NON-COLLUSIVE BIDDING CERTIFICATION**

Chapter 751 of the Laws of 1965 amended Section 103-d of the General Municipal Law required that every bid or proposal submitted to a political sub-division of New York State must contain the following certification properly signed and executed:

The undersigned hereby certifies that:

- a. This bid or proposal has been independently arrived at without collusion with any other bidder with any competitor or potential competitor;
- b. This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids or proposals for this project, to any other bidder, competitor or potential competitor;
- c. No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
- d. The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing in its behalf.
- e. The attached hereto (if a corporate bidder) is a certified copy of resolution authorizing the execution of this certificate by the signator of this bid or proposal in behalf of the corporate bidder.

Signature _____

Title

RESOLUTION-for corporate bidders only

RESOLVED that James Wojcik be authorized to sign and submit the bid or proposal of this corporation for the following project, Rocky Point UFSD

and to include in such bid or proposal the certificate as to non-collusion required by Section one hundred three-d of the General Municipal Law as the act and deed of such corporation, and for any inaccuracies or misstatements in such certificate this corporate bidder shall be liable under the penalties of perjury.

The foregoing is a true and correct copy of the resolution adopted by Park East Construction Corporation at a meeting the 11th day of Apr: 2013 and is still in full force and effect on this 21st day of Dec 2016

Seal of the Corporation

Secretary

AFFIDAVIT OF COMPLIANCE

STATE OF New York

COUNTY OF Suffolk

James Wojcik, being duly sworn, deposes and says:

- 1) That (s)he is an officer or representative of Park East Construction and that (s)he has the authority to sign this affidavit.
- 2) This affidavit is offered as an inducement to the Rocky Point Union Free School District to award to Park East Construction such purchase contracts for goods or services as directed by the Board of Education, in accordance with New York State law and with District policy.
- 3) That no Officer, Employee or Stockholder of the above referenced vendor is an Employee, in any position, Administrator or Board Member at the Rocky Point Union Free School District other than as disclosed below.
- 4) That no Officer, Employee or Stockholder of the above-referenced vendor is related to an employee in any position, administrator or Board Member, at the Rocky Point Union Free School District other than as disclosed below:

Vendor: List Officer, Employee or Stockholder's Name	Position with Vendor	Rocky Point UFSD Employee, Administrator or Board Member Name	Relationship between parties
<u>James Wojcik</u>	<u>President</u>		<u>NONE</u>

[Signature]
Signed

12/24/12
Date

Sworn to before me this 20
Day of December, 2012

[Signature]
Notary Public

Seal

Darlene Leibrock
Notary Public
State Of New York
County Of Greene
Commission Expires: 07/2017
No. 01E6204353



Rocky Point Union Free School District

PROPOSAL

Construction Management Services

RFP#: R17-02



December 22, 2016

December 22, 2016

Mr. Greg Hilton
School Business Official
Rocky Point Union Free School District
Administrative Office
90 Rocky Point-Yaphank Road
Rocky Point, NY 11778

Re: PROPOSAL FOR CONSTRUCTION MANAGEMENT SERVICES, RFP # R17-02

Dear Mr. Hilton:

Savin Engineers, P. C., is pleased to submit our proposal for construction management services for the Rocky Point Union Free School District.

Our project team is focused on delivering you the value that our K-12 clients have come to expect. This means providing you with a project that you will be proud of by:

- Making sure we protect your interests, while maintaining a team approach with JAG Architects, and insisting on value-driven solutions.
- Establishing and maintaining a schedule that benefits you. Construction scheduling for a fields project is especially critical to support the athletic program.
- Installing the quality that you expect. Our personal interest in the end product, and viewing the funds available as our own, will give you the most for the costs expended.

Knowing your construction projects are unlike other environments, we fully understand that K-12 Capital Projects take on a different sequence of events. In that regard, I assure you a project that you will be proud in presenting to the community at ribbon cutting time.

We look forward to presenting our approach to you in person.

Sincerely,
Savin Engineers, P. C.



Steve Spangler, LEED AP
Regional Director

Table of Contents

Section A: Firm Qualifications

Company Profile

Experience

Management Plan

Organization Chart

Resumes

Project Approach

Section B: Fee

Section C: Sample Insurance

Section D: Required Forms

Section A: Firm Qualifications

Company Profile

Section A: Company Profile and History



What concerns educational environment and children concerns us!

Our Clients:

- *70+ Public School Districts throughout NY State*
- *NYS Dormitory Authority*
- *Nassau County*
- *New York State Office of Mental Health*
- *New York State Facilities Development Corporation*
- *Numerous Public Libraries & Municipalities*



Our projects-
on time & on budget

In 1988, Savin Engineers PC started serving clients with one simple goal: provide Total Project Management (TPM) services for our education and municipal clients. Savin provides engineering and management services. Our mission then and now is to provide Engineering and Construction Management Services that are tailored to the needs of our clients.

Savin recognizes that transparency is essential, especially in today's economic environment, where communities and public administrator require verification of costs during the implementation of their construction program. **Savin** has therefore implemented and adopted transparent techniques to better manage public-work projects in response to this demand.

In 2015, Savin ranked as 68th amongst Engineering News Record "Top 100 Construction Managers" in the nation. We take pride in the fact that though ranked 68th on the list, we rank in the top percentile among "pure" CM firms (a firm that provides no construction contracting, but management services only). Establishing, maintaining, and growing our relationship with our clients is one reason for our long standing ranking. Our secure financial stability is another. We would be pleased to provide any back-up needed to understand our historical stability and solid ground for the future.

What makes **Savin** unique?

- Specializing in K-12 public education projects has made us sensitive to the needs of a school district under construction.
- The volume of construction dollars administered by **Savin** has made us a respected member of the school construction community. This strong drawing power encourages potential vendors to submit bids.
- It has been said that **Savin** "celebrates its school projects". Our enthusiasm creates an atmosphere of project excitement resulting in new and innovative construction techniques.
- Our team is expressly aware of New York State bidding and SED reporting requirements. Our Construction Services department provides detailed and comprehensive reports for the Board of Education, administration and community.
- Most importantly, **Savin** recognizes that the project is about the students and enhancing their education.

Section A: Company Profile and History



HAUPPAUGE, NY OFFICE



CORPORATE HISTORY

Savin - encompass an array of professional educational services unmatched in the industry.

Savin has a reputation for quality and personal commitment to each project. The extent of work we perform on repeat assignments for the same clients is testimony to the caliber of service that we render. The more than \$2 billion of construction installations we have overseen, averaging \$125 million per year for the past five years, is attributable to our personnel being responsive to client needs. They are highly educated, highly trained, and experienced problem solvers.

Year Established:	1988	
Consulting License:	Professional Engineering, Pure Construction Management	
Offices:	Hauppauge, NY Pleasantville, NY Syracuse, NY Bridgewater, NJ Landover, MD Baltimore, MD	
Personnel:		
	Engineers	16
	Structural Engineers	4
	Registered Architects	5
	LEED Accredited Professionals	5
	Field Specialists	18
	Construction Engineers	20
	Construction Managers	36
	Construction Accountants	4
	Estimators & Schedulers	4
	Technicians	21
	Administration	17
	Total	150

Savin better serves their clients with seven divisions united under one roof. Our **Educational** (turnkey assistance from concept to close out) is reinforced by our **Facilities Management Division** (infrastructure and building operation analysis), our **Transportation Division** (roads, tunnels, bridges, railways and airports), our **Structural Division** (structural solutions and structures of dependable performance); our **Environmental Division** (systems to safeguard our water), our **Field Services Division** (technology to detect subterranean system failures), and our **MEP Division** (high performance, low energy solutions). Combining multiple disciplines in one integrated team is beneficial to employees and clients as we provide the ability to have immediate access to additional resources, skill sets, knowledge, and expertise for specialty work in-house.

Section A: Company Profile and History



"Congratulations to Savin for doing what we did not think could happen!"

Board of Education
Eldred CSD

"We cannot thank the Savin Team enough for always delivering a superb project."

Buildings and Grounds
North Shore CSD

"Staying within the budget of a project of this size is a credit to Savin."

Construction Committee
Public Schools of the
Tarrytowns



OUR PHILOSOPHY FOR SUCCESS

Personal Approach: Every **Savin** project, regardless of size or scope, receives the personal attention of one or more of our firm's Principals. The senior staff member assigned to your project will provide their expertise throughout the duration of your project. It is this senior staff member who will lead, guide and supervise the **Savin** Team. In addition to the field personnel, in-house professional staff is readily available to assist you as construction issues arise.

Effective Client Communication: **Savin** understands the importance of clear and continuous communication with the Board of Education and School Administrators. In addition to our daily contact with School Officials and regular reports to the Board of Education, the members of the **Savin** Team provide informative updates, public presentations and reports of the project's progress on a frequent basis.

Total Project Management: **Savin** believes in Total Project Management. We demonstrate this by providing comprehensive "turnkey" construction administrative services to schools which include: pre-project facility planning, building condition surveys, bond referendum campaign assistance, estimating, scheduling, technology planning, site supervision, project accounting, and procurement of warranties. From pre-bond planning to construction and operation of your schools, **Savin** is there.

"UNDER CONSTRUCTION" takes on a whole new meaning when the construction involves your schools. In response to this, **Savin** created our unique Community Liaison Program. The Community Liaison Program promotes interaction between the school district and the community during the construction program.

At **Savin**, we take special pride in seeing the children enjoy their new spaces.

Section A: Company Profile and History



For the Rocky Point Union Free School District Construction Management Services project, **Savin's** office in Hauppauge, New York would serve as our home base for staff and services.

Name of Firm: Savin Engineers, P.C.
Contact: Steve Spangler
Address: 1600 Calebs Path Extension, Suite 211
Hauppauge, NY 11788
Phone: (631) 780-7017
Cell: (914) 490-0449
E-mail: sspangler@savinengineers.com

Branch Offices

Address: 3 Campus Drive
Pleasantville, NY 10570
Phone: (914) 769-3200

Address: 201 E. Jefferson St., Suite 200
Syracuse, NY 13202
Phone: (315) 431-9434

Address: 3111 Hubbard Road
Landover, MD 20785
Phone: (301) 341-0100

Address: 1160 US Highway22, Suite 102
Bridgewater, NJ 08807
Phone: (908) 725-2805

Address: 400 East Pratt St. Suite 807
Baltimore, MD 21202
Phone: (410) 650-4073

The multiple services provided by **Savin** offer a diversity of professional disciplines among our staff. Despite the varying locations of their current assignments, all employees are available to provide input to your project. When appropriate, they stand ready to supplement the activities of the **Savin** team assigned specifically to your project.

For **Savin**, serving in behalf of educational clients is not just about planning, building and maintaining schools. We acknowledge successful management of our projects as an opportunity to give tangible benefits to New York's villages, towns, and cities by instilling local pride toward their educational facilities. When the community takes pride in its schools, our children are the beneficiaries.

www.savinengineers.com

Section A: Firm Qualifications

Experience

Section A: Experience

All projects listed below were contracted using the construction manager as agent method.

<u>Owner's Name and Address</u>	<u>Contact's Name</u>	<u>Project Description</u>	<u>Project Amount</u>	<u>Project Period</u>
Rocky Point U.F.S.D. 170 Route 25A Rocky Point, NY 11778	Dr. Marianne Cartisano Former Deputy Superintendent 631.474.2700	Additions/Renovations to Elementary Schools	\$28.5 million	1999
		New Middle School connected to High School High School Additions & Renovations	\$7.5 million	2002
Wyandanch Union Free School District 1445 Dr. Martin Luther King Jr. Blvd. Wyandanch NY 11798	Mr. Robert Howard Assistant Superintendent for Business 631.870.0420	Relocating 6 classroom modulars from Commack High School to Milton Olive Middle School.	\$.8 million	2016
	Mr. Montgomery Granger Superintendent of Buildings and Grounds 631.870.0430			
Miller Place UFSD 7 Memorial Drive Miller Place, NY 11764	Dr. Marianne Cartisano Superintendent of Schools 631.474.2700 ext. 722	Renovation Bond at All School Buildings	\$10.8 million	2005
	Mr. Dennis Warsaw Plant Facilities Administrator 631.474.2700	Additions and renovations at all schools, new Administration building on a new site including, site clearing, regarding, parking, septic system, water and electric service, fuel oil tank, computer and phone system.	\$27 million	2010-2012
		EXCEL Projects	\$2 million	2012
		Athletic fields, infrastructure	\$6.9 million	2015
Sag Harbor U.F.S.D 200 Jermain Avenue Sag Harbor, NY 11963	Ms. Katy Graves Superintendent of Schools 631.725.5300	Renovation of various infrastructure, small addition, new artificial turf and new parking lots	\$9 million	2016

Section A: Experience

Owner's Name and Address	Contact's Name	Project Description	Project Amount	Project Period
Long Beach PS 235 Lido Boulevard Lido Beach, NY 11561	Mr. David Weiss Superintendent of Schools 516.897.2104	District-Wide Renovations and Additions	\$98 million	2008-2014
	Mr. Michael DeVito, Esq. Chief Operating Officer 516.897.2090	Super Storm Sandy Fast track Infrastructure Remediation	\$24 million	2013-2014
	Mr. Steve Lahey Facilities Director 516.897.2120	New Administration Building Reconstruction of classrooms	\$4 million	2014-2016
Malverne UFSD 301 Wicks Lane Malverne, NY 11565	Dr. Spiro Colaitis, P.E. Assistant Superintendent for District Operations 516.887.6408	Additions and renovations at 2 schools. New classroom space, site improvements, new unit ventilators, heat exchangers, ductwork, convectors, power roof ventilators, and fire detection and alarm system.	\$9.9 million	2012
Manhasset U.F.S.D. 200 Memorial Place Manhasset, New York 11030	Mr. Armand Markarian, P.E. Director for Facilities 516.267.7600	Additions to Munsey Park ES Additions to Shelter Rock ES Additions to Manhasset JR/SR High School District-wide Technology	\$21.5 million	1999
		Reconstruction and an addition to the High School locker rooms	\$3.3 million	2010
		Tennis court reconstruction	\$.3 million	2011
Mineola U.F.S.D 121 Jackson Avenue Mineola, New York 11501	Mr. Jack Waters Asst. Supt. For Finance & Operations 516.237.2050	HS Library Reconstruction	\$2.3 million	2004
		Middle School Reconstruction	\$8 million	2006
	Superintendent Dr. Michael P. Nagler 516.237.2001	Middle School HVAC upgrades and window replacements Elementary school HVAC upgrades	\$4 million	2008

Section A: Experience

<u>Owner's Name and Address</u>	<u>Contact's Name</u>	<u>Project Description</u>	<u>Project Amount</u>	<u>Project Period</u>
North Shore CSD 112 Franklin Avenue Sea Cliff, NY 11579	Ms. Olivia Buatsi Asst. Superintendent for Business 516.277.7953	Addition to Elementary Schools: HVAC, Fire Alarm, Electrical Upgrades and Utility Upgrades	\$30 million	1997-2002
		Mr. John Hall Director of Buildings and Grounds 516.277.7835	Additions to Middle School	\$10 million
	Mr. John Hall Director of Buildings and Grounds 516.277.7835	Additions to High School infrastructure improvements	\$10 million	2006-2008
		Energy Performance: boiler replacement, weatherization, controls and lighting upgrades	\$ 4 million	2008-2009
		New Athletic Facility	\$3.1 million	2011-2012
		Infrastructure improvements	\$19.6 million	2014 - 2017
Mount Vernon City School District 165 N Columbus Avenue Mount Vernon, NY 10553	Mr. Ken Silver Assistant Superintendent for Business 914.665.5199	Roof replacement at multiple locations, replacing three hundred thousand square feet of roofing in one summer	\$15 million	1995
		EPC including boilers and HVAC	\$44 million	2016-2017
		Additions and renovations in 16 schools and the administration building	\$108 million	2016-2020
Pelham UFSD 661 Hillside Road Pelham, NY 10803	Mr. Anthony Mandile Director of Facilities 914.738.9140	Additions and Renovations at Middle School and High School including HVAC, electrical and utilities	\$27.6 million	2004-2006
		EPC project including boiler and burner upgrades, weatherization, repair and refurbishment of air handling units, heating, ventilation and air conditioning upgrades, and retrofitting steam traps.	\$3.4 million	2008-2009
		Renovation of High school and elementary schools including electrical, FA	\$24 million	2008-2010

Section A: Experience

Owner's Name and Address	Contact's Name	Project Description	Project Amount	Project Period
		upgrades, HVAC replacement	\$.2 million	2011-2012
		Classroom renovation		
		Security improvements at all schools	\$.75 million	2015-2016
Rye City School District 411 Theodore Fremd Ave., Suite 100 Rye, NY 10580	Ms. Gabriella O'Connor Assistant Superintendent for Business 914.967.6100 ext. 6279	Renovations	\$1.2 million	2009
		Renovations and installation of new natural gas service at Rye High School	\$350K	2012
		Owner's Representative for construction of 26,000 sq. ft. Science Addition at Rye High School.	\$13.5 million	2013-2014
Scarsdale U.F.S.D. 2 Brewster Road Scarsdale, NY 10583	Mr. John Trenholm Director of Plant and Facilities 914.721.2440	Additions/Renovations at five Elementary Schools	\$18 million	1996-1999
		Additions/Renovations to Middle and High School including HVAC, electrical replacement and utility upgrades	\$59 million	2000-2004
		New class wing at the Quaker Ridge School including new FA, HVAC, back-up generator, and electrical upgrades	\$14 million	2006-2008
		EXCEL Bond of new elevator, connecting corridor and restroom reconstruction	\$1.9 million	2008-2009
		Infrastructure Upgrades at all schools	\$21 million	2015-2017
Yonkers Public Schools 1 Larkin Center Yonkers, NY 10701	Mr. John P. Carr, P.E. Executive Director, School Facilities Management 914.376.8008 Mr. Lee Pavone Senior Engineer 914. 376.8008	Renovation and facility upgrades along with Infrastructure upgrades in 17 of the 37 schools	\$70 million	2007-2017



Client

Rocky Point Union Free
School District
Rocky Point, New York

Completion Dates

1999
2002

Cost

\$ 28.5 million
\$ 7.5 million

educational

Rocky Point Union Free School District



Description

Savin has provided Construction Management services for the new Middle School project, additions and renovations to the Elementary Schools and the High School and site work projects. Additionally, Savin has managed the Infrastructure upgrades and District Wide Technology project.

"We have nothing but praise for your performance."

Mr. James Gerardi
Superintendent of Schools



A second project included a classroom addition at the elementary school.



project portfolio

**Client**

Wyandanch Union Free
School District
Wyandanch, New York

Completion Dates

2016

Cost

\$.8 million

educational

Wyandanch Union Free School District

**Description**

The increase of students at the Middle School has required the school district provide temporary classrooms until a permanent solution is implemented. Savin is assisting with a fast-track project to provide the space.



Services include bidding recommendations to provide contractors for all aspects of the work. This requires the work of moving the units, installation of utilities to the new site and installation of the modulares.



The process requires the relocation of the modulares from another school district to the Wyandanch Middle School. Coordination of the work involves construction at an active school site.



Client
 Miller Place Union Free
 School District
 Miller Place, New York

Completion Date
 2002
 2012
 2015

Cost
 \$10.8 million
 \$26.9 million
 \$6.9 million

educational

Miller Place Union Free School District



Description

Savin provided district-wide infrastructure improvements including: roofing, boilers, site work, tennis courts, irrigation, PA system, ADA bathrooms and window replacements. These services were provided to Andrew Muller Primary School, Laddie A. Decker Sound Beach Elementary School, North Country Road Middle School and Miller Place High School with a 1,000 students.



Savin was again retained when the District had a need for increased space. Additions have been installed on all school facilities. Tight site constraints at the elementary level require special consideration to site logistics. Additionally, a new administration building is being constructed.



The latest project includes safety and security projects, new roofs and both renovated and new athletic fields.

"Your organization has exceeded our very high expectations. We are grateful to have you as our partners."

Superintendent



Client
Sag Harbor Schools
Sag Harbor, New York

Completion Dates
2016

Cost
\$9 million

educational

Sag Harbor Schools



Description

Savin served as the construction manager for a \$9 million infrastructure project. The work includes upgrades to building systems, a small addition, new artificial turf field with two lane track and additional parking lots.

Coordination was required to install an addition in the center of an active MS/HS. By the use of good planning and scheduling methods, school was successfully opened on time.

Although clients often plan for 5% in change orders, Administration is pleased that theirs is below 2% "because of very careful fiscal management, working in cooperation with our business administrator, Savin and our architect as well as careful communication with our contractors".

"I am pleased with how construction has been moving along within the budget."

Superintendent



Client
 Long Beach City School District
 Long Beach, New York

Completion Dates
 2008
 2013
 2014
 2016

Cost
 \$1.8 million
 \$98 million
 \$20 million
 \$5.6 million

educational

Long Beach City School District



Description

Working closely with the Board of Education, a \$98 million bond was approved during an economically challenged time. Work is proceeding with significant saving to the District by taking advantage of specific bidding strategies.



Work includes reconstruction of the façade of a SHPO school with the first cathodic protection system at a NY State public school, additions and renovations at the Middle School and High School (1,300 students) and new outdoor athletic facilities.

Efforts are being made to include sustainable construction in all aspects of the project.



Long Beach was hard hit by Superstorm Sandy. This has resulted in over \$20 million in reconstruction work. Savin worked closely with FEMA and other agencies and coordinating the work to meet the schedule of the District. This was followed with a new Administration building.

"Sustainable energy and construction is at the center of this initiative".

Board of Education



Client
Malverne Union Free
School District
Malverne, NY

Completion Dates
2012

Cost
\$9.9 million

educational

Malverne Union Free School District



Description

Savin provided construction management services for the additions and renovations at the Maurice W. Downing Primary School and Davison Avenue Intermediate School. The tight sight conditions required close coordination of the construction activities.



The projects were phased to allow use of space as needed by the school. Also, traffic patterns needed to be adjusted to allow students to safely enter the school during the construction.



Each is a two story brick addition providing the needed classroom space for the increasing school district. System include: site improvement, concrete, masonry, structural steel, metal decking, new elevator; new unit ventilators, heat exchangers, ductwork, convectors, power roof ventilators, and finned tube radiator; domestic water distribution system, storm water system, and sanitary drainage; new telephone and data system, fire detection and alarm system, lighting, panel boards, raceway, devices.



Client
Manhasset Union Free
School District
Manhasset, NY

Completion Date
1999
2010

Cost
\$ 21.5 million
\$ 3.3 million

educational

Manhasset Union Free School District



Description

Savin provided district-wide additions, alterations and technology upgrades to Munsey Park Elementary School, Shelter Rock Elementary School and Manhasset Secondary School.



The Munsey Park Elementary School is a seamless blending of existing precast stone structures and new slate roofed additions.

In 2010, reconstruction and an addition to the High School locker rooms took place.



“The project manager’s ability to coordinate all of the different trades that have worked on this building is a talent that only a few people can do effectively and also with a sense of humor. His job has been similar to a music director who takes a composer’s scratches on paper and gives them life for our senses.”



Client
Mineola Union Free
School District
Mineola, New York

Completion Dates
2004
2006
2008

Cost
\$2.3 million
\$8 million
\$4 million

educational

Mineola Union Free School District



Description

Savin provided Construction Management Services for the district wide additions and alterations at the Middle School and High School as well as renovation work at four elementary schools.



Renovations at the Middle School included; library, expansion of the cafeteria, computer labs, and administrative offices. Alterations at the elementary schools encompassed electrical upgrades, elevator and stairway additions and masonry and roofing upgrades.



Additional renovations at the middle school included HVAC upgrades and window replacement.

"Staff and students are thrilled with the new spaces!"

*Dr. Licopoli,
Superintendent*

project portfolio



Client
North Shore Central
School District
North Shore, NY

Completion Date
2002
2005
2008, 2009
2012
2017

Cost
\$ 30 million
\$ 10 million
\$ 10 million
\$ 4 million
\$3.1 million
\$19.6 million

educational

North Shore Central School District



Description

Savin provided Construction Management services for the additions and renovations of various projects throughout the North Shore School District. The Sea Cliff Elementary School project included demolition and a complete gut renovation of an 80-year old building on an extremely tight site. After completion, the building is now a modern, state-of-the-art facility with the charm of a traditional school building with keeping the reconstructed 1910 facade.

Other projects completed include a Bus Garage & Maintenance Facility, Boiler Replacements, Classroom expansion at the Middle School, additional HVAC upgrades, and masonry and roof reconstruction and restoration.

An energy performance project was integrated with the infrastructure work.

"We cannot thank the Savin team enough for always delivering a superb project".

Facilities

project portfolio



Client
Pelham Union Free School
District
Pelham, New York

Completion Date
2006
2010
2011

Cost
\$27.6 million
\$24 million
\$.2 million

educational

Pelham Union Free School District



Description

Savin provided Construction Management Services for the addition and renovation at the Middle School and High School as well as renovation work at four elementary schools.

Construction at the Middle School included a three story, 63,000 square foot addition consisting of classrooms, science labs, and a gym. Renovations at the High School included science labs and networking upgrades and expansion of the cafeteria, foreign language lab, choral room and theatre arts room.

Retained again, the most recent capital project includes: façade re-construction, interior upgrades and renovations at Pelham Memorial High School; electrical services upgrades at 4 elementary schools, Colonial, Hutchinson, Prospect Hill, and Siwanoy; roof repairs and replacements at Pelham Memorial High School and Siwanoy Elementary School.



"This bond was one of the most successful in recent history. We will have state-of-the-art facilities for future generations."

Board of Education
Pelham UFSD



Client
Rye City School District
Rye City, New York

Completion Date
2009
2014

Cost
\$2 million
\$15 million

educational

Rye City School District



Construction management services were provided to the Rye City School District relating to infrastructure project. The work was completed at the High School and Osborne elementary School.



Space was captured at the High School and converted to educational space. Other work included: window replacement, roofing, HVAC upgrades and gym upgrades. At the Osborne School, window wall systems were replaced.



Savin assisted with Owner's Representative services in the construction of a new science wing addition to the High School.



Client
 Scarsdale Union Free
 School District
 Scarsdale, New York

Completion Dates
 1999
 2005
 2008
 2009
 2016

Cost
 \$18 million
 \$59 million
 \$14 million
 \$1.9 million
 \$20 million

educational

Scarsdale Union Free School District



Description

First, additions were installed at all elementary schools.

Second, Savin completed multiple infrastructure renovations at the High School including a new library and modern science labs and additions of a new gymnasium and three-story classroom wing. Additionally, a double two-story wing of approximately 50,000 square feet encompassing 30 classrooms and 2 multi-purpose rooms was installed at the Middle School.

Third, a new class wing has been constructed for the Quaker Ridge Elementary School, followed by an Excel project that included elevator installation, room renovations and connector corridor replacement.

Fourth, multiple infrastructure projects are being installed in various schools.



"Savin has consistently guided us through on every project!"

Facilities Committee

project portfolio



Client
Yonkers Public Schools

Completion Dates
2007
2008
2009
2010
2012
2014

Cost
\$ 3 million
\$ 7 million
\$15 million
\$12 million
\$ 5 million
\$17 million

educational

Yonkers Public Schools

Description

Savin provided construction management services at 16 school sites.



The Yonkers MHS and Saunders Trades and Technical HS involved removal and replacement of, a 940 tons of unit at YMHS and 500 tons of unit at STTHS, chiller plants, cooling towers, supply & return piping, pumps fans and other associated equipment. This project also included the installation of new ceilings and lighting at STTHS. Both schools required the abatement of ACM to facilitate the work.



The Lincoln High School and Roosevelt High School involved rehabilitation to the athletic fields, exterior envelope renovations and restorations.

The PS-22 project involved masonry restoration and cleaning of the exterior facades, roof replacement and the replacement of all exterior doors and selected windows along with associated interior repairs.



The Pearl Hawthorne School project includes major renovation to the school including re-construction of the mechanical system. An aggressive schedule over two summers gave the school a new life.

P.S. 10 received façade improvements including lintel replacement, a new roof and fencing. The Saunders High school upgraded their culinary arts center and installed a new turf field and track. Additionally, P.S. 21 refurbished the auditorium.

Section A: Firm Qualifications

*Management Plan
Organization Chart
Resumes*

Section A: Management Plan

The **Savin** team consists of qualified professionals who have extensive experience in, and are dedicated to the educational construction field. Your project will receive the personal attention of our Vice President, Bob Firneis. His attendance at team meetings, project meetings, bid openings and regular visits to the sites assures a successful project. This attention provides quality control for the construction management staff.

Our field staff has diverse construction backgrounds, with specific areas of expertise in technology, electrical, mechanical, commissioning, general construction, etc. Their knowledge in their particular area of expertise can be applied to solve problems that may occur on any given project.

We have included resumes of the individuals who will be assigned to your project. With a diverse team of experience we will provide resumes for any other staffing categories as needed.

Staff	Responsibility
Steve Spangler, LEED AP	Regional Director
Robert Firneis, FARA, CDT, LEED AP	Vice President
Mike Melocoton	Construction Manager
Frank Szatkowski, RA, ARA	Construction Manager
Oscar Hinkle	Estimator/Scheduler
Joyce Rosado-Zavala	Senior Project Administrator

Jagers, P.C.
Manager

GLER,
ector



ROBERT FIRNEIS,
FARA, CDT, LEED AP
Vice President



Oscar
Estimator/

All Team Members have
Extensive K-12 Expertise

Steven Spangler, LEED AP

Regional Director

PROFESSIONAL AFFILIATIONS

NYS Council of School Superintendents
NYS School Boards Association
NYS Association of School Business Officials

RELEVANT EXPERIENCE

Steven Spangler has over 30 years of construction and facilities management experience. His experience with Savin, which has included the positions of Chief Estimator where he estimated over \$1.3 billion in construction projects, Director of Project Services, Project Executive for multiple school districts and Director of all Facilities Analysis Programs, has provided a diversity of knowledge in several content areas.

In addition, his experience in environmental services, managing a work force of 1,000, allowed him to become expressly familiar with DEC, EPA and OSHA code compliance, including SEQRA reviews. His experience also included the management of a complex with 24 acres of floor space where his responsibilities covered systems operations, construction and the coordination of engineering and project planning. Mr. Spangler's areas of expertise include long-range facility planning, master plans, capital project planning, bond referendum services, five-year facility planning, efficiency studies, facilities evaluations, asset preservation, facilities analyses, general maintenance criteria, and construction management. As such, he has most recently provided planning for more than \$2.8 billion in educational construction. Mr. Spangler is also very knowledgeable of New York State Education Department regulations pertaining to school construction and maintenance.

Maintaining close communication with each member of the project team, Mr. Spangler assures project consistency and client satisfaction. Mr. Spangler's experience relevant to your project includes the following clients:

- Long Beach Public Schools - \$126 million renovations, additions, infrastructure upgrades
- North Shore Central School District - \$76.7 million additions, renovations, reconstruction, infrastructure, and upgrade projects.
- Manhasset UFSD - 2010 reconstruction project: \$3.3 million
- Malverne UFSD - 2012 additions and renovations project: \$9.9 million
- Tarrytown Public Schools - \$72 million additions and renovations
- Scarsdale UFSD - \$81 million district wide additions, renovations
- Pelham UFSD - \$51 million District-Wide renovations and additions.
- Rocky Point UFSD - Two capital projects totaling \$36 million.
- Mineola UFSD - \$15 million district wide additions and renovations
- Hempstead UFSD - \$33 million renovations
- Yonkers Public School - \$50 million district wide renovations and reconstruction
- Eldred CSD - \$15 million additions and renovations
- Port Jervis CSD - \$16 million renovations and reconstruction
- Poughkeepsie City S.D. - \$26 million renovations.

Robert J. Firneis, FARA, CSI, CDT, LEED A.P.

Vice President

EDUCATION

New York Institute of Technology – Bachelor of Architecture

CERTIFICATION

Architect Registration, NY, NJ, CT

Code Enforcement Official, NYS

CSI-CDT Construction Document Technologist

OSHA Outreach 10 Hour

LEED Accredited Professional

PROFESSIONAL AFFILIATIONS

Society of American Registered Architects, S.A.R.A.; National Fire Protection Association, N.F.P.A.

International Conference of Building Officials, I.C.B.O.; Construction Specifications Institute, C.S.I.

COMPUTER LITERACY

Auto CADD, Microsoft Word, Lotus, Excel, Expedition, Microsoft Project

RELEVANT EXPERIENCE

Robert Firneis has over 27 years of experience as an architect. His experience, knowledge, and expertise extends to the planning, design, and construction management of complex multidisciplinary projects for both public and private clients. Having managed over \$500 million of, primarily, K – 12 educational and public construction projects in New York State, Bob's experience combined with his architectural, code, and construction certifications and continuing education make him a valuable resource to Savin projects. His extensive experience in the design of structures and in the development and review of front-end specifications is invaluable in the assessment of facilities and building system components.

As a Savin employee for over 18 years, Bob's diversity of experience and knowledge is an asset to the company. He has been involved in facilities reviews, developing and executing five year plans and prioritizing capital projects. He has also been instrumental in analyzing and preparing space utilization studies. His diverse experience and extensive knowledge of construction techniques, building materials and their use assures client satisfaction.

Bob is responsible for the overall success of the projects assigned to him. He is responsible for setting and defining the vision and culture, managing the day-to-day operations, and ensuring all necessary resources are available to ensure project success. Responsible for all detailed tasks, he directs all job activities, develops the project plan, and manages projects schedules, budgets, and project team members. Bob's ability to manage multi-discipline staff and teams, and to efficiently provide quality services to public and private clients is second to none. This is accomplished due to his design, program and construction management skills and experience combined with his impeccable organization and communication skills.

A representation of Bob's experience is listed below.

- Long Beach Public Schools - \$98 million district wide renovations and additions at Long Beach High School and the Lido Complex; \$24 million in infrastructure work due to damage by Hurricane Sandy, and \$4 million to rebuild the Administration Building.
- North Shore Central School District - \$19.6 million in infrastructure improvements including HVAC, roofs, security and electrical repairs and upgrades, windows and masonry work.

- Pelham UFSD - \$27.6 million in additions, upgrades, renovations, repairs, and replacement projects (2004 – 2006); \$24 million in renovations at the High School and elementary schools (2008 – 2010); \$3.4 million in EPC projects (2008 – 2009); classroom renovations (2011 – 2012); and \$750,000 for security upgrades (2014).
- Wyandanch UFSD- \$.8 million project consisting of relocation of classrooms.
- Scarsdale UFSD – \$58.8 million – Middle School & High School renovations (2000); \$19 million – district-wide renovations (1998).
- Blind Brook-Rye UFSD – \$17 million New Middle School addition connected to High School (2002), \$18 million Auditorium & Renovation to High School (2007).
- Tarrytown Public Schools - \$72 million additions and renovations.
- Yonkers Public Schools – \$7 million – CM services & renovations (2007); \$16 million – exterior renovations/athletic field rehabilitation (2008); \$12 million – masonry restoration, replacement of roof, exterior doors & windows (2009)

Michael Melocoton

Construction Manager

EDUCATION

New York Institute of Technology – Electrical Engineering

COMPUTER LITERACY

Primavera Expedition, Microsoft Word, PowerPoint, Excel, Outlook, Word Perfect, Lotus 1,2,3, LAN & Network Environments

CERTIFICATION

OSHA Outreach 10 Hour

RELEVANT EXPERIENCE

Mr. Melocoton has extensive experience in Construction Management and project management. In his experience as a construction manager, he was responsible for maintaining a full set of drawings, specs & submittals on site, maintaining a list of required permits, inspections, surveys and utility notifications, interfacing with campus administration, etc. to apprise them of work that may impact their operation, and photographing work in place as a record for the Owner.

Mr. Melocoton's responsibilities include management and coordination of the various trades, insuring that all work is performed as specified by the Architect/Engineer/Owner. He attends all project meetings, conducts daily site inspections, prepares detailed field reports and monitors the progress of work in the field, including monthly payment requests, change in work directives, quality control and compliance with the construction schedule and site safety issues.

His experience as a construction manager also involved budget performance and scheduling criteria. As such, Mr. Melocoton became proficient in the use of Primavera scheduling software, Excel spreadsheets and database software. His experience at Savin includes Construction Management in the following districts:

- Long Beach Public Schools - \$98 million district wide renovations and additions at Long Beach High School and the Lido Complex; \$6 million capital project; \$24 million in infrastructure work due to damage by Hurricane Sandy, and \$4 million to rebuild the Administration Building.
- Wyandanch Public Library - \$1.7 million three phases of library renovations
- North Shore Central School District – \$19.6 million infrastructure project (2014).
- Nassau Community College - \$6 million parking lot reconstruction
- Hempstead UFSD - \$33 million District-Wide Renovations including pedestrian access, lot repair and athletic fields.
- Comsewogue UFSD - \$14 million District-Wide Renovations including athletic fields, new parking lots, roads, and security.
- Rocky Point UFSD – \$28.5 million District-Wide Additions and Renovations including parking lot rehabilitation.

Frank A. Szatkowski, ARA

Construction Manager

EDUCATION

B.S. in Architectural Technology, New York Institute of Technology, NY, NY

PROFESSIONAL LICENSE

Licensed Professional Architect, NYS

CERTIFICATIONS

OSHA 10 Hour Outreach Training Program - Construction

AFFILIATIONS

Society of American Registered Architects - New York Council
Present: Vice President - NY Council

TECHNICAL SKILLS

AutoCAD & AutoCAD LT/Adobe Professional Suite & Photoshop/Mac/Microsoft Windows all versions/Microsoft Office Suite/Microsoft Networking/Setup and coordination of TCP/IP, workgroups, networking hubs, routers and firewalls/Data backup coordination/Computer hardware repair and upgrading.

AWARDS

2001 - SARA|NY Design Award of Honor for The Wiz Plainview New York

RELEVANT EXPERIENCE

Mr. Szatkowski has worked closely on all stages of planning and development of various construction projects including: Educational, Healthcare, Hospitality, Commercial, Residential, and Industrial. He became a Registered Architect in New York State in 2012. His core strengths include:

- Project Management
- Construction Management
- Construction Drawing development & coordination
- Building Code, Zoning, ADA compliance
- Pre-Construction / Planning
- CAD systems / Computer applications
- Remodels / Renovations
- Architectural Detailing
- Contract Administration
- Team leader / Mentor

Senior Project Architect/Construction Manager – Responsibilities include the development of multiple projects with the Education Division at Savin Engineers, PC. Assist in the preparation of Construction Contract documents and specifications for SED approval.

Review of Contract Documents for constructability and MEP coordination. Coordinating and tracking submissions. Monitoring of Public School construction projects from bid award to final closeout; owner meetings for review of capital projects. Notable Projects include:

- Wyandanch Union Free School District – Wyandanch, NY
- North Shore Schools High School HVAC Replacement & Tennis Court Reconstruction, Track Reconstruction, Sea Cliff ES Exterior Restoration, North Shore MS Windows, Exterior Restoration & Flooring, Building Condition Survey for entire North Shore District
- Pelham Schools Security Upgrades – Pelham, NY
- Summit School Queens, NY, Addition and Renovation to an existing school
- Christ Church, NY, NY renovations to existing church
- Pratt Institute, Brooklyn, NY renovations to Photolab and Art Gallery
- Fashion Institute of Technology, NY, NY; Sidewalk Restoration, Exterior Restoration

Oscar Hinkle

Estimator/Scheduler

EDUCATION

Bachelors of Arts in Education, State University of Saint Petersburg, Russia

CERTIFICATION

OSHA Outreach 10 Hour

COMPUTER LITERACY

Microsoft: Project, Excel, Word; *Oracle*: Primavera P6, Primavera Contract Management; *Textura*: PlanSwift, Submittal Exchange

RELEVANT EXPERIENCE

Oscar Hinkle has over 20 years of experience in commercial construction and facilities management. Mr. Hinkle enjoys working with all project stakeholders from the conceptual stage, through design and construction to create and maintain a realistic and successful project schedule which meets the client's goals. Mr. Hinkle's skill as a clear communicator and an experienced field construction manager enhance his approach to construction scheduling and estimating.

His experience in critical path analysis as it relates to the construction industry allows him to create a realistic project schedule in software of the client's choosing. *Microsoft Project* is often accepted as a project schedule and has the ability to display all necessary tasks by all project stakeholders for the pre-construction phase through construction and close out, including all milestone dates. On the premium end, *Primavera P6* is widely recognized as the industry standard and provide certain protections for the Owner in the event schedules are not met.

Mr. Hinkle also prepares construction cost estimates in support of the planning and execution of construction projects. Services provided during planning, design, pre-bid, bidding and award include conceptual, schematic, design development and construction document cost estimates. Value engineering and alternate bid estimating are provided to give the Owner more options for maintaining the project budget. Analysis of the bids received and the schedule of values are provided to support recommendations of award. During construction, change order proposals are reviewed and analyzed based on detailed quantity takeoffs and pricing.

North Shore Central School District – Facility Inspection for 5 year plan.

Malverne Union Free School District – Facility Inspection.

Clarkstown Central School District - Critical path analysis and scheduling for \$36 million multi-phase Critical Systems Project. Provided on-site scheduling, estimating and construction management services for a \$6 million structural and building envelope renovation of Congers Elementary School.

Port Jervis City School District – Provided on-site scheduling, estimating and construction management services for ongoing capital projects totaling \$20 million.

Pocantico Hills Central School – Provided on-site scheduling, estimating and construction management services for \$18 million infrastructure renovation project.

Tuckahoe Union Free School District - Provided on-site scheduling, estimating and construction management services for \$14 million additions and renovation project.

Monticello Central School District - Provided on-site scheduling, estimating and construction management services for \$7 million infrastructure renovation project

Joyce Rosado-Zavala

Senior Project Administrator

COMPUTER LITERACY

Primavera Expedition (Contract Manager), Microsoft Office, Excel, PowerPoint, Publisher, Access

CERTIFICATIONS

Primavera Expedition (Contract Manager)

10 Hour OSHA

Construction Document Review

RELEVANT EXPERIENCE

As Senior Project Administrator, Ms. Rosado-Zavala provides office and field support for the Project Executive and Project Managers. She assists with meeting minutes and all correspondence such as letters and transmittals. With the use of Primavera's Expedition tracking software or the district's preferred software, Ms. Rosado-Zavala monitors project finances for real-time reporting. This includes tracking issues, committed and pending changes. Additionally, she monitors all insurance, general requirements, and closeout documents.

While working for Savin, Ms. Rosado-Zavala has provided Project Control services to the following clients:

- North Shore Central School District
- Miller Place Union Free School District
- Malverne Union Free School District
- Long Beach City School District
- East Quogue Union Free School District
- Hempstead Union Free School District
- Roosevelt Union Free School District
- Rocky Point Union Free School District
- Mineola Union Free School District
- Port Jefferson Union Free School District
- Comsewogue Union Free School District
- Manhasset Union Free School District
- Great Neck Public Schools
- Montauk Union Free School District
- Freeport Union Free School District
- Amityville Public Library
- Freeport Memorial Library
- Wyandanch Public Library

Section A: Firm Qualifications

Project Approach

Section A: Construction Management Approach

Savin's experience and dedication to educational construction as well as our ability to provide "Total Project Management" allows us to offer all of the necessary project services under one roof.

We provide professional construction management services to our clients based on our extensive real world construction management experience.

Our construction management services are designed to assure that our client's projects are effectively planned, properly executed, and completed on time, within budget, and with the least amount of disruption from disputes and claims.

The following pages describe what we see as important to making your project a success.



Section A: Construction Management Approach

Savin's approach to the Rocky Point Union Free School District project addresses ten elements:

1. Communication & Cooperation
2. Schedule and Minimizing Disruption
3. Cost Estimating
4. Project Accounting
5. Knowledge of Current Technologies
6. Bidding Phase
7. SED Experience
8. Change Order Resolution and Claims
9. Quality Control/Quality Assurance
10. Closeout

1. Communication & Cooperation

All team members must agree with the approach, which is why we recommend the establishment of a communication plan. The establishment of lines of communication amongst the Project Team (Rocky Point, JAG Architects and Savin) is essential for project success. Decision makers are identified and criteria are established for decisions to be made. Savin believes in the team approach and successful project implementation relies on each team member doing his or her part. Throughout all phases, Savin will encourage regular communication amongst the Project Team and community.

An executive summary will be issued on a monthly basis, which will summarize the activities for the past period. In addition, Savin personnel assigned to your project make regular presentations at Board of Education meetings, PTA, staff and community meetings.

Pre-Construction

During pre-construction the project team meets on a bi-weekly basis. The project designs are finalized. Once completed, a final may plan will be displayed at each individual school building. The finalized designs can also be displayed on the district's website.

Section A: Construction Management Approach

1. *Communication & Cooperation...(cont'd)*

The estimates are prepared and reviewed with the architect. There is a reconciliation of the estimates and once agreed, the estimates are reviewed with the school district. A comparison of the original budget to cost estimates at each phase of development - schematic, design and construction document - is made and the school district is informed of the budget issues.

The construction documents are reviewed and comments on alternates are provided to the architect. The contract language in the project manual is reviewed by **Savin** and comments are provided to the school district's legal counsel.

Construction

During the construction phase, communication will be maintained amongst the Project Team through the following process:

- a) After bids are received, the Architect and the Construction Manager will create a spreadsheet to facilitate a comprehensive analysis. Afterwards, Rocky Point will receive an advisory review. The Construction Manager, in conjunction with the Architect, will qualify Contractors, advise the Board of Education on award of contract, and issue letters of intent for Rocky Point to provide to potential contractors. The Construction Manager, with the Architect's input, will then type up the contracts.
- b) The Construction Manager, Architect and Rocky Point Representatives will hold a kickoff meeting. The Construction Manager will review contractor information, bonds, insurance, financial statements and subsequently provide Rocky Point Administration and the Board of Education with the results.
- c) The Construction Manager will organize the Contractors to utilize the same format for RFI's and submittal cover sheets. The architect will be provided with a submittal schedule from each Prime Contractor, thereby allowing them to allocate time for his assigned project staff to review product submittals.
- d) Meetings are held periodically with the Rocky Point Health and Safety Committee. Health and safety concerns that are related to the construction and methods for correcting the conditions are discussed. A follow-up on any open issues is provided at the next meeting. The Health and Safety Committee meetings are most often times held on a monthly basis.
- e) On a weekly basis, the Construction Manager will provide the Architect and Rocky Point with updated submittal and RFI logs, to coordinate efforts to keep all work moving progressively.
- f) During the construction phase, the Construction Manager will provide the Rocky Point Board of Education with an Executive Summary. This publication will contain a construction update, and financials, challenges and project photography.
- g) Meetings will be held with Rocky Point Administration, Board of Education, Architect and Construction Manager, at the project site, to conduct an actual site walk through.

Section A: Construction Management Approach

2. Scheduling & Minimizing Disruption

To ensure a “Spirit of Cooperation” among **Savin Engineers**, Architect and the Contractors during each phase of the project, **Savin Engineers** proposes the following Partnering Process for the Rocky Point Union Free School District Project.

I. Establish Strategic Goals:

1. Finish the project on time.
2. Produce a quality product.
3. Adhere to our code of conduct:
*Cooperation Communication Honesty & Integrity
Safety Mutual Respect and Trust*
4. Continue to implement the partnering process.



II. Establish Owner’s & Architect’s Expectations of the Contractor Team:

1. Maintain schedule.
2. Anticipate problems; review documents, including specifications in advance; discuss differences as a team.
3. Provide a Safe Job
4. Continuity of Personnel (same staff each meeting).
5. Know and Understand Contract Requirements.
6. Provide the quality of work as designed and specified.
7. Communicate issues early, before they become major.
8. Provide adequate notice on request for inspections.
9. Prompt response to agree-upon punch list items.
10. Maintain on-going As-Built drawings per contract.
11. Provide projected work schedule at job meetings.
12. Mutual cooperation.
13. Timely submittal of shop drawings based on priority.
14. Early issue resolution.
15. Procurement schedule for critical items.
16. Minimize paper work.

III. Establish Contractor’s Expectations of Owner and Architect:

1. Prompt payment.
2. Fast turnaround with FRI. questions, field issues.
3. Flexibility regarding good construction practices.
4. Rapid construction change directives.
5. Rapid turnaround of priority shop drawings.
6. Field Coordination
 - a. Timely Inspection
 - b. Timely Punch List
 - c. Turnover
7. Identify when “clock” starts on substantial completion
8. Minimize paper work

Section A: Construction Management Approach

2. Scheduling & Minimizing Disruption...(cont'd)

The CPM schedule not only keeps the project on track, but is a powerful tool in avoiding construction delays and, if necessary, in formulating a claim against a defaulting contractor. The schedule is established during the pre-referendum phase and then is updated monthly during the following phases. Our scheduling is separated as a task by our scheduler who comes to the site monthly and then updates the schedule. This services as a check and balance against the activities in the field.

The steps we take include:

1. Verification of the current master project schedule reviewing tasks and durations for all Team members.
2. Report based upon our communication plan, adherence to the schedule.
3. Recommend pre-bid of materials is schedule is aggressive
4. Establish pre-bidder qualifications to be part of the specifications.
5. Solicit bids in multiple bid packages beyond the four Prime Contractors. Allowing for decreased costs by saving General Contractor overhead and profit.
6. Closely monitoring work in progress.
7. Implement quality control plan.
8. Secure all closeout documents.
9. Coordinate training of new equipment.
10. Maintain cost records and assist Rocky Point in final reports.
11. Provide final project report.

Section A: Construction Management Approach

2. Scheduling & Minimizing Disruption...(cont'd)

Savin Engineers takes a proactive approach to minimize the disruption of the normal school routine and ensure that the safety of the students is not compromised during construction. This requires proper planning and monitoring. **Savin Engineers** has satisfied this on past school construction projects by adhering to the following:



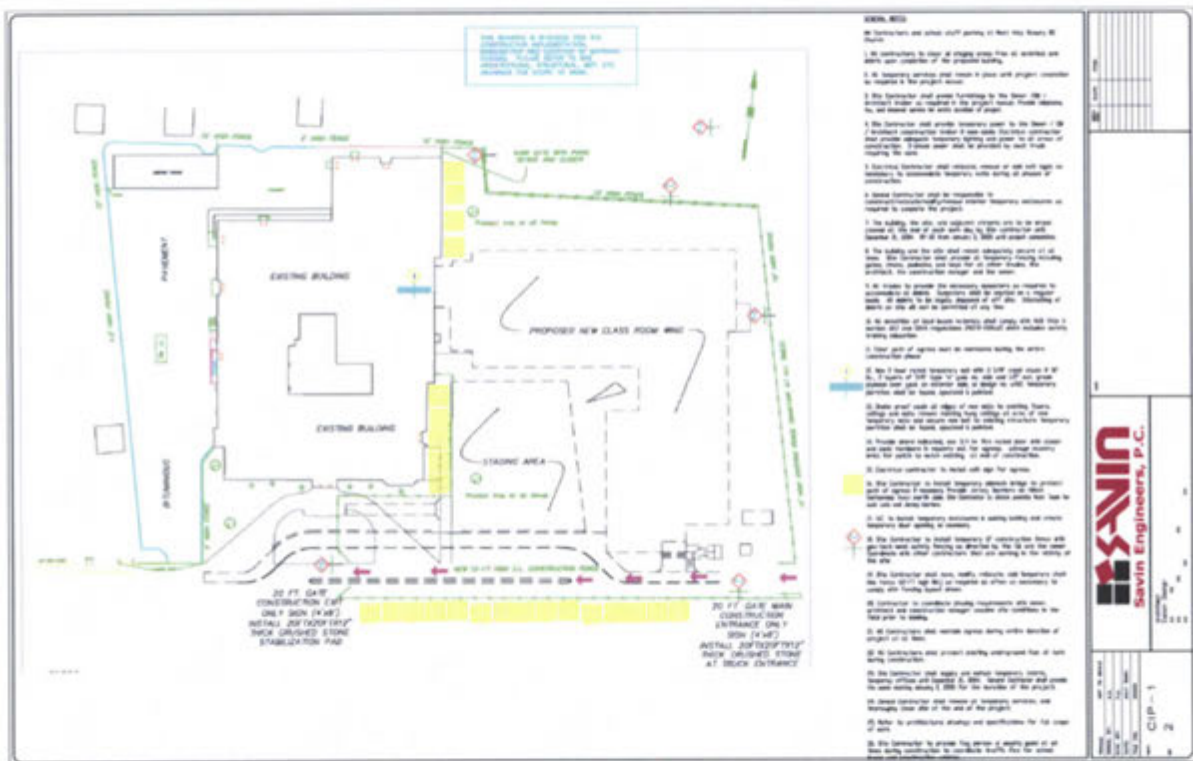
- Separation of construction areas from occupied spaces: building must take place in a designated, clearly defined area with access restricted by locked, chain link fencing.
- Scheduling the most invasive construction during school breaks or summer recess.
- A Construction Implementation Plan (CIP) is designed with the assistance of building administration and staff to address the specific needs of their building. This document will define schedules, responsibilities, and indicate how the projects' impact will be minimized.
- Deliveries of materials are not permitted during bus arrival or dismissal times.
- Provisions (re: noise) are made to accommodate testing periods and special school assembly days.
- Work is permitted only when the school building is unoccupied; prior approval from **Savin Engineers** is required. (Owner may allow some work in boiler rooms with outside access during school days.)
- A four-day notice of noise disturbance must be submitted to the Owner's Representative stating the specific time and purpose of the noise.
- A Project Manager is on site daily to oversee contractors and the construction progress and to communicate and address any concerns.
- A Community Liaison is assigned for the purpose of informing parents, students, school personnel and others of the district's obligations and **Savin Engineers** commitment to a safe school environment and to assure that construction needs are secondary to educational mandates.

Section A: Construction Management Approach

2. Scheduling & Minimizing Disruption...(cont'd)

Construction Implementation Plan

The current SED NYCRR 155 Regulations require that construction be isolated from the public, that health and safety issues are addressed during the construction process and that the educational process is not impacted. **Savin Engineers** is keenly aware of these regulations, having pioneered them years before they were adopted by SED. We created the Construction Implementation Plan to address the needs of each individual school building in order to ease the burden of the school principals and allay the fears of the parents. Below represents a sample pictorial version of the implementation plans that will eventually be created with the architect for each project. The plans will not only be used for presentation purposes but will become part of the contract documents that are released for bidding.



Sample Construction Implementation Plan (CIP)

Section A: Construction Management Approach

2. Scheduling & Minimizing Disruption...(cont'd)

Some of the rules and regulations to be addressed in the Construction Implementation Plan and enforced with the Contractor are:

- Fences around construction supplies or debris shall be maintained and stored in a safe and secure manner.
- Gates shall always be locked unless a worker is in attendance to prevent unauthorized entry.
- During exterior renovation work, overhead protection shall be provided for any sidewalks or areas immediately beneath the work site or such areas shall be fenced off and provided with warning signs to prevent entry.
- Workers shall be required to wear photo-identification badges at all times for identification and security purposes while working at occupied sites.
- A specific stairwell and/or elevator should be assigned for construction worker use during work hours. Workers may not use corridors, stairs or elevators designated for students or faculty.
- Large amounts of debris must be removed by using enclosed chutes or a similar sealed system. There shall be no movement of debris through halls of occupied spaces of the building. No material shall be dropped or thrown outside the walls of the building.
- All occupied parts of the building affected by renovation activity shall be cleaned at the close of each workday. School buildings occupied during a construction project shall maintain required health, safety and educational capabilities at all times that class is in session.
- A plan detailing how exiting required by the applicable building code will be maintained.
- A plan detailing how adequate ventilation will be maintained during construction.
- Construction & maintenance operations shall not produce noise in excess of 60 db in occupied spaces or shall be scheduled for times when the affected building spaces are not occupied or acoustical abatement measures shall be taken.
- The contractor shall be responsible to ensure that activities and materials which result in "off-gassing" of volatile organic compounds such as glues, paints, furniture, carpeting, wall covering, drapery, etc. are scheduled, cured or ventilated in accordance with manufacturers recommendations before a space can be occupied.
- Require all Prime Contractors to submit site specific safety program prior to commencement of work.

Section A: Construction Management Approach

3. Cost Estimating

The project's budget will be established through a review of the sites, review of the conceptual plans and discussions with the architect and owner. Costs are established by using unit costs for construction with specific costs for the incidentals, escalation and contingencies. This is compared to costs for similar projects in the Long Island region. The estimates are divided into: site and utilities, structural, roofing, architectural, special systems, plumbing, HVAC, electrical, security and environmental. All estimating is completed by our experienced in-house staff or consultant.

Budget

It is important that the budget be maintained. This is achieved by monitoring the budget during the pre-construction and construction phases. The first tool of monitoring of the budget during the pre-construction phase is via cost estimating as described below.



Cost Estimating

The purpose of cost estimating is to provide the Owner with budget confirmation by monitoring construction cost trends to achieve highly competitive bids within the established budget. This is accomplished by:



- Performing detailed takeoffs and pricing.
- Preparing estimate reports for Owner review.
- Recommending bid packages and general condition changes to protect the Owner.

Section A: Construction Management Approach

3. Cost Estimating...(cont'd)

Savin utilizes three cost estimating systems to obtain construction costs with a customized program database by Textura Solutions:

- **Means Database Software**
 - Means data, adjusted by region and updated periodically, is utilized to produce unit costs of typical and usual items.
- **Savin Unit Costs Database**
 - Savin maintains unit costs from recently bid jobs and applies these in estimating projects of a similar nature and/or geographic location.
- **Costs for Specialties**
 - Each project contains specialty items. Unit costs for such are obtained through contact with the manufacturer of the item and installers.

A sample of an estimate is shown below;

Group	Phase	Description	Takeoff Quantity	Labor Cost/Unit	Labor Price	Labor Amount	Material Price	Material Amount
0150.00		CONSTRUCTN FACLTs/TEMP						
	0152.54	Scaffolding, steel						
		Scaffolding,ext. 1-5 stories,w/blank	3,600.00 sf	1.35 /sf	1.35 /sf	4,941	0.75 /sf	2,745
		Scaffolding,ext. up to 16',w/plate	7,200.00 sf	1.15 /sf	1.15 /sf	8,280	0.75 /sf	5,400
		Scaffolding,ext. up to 16',w/plate	5,400.00 sf	1.15 /sf	1.15 /sf	6,210	0.75 /sf	4,050
0200.00		SBSRFC INVSTGN & DEMO						
	0205.54	Site demolition						
		Pavement removal, 4" to 6" thick	600.00 sq	3.00 /sq	3.00 /sq	1,800	-	-
	0206.20	Rubbish handling						
		Dumpster, 40 cy	18.00 ea	-	-	-	550.00 /ea	9,900
	0207.04	Cutout demolition						
		Removal of stairs	2.00 EA	800.00 /EA	800.00 /EA	1,600	/EA	-
		General demo	1.00 EA	25,000.00 /EA	25,000.00 /EA	25,000	-	-
	0207.16	Grutting						
		Outing, concs, bdg, mas	22,790.00 sf	4.45 /sf	4.45 /sf	101,416	-	-
	0208.20	Asbestos abatement work area						
		Asbestos abatement enclosure	1.00 EA	120,000.00 /EA	120,000.00 /EA	120,000	/EA	-
0220.00		EARTHWORK						
	0222.04	Backfill						
		Backfill, machine, compacting, 6" to 12" lift	39.56 cy	8.50 /cy	8.50 /cy	336	-	-
		Backfill, machine, compacting, 6" to 12" lift	96.15 cy	8.50 /cy	8.50 /cy	814	-	-
	0222.38	Excavating,bulk bank measure						
		Excavating, hydraulic excavator, truck mt	55.56 cy	1.62 /cy	1.62 /cy	90	-	-
	0222.54	Excavating, trench						
		Excav. trench,cont. ftg.NO shlding,1'-4"	187.04 cy	7.00 /cy	7.00 /cy	1,309	-	-
		Excavating, trim sides and bottom for conc	396.00 sf	0.26 /sf	0.26 /sf	103	-	-
		Excavating, trim sides and bottom for conc	1,412.00 sf	0.26 /sf	0.26 /sf	367	-	-
	0222.62	Fill						
		Fill, gravel fill, compacted, under floor slab	5,400.00 sf	0.10 /sf	0.10 /sf	540	0.11 /sf	594
	0222.66	Hauling						
		Load and haul, 12 yd dump truck, 10 M RT	16.00 cy	1.32 /cy	1.32 /cy	21	-	-
		Load and haul, 12 yd dump truck, 10 M RT	88.89 cy	1.32 /cy	1.32 /cy	117	-	-
0250.00		PAVING AND SURFACING						

During the estimating process, the drawings are also reviewed to see how to reduce costs while maintaining the project design.

Section A: Construction Management Approach

4. Project Accounting

Since control of the contractors depends largely upon the ability to accurately track change orders, requisitions and payments, our project accounting department tracks costs from the pre-construction phase until project closeout. Requests for payment, previous payment amounts and approved change orders are cross-checked before being signed by the Architect. Payment amounts are recommended, open balances and retainages are reported and, finally, job specific, contractor specific lien releases are provided. An Executive Summary Report keeps the client apprised of the financial status of the project on a monthly basis. Monthly reports have been customized to follow SED reporting format. During job set up, each contract is given a code closely corresponding to those used by SED. Payments, change orders and credits are accumulated under these codes until job completion.

The result is a comprehensive report in the same format as your SED final documents. In addition, our office tracks the following contractor requirements: Contract, performance bonds, payment and labor bonds and approved schedules of values, list of vendors/subcontractors, safety submissions, product submittals and shop drawings. Especially important, certificates of insurance are continually monitored to assure that the client is protected.

Contract Code	Site	Original Contract	Approved Charges	Pending Charges	Projected Contract	Payments to Date
CEI-800-303	Contract Retains	\$0,000.00	\$ 0	\$0,000.00	\$0,000.00	\$ 0
Project Total:		\$0,000.00	\$ 0	\$0,000.00	\$0,000.00	\$ 0
McCall Middle School						
LEI-801-017	General Contractor	\$0,000.00	\$ 0	\$0,000.00	\$0,000.00	\$ 0
CEI-801-014	MPC	\$0,000.00	\$ 0	\$ 0	\$0,000.00	\$ 0
CEI-801-015	Roofing	\$0,000.00	\$ 0	\$ 0	\$0,000.00	\$ 0
FOI-801-008	Demolition	\$0,000.00	\$ 0	\$ 0	\$0,000.00	\$ 0
Project Total:		\$0,000.00	\$ 0	\$0,000.00	\$0,000.00	\$ 0
CEI-802-003	General Contractor	\$0,000.00	\$ 0	\$ 0	\$0,000.00	\$ 0
FOI-802-004	MPC	\$0,000.00	\$ 0	\$ 0	\$0,000.00	\$ 0
FOI-802-005	Roofing	\$0,000.00	\$ 0	\$ 0	\$0,000.00	\$ 0
CEI-802-008	Demolition	\$0,000.00	\$ 0	\$ 0	\$0,000.00	\$ 0
Project Total:		\$0,000.00	\$ 0	\$ 0	\$0,000.00	\$ 0
West School #3						
FOI-803-003	General Contractor	\$0,000.00	\$ 0	\$ 0	\$0,000.00	\$ 0
CEI-803-004	MPC	\$0,000.00	\$ 0	\$ 0	\$0,000.00	\$ 0
CEI-803-005	Roofing	\$0,000.00	\$ 0	\$ 0	\$0,000.00	\$ 0
CEI-803-008	Demolition	\$0,000.00	\$ 0	\$ 0	\$0,000.00	\$ 0

Computer screen capture of sample SED report

Section A: Construction Management Approach

5. Knowledge of Current Technologies



To aid **Savin** in providing the highest level of excellence in project services to our clients, we have incorporated the wide use of current technology. Presently we maintain a 55-station intranet that is broadened by wide area links to each of our corporate locations.

In doing so, we are able to keep every **Savin** employee abreast of project issues, meetings and schedules via our corporate internet calendar and scheduling software. Each **Savin** employee is assigned an e-mail account for distribution and use with clients. **Savin** maintains corporate web presence at www.savinengineers.com where we document project histories and present current project statuses.

To aid our project site staff, our accounting team implements Primavera Expedition. This web based software allows the staff to track submittals, payment requisitions, shop drawings, etc. from the office and in the field. The universal access of all project data through expedition ensures that no project related accounting or long lead items go unnoticed, and assists in the quality assurance/quality control and the overall management of a project.

In developing our construction implementation plans (CIP), and other necessary drawings we use AutoCAD 2016. Keeping current with the latest release of AutoCAD ensures that we can communicate well with both the Architect and Engineers.

Our scheduling department tracks project resources and time lines with the aid of the latest versions of Primavera Project Planner and Microsoft Project. Tracking both resources and time help the project manager in evaluating payment requisitions and in determining how to correct time delays before they become critical.

Our staff consists of engineers that have not only managed technology projects but have assisted in designing them as well. During the design phase, they assist the team in offering ideas to meet the Owner's needs while keeping the project within budget.



Section A: Construction Management Approach

5. Knowledge of Current Technologies...(cont'd)

Technology goes beyond computers in the classroom. Practical application of today's technology in the actual facilities results in a clean building easy to maintain after construction is complete. During our reviews, plans are checked for:

- Addressable fire alarm systems
- Dual fuel burner systems with automatic change over
- Automatic hands-free plumbing sensors
- B.A.S. with centralized and off-site control
- Occupancy sensors
- Energy management systems and staff awareness plans
- Cabinet uni-ventilators, central HVAC system, VAV systems
- Hydronic heating and cooling
- Science room acid waste systems, emergency showers
- Façade systems

As an example of a review of systems, is the Pelham Union Free School District where Savin reviewed options for providing additional classrooms and roofing replacements. The classroom options ranged from construction of a classroom addition above an existing one story addition and erection of a two classroom modular building placed on a portion of the existing playground. The costs for these options were \$850,000 and \$550,000 respectively. The roof replacement options considered replacement of a slate roof at the Pelham Memorial High School with slate roofing (\$2,975,000), synthetic slate roofing shingles (\$2,670,000) and architectural asphalt shingles (\$2,225,000).



Systems that are efficient and effective for their application results in a facility that compliments the educational process.

Section A: Construction Management Approach

6. Bidding Phase

Savin will work with the Architect to create a bid form based on the bid package breakdown (*see the following proposed breakdown on the next page*) that provides different options for award, alternates to enhance the scope of work without sacrificing quality or program and unit prices should Rocky Point request to add or delete certain work during construction.



After bids are received, the lowest bidders' qualifications are researched, references are thoroughly checked and each must demonstrate a thorough knowledge of the plans and specifications and that all work has been included in the bid.

Some of the services provided during the bidding phase include:

- Send bid notice to prospective bidders.
- Attend pre-bid project inspections/meetings.
- Recommend breakdown of bids in prime contracts and alternates.
- Log and monitor addendum (addenda).
- Prepare bid summaries.
- Recommend contracts for award.
- Conduct low bidder qualification meeting(s).
- Review with the Architect, each Contractors schedule of values.
- Preparation of a submission schedule including shop drawings, samples, technical data and long lead item verification.



Section A: Construction Management Approach

7. SED Experience

Savin assists in the SED process and has acted as the liaison for Districts. While you have completed some of these steps, we list them all to see our experience in helping you.



Variance

A site not meeting the minimum requirements established by SED requires a variance. **Savin** has completed the process while communicating with SED for quick approval.

Public Information

Savin assists districts' inform the public from inception to completion. Our staff of public information specialists is kept up-to-date with the most current SED requirements.

Facilities Needs Assessment Summary

A summary of facilities needs is required to justify additional space. **Savin** has both completed and assisted districts in completing this summary. If a Long Range Facilities Plan has been completed, this summary is a simple step!

Letter of Intent-Projects are reviewed to determine if an accelerated form is applicable or later, if the site package meets the requirements to be separated. An updated description of work is provided if there is a change from the original submission.

Preliminary Submission- The *Application for Examination and Approval of Preliminary Plans* (FP-P) is developed with the architect assigned to the specific project. A review for a complete submission takes place thereby eliminating the need to re-submit; costs are accurately identified at an early stage. The needs assessment and executive summary of the Five year Plan will be included. Savin will assure all preliminary submissions include the following, required documentation:

1. **Application for Examination and Approval of Preliminary Plans (form FP-P)** — One copy of this form will be completed and included as part of the preliminary submission for each project and will include the expected funding and estimated expenditures.
2. **Evaluation of Existing Building (form EEB)**
3. **Preliminary Floor Plans** — One set of schematic floor plans for the entire building showing the way it is intended to be used at the completion of the project for instructional purposes will be included as part of the preliminary submission. These plans are provided at a scale that is clearly legible and show all floors, including the basement, as well as corridors, stairs, ramps, smoke zones, door opening swings, and windows. The square footage and use of all spaces is clearly designated and the existing portion of the building versus the new space, if any, to be added is distinguishable. The total gross square footage of the entire proposed building, as well

Section A: Construction Management Approach

- as the square footage of the existing space versus the new space is also included on the drawings.
4. **Site Plan** — One plan of the entire site denoting walkways, roads, parking areas (including accessibility) and indicating features of the site such as streams and slopes will be provided. The site plan will also indicate utilities (gas, electric, sewer, and water), areas of the site to be developed (such as playgrounds, parking lots, and athletic fields), and show the footprint of all buildings or structures already on the site or to be constructed or placed on the site (such as storage sheds, press boxes, and bleachers).
 5. **Facilities Needs Assessment Summary** including appropriate enrollment projections
 6. **Outline Specifications** consisting of a specifications document or notes and detail sections on drawings describing at least the following: construction classification type, exterior and interior walls, floors, ceiling and roof materials, hardware functions, public utilities, Energy Code Design criteria, and building systems, such as plumbing (supply and waste), HVAC, electrical, lighting (switching pursuant to the Energy Code), communication, signal and detection systems. Any unique features of the building or systems should be described in detail.
 7. **Application for Examination and Approval of a School Site, if applicable** — Three copies of this form will be submitted either prior to or as part of the preliminary submission when the proposed project includes the acquisition of new site. A small plan of the site will be on this form or attached to this form, as required.
 8. **Site Variance Request, if applicable** — If the project involves a site that does not meet SED minimum standards, this document will be prepared and submitted to SED.
 9. **Instructional Space Review Form** — One completed copy of this form will be prepared for every preliminary submission involving new instructional space, whether or not the proposed new space is intended to house special education students.
 10. **Scope of Proposed Project** - One copy of this form will be submitted either before the preliminary or as part of that submission. The appropriate documentation to prove the determination in accordance with the State Environmental Quality Review Act (SEQRA) will be included with this form.
 11. **State Historic Preservation Office (SHPO) notification, if applicable** — One copy of the correspondence sent by or on behalf of the district to notify SHPO concerning this project will be sent as part of the preliminary submission if the project is for a proposed new facility or work which involves a building that is at least fifty years old.
 12. **Calculation of Building Aid Units (BAU), if available** — If the district or its architect/engineer of record has calculated the expected BAU for the project, a copy of those calculation sheets will be provided to the project manager in the Office of Facilities Planning as part of the preliminary submission.

Section A: Construction Management Approach

Submission of Final Plans and Specifications- A review of the construction documents to assure they meet the level of detail needed for submission will be made. A review for inclusion of SED's "Uniform Safety Standards" will be made. The *Application for Examination and Approval of Final Plans and Specifications (FP-F)* will be submitted. This will include the following required documents:

1. **Checklist for Application for Building Permit and Examination and Approval of Final Plans and Specifications** One copy of this form will be completed and sent with the final submission package for each project.
2. **Scope of Proposed Project** — One completed copy of this form is submitted for each project. If applicable, a copy of the Board of Education resolution making the SEQRA determination is attached.
3. **SEQRA Clarification Form** — One completed copy of this form is submitted only if SEQRA has been cleared by SED under a different project control number.
4. **Application for Examination and Approval of Final Plans and Specifications** — One copy of this form is completed for each project. The date of authorization and source of funding is indicated and the estimated cost of the work broken down by category of expenditure is provided.
5. **Evaluation Existing Building form** — A copy of this form is submitted for each project dealing with an existing instructional facility in conformance to the minimum health and safety requirements found in Section 155.7 of the Regulations of the Commissioner of Education.
6. **Highway Letter(s)** — For each project, the district must notify the local highway authority of the expected affect the proposed work will have on the permanent entrances and exits to public highways, the expected need for temporary entrances and exits to public highways to be established during the construction period, and the anticipated affect the work will have on the existing storm drainage system. One copy of the highway letter is provided for each project included in the submission.
7. **Asbestos Letters and Certifications** — For each project the architect or engineer of record will certify to two different things regarding asbestos-containing building materials (ACBM): certification in a letter format that the work of the project will not involve any new ACBM. Second, certification of one of the following: (a) the work of the project will not involve any known or suspected ACBM as evidenced by bulk or destruct testing, or (b) the work of the project will involve ACBM. If the certification is (b), then the A/E will provide asbestos abatement specifications and plans, as needed, and will certify that the plans and specifications comply with Industrial Code Rule #56 as well as the other requirements. A copy of the license of the architect or engineer signing/certifying the work will be included in the specifications manual.

Section A: Construction Management Approach

8. **Structural Responsibility Checklist** — This form will be submitted for each project.
9. **Code Compliance Checklist** — One copy of this form will be completed and included with every final submission package for obtaining a Building Permit. This form will be completed after the contract documents are assembled. Notations on this form will indicate, as appropriate, the page or drawing number where each item can be found.
10. **Complete Plans and Specifications** — A single set of complete construction drawings (black or blue on white) and specifications which incorporate all applicable requirements of SED's "Manual of Planning Standards," the New York State Uniform Fire Prevention and Building Code, the Energy Conservation Construction Code, and, if applicable, Industrial Code Rule #56, will be submitted for approval. Each drawing and the cover sheet of the specifications will be signed and sealed by the A/E of record as well as any other A/E who has designed part of the project. Specifications will be in the format of the Construction Specification Institute (CSI) standards and will include an "equivalency clause" a non-collusive bidding certification (in the "Form of Proposal" section), a copy of the prevailing wage rates from the New York State Labor Department, and all of the requirements for safety during construction in accordance with the Commissioner's Regulations.
11. **Documentation that SHPO has been notified, if applicable** — If the building involved in a capital project is at least 50 years old or the project involves the creation of new space, then the New York State Office of Parks, Recreation and Historic Preservation will be notified of the proposed construction. Documentation proving SHPO (the State Historic Preservation Office) has been contacted, such as a copy of the letter that was sent to that office by the district will be provided to SED.
12. **Certification of Final Building Plans** — This form is required for new instructional facilities or additions to existing instructional facilities, including manufactured buildings, and was developed to help the project managers compute the changes in the Building Aid Units calculated using the floor plans that were included in the preliminary submission as opposed to the floor plans included in the final submission.

Submission for Aid -The completion of the *Request for Building Project Data* (SA-139) will be made. Communication will be made to make sure the project is processed quickly for the receipt of the proper aid.

Building Aid Units- The documents are reviewed for the possibility of combining a project, which may receive no aid on its own, with another project, which receives aid; thereby enabling you to receive aid for both projects. A review of SED documents and labeling/classification of rooms are also performed, as some room designations will provide more aid than others. Recommendations to receive the most building aid are provided. (See more details in the following section.)

Section A: Construction Management Approach

Certificate of Substantial Completion- The facility will be reviewed to assure that the school can be occupied for the designated purpose. Filings will be made with the required response from Facilities Planning.

Final Reporting- Savin's unique SED cost tracking system accounts for all project costs in the specified SED format. Savin can also provide assistance with the completion of final documents, if desired.

Health and Safety

Savin has been putting safety first long before SED established the "uniform safety standards" for school construction, reconstruction and maintenance projects. We develop and communicate the CIP (construction implementation plan) and implement measures to assure safety and minimize the disruption of the normal school routine. The questions of: "Fingerprinting", "student separation", "dust control", "gassing off", etc. are addressed. Savin has also assisted districts with establishing a health and safety program; facilitating the formation of a health and safety committee; and implementing Project SAVE.



Facility Management

Savin assists districts with completing Maintenance Manuals and other facilities management tools required by SED.

Uniform Safety Standards: Review final documents for inclusion of uniform safety standards.

Personnel

Our staff have been in close communication with Rosanne Groff along with her project managers and design reviewers for over a decade through multiple school capital projects and facility planning.

Specific staff are assigned by Savin to monitor the process and communicate with SED's office to ensure that each step is completed in a timely manner. Face to face meetings are important during project review periods and aid calculations. Savin will take the lead in connecting your administration with Facilities Planning in each of these steps. Steve Spangler will serve as SED Liaison.

Section A: Construction Management Approach

8. Change Order Resolution and Claims

Savin Engineers endeavors to hold to a “no change order policy” exclusive of Owner driven scope changes.

This goal of **Savin Engineers**, results in change orders in the value of 1.5% – 2% of the project costs. We are able to meet this by implementing the following:

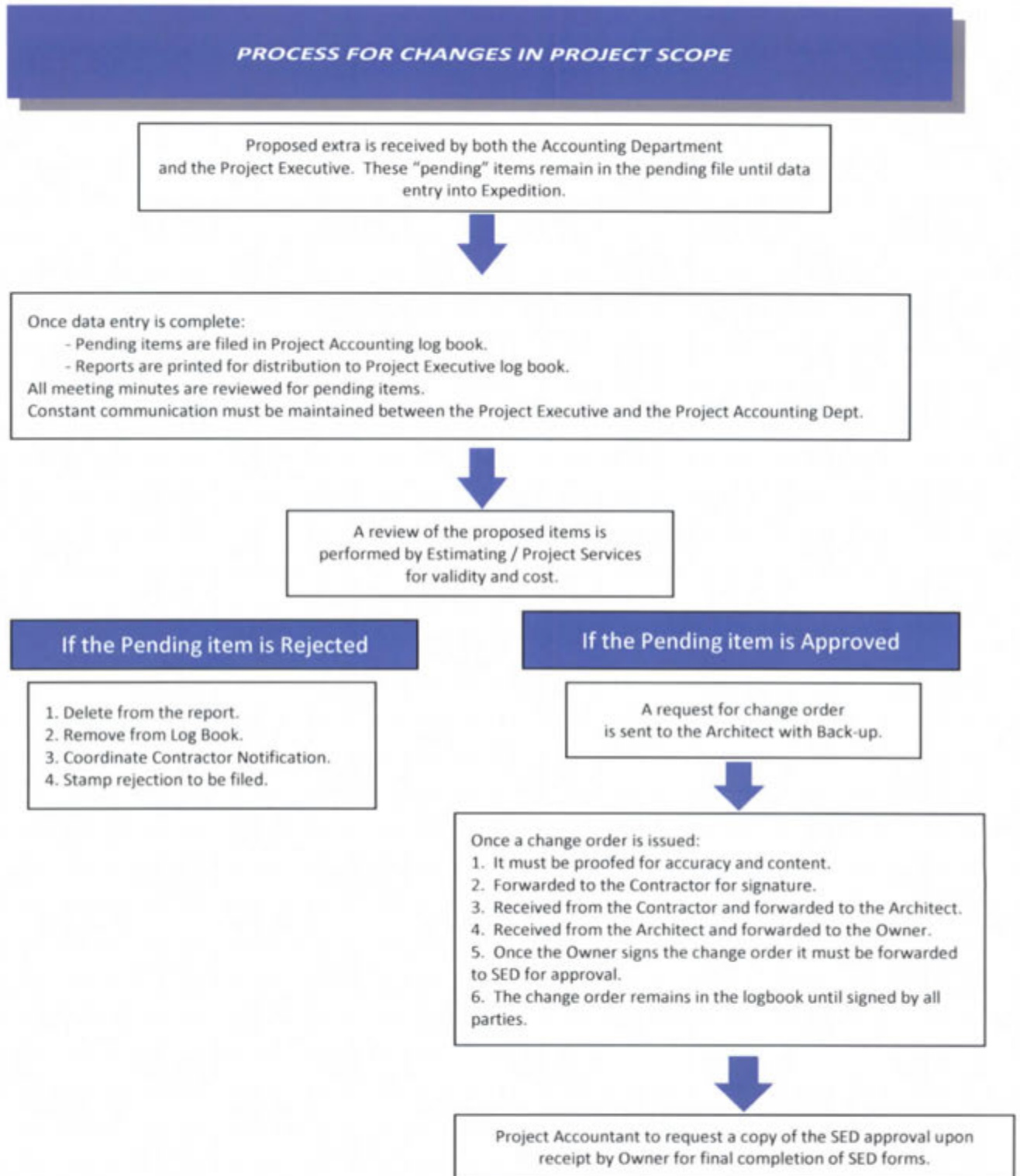
1. Detailed plan reviews prior to bid by all disciplines.
2. Include unit cost allowances as part of base bids.
3. Analyze requests for change orders according to the following flow chart.

Our goal is to hold the line on project costs in order for Rocky Point to use the funds more effectively elsewhere.

The flow chart on the following page outlines our methodology in handling change orders when they arise:

Section A: Construction Management Approach

8. Change Order Resolution and Claims...(cont'd)



Section A: Construction Management Approach

8. Change Order Resolution and Claims...(cont'd)

A review of the front end of the contract documents reduces a significant amount of potential claims. Savin has a refined list of suggested comments to insert in the general conditions of the contract documents. The recommended version for this project is AIA-A232-2009 General Conditions of the Contract for Construction with the construction Manager as Advisor. We will be pleased to discuss our recommended comments to the documents during the interview with you.



Through the use of daily field reports, minutes of project meetings, construction schedule updates, issue logs, progress photographs, and periodic reports, you are also protected against claims.

Additionally, through the use of the most current computer software, we are able to search and link all documents related to an issue and prepare a comprehensive report.

Our staff has been trained in government claim seminars and has successfully resolved claims in their experiences at **Savin**. Owner's claims are always documented from the onset and are resolved quickly, to avoid construction delays. By excluding arbitration clauses from the contracts, construction claims are more likely to be resolved, since it is in the best interest of both parties to avoid costly litigation.

During the construction periods, the construction schedule is updated bi-weekly, with actual start and finish dates plotted against the planned dates. Based on the actual dates and the percentage of work completed, the software calculates any delays. All deficient work items are listed in every week's meeting minutes, and if another delays one party, it is identified for future reference. All parties are constantly aware of their liability for delays.

Although most Wicks Law contracts contain "no damages for delay" clauses, we are experienced in analyzing delay claims brought by a contractor using the Eichlay Formula and in spotting fraudulent or exaggerated claims. We are also able to prepare claims on behalf of an Owner in order to collect liquidated damages, back charges and other costs incurred due to the performance of a contractor.

Section A: Construction Management Approach

9. Quality Control/Quality Assurance

The following are the objectives of the **Savin Engineers** Quality Control/Quality Assurance Program (QC/QA):

- To obtain the level of quality to commensurate with the project plans, specifications and industry standard practices.
- Early identification of defective or deficient work minimizes schedule and cost impacts.
- Ensure that project documentation and “paper trail” is available and concise for use in project administration and resolving open issues.



Savin Engineers staff members are instructed to adhere to the QC/QA set forth below. At the construction phase, these guidelines when implemented properly, keep the program on schedule while compliance to the construction documents (plans and specifications) are enforced.

Savin Quality Control Manager, will work with the project team to develop a program to establish the quality levels designated for the project by the Owner. These objectives will be achieved by implementing the following:

- Establish project specific procedures for monitoring the quality of the work.
- Assurance that as part of the contract documents, each contractor submits a quality control plan, defining how they will meet the intended quality control standards outlined in the contract documents. This includes but is not limited to mandatory testing and inspections.
- Enforce the SED RESCUE regulations to ensure that the students and staff are remaining a safe environment.
- Establish level of acceptable quality by review of project plans, specifications, submittals, product literature, and manufacturer’s installation instructions prior to start of a trade or activity.
- Maintenance of a current and accurate set of plans, specifications, shop drawings and submittals on site to accurately review against work in place.
- Identify activities of work requiring special testing, inspection, or coordination with authorities having jurisdiction. The Construction Administrator will establish project specific procedures for implementation and record keeping of these activities.
- Daily monitoring of work in place including taking of records and photographs. Where necessary, video, specialized procedures and training.
- Issuance of prompt written directives to stop work in areas of non-compliance.
- Review contractors’ schedule of values prior to invoicing against engineers QC/QA estimate. Maintain strict control in the review of contractors’ requests for payment, by carefully reviewing schedule progress and quantity of placed work.

Section A: Construction Management Approach

9. Quality Control/Quality Assurance...(cont'd)

- Establish clear definitions of change order approval process, and maintain strict control that no additional work is approved without proper authority.
- Monitoring and issuance of updates to the agreed C.P.M. schedule outlined in the contract documents. Assess delays against the responsible contractor.
- Project documentation is to reside primarily in Expedition, and will include the following; Daily reports, Meeting Minutes, RFI Logs, Submittal Logs, Insurance log, Contractor/Payment Requisitioning Log, Correspondence, and Photographs.
- Reviews and assistance for the Construction Team in the receipt of closeout documents.
- Explanatory meetings for review of closeout documents with the Owner.

During the course of the program, the **Savin** QC/QA will carry out comprehensive internal quality audits to see that the foregoing has been implemented and maintained. **Savin** will implement this program fairly and impartially.

The onsite functions of the Construction Manager does not in any way mitigate the contractual obligations of each contractor to provide quality performance. Contractors are solely responsible for the quality of their work.



Section A: Construction Management Approach

10. Project Close-out

Project Finalization is defined as the period where the project is converted to warranties and maintenance procedures and protocols to maintain, in fact, the capital investment made today will expand the useful life of the material and/or products.

The services provided are as follows:

- *Final Punch List Inspection*
- *Final Accounting Audit*
- *Final SED Reports*
- *Coordination of the Architects Final Inspection*
- *Turn Over of Site Documents*
- *Receipt, Review and Processing of:*
 - ✓ *Manuals - Guarantees/Warranties*
 - ✓ *Manuals - Procedures/Spare Parts*
 - ✓ *Release of Liens (Subcontractors)*
 - ✓ *Release of Liens (Prime Contractor)*
 - ✓ *Contractor's Affidavit of Payment of Debts and Claims*
 - ✓ *Consent of Surety*
 - ✓ *Submission of As-Built Drawings*
 - ✓ *Certificate of Current Insurance*
 - ✓ *Contractor's Guarantee of Insurability*
 - ✓ *Certification of Wage Rates*
 - ✓ *Final Applications for Payment*
 - ✓ *On call assistance after project close-out*

Section B: Fee

**ROCKY POINT UNION FREE SCHOOL DISTRICT
CONSTRUCTION MANAGEMENT SERVICES
FEE SCHEDULE**

APPENDIX "B"

1. Principal	\$ <u>0</u> Hourly rate	\$ <u>0</u> O/T rate*
2. Project Executive	\$ <u>144</u> Hourly rate	\$ <u>144</u> O/T rate*
3. Project Manager	\$ <u>120</u> Hourly rate	\$ <u>120</u> O/T rate*
4. Asst. Project Manager	\$ <u>108</u> Hourly rate	\$ <u>108</u> O/T rate*
5. Clerical	\$ <u>48</u> Hourly rate	\$ <u>48</u> O/T rate*

*O/T rate applies to the following days: Saturday and Sunday

The number of hours required will vary and will be determined by the District.

All firms should base their fees for comparison purposes on the following criteria:

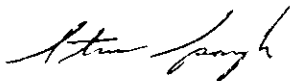
1. Estimated Construction Value :\$13,900,000
2. Total Project Duration is approximately 35 months, 2/1/2017-1/1/2020

Savin Engineers, PC

Company

1600 Calebs Path Extension, Suite 211 Hauppauge, NY 11788

Address



Signature

Steve Spangler/Regional Director

Print Name/Title

Section C: Sample Insurance

Section B: Fee

For the Rocky Point Union Free School District construction management services RFP #R17-02, we propose the following fee: \$494,600



CERTIFICATE OF LIABILITY INSURANCE

SAVIN-1

OP ID: MB

DATE (MM/DD/YYYY)

12/19/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Poole Professional - NY 1160F Pittsford-Victor Rd. Pittsford, NY 14534 Thomas J. Mullen		CONTACT NAME: PHONE (A/C, No, Ext): 585-385-0428 E-MAIL ADDRESS: FAX (A/C, No): 585-662-5755	
INSURED Savin Engineers, PC 3 Campus Drive Pleasantville, NY 10570		INSURER(S) AFFORDING COVERAGE INSURER A: National Fire Ins. Co. NAIC # 20478 INSURER B: Valley Forge Insurance Company 20508 INSURER C: Continental Casualty Company 20443 INSURER D: INSURER E: INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED NOTWITHSTANDING ANY REQUIREMENT TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5099706119	11/11/2016	11/11/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS COMP/OP AGG \$ 2,000,000
	<input checked="" type="checkbox"/> CROSS LIABILITY Business Owners GENL AGGREGATE LIMIT APPLIES PER POLICY <input checked="" type="checkbox"/> PROJECT LOC OTHER			SEVERABILITY OF INTEREST			
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY ANY AUTO <input checked="" type="checkbox"/> ALL OWN'D AUTOS <input checked="" type="checkbox"/> HIRED AUTOS		<input checked="" type="checkbox"/>	6023577824	11/11/2016	11/11/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR						EACH OCCURRENCE \$ 10,000,000
C	<input checked="" type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 10000		<input checked="" type="checkbox"/>	6023577841	11/11/2016	11/11/2017	AGGREGATE \$ 10,000,000
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y/N	<input type="checkbox"/> N/A	6023577810	11/11/2016	11/11/2017	<input checked="" type="checkbox"/> PER STATUTE OTHER E L EACH ACCIDENT \$ 1,000,000 E L DISEASE FA EMPLOYEE \$ 1,000,000 E L DISEASE POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: RFP #R17-02

CERTIFICATE HOLDER**CANCELLATION**

Rocky Point UFSD
 90 Rocky Point-Yaphank Road
 Rocky Point, NY 11778

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Thomas J. Mullen

© 1988-2014 ACORD CORPORATION. All rights reserved.



CERTIFICATE OF LIABILITY INSURANCE

SAVIN-1 OP ID: SM

DATE (MM/DD/YYYY)

12/19/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
 Poole Professional - NY
 1160F Pittsford-Victor Rd.
 Pittsford, NY 14534
 Thomas M. Mullard

CONTACT NAME:
 PHONE (A/C, No, Ext): 585-385-0428
 E-MAIL ADDRESS:

FAX (A/C, No): 585-662-5755

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: XL Specialty Insurance Company

37885

INSURED
 Savin Engineers, PC
 3 Campus Drive
 Pleasantville, NY 10570

INSURER B:
 INSURER C:
 INSURER D:
 INSURER E:
 INSURER F:

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE \$
	CLAIMS-MADE		OCCUR				DAMAGE TO RENTED PREMISES (Ea occurrence) \$
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER						GENERAL AGGREGATE \$
	POLICY	PRO-JECT	LOC				PRODUCTS - COMP/OP AGG \$
	OTHER						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	ANY AUTO		SCHEDULED AUTOS				BODILY INJURY (Per person) \$
	ALL OWNED AUTOS		NON-OWNED AUTOS				BODILY INJURY (Per accident) \$
	HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB		OCCUR				EACH OCCURRENCE \$
	EXCESS LIAB		CLAIMS-MADE				AGGREGATE \$
	DED		RETENTION \$				\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/>	Y/N	N/A			E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
A	Prof. Liability			X DPR9908494	11/11/2016	11/11/2017	PER CLAIM 5,000,000
	Pollution Liability			X DPR9908494	11/11/2016	11/11/2017	AGGREGATE 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: RFP #R17-02

CERTIFICATE HOLDER

Rocky Point UFSD
 90 Rocky Point-Yaphank Road
 Rocky Point, NY 11778

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2014 ACORD CORPORATION. All rights reserved.

Section D: Required Forms

**ROCKY POINT UNION FREE SCHOOL DISTRICT
CONSTRUCTION MANAGEMENT SERVICES**

INSURANCE REQUIREMENTS

APPENDIX "D"

INSURANCE IDENTIFICATION: THE RFP NUMBER IS TO APPEAR ON ALL CERTIFICATES OF INSURANCE.

INDEPENDENT CONTRACTOR: The CORPORATION/CONTRACTOR/AGENCY/CONSULTANT, is an independent contractor and covenants and agrees that it, its agents, servants and/or employees will neither hold itself/themselves out as, nor claim to be an employee, servant or agent of the ROCKY POINT UFSO.

INSURANCE: Contractor/vendor shall take out and maintain during the life of this contract, insurance as listed below with Rocky Point UFSO listed as additional insured. It shall be the responsibility of the contractor/vendor to submit original certificates of insurance to the District, and to maintain such insurance in amounts as set forth below. The amounts specified are the **minimum** coverage acceptable. Contractor/vendor shall not commence work under this contract until all insurance required has been obtained, and the Rocky Point UFSO has approved such insurance. If any insurance policy is cancelled, not renewed or expires during the life of the contract, immediate notice of cancellation, non-renewal, or expiration shall be delivered to the District no less than 30 days prior to the date and time of cancellation, non-renewal, or expiration.

- I. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the consultant hereby agrees to effectuate the naming of the district as an additional insured on the consultant's insurance policies, with the exception of workers' compensation, NY State disability and professional liability. If the policy is written on a claims-made basis, the retroactive date must precede the date of the contract
- II. The policy naming the district as an additional insured shall:
 - Purchase an insurance policy from an A.M. Best rated "secured" insurer, authorized to conduct business in New York State.
 - State that the organization's coverage shall be primary coverage for the District, its Board, employees and volunteers.
 - The district shall be listed as an additional insured by using endorsement CG 2026 or equivalent. The certificate must state that this endorsement is being used. If another endorsement is used, a copy shall be included with the certificate of insurance.
- III. The consultant agrees to indemnify the district for any applicable deductibles.
- IV. Required Insurance:
 - **Commercial General Liability Insurance**
\$1,000,000 per occurrence/ \$2,000,000 aggregate.
 - **Workers' Compensation and N.Y.S. Disability**
Statutory Workers' Compensation, Employers' Liability and N.Y.S. Disability Benefits Insurance for all employees.
 - **Professional Errors and Omissions Insurance**
\$1,000,000 per occurrence/ \$2,000,000 aggregate for the professional acts of the auditor performed under the contract for the district. If written on a "claims-made" basis, the retroactive date must pre-date the inception of

the contract or agreement. Coverage shall remain in effect for two years following the completion of work.

- **Excess Insurance**

On a "Follow-Form" basis, with limits of \$3,000,000 each occurrence and aggregate.

- V. Consultant acknowledges that failure to obtain such insurance on behalf of the district constitutes a material breach of contract. The consultant is to provide the districts with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities. The failure of the district to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the district.

Savin Engineers, PC

Company

1600 Calebs Path Extension, Suite 211 Hauppauge, NY 11788

Address



Signature

R. Srinivasaraghavan/President


Print Name/Title

**ROCKY POINT UNION FREE SCHOOL DISTRICT
NON-COLLUSIVE BIDDING CERTIFICATION**

Chapter 751 of the Laws of 1965 amended Section 103-d of the General Municipal Law required that every bid or proposal submitted to a political sub-division of New York State must contain the following certification properly signed and executed:

The undersigned hereby certifies that:

- a. This bid or proposal has been independently arrived at without collusion with any other bidder with any competitor or potential competitor;
- b. This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids or proposals for this project, to any other bidder, competitor or potential competitor;
- c. No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
- d. The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing in its behalf.
- e. The attached hereto (if a corporate bidder) is a certified copy of resolution authorizing the execution of this certificate by the signator of this bid or proposal in behalf of the corporate bidder.



Signature

President

Title

RESOLUTION-for corporate bidders only

RESOLVED that R. Srinivasaraghavan be authorized to sign and submit the bid or proposal of this corporation for the following project, Construction Management Services

and to include in such bid or proposal the certificate as to non-collusion required by Section one hundred three-d of the General Municipal Law as the act and deed of such corporation, and for any inaccuracies or misstatements in such certificate this corporate bidder shall be liable under the penalties of perjury.

The foregoing is a true and correct copy of the resolution adopted by Savin Engineers, PC Corporation at a meeting the _____ day of _____ 20__ and is still in full force and effect on this 20th day of Dec. 2016.

Seal of the Corporation





Secretary

AFFIDAVIT OF COMPLIANCE

STATE OF

COUNTY OF Westchester

R. Srinivasaraghavan, being duly sworn, deposes and says:

- 1) That (s)he is an officer or representative of Savin Engineers, PC and that (s)he has the authority to sign this affidavit.
- 2) This affidavit is offered as an inducement to the Rocky Point Union Free School District to award to Savin Engineers, PC such purchase contracts for goods or services as directed by the Board of Education, in accordance with New York State law and with District policy.
- 3) That no Officer, Employee or Stockholder of the above referenced vendor is an Employee, in any position, Administrator or Board Member at the Rocky Point Union Free School District other than as disclosed below.
- 4) That no Officer, Employee or Stockholder of the above-referenced vendor is related to an employee in any position, administrator or Board Member, at the Rocky Point Union Free School District other than as disclosed below:

Vendor: List Officer, Employee or Stockholder's Name	Position with Vendor	Rocky Point UFSD Employee, Administrator or Board Member Name	Relationship between parties
None			

R. Srinivasaraghavan
Signed

December 20, 2016
Date

Sworn to before me this 20th
Day of December, 2016

Paul J. [Signature]
Notary Public

Seal

Arvind Ranganathan
Notary Public
State of New York
Reg. No. 01RA6196733
Commission Expires 11-17-2020

CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

As a result of the Iran Divestment Act of 2012 (the "Act"), chapter 1 of the 2012 Laws of New York, a new provision has been added to Stat Finance Law (SFL) § 165-a and New York General Municipal Law § 103-g, both effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law) (the "Prohibited Entities List"). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act's effective date at which time it will be posted on the OGS website.

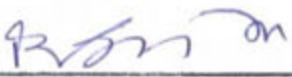
By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Bidder/Contractor, any person signing on behalf of any Bidder/Contractor and any assignee or subcontractor and, in the case of a joint bid, each party thereto, certifies, under penalty of perjury, that once the Prohibited Entities List is posted on the OGS website, that to the best of its knowledge and belief, that each Bidder/Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to SFL §165-a(3)(b).

Additionally, Bidder/Contractor is advised that once the Prohibited Entities List is posted on the OGS Website, any Bidder/Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this solicitation must certify at the time the Contract is renewed, extended or assigned that it is not included on the Prohibited Entities List.

During the term of the Contract, should the School District receive information that a Bidder/Contractor is in violation of the above-referenced certification, the School District will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he/she/it has ceased engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the School District shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the Bidder/Contractor in default. The School District reserves the right to reject any bid or request for assignment for a Bidder/Contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any Bidder/Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

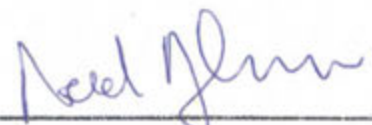
I, R. Srinivasaraghavan, being duly sworn, deposes and says that he/she is the President of the Savin Engineers, PC Corporation and that neither the

Bidder/Contractor nor any proposed subcontractor is identified on the Prohibited Entities List.



SIGNED

SWORN to before me this
20th day of December

2016
Notary Public: 

Arvind Ranganathan
Notary Public
State of New York
Reg. No. 01RA6196733
Commission Expires 11-17-2020



Construction Management & Consulting Services

Building With Integrity

**Proposal for
RFP# R17-02 Construction Management Services**

**Prepared for
ROCKY POINT UNION FREE SCHOOL DISTRICT**



**Submitted by
School Construction Consultants, Inc.
190 Motor Parkway, Suite 201
Hauppauge, NY 11788**

**CONTACT: NICOLAS AMORUSO, AIA, LEED AP
PRINCIPAL
NA@SCC-CM.COM**

**TEL: (631) 567-0200
FAX: (631) 567-6816**

December 22, 2016

TABLE OF CONTENTS

**Introduction
Management Approach
Corporate Services
Scope of Services**

**Personnel
Organizational Chart
Resumes**

**Project Lists
Project Profiles**

**Letters of Recommendation
References
Proposed Fee
Certificate of Insurance
Required Forms**



Construction Management & Consulting Services

INTRODUCTION

On behalf of everyone at School Construction Consultants (SCC), we thank you for the opportunity to present our proposal to the Rocky Point Union Free School District. School Construction Consultants (SCC) has provided Professional Construction Management Services for educational facilities in the region for more than twenty-three (23) years, and has completed hundreds of substantial projects in more than (80) school districts. Our experience is unmatched in the field of construction management for educational facilities.

SCC is dedicated to supplying the most effective management techniques for the planning and construction of a project, from inception to completion, for the purpose of controlling time, cost and quality. This results in a depth of knowledge and experience that is unparalleled. SCC's capabilities extend from straightforward infrastructure improvements, to projects incorporating alterations, additions and new construction. All our projects have been completed without compromising the on-going use of an in-service facility.

The principals of School Construction Consultants, Inc. are licensed architects in the state of New York, and have their LEED Accredited Professional certification. This can assist in keeping any goals for sustainable construction that the Rocky Point Union Free School District may have at the forefront of these endeavors. All of this experience is invaluable in that it adds a high level of knowledge and experience to the Project Management team.



190 Motor Parkway, Suite 201
Hauppauge, NY 11788

Principals:
Nick Amoruso
AIA, LEED AP
na@scc-cm.com
Tel: (631) 567-0200
Fax: (631) 567-6816

William Recce
AIA, LEED AP
wr@scc-cm.com
Tel: (631) 567-0200
Fax: (631) 567-6816

Richard Bartlett, AIA, LEED AP
rtb@scc-cm.com
Tel: (631) 567-0200
Fax: (631) 567-6816

Three Village Central School District



www.schoolconstruction.com



Management Approach

MANAGEMENT APPROACH

The very nature of construction management requires the skills of a diplomat to maintain lines of communication and to monitor the successful transfer of information. School Construction Consultants coordinates the activities of design professionals, the Rocky Point Union Free School District Board Members and administrators, the contractors, members of the community and other stakeholders, by fostering a spirit of teamwork and collaboration. It is an approach that results in success, time and again, in school facilities across Long Island.

The overall success of this approach is not only dependent on the smooth integration of various aspects of the construction program, but also on the ability of the Construction Management Team to deliver the construction work for the best value to the Rocky Point Union Free School District.

SPECIFIC PROJECT APPROACH AND FOCUS

The following describes the philosophy of School Construction Consultants, Inc. in our approach to the management of all our projects. Our sole focus is the construction management of educational facilities, so we are experienced in keeping projects on schedule while minimizing disruption to the educational process. We limit any excessive noise and major disruptions to prior to the start of the semester, as well as after school hours, and Saturdays, as required. We are keenly aware of the challenges of working within an occupied school facility. We consistently formulate practical solutions to individually address each potential issue proactively and foster a positive outcome.

School Construction Consultants, Inc. has the ability to provide significant contributions to the Rocky Point Union Free School District, based on our extensive hands-on experience in the construction of educational facilities. Our active Construction Management role in school districts is invaluable when undertaking the process of controlling the cost and scheduling aspects of the work. We have worked in the surrounding areas for many years and have the professional qualifications to achieve success.

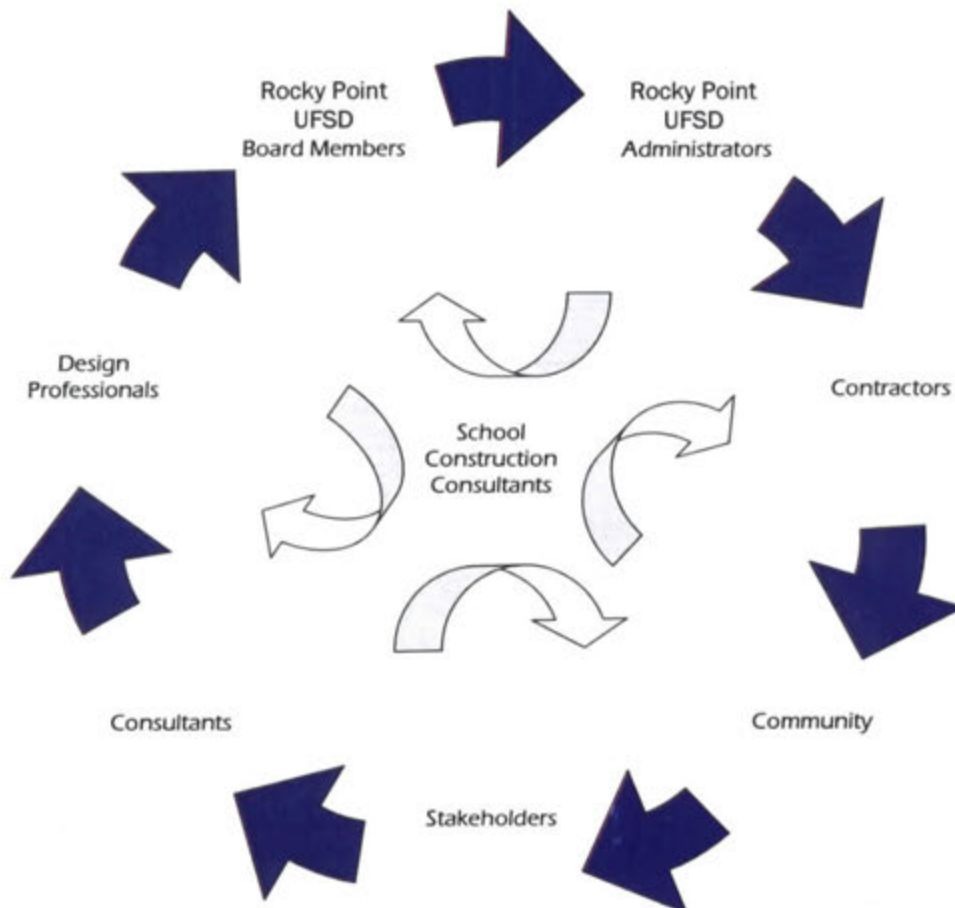
Port Washington UFSD – ADA Upgrades



COMMUNICATION

To ensure the project is completed in accordance with the Rocky Point Union Free School District expectations, it is vital to maintain close contact with all parties during the entire course of the program. Meticulous maintenance of the project's records, including constantly updating primary and secondary contact information, is vital to keeping everyone informed. With multiple contacts for each Trade Contractor, Consultant and District Representative, School Construction Consultants is able to immediately contact appropriate personnel in the event of an urgent or fast-developing situation.

COLLABORATION CHART



PRIORITIZATION

Making certain that the priorities of the **Rocky Point Union Free School District** are clearly understood by everyone involved in the project is a critical part of orchestrating a successful construction endeavor. To accomplish this, extensive follow-up is part of our routine. This prevents unnecessarily prolonging decisions that impact the project's cost or schedule. SCC will also conduct weekly meetings to update the members of the **Rocky Point Union Free School District**, and to review the progress of each phase of work. These meetings, their documentation, and the follow-up responsibilities they generate, are vital to competent coordination of the planning and construction.

The overall success of this approach is not only dependent on the smooth integration of various aspects of the construction program, but also on the ability of the Construction Management Team to deliver the construction work. The focus is

Greenwich Public Schools



Mechanical Installations



on the to the District, while maintaining control over schedule and quality, while at the same time, limiting the impact of active construction on the **Rocky Point Union Free School District** students, staff and administration.

TECHNIQUES AND METHODS

Our successful management methods employ key organizational principles, used repeatedly as "milestones" to achieve a full team effort that meets exacting standards of quality.

SUSTAINABILITY

With the Principals being LEED accredited, SCC is moving to the forefront of the sustainability movement, having completed multiple LEED projects and other "green" initiatives, such as Photovoltaic systems in the Hauppauge, Wantagh, and Brentwood School Districts.

Hauppauge UFSD



Brentwood UFSD



MONITORING

During the entire course of the project, we will constantly strive to keep the project on track. We will request bi-weekly meetings with all parties, during the pre-construction phase, and we will monitor and document all progress and issues through our Daily Reports and Project Meeting Minutes. We will develop a project timeline that will include milestones necessary to meet the aggressive schedule. We will track the progress of the entire project by comparison to the milestone dates. We will make necessary adjustments, if required.

WICKS LAW

Because our primary focus is providing Construction Management Services for educational facilities, School Construction Consultants, Inc. is well-versed in projects subject to Wicks Law, which, except for projects under certain monetary thresholds, requires separate specifications and bidding for General Construction, Plumbing, HVAC, and Electrical subcontracts. This creates an increased level of coordination among District contractors, and the skill to effectively manage an array of personalities.

BUDGET AND SCHEDULES

School Construction Consultants, Inc. is meticulously thorough in our approach to the budgeting and scheduling process. While maintaining a tight reign on the construction activity, we are able to constantly scrutinize the budget and construction schedule. Both are closely monitored on a daily basis. Adjustment, if required, is made on a daily basis.

Eastern Suffolk B.O.C.E.S.- Roof Replacment



Southampton Elementary School - Addition



Corporate Services

CORPORATE SERVICES

SCC can offer the Rocky Point Union Free School District a broad array of Construction Management Services. On this page is a chart listing our professional services and indicating to which segment of the project lifecycle they apply.

Professional Services	Pre-Construction	Procurement	Construction	Post-Construction
Budget Analysis/Cost Control	✓	✓	✓	✓
LEED Assistance	✓	✓	✓	✓
Construction Selection/Management	✓	✓	✓	✓
Program Management Plan	✓		✓	
Design Phase Management	✓	✓		
Constructability Reviews	✓			
Project Phasing	✓		✓	
Value Engineering	✓		✓	
Management Information Systems	✓	✓	✓	
Contract Administration	✓	✓	✓	✓
Cost Estimating	✓	✓	✓	✓
Document Control	✓	✓	✓	✓
Community Relations	✓	✓	✓	✓
Bid Packaging	✓			
Bid Analysis/Award Support		✓		
Contractor Coordination/Management			✓	✓
Progress Meetings	✓	✓	✓	✓
Daily/Monthly Reporting	✓	✓	✓	✓
Schedule Control	✓	✓	✓	✓
Claims Avoidance/Dispute Resolution	✓	✓	✓	✓
Progress Payment Review	✓	✓	✓	✓
Punch List Assistance			✓	✓

Scope of Services

PRE-CONSTRUCTION SERVICES

Essential planning begins with the pre-construction phase. During this phase, we will provide coordination throughout the conceptual planning, support the development of the budget and schedule, implement the reporting procedures, review the design and construction plans, and assist with bidding and awarding contracts. This is designed to save time and money and permits a more efficient construction phase.

Services include:

Pre-Referendum Phase:

- Assist in public information, regulatory review, and referendum process coordination
- Assist in identifying preliminary conceptual solutions and evaluation / selection of preferred concept

Schematic Design and Approval Phase:

- Continue development of a project budget
- Assist with LEED requirements
- Document project organization and procedures
- Development of a master schedule
- Establish and monitor the design schedule
- Estimate design concepts Identify value engineering opportunities

Design Development and Approval Phase:

- Monitor the design development schedule
- Review plans and specifications for constructability and coordination of multiple prime contractors
- Estimate final design development package
- Identify long-lead delivery items for early purchasing



Babylon UFSD – Gymnasium Addition



Construction Document Phase:

- Establish final procurement strategies
- Review plans and specifications for constructability and coordination of multiple prime contractors
- Recommend contract provisions
- Recommend and carry out action to minimize the impact of any discrepancies on the progress and cost of the project.
- Bid long-lead materials and equipment
- Update master schedule
- Establish and monitor detailed construction timeline and milestones
- Establish submittal procedures
- Estimate final construction documents

Bid and Award Phase:

- Assist to prepare advertisements for bidding
- Assist in pre-bid conferences
- Review the addenda issued by the Architect
- Assist to receive and analyze bids
- Assist in the review of contractor qualifications



Babylon UFSD – Auditorium Renovations



CONSTRUCTION SERVICES

SCC's emphasis is always on proactively planning the construction efforts from scope development and design, through the pre-construction phase consistently results in better cost control, schedule control, and quality control throughout the remainder of the project. Solid management of all aspects of the construction process is the continuation and the successful culmination of that effort.

School Construction Consultants' construction phase services include all activities involved in coordinating and managing the construction to a successful conclusion. We customize our services for each project according to the individual requirements of each client.



The following is our standard list of construction phase services:

Construction Phase:

- Assist with LEED requirements
- Maintain on-site staff
- Manage testing agencies
- Monitor construction schedule
- Monitor progress of the work
- Prepare monthly progress reports
- Monitor construction quality
- Maintain jobsite records
- Review requests for payment
- Assist in the review of change order proposals including pricing and schedule impact
- Advise the Owner on all construction labor issues
- Schedule and Conduct regular job meetings with Contractors, Architects, Engineers, and District Personnel
- Prepare field reports
- Arrange photographic record of the project

- Assist in the development of a logistics plan which will consist of locating the following:
 - o Site barricades/fencing
 - o Storage trailers
 - o Laydown areas
 - o Contractor parking area
 - o Temporary sidewalk and street closures
 - o Temporary roads for construction access
 - o Monitor L.E.E.D. requirements

Close Out Phase:

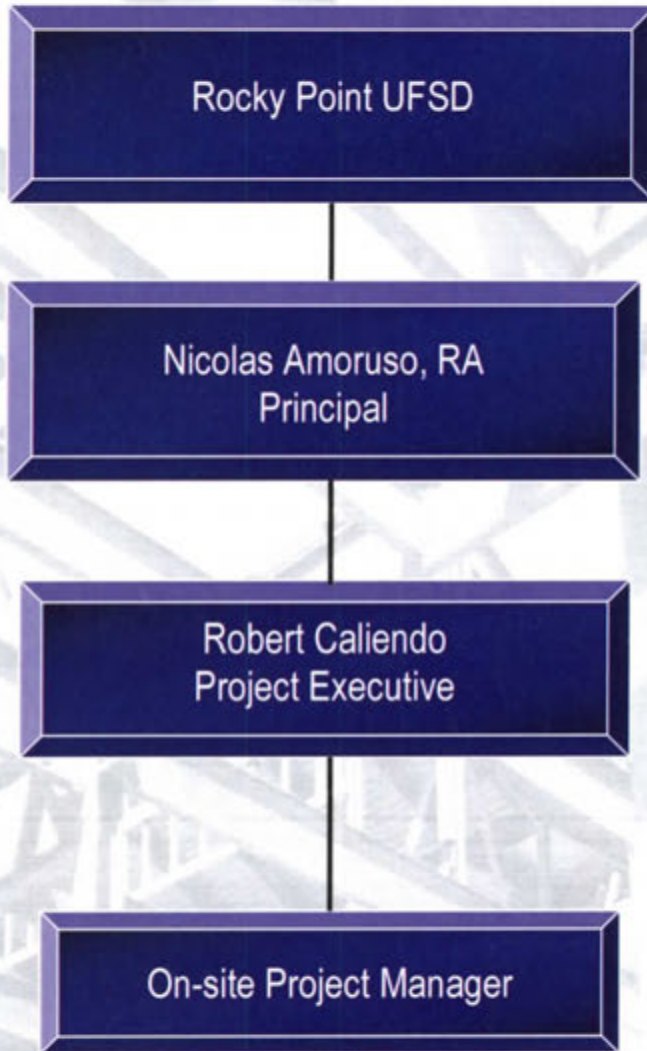
- Monitor close-out schedule
- Coordinate acceptance inspection reports from testing labs
- Close-out construction documents
- Coordinate systems testing programs
- Implement start-up procedures
- Coordinate occupancy including the installation of Owner purchased equipment and furniture

Post Construction Phase:

- Coordinate operations and maintenance training
- Monitor contract warranty work

Organizational Chart

Rocky Point UFSD
Construction Management / Monitoring Services
Organizational Chart



- **Project Executive (Part-time):** General oversight and management direction of the project. The Project Executive will manage the Project Team throughout the construction and close-out phases, and be responsible for the coordination of documentation related to the project.
- **Project Manager (Full-time):** Full-time on-site management of in-district construction activities.

Resumes

NICOLAS AMORUSO, RA, LEED AP

PRINCIPAL

Experience:

Shoreham Wading River CSD, Shoreham, NY
Capital Improvement Program - \$850,000

Hicksville Union Free School District, Hicksville, NY
Capital Improvement Program - 11 Facilities - \$33.9 million

West Islip Union Free School District, West Islip, NY
Capital Improvement Program - 9 Facilities - \$52.9 million
Capital Improvement Program - 9 Facilities - \$22.7 million

Babylon Union Free School District, Babylon, NY
Capital Improvement Program - 3 Facilities - \$16.5 million
Capital Improvement Program - 3 Facilities - \$26.6 million

Deer Park Union Free School District, Deer Park, NY
Capital Improvement Program - \$1.5 million
Bond Referendum - \$23 Million

Sachem Central School District, Holbrook, NY
Capital Improvement Program - 18 Facilities - \$228.6 million

Brentwood Union Free School District, Brentwood, NY
Capital Improvement Program - 18 Facilities - \$100 million

Southampton Union Free School District, Southampton, NY
Capital Improvement Program - 3 Facilities - \$59 million

Three Village Central School District, East Setauket, NY
Bond Referendum - \$72.8 million
Capital Improvement Program - 4 Facilities - \$8.2 million
Capital Improvement Program - 9 Facilities - \$56.1 million

South Country Central School District, Bellport, NY
Capital Improvement Program - 6 Facilities - \$65.8 million

Northport - E.Northport Union Free School District, Northport, NY
Roof Reconstruction - 4 Facilities - \$8.2 million
Capital Improvement Program - 3 Facilities - \$30.5 million

Eastern Suffolk B.O.C.E.S.
HVAC Upgrades at Islip Academic Center, Islip Career Center, Brookhaven Learning Center East and Brookhaven Learning Center West. Roof Curb Installations at Brookhaven Technical Center. Reconfiguration & Replumbing of New Gas Feeder from Riser to Roof. Exterior Door Replacements at Islip Career Center. Sound Dampening Panel Re-installation at Brookhaven Academic Center.

Western Suffolk B.O.C.E.S.
Roof Replacement with complete asbestos abatement at James E. Allen Elementary School - \$1.1 million

Southold Union Free School District, Southold, NY
Capital Improvement Program - 2 Facilities - \$14.7 million

Bayport - Blue Point Union Free School District, Bayport, NY
Capital Improvement Program - 5 Facilities - \$9.6 million

North Bellmore Union Free School District, North Bellmore, NY
Capital Improvement Program - 3 Facilities - \$1.2 million

Career Profile:

Mr. Amoruso has over (29) twenty-nine years of experience in the design and construction industry. His responsibilities include coordinating projects from design phase through construction completion. The majority of projects Mr. Amoruso has been involved in are educational facilities and large-scale commercial developments of a wide variety.

Mr. Amoruso has the responsibility for all turn-key, design-build construction projects including interior design and construction. His responsibilities also include market development, personnel and construction field operations. Mr. Amoruso has a long-standing reputation for high expertise and knowledge of large-scale educational construction projects.

Affiliations:

- American Institute of Architects (AIA)
- US Green Building Council (USGBC)
- School Business Partnership of Long Island (SBPLI) - Board of Directors
- New York State Association for Superintendents of School Buildings and Grounds (SBGA)
- Design Build Institute of America (DBIA)
- For the Inspiration and Recognition of Science and Technology (FIRST)/Long Island Regional Development Council & Judge

Education:

New York Institute of Technology, Westbury, NY
Bachelor of Architecture, 1986



WILLIAM RECCE, RA, LEED AP

PRINCIPAL

Experience:

Hicksville Union Free School District, Hicksville, NY
Capital Improvement Program – 11 Facilities - \$33.9 million

West Islip Union Free School District, West Islip, NY
Capital Improvement Program – 9 Facilities - \$52.9 million
Capital Improvement Program – 9 Facilities - \$22.7 million

Deer Park Union Free School District, Deer Park, NY
Capital Improvement Program – \$1.5 million
Bond Referendum - \$23 Million

Sachem Central School District, Holbrook NY
Capital Improvement Program – 18 Facilities - \$228.6 million

Brentwood Union Free School District, Brentwood, NY
Capital Improvement Program – 18 Facilities - \$100 million

Northport – E. Northport Union Free School District, Northport, NY
Capital Improvement Program – 3 Facilities - \$30.5 million
Roof Reconstruction – 4 Facilities - \$8 million

Bethpage Union Free School District, Bethpage, NY
Capital Improvement Program – 5 Facilities - \$29 million

Port Chester – Rye Union Free School District, Port Chester, NY
Capital Improvement Program – 6 Facilities - \$25.3 million
Included Mechanical, Electrical & Plumbing Upgrades, site improvements, masonry restoration, roofing. Complete roof replacement and tower/cupola restoration at HS

Jericho Union Free School District, Jericho, NY
Capital Improvement Program – 6 Facilities - \$25 million

Deer Park Union Free School District, Deer Park, NY
Capital Improvement Program – 5 Facilities - \$23 million

Carmel CSD, Carmel, NY
Excel Capital Improvement Projects – 3 Facilities – \$3.6 Million
District-wide Completion of \$20 Million Bond Referendum Projects

Greenwich Public Schools, Greenwich, Connecticut
On-call Project Management services for District-wide
Capital Improvement Program - \$12 million

Bridgeport Discovery Magnet Elementary School, Bridgeport, NY
New 68,000 sf state-of-the-art Elementary School is part of a magnet school program. This building is LEED certified and was finished three months early (January 2011).

Western Suffolk B.O.C.E.S.
Roof Replacement with complete asbestos abatement
James E. Allen Elementary School - \$1.1 million

Southold Union Free School District, Southold, NY
Capital Improvement Program – 2 Facilities - \$15 million

Comsewogue Union Free School District, Port Jefferson Station, NY
Roof Replacement – 3 Facilities - \$500,000

Three Village Central School District, E. Setauket & Pt Jefferson, NY
HVAC Upgrades, Interior Alterations, Cafeteria and Entry Vestibule
Addition/Re-roofing - \$8.2 million

Bayport – Blue Point Union Free School District, Bayport, NY
Capital Improvement Program – 5 Facilities - \$9.6 million

Career Profile:

Mr. Recce has over (27) twenty-seven years of experience in the design and construction industry. His responsibilities include coordinating projects from design phase through construction completion.

His construction experience includes various project types, including educational facilities, food service establishments, retail space, commercial banking institutions, and hospital renovations. In addition, he has extensive experience in construction estimating for both commercial and residential construction. His diversified knowledge and experience are monumental contributions to our firm.

Affiliations:

- American Institute of Architects (AIA)
- US Green Building Council (USGBC)
- School Business Partnership of Long Island (SBPLI) – Board of Directors
- New York State Association for Superintendents of School Buildings and Grounds (SBGA)
- Design Build Institute of America (DBIA)
- For the Inspiration and Recognition of Science and Technology (FIRST) – Long Island Regional Development Council and Judge

Education:

New York Institute of Technology, Westbury, NY
Bachelor of Architecture, 1990



RICHARD T. BARTLETT, RA, LEED AP
PRINCIPAL

Experience:

Suffolk Community College

New Building – Work Force Development Technology Center
\$5 million. LEED Gold Certified.

Southold Town Hall

Feasibility Study for Reconstruction and Additions to Town Hall

Nassau B.O.C.E.S.

Capital Improvement Program – 5 Facilities - \$24.3 million

Southold Union Free School District

Capital Improvement Program – 2 Facilities – \$15 million
District wide Facility Expansion – Feasibility & Program Analysis

Deer Park Union Free School District

Capital Improvement Program – 5 Facilities - \$23 million
High School Auditorium Renovation - \$1 million
May Moore Library/Media Center - \$500,000
High School Pool Roof Replacement - \$600,000
High School Pool Reconstruction - \$200,000
District Wide ADA Upgrades - \$850,000
Annual Visual Building Inspections – District-wide

Greenport Union Free School District

Masonry Restoration of 200,000 sq. ft facility - \$254,000

Northport – E. Northport Union Free School District

Roof Reconstruction– 4 Facilities - \$8 million
Track and Tennis Court Reconstruction - \$1 million
Annual Visual Building Inspections – District wide

Kings Park Union Free School District

Capital Improvement Program – 1 Facility - \$1.1 million

New York Institute of Technology

Capital Improvement Program – 1 Facility - \$200,000

Polytechnic Institute

Capital Improvement Program – 2 Facilities – \$1.5 million

North Babylon Fire Department

Apparatus and Social Hall Addition – \$2.5 Million

Medford Fire District

New Ready Room – Headquarters Building - \$150,000
Capital Improvement Program - \$200,000

Riverhead Fire Department

Capital Improvement Program (roofing) - \$150,000

Association for the Help of Retarded Children (AHRC)

Sitework, Capital Improvement Program – \$340,000

Lion's Pride Daycare

Capital Improvement Program - \$450,000

Kindercare Learning Centers

Capital Improvement Program - \$375,000

Career Profile:

Mr. Bartlett is a registered architect in the States of New York and New Jersey, with over (29) twenty-nine years of professional experience. Mr. Bartlett has been the project architect for the design and construction of a wide range of project types.

This experience incorporates fire departments, custom residential development, commercial interiors, retail establishments, and restaurant facilities.

Mr. Bartlett received a Bachelor of Architecture from New York Institute of Technology, where he graduated Magna Cum Laude. During his scholastic career, he was recognized for outstanding academic achievement with induction into the Nu Epsilon Tau Honor Society.

AFFILIATIONS:

- American Institute of Architects (AIA)
- US Green Building Council (USGBC)
- National Trust for Historic Preservation
- National Fire Protection Association (NFPA)
- International Conference of Building Officials (ICBO)

EDUCATION:

New York Institute of Technology
Westbury, New York
Bachelor of Architecture, 1985



PAUL ADAMO

VICE PRESIDENT OF CONSTRUCTION OPERATIONS

Experience:

Shoreham Wading River CSD, Shoreham, NY

Capital Improvement Program - \$850,000

West Islip Union Free School District, West Islip, NY

Capital Improvement Program - 9 Facilities - \$52.9 million

Babylon Union Free School District, Babylon, NY

Capital Improvement Program - 3 Facilities - \$16.5 million

Capital Improvement Program - 3 Facilities - \$26.6 million

Deer Park Union Free School District, Deer Park, NY

Capital Improvement Program - \$1.5 million

Bond Referendum - \$23 Million

Port Chester - Rye Union Free School District, Port Chester, NY

Capital Improvement Program - 6 Facilities - \$25.3 million

Complete roof replacement and tower/cupola restoration at HS

Northport - E. Northport Union Free School District, Northport, NY

Capital Improvement Program - 3 Facilities - \$30.5 million

Bethpage Union Free School District, Bethpage, NY

Capital Improvement Program - 5 Facilities - \$29 million

Hauppauge Union Free School District, Hauppauge, NY

Capital Improvement Program - 6 Facilities - \$19.8 million

Carmel CSD, Carmel, NY

Alterations/Library Additions/Roof renovations

\$3 Million Excel Bond

Eastern Suffolk B.O.C.E.S.

HVAC Upgrades at Islip Academic Center, Islip Career Center, Brookhaven Learning Center East and Brookhaven Learning Center West. (5) Roof Curb Installations at Brookhaven Technical Center. Reconfiguration & Replumbing of New Gas Feeder from Riser to Roof. (7) Exterior Door Replacements at Islip Career Center. Sound Dampening Panel Re-installation at Brookhaven Academic Center.

Western Suffolk B.O.C.E.S.

Roof Replacement with complete asbestos abatement at

James E. Allen Elementary School - \$1.1 million

Roof Replacement - 2 Facilities - \$3 million

Greenwich Public Schools, Greenwich, Connecticut

On-call Project Management services for District-wide

Capital Improvement Program - \$12 million

Lawrence UFSD, Lawrence, NY

Alterations and Mechanical Upgrades, including steam trap replacements. Elevators added/replaced at several district facilities. \$11 Million Bond

Northport - E. Northport Union Free School District, Northport, NY

Roof Reconstruction - 4 Facilities - \$8 million

Oyster Bay - East Norwich Central School District, Northport, NY

Capital Improvement Program - 2 Facilities - \$7 million

Bayport - Blue Point Union Free School District, Bayport, NY

Capital Improvement Program - 5 Facilities - \$9.6 million

Northport - E. Northport Union Free School District, Northport, NY

Capital Improvement Program - 4 Facilities - \$6.1 million

Career Profile:

Mr. Adamo has been responsible for the project management and coordination of numerous major construction projects.

During the course of over (23) twenty-three years in the construction field, Mr. Adamo has acquired extensive experience in construction supervision and management. His involvement in various projects has included major roof rehabilitation and site work as well as interior office renovations.

This practical experience is complemented by an educational background from one of the more prestigious engineering institutions in the metropolitan area. His talents include the ability to deal with the problems and concerns inherent in managing construction projects around the daily activities of occupied facilities.

Affiliations:

- Construction Management Association of America (CMAA)
- American Society of Civil Engineers (ASCE)
- New York State Association for Superintendents of School Buildings and Grounds (SBGA)

Education:

Manhattan College, New York, New York

Bachelor of Science

Civil Engineering, 1994



ROBERT CALIENDO

PROJECT EXECUTIVE

Experience:

Lindenhurst UFSD, Lindenhurst, NY
Bond Referendum - \$ 8.8 Million

Valley Stream UFSD Thirty, Valley Stream, NY
Capital Improvement Program - \$1.1 Million

Three Village Central School District
Bond Referendum - \$72 Million
Bond Referendum - \$56.6 Million

Plainview - Old Bethpage CSD, Plainview, NY
Bond Referendum - \$49.8 Million

New Hyde Park - Garden City UFSD, Garden City, NY
Capital Improvement Program: 4 Facilities - \$24 million

Babylon UFSD, Babylon, NY
Bond Referendum - \$26.6 Million
Capital Improvement Program: 3 Facilities - \$16.5 million

Copiague UFSD, Copiague, NY
Capital Improvement Program - 5 Facilities \$9.8 million

Greek Orthodox Church of the Hamptons , Southampton, NY
Construction of new worship space, community hall and
educational building - \$16 million

Oceanside Union Free School District, Oceanside, NY
Capital Improvement Program: 8 Facilities - \$31 million

Hicksville Union Free School District, Hicksville, NY
Capital Improvement Program: 11 Facilities - \$33.9 million

Bethpage UFSD, Bethpage NY
Bond Referendum - \$29 Million
Bond Referendum - \$3.2 Million
Capital Improvement Program: 3 Facilities



Career Profile:

Mr. Caliendo has managed construction on numerous multi-million dollar construction projects. He has been in a supervisory position in the construction industry for more than twenty (20) years.

As a Project Executive, Mr. Caliendo brings his hand-on experience to each and every project with tremendous success. His professionalism and dedication to our clients is outstanding. He is a recognized leader in the construction of educational facilities on Long Island.

New York City Police Department, New York, NY
1987-1993

Police Officer

- Maintained civil order
- Prevented and detected crime
- Apprehended and processed suspects
- Wrote accusatory documents in preparation for District Attorney

Certifications and Licenses:

- Commercial Drivers License - Class B with tanker and passenger endorsements
- OSHA Certification



Project Lists

BOND REFERENDUM PROJECTS

CLIENT	BOND AMOUNT	YEAR
Chappaqua Central School District	\$45.5 Million	2016
Island Trees Union Free School District	\$50.7 Million	2016
Farmingdale Union Free School District	\$36 Million	2016
*Port Chester – Rye Union Free School District	\$60 Million	2016
*Hicksville Union Free School District	\$25 Million	2016
Port Washington Schools	\$69.8 Million	2016
*Bay Shore Fire Department	\$10.5 Million	2016
Center Moriches Union Free School District	\$8.3 Million	2015
Deer Park Union Free School District	\$17 Million	2015
North Merrick Union Free School District	\$14.6 Million	2015
Commack Public Library	\$8.3 Million	2015
Eastchester Union Free School District	\$26.9 Million	2015
West Islip UFSD	\$49.9 Million	2015
West Babylon Union Free School District	\$29.9 Million	2015
Lindenhurst Union Free School District	\$8.8 Million	2014
Manhasset Union Free School District	\$19.9 Million	2014
Massapequa Union Free School District	\$35.7 Million	2014
Plainview-Old Bethpage CSD	\$49.8 Million	2014
Three Village CSD	\$56.1 Million	2014
Southampton Ambulance	\$5.65 Million	2014
Middle Island Fire Department	\$15.7 Million	2014
Carmel Central School District	\$5.9 Million	2013
Babylon Union Free School District	\$26.6 Million	2013
Pine Bush Central School District	\$15 Million	2013
Bellmore-Merrick CHSD	\$49.9 Million	2013
Riverhead Charter School	\$14.1 Million	2013
Port Washington Schools	\$6.98 Million	2012
Hendrick-Hudson School District	\$25 Million	2012
Wyandanch Union Free School District	19.5 Million	2012
Greenport Union Free School District	\$8.8 Million	2011
Central Islip Union Free School District	\$4 Million	2011
North Bellmore Union Free School District	\$8.8 Million	2010
Southampton Fire Department	\$5.9 Million	2009
Lawrence Union Free School District	\$21 Million	2009
City of Bridgeport	\$25 Million	2009
West Islip Union Free School District	\$22.7 Million	2008
Hauppauge Union Free School District	\$28.8 Million	2008
Croton-Harmon Union Free School District	\$6.88 Million	2008
Carmel Central School District	\$3.5 Million	2008

* Denotes bond in development

BOND REFERENDUM PROJECTS cont.

CLIENT	BOND AMOUNT	YEAR
West Sayville Fire District	\$5 Million	2007
Wantagh Union Free School District	\$14 Million	2007
Three Village Central School District	\$72.8 Million	2007
Three Village Central School District	\$7.5 Million	2007
Southampton Union Free School District	\$58.9 Million	2007
Sacred Heart Roman Catholic Church	\$6 Million	2007
Riverhead Fire District	\$14 Million	2007
Port Jefferson Union Free School District	\$5.6 Million	2007
North Bellmore Union Free School District	\$1.68 Million	2007
Copiague Union Free School District	\$11.2 Million	2007
Brentwood Union Free School District	\$100 Million	2007
Bohemia Fire District	\$2 Million	2007
Bethpage Union Free School District	\$3.2 Million	2007
Amityville Union Free School District	\$4.5 Million	2007
Port Chester-Rye Union Free School District	\$25.4 Million	2006
Medford Fire District	\$1.8 Million	2006
Huntington Union Free School District	\$3.65 Million	2006
South Country Central School District	\$65.8 Million	2005
Rockville Centre Union Free School District	\$15.1 Million	2005
North Bellmore Union Free School District	\$1.2 Million	2005
East Rockaway Central School District	\$18.7 Million	2005
Centerport Fire District	\$1.7 Million	2004
Oceanside Union Free School District	\$31 Million	2003
Northport – East Northport UFSD	\$6.1 Million	2003
Copiague Union Free School District	\$9.8 Million	2003
Bethpage Union Free School District	\$29 Million	2003
Wantagh Union Free School District	\$15.4 Million	2002
Oyster Bay East Norwich Central School District	\$7 Million	2002
New Hyde Park – Garden City Park UFSD	\$24 Million	2002
Hicksville Union Free School District	\$33.9 Million	2002
Hauppauge Union Free School District	\$19.8 Million	2001
Sachem Central School District	\$228.6 Million	2000
Roslyn Union Free School District	\$25.5 Million	2000
Northport – East Northport UFSD	\$30.5 Million	2000
Herricks Union Free School District	\$24.3 Million	2000
Babylon Union Free School District	\$16.5 Million	2000

BOND REFERENDUM PROJECTS cont.

CLIENT	BOND AMOUNT	YEAR
West Islip Union Free School District	\$52.9 Million	1999
Hewlett-Woodmere Union Free School District	\$37.9 Million	1999
Northport – East Northport UFSD	\$8 Million	1998
Jericho Union Free School District	\$25 Million	1998
Southold Union Free School District	\$14.7 Million	1997
Deer Park Union Free School District	\$23 million	1996
Three Village Central School District	\$8.2 Million	1995
Bayport – Blue Point Union Free School District	\$9.6 Million	1994

West Islip High School Library
\$52.9 Million Bond Referendum



CAPITAL IMPROVEMENT PROJECTS

CLIENT	PROJECT COST	DESCRIPTION
Amityville UFSD	\$250,000	Site-work at the Administration Building
Babylon UFSD	\$212,000	Partial Roof Replacement
Babylon UFSD	\$240,000	Plaster Ceiling Replacement
Bayport – Blue Point UFSD	\$750,000	Classroom/ Administration Wing Improvements
Bayport – Blue Point UFSD	\$400,000	Elementary School Heating Plant
Bayport – Blue Point UFSD	\$1,400,000	Site-work and Heating Plant Replacement
Bellmore UFSD	\$110,000	Interior Alterations and Site-work
Bellmore – Merrick CHSD	\$25,000,000	Energy Performance Contract
Bethpage USFD	\$2,800,000	Interior Alterations, MEP Upgrades, Site-work
Bethpage USFD	\$2,100,000	HVAC Replacement Alterations (4) Buildings
Brentwood UFSD	\$20,000,000	Energy Performance Contract
Central Islip Fire District	\$1,500,000	Addition to Substation Number 2
Central Islip Fire District	\$110,000	Roof Replacement at Station 2
Comsewogue UFSD	\$500,000	Roof Replacements at (3) Schools
Copiague UFSD	\$94,000	Site-work at (5) Schools
Deer Park UFSD	\$1,500,000	HS Auditorium Reconstruction & Fire Alarm Upgrades
Dowling College	\$4,500,000	Sports Facility/Synthetic Turf Fields
Eastern Suffolk B.O.C.E.S.	\$3,600,000	Roof Replacement at MTC
Eastern Suffolk B.O.C.E.S.	\$220,000	Masonry Restoration at B.T.C.
Eastern Suffolk B.O.C.E.S.	\$450,000	Window & Door Replacement
Eastern Suffolk B.O.C.E.S.	\$200,000	Kitchen Renovations
Eastern Suffolk B.O.C.E.S.	\$125,000	Fire Suppression System Installation
Eastern Suffolk B.O.C.E.S.	\$1,800,000	HVAC Upgrades
Eastern Suffolk B.O.C.E.S.	\$950,000	Brick Façade Replacement @ I.A.C.
Eastern Suffolk B.O.C.E.S.	\$400,000	Roof Replacement @ I.A.C.
Eastern Suffolk B.O.C.E.S.	\$1,100,000	BLC East Interior Alterations
Elwood UFSD	\$92,000	HVAC Upgrade
Farmingdale UFSD	\$700,000	High School Toilet Renovations
Farmingdale UFSD	\$3,900,000	District-wide Boiler Replacement
Farmingdale UFSD	\$2,600,000	Masonry Restoration and HVAC Upgrades
Farmingdale UFSD	\$1,000,000	Boiler Replacement at Albany Avenue School
Farmingdale UFSD	\$950,000	Roof Replacement
Farmingdale UFSD	\$3,100,000	High School Window Replacements
Farmingdale UFSD	\$7,500,000	District-Wide Window Replacement
Farmingdale UFSD	\$16,000,000	Emergency Performance Contract
Farmingdale UFSD	\$3,800,000	Masonry Repairs
Farmingdale UFSD	\$2,500,000	Site Improvements
Greek Orthodox Church of Southampton	\$11,000,000	New Construction
Greenport UFSD	\$254,000	Masonry Restoration
Greenwich Public Schools	\$20,000,000	Site Work / Alterations / M.E.P. / Infrastructure
Hauppauge UFSD	\$3,100,000	HVAC, Site work, Interior Alterations, Windows
Hauppauge UFSD	\$3,200,000	District-wide Capital Improvement
Hauppauge UFSD	\$3,800,000	Multi-year District-wide Capital Improvement
Hauppauge UFSD	\$200,000	Science Room Renovation
Hauppauge UFSD	\$950,000	Roof Replacement
Hauppauge UFSD	\$1,200,000	Window Replacement

CAPITAL IMPROVEMENT PROJECTS cont.

CLIENT	PROJECT COST	DESCRIPTION
Hauppauge UFSD	\$2,100,000	New Artificial Turf Athletic Field, Boiler & Flooring Replacement
Hicksville UFSD	\$1,500,000	Roof Replacement, Masonry Restoration, Site Work, Exterior Doors
Hicksville UFSD	\$1,250,000	Interior Alterations/ Masonry Restoration
Hicksville UFSD	\$980,000	Roof Replacement / Gas Conversion
Hicksville UFSD	\$850,000	Masonry Reconstruction at Middle School
Hicksville UFSD	\$200,000	Auditorium Reconstruction at Middle School
Hicksville UFSD	\$1,500,000	2-Classroom Addition at Woodland Elementary School
Hicksville UFSD	\$1,100,000	Interior Alterations at High School
Hicksville UFSD	\$650,000	Masonry Façade Reconstruction
Hicksville UFSD	\$1,200,000	Athletic Field Reconstruction; Synthetic Turf Field
Hicksville UFSD	\$3,100,000	Roof Reconstruction/Masonry/Interior Alterations
Huntington UFSD	\$750,000	Middle School Roof Replacement
Huntington UFSD	\$650,000	Middle School Window Replacement
Huntington UFSD	\$500,000	Tennis Court Refurbishment/Site-work/Fire Alarm Upgrades
Island Park Public Library	\$650,000	Complete First Floor Renovations
Jericho Public Library	\$100,000	Masonry Restoration
Jericho Public Library	\$200,000	Roof Replacement
Lawrence UFSD	\$3,900,000	Electrical Mechanical Repairs Due to Storm Damage
Leeway School	\$9,800	Bicycle Path Construction
Lynbrook UFSD	\$1,700,000	Music Suite Addition
Middle Island Fire District	\$3,100,000	Addition, Alterations
Manhasset Public Schools	\$1,400,000	High School Turf Field and Track
Manhasset Public Schools	\$2,400,000	Masonry Restoration/ Electrical & Site Work
Nassau B.O.C.E.S.	\$1,600,000	Exterior Door Replacement/ Roof Recoating
Nassau B.O.C.E.S.	\$3,800,000	Interior/ Exterior Renovations, Roof Recoating
Nassau B.O.C.E.S.	\$690,000	Modular Classroom Addition
Nassau B.O.C.E.S.	\$1,300,000	Steam Distribution Replacement
Nassau B.O.C.E.S.	\$1,300,000	Interior Door Replacement
Nassau County Firefighters Museum	\$1,300,000	Conversion of former aircraft hangar into exhibit space
Nassau University Medical Center (NUMC)	\$19,000,000	Primary Care/ Executive Offices
Nassau University Medical Center (NUMC)	\$5,500,000	Capital Improvements
Nassau University Medical Center (NUMC)	\$3,100,000	Labor and Delivery
Nassau University Medical Center (NUMC)	\$1,200,000	Medical Library
Nassau University Medical Center (NUMC)	\$1,400,000	Cath Lab
Nassau University Medical Center (NUMC)	\$800,000	Medical Records
Nassau University Medical Center (NUMC)	\$1,800,000	Intensive Care Units
Nassau University Medical Center (NUMC)	\$600,000	Angioplasty Laboratory
New Hyde Park-Garden City Park UFSD	\$260,000	District-wide Computer Network
New Hyde Park-Garden City Park UFSD	\$216,000	Masonry Restoration
North Bellmore UFSD	\$256,000	Masonry Restoration at Newbridge Road Elementary School
North Merrick UFSD	\$1,600,000	Masonry Restoration, Site Development, Interior Alterations
Northport – E. Northport UFSD	\$820,000	Elementary School Roof Replacement
Northport – E. Northport UFSD	\$625,000	Elementary School Roof Replacement
Northport – E. Northport UFSD	\$1,500,000	Track and Field Replacement
NYC Department of Parks & Recreation	\$1,500,000	Shea Stadium & Yankee Stadium Structural Inspections
NYC School Construction Authority	\$6.1 Billion	Contingent Staffing Program

CAPITAL IMPROVEMENT PROJECTS cont.

CLIENT	PROJECT COST	DESCRIPTION
Oceanside UFSD	\$490,000	Tennis Court Refurbishment/HVAC/Electrical Systems Upgrades
Paramount Theatre	\$5,000,000	Reconstruction/Refurbishment, Alterations
Plainview-Old Bethpage Public Library	\$150,000	ADA Upgrades
Port Chester – Rye UFSD	\$3,200,000	HVAC and Interior Alterations
Port Washington UFSD	\$750,000	Window Punch List Development for Claims Assistance
Queens Public Libraries	\$10,000,000	Interior Alterations, Masonry Restoration, MEP Upgrades
Rockville Centre Public Library	\$488,000	HVAC and Electrical Upgrades
Rockville Centre Public Library	\$213,000	Partial Roof Replacement
Roosevelt Health Center	\$350,000	Roof Top HVAC Replacement/ Temperature Controls
Roosevelt UFSD	\$1,100,000	Roofing, Masonry and HVAC Upgrades
Roslyn UFSD	\$440,000	Partial Roof Replacement at Roslyn Middle School
Roslyn UFSD	\$5,100,000	Roof Replacement and Auditorium Upgrade
Sag Harbor UFSD	\$250,000	Partial Roof Replacement
Sachem CSD	\$1,400,000	Additions and Modular Classrooms
Sachem CSD	\$1,100,000	Wide Area Network for All (21) District Facilities
Sachem CSD	\$4,200,000	Interior Renovations, Additions, and Modular
Sachem CSD	\$2,800,000	(12) Classroom High School Addition
Shoreham-Wading River CSD	\$850,000	Interior Alterations
Southampton UFSD	\$750,000	Track Resurfacing, Masonry Restoration
Syosset	\$3,000,000	Roofing Replacement at (2) Schools
Three Village CSD	\$7,500,000	Energy Performance Contract
Three Village CSD	\$880,000	District-wide Gas Installations
Three Village CSD	\$1,100,000	District-wide Security Upgrades
Three Village CSD	\$175,000	North Country Roof Replacement
Valley Stream UFSD Thirty	\$1,117,000	Interior Alterations and Site Work
Variety Boys' & Girls' Club	\$125,000	Roof Replacement /Alterations
Wantagh Public Library	\$1,200,000	Interior Alterations, HVAC Upgrades, ADA Upgrades
Wantagh Public Library	\$440,000	Roof Replacement, Interior Alterations
Wantagh UFSD	\$468,000	Auditorium lighting, Masonry Restoration
Wantagh UFSD	\$158,000	Roofing at (2) Elementary Schools
Wantagh UFSD	\$144,000	Roofing at (2) Elementary Schools
West Islip UFSD	\$1,200,000	Site-work at (3) Schools
West Islip UFSD	\$1,200,000	Fire Sprinkler Installation
West Islip UFSD	\$8,000,000	Energy Performance Contract
Western Suffolk B.O.C.E.S.	\$550,000	Roof Replacement
Yonkers Public Schools	\$2,500,000	Masonry Restoration ,PCB Abatement, Roofing, Window Replacement
Yonkers Public Schools	\$2,000,000	Building envelope improvements
Yonkers Public Schools	\$3,500,000	Interior Renovation, Window Replacement

Project Profiles

Client: Brentwood Union Free School District
Project: 2007 - \$100 Million EXCEL Bond Referendum
 \$20 Million Energy Performance Contract
Architect: Tetra Tech Architects & Engineers

Funded through the New York State's EXCEL program:

- A total of 10 classrooms were added to two elementary schools
- Window and Door Replacement at Multiple Schools
- Roof Replacement at Multiple Schools
- District-wide Asbestos Abatement
- District-wide Flooring Replacement
- District-wide MEP Upgrades
- District-wide Technology Upgrades
- High School Pool Renovation and Expansion
- Facility Expansion at Multiple Schools



Client: Southampton Union Free School District
Project: 2007 - \$58.9 Million Bond Referendum
 2009- 2013 - \$6.5 Million Capital Improvements
Architect: Burton, Behrendt, & Smith and Beatty, Harvey, Coco Architects, LLP

- New Construction of (5) Additions at (3) Schools
- Interior and Exterior Upgrades/ Improvements
- Athletic Field Reconstruction
- New Synthetic turf playing field
- (2) Story Additions at (2) Locations
- Security and Fire Alarm Upgrades
- PA and Clock System Upgrades
- Window Renovations
- Boiler Renovations
- Bathroom Renovations
- New Flooring and Ceilings



Client: Three Village Central School District
Project: 1995 - \$8.2 Million Bond Referendum
 2007 - \$72.8 Million Bond Referendum
 2007 - \$7.6 Million Bond Referendum
 2010 - \$7.5 Million Energy Performance Contract
 2014- \$56.1 Million Bond Referendum

- Architect:** John A. Grillo - Architect, PC
- 16 Classroom Addition at Ward Melville HS
 - 8,000 Sq. Ft. Cafeteria Addition
 - 5 Classroom Addition to Arrowhead Elementary School
 - 150,000 Sq. Ft. re-roofing involving:
 - Architectural Shingles
 - E.P.D.M. roofing
 - Standing metal seam roofing systems
 - (2) Synthetic Turf Fields and Tennis Courts at High School and both Middle schools
 - Additions/Alterations at all Schools
 - New Administration Facility
 - HVAC/Plumbing/Electrical Upgrades



Client: Huntington Union Free School District

Project: 2006 - \$3.65 Million Bond Referendum
2007 - \$750,000 Capital Improvements
2008 - \$650,000 Capital Improvements
2008 - \$500,000 Capital Improvements

Architect: Tetra Tech Architects & Engineers

- Roof Replacement at Huntington Intermediate School
- Window Replacement at J.T. Finely and Huntington Intermediate Schools
- HVAC Upgrades
- Replacement of the existing Track
- Installation of a New Synthetic Turf Field at the High School



Client: Deer Park Union Free School District

Project: 1996 - \$23 Million Bond Referendum
2009 - \$1.5 Million Capital Improvements

Architect: Baldassano Architectural Group
Bartlett, Amoruso & Recce - Architects, PC

- Interior Alterations
- Curtain-wall Replacement
- Technology Wiring
- ADA Upgrades
- Renovation of Bathrooms
- Elevator Installations at (2) Elementary Schools
- Assisted in the Closeout of 60 open contracts



Client: Oyster Bay - East Norwich Central School District

Project: 2002 - \$7 Million Bond Referendum

Architect: Burton, Behrendt and Smith - Architect, PC

- Demolition of portable classrooms
- Construction of (6) New Classrooms at the Theodore Roosevelt Elementary School
- Renovations
- New Roof
- Library/Media Center Addition
- Window Replacement
- Extensive Masonry Restoration and Repairs



Client: Amityville Union Free School District

Project: 2007 - \$4.5 Million Bond Referendum

Architect: Thornton Tomasetti

- Roofing System Replacement at High School and Middle School
- Heating Plant Upgrades
- Refurbished Tennis Courts
- New Running Track
- Athletic Field Improvements



Client: Copiague Union Free School District

Project: 2003 - \$9.8 Million Bond Referendum
2007 - \$11.2 Million Bond Referendum
2009 - \$94,000 Capital Improvements

Architect: John A. Grillo - Architect, PC

- Extensive Interior Alterations at all (5) Schools
- Synthetic Turf Field Installation
- Extensive Site-Work & Drainage
- Parking Lot Expansions
- New Maintenance Garage
- Roof Replacement (District-Wide)



Client: Babylon Union Free School District

Project: 2000 - \$16.5 Million Bond Referendum
2008 - \$212,000 Capital Improvements
2009 - \$240,000 Capital Improvements
2014 - \$26.6 Million Bond Referendum

Architect: Gruzen Samton, LLP

- (2) Additions at the Elementary School
- New Gymnasium/Auditorium, Library, Music Room, Art Room and (8) Classrooms
- Cafeteria Upgrades
- Expansion Alterations
- Renovations
- Resurfacing of the Running Track



Client: Hicksville Union Free School District

Project: 2002 - \$33.9 Million Bond Referendum
 2003 - \$1.25 Million Capital Improvements
 2004- \$850,000 Capital Improvements
 2005- \$200,000 Capital Improvements
 2006- \$1.5 Million Capital Improvements
 2007- \$1.1 Million Capital Improvements
 2008- \$650,000 Capital Improvements
 2009- \$1.2 Million Capital Improvements
 2010- \$3.1 Million Capital Improvements

Architect: John A. Grillo - Architect, PC

- Extensive District-Wide Interior & Exterior Renovations
- High School Science Room Renovations
- District-wide Heating Plant Replacement
- District-wide Window and Roof Replacement
- District-wide Public Address System Replacement
- District-wide Fire Alarm System
- District-wide Plumbing and Electrical Upgrade
- High School and Middle School Local Area Network



Client: Bethpage Union Free School District

Project: 2003 - \$29 Million Bond Referendum
 2007 - \$3.2 Million Bond Referendum

**Architect: Lucchesi Engineering
 and John A. Grillo Architects, PC**

- Capital Improvement and Systems Upgrade Program
- Roof Replacement
- Window Replacement
- Re-Paving Program
- Interior Renovations



Client: Farmingdale Union Free School District

Project: 2007 - \$26.9 Million Bond Referendum (Proposed)
 2007 - \$3.9 Million Capital Improvements
 2008 - \$2.6 Million Capital Improvements
 2009 - \$1 Million Capital Improvements
 2009 - \$950,000 Capital Improvements
 2011 - \$3.1 Million Capital Improvements

Architect: Tetra Tech Architects & Engineers

- Evaluation of anticipated work scope
- Budget Validation
- Project timeline Preparation
- Window Replacements
- Roof Replacement
- HVAC Equipment and Controls
- Site work
- Boiler Replacements
- Masonry Improvements
- High School Pool Dehumidification System



Client: East Rockaway Union Free School District

Project: 2005 - \$18.7 Million Bond Referendum

Architect: John A. Grillo - Architect, P.C.

- Additions and Alterations to all (3) schools
- ADA, Boiler and Electrical Panel Upgrades
- Fire Alarm and PA System Installation
- Replacement of Roof, Unit Ventilators, Interior Doors, Gym Window Walls and Bleachers, Window Panels, and Ceilings
- New Elevator Construction
- Conference/ Commons Room Conversion
- New Athletic Field at Site-work
- Contaminated Fill and Asbestos Tile Removal
- New Crawl Space Ventilation
- Food Service Renovation



Client: Oceanside Union Free School District

**Project: 2003 - \$31 Million Bond Referendum
2004- \$490,000 Capital Improvements**

Architect: John A. Grillo - Architects, PC

- (3) Additions at the High School
- (2) Additions at the Middle School
- Extensive Interior Alterations
- Mechanical Upgrades
- Masonry Reconstruction
- Synthetic Turf Field and Athletic Field Reconstruction



Client: Rockville Centre Union Free School District

Project: 2005 \$15.1 Million Bond Referendum

Architect: Lucchesi Engineering

- Interior Renovations
- Extensive Site Work
- Heating, Ventilation and Air Conditioning Upgrades
- Window Replacements
- Track and Field Renovations
- Playground Installations



Client: Wantagh Union Free School District

Project: 2002 - \$15.4 Million Bond Referendum
 2004- \$158,000 Capital Improvements
 2006- \$144,000 Capital Improvements
 2007 - \$14 Million Bond Referendum

Architect: John A. Grillo - Architect, PC

- (5) Additions to (3) Elementary Schools
- Due to the proximity of the high water table, a variety of foundation systems were incorporated, including driving piles
- Extensive Interior Alterations to art, music and multi-media areas
- New Gymnasium Addition at High School



Client: North Bellmore Union Free School District

Project: 2005 - \$1.2 Million Bond Referendum
 2006- \$256,000 Capital Improvements
 2007 - \$1.68 Million Bond Referendum
 2010 - \$8.8 Million Bond Referendum

Architect: H2M Architects & Engineers and
 John A. Grillo - Architect, PC

- Roof Reconstruction at (3) Elementary Schools
- Aggressive Schedule was undertaken to successfully complete work on time, completed during the school year
- Masonry Reconstruction
- Extensive HVAC Installations at (6) Elementary Schools



Client: Roslyn Union Free School District

Project: 2000 - \$25.5 Million Bond Referendum
 2004 - \$440,000 Capital Improvements
 2004 - \$5.1 Million Capital Improvements
 2007 - \$200,000 Capital Improvements

Architect: BJJ Engineers & Architects

- District-wide Capital Improvement Projects
- Roof Replacement at all buildings
- Masonry Restoration(District-Wide)
- Exterior Renovations (District-Wide)
- Mechanical, Electrical, and Plumbing Upgrades
- High School Auditorium Renovation



Client: New Hyde Park – Garden City Park
Union Free School District

Project: 2002 - \$24 Million Bond Referendum
2005 - \$260,000 Capital Improvements
2006 - \$216,000 Capital Improvements

Architect: John A. Grillo – Architect, PC

- (5) Additions to (4) Schools
- ADA Upgrades
- (3) Elevator Installations
- New Heating Plants
- New Public Address Systems
- New Fire Alarms



Client: Herricks Union Free School District

Project: 2000 - \$24.3 Million Bond Referendum

Architect: John A. Grillo – Architect, PC

- (11) Classroom Additions at (3) Elementary Schools, the Middle School and the High School
- Reconfiguration of Existing Facilities
- Renovation and Repair Work at the District's Community Center Facilities
- Assistance with Design Concept Review
- Entire Project was completed several months ahead of schedule and under budget



Client: Jericho Union Free School District

Project: 1998 - \$25 Million Bond Referendum

Architect: BJL Engineers and Architects

- (4) Additions at Jericho Middle/High School
- Interior Alterations and Expansion
- New Parking Lots / Site Improvements
- Road Reconstruction
- Athletic Track Reconstruction
- Capital Improvements at (4) Locations
- ADA Upgrades
- Updating of HVAC, Electric, and Plumbing Systems
- Window/ Door Replacements
- Roof Replacement at (4) Schools



Client: Western Suffolk B.O.C.E.S.
James E. Allen Elementary School

Project: 2009 - \$550,000 Roof Replacement

Architect: Burton, Behrendt and Smith Architects, PC

- Complete Asbestos Abatement and Roof Membrane Replacement
- Work was completed after hours due to occupied facility



Client: Eastern Suffolk B.O.C.E.S.
Agency- Wide (18 facilities)

Project: 2009 - \$950,000 Façade Replacement
2010 - \$400,000 Roof Replacement
2011 - \$1.8 Million HVAC Upgrade
2012 - \$125,000 Fire Suppression System
2012 - \$200,000 Kitchen Renovations
2012 - \$450,000 Window & Door Replacement

Architect: Wiedersum Associates
Burton, Behrendt and Smith Architects, PC

- Complete Replacement of Brick Façade
- New Windows / Precast Sills
- New F.R.P. Exterior Doors and Frames
- Fire Suppression System
- Kitchen Renovations
- Extensive Site work
- Mechanical, Electrical & Plumbing Upgrades



Client: Nassau B.O.C.E.S.

Agency- wide (4 facilities)

Project: 2012 - \$3.8 Million East-wing renovations
2012 - \$690,000 Modular classroom addition
2013 - \$1.6 Million Exterior doors & roof replacement
2014 - \$1.3 million Steam distribution replacement

Architect: Ehasz Giacalone Architects
H2M Architects & Engineers

Providing Construction Management Services at (4) facilities throughout the agency. Work includes

- Extensive interior alterations
- Mechanical, HVAC & temperature controls
- Modular classroom addition
- Exterior door replacement
- Roof recoating (multiple foam roofs)
- Steam distribution replacement



Client: Hauppauge Union Free School District

Project: 2001 - \$19.8 Million Bond Referendum
 2008 - \$28.8 Million Bond Referendum
 2009 - \$3.2 Million Capital Improvements
 2010- \$3.8 Million Capital Improvements
 2011-2013 - District Wide Capital Improvements

Architect: BJJ Engineers & Architects (2001)
 John A. Grillo - Architect, PC

- Capital and Infrastructure Improvements
- Auxiliary Gym Addition and (2) Story Classroom Wing Extension at Pines Elementary School
- Multiple Classroom Additions at Forest Brook and Bretton Woods Elementary School
- Mechanical, Electrical, and Plumbing Upgrades
- Window Replacement at all Schools
- High School & Middle School Auditorium Renovations
- Roof Replacement
- Site Modifications
- Photovoltaic Solar Panels
- Middle School Music and Classroom Additions
- Science Room Renovations at High School/ Middle school



Client: Central Islip Union Free School District

Project: \$5.1 Million Capital Improvements

Architect: Tetra Tech Architects and Engineers

- New (6) Classroom Addition to Alfano Early Childhood Center
- Extensive site Improvements Including Sanitary and Storm Systems, New Parking Areas
- New Elevator Addition
- HVAC, Electrical and Plumbing Upgrades



Client: Lawrence Union Free School District

Project: 2009 - \$21 Million Bond Referendum

Architect: Wiedersum Associates, PC

- Installation of a New Synthetic Turf Field and track, tennis courts.
- Locker room renovations
- H.S. science room renovations
- M.S. science/ art room renovations
- M.E.P. Upgrade
- Elevator upgrades
- Bathroom reconstruction
- Ceiling/ Lighting replacement

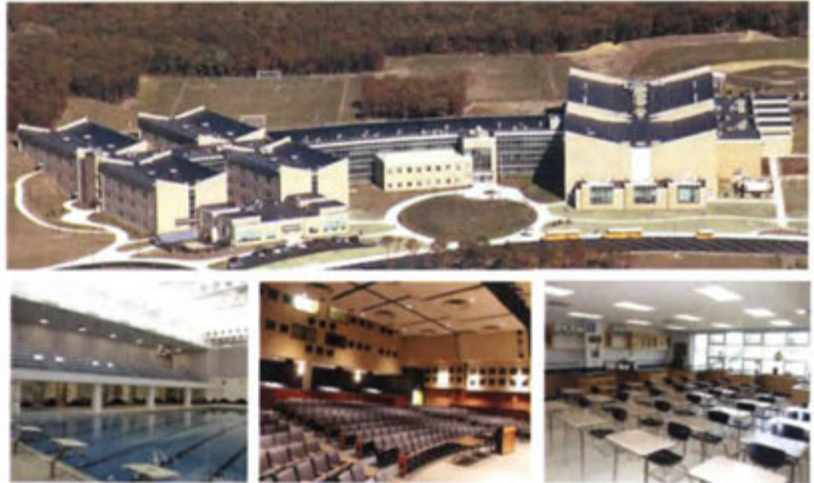


Client: Sachem Central School District

Project: 2000 - \$228.6 Million Bond Referendum
 \$1.4 Million Capital Improvements
 \$1.1 Million Capital Improvements
 \$4.2 Million Capital Improvements
 \$2.8 Million Capital Improvements

**Architect: David Sammel Architecture, PC and
 Einhorn Yaffee Prescott**

- Classroom Additions at 12 Elementary School
- New State-of-the-Art 402,000 sf High School
- New 150,000 sf Middle School
- Exterior Interior Alterations
- Development of realistic project design and construction schedules



Honored by the Construction Management Association of America as its 2005 Project of the Year.

Client: Northport - East Northport Union Free School District

Project: 1998 - \$8 Million Bond Referendum
 2000 - \$30.5 Million Bond Referendum
 2003 - \$6.1 Million Bond Referendum
 2004- \$820,000 Capital Improvements
 2005- \$625,000 Capital Improvements
 2006- \$1.5 Million Capital Improvements

**Architect: McDonald & Monterose Architects, PC
 Burton, Behrendt & Smith, Architects**

- District-wide Roof Replacement required aggressive scheduling required in order to achieve completion prior to the start of school year
- Additions and Alterations at all facilities
- District-wide Capital Improvements
- Boiler replacements
- District-wide M.E.P. Upgrades



Client: West Islip Union Free School District

Project: 1999 - \$52.9 Million Bond Referendum
 2004- \$1.2 Million Capital Improvements
 2007- \$22.7 Million Bond Referendum
 2009- \$8.0 Million Energy Performance Contract
 2010-2015- \$49.9 Million Bond Referendum

**Architect: John A. Grillo - Architect, PC
 And Burton, Behrendt & Smith Architects**

- New Library/Media Center
- (17) Building additions/alterations at (9) schools
- Renovations at (6) Elementary schools, (2) Middle schools, and the high school



Client: Bayport – Blue Point Union Free School District

Project: 1994 - \$9.6 Million Bond Referendum
 1997 - \$750,000 Capital Improvements
 2000 - \$400,000 Capital Improvements
 2002 - \$1.4 Million Capital Improvements

Architect: Wiedersum Associates, PC

- Building Additions
- Substantial Interior and Exterior Alterations
- (3) New Elevators
- New Track Construction
- Parking Lots
- Landscaping, Irrigation and Drainage
- Local Area Network (LAN) Installation
- RPZ's
- New Fuel Oil Tanks with Containment Systems
- Public Announcement Systems
- Fire Alarm Equipment
- ADA Modifications



Client: Shoreham – Wading River CSD

Project: 2010 \$850,000 Million Capital Improvements

Architect: BBS Architects

- HVAC upgrades at Briarcliff Elementary School
- Classroom & toilet room reconstruction at Prodell Middle School
- Electrical & fire alarm upgrades at Prodell Middle School



Client: Manhasset Public Schools

Project: 2012 - \$2.4 Million Capital Improvements
 2013 - \$1.4 Million Capital Improvements

Architect: John A. Grillo – Architect, PC

- New Synthetic turf playing field
- Masonry Restoration
- Electrical & Site Work



Client: Southold Union Free School District

Project: 1997 - \$14.7 Million Bond Referendum

Architect: Beatty, Harvey, Coco Architects, LLP

- New 76,000 Sq. Ft. Elementary School
- Multiple Additions to High School
- New Elevator/ Stair Tower Addition
- New Gymnasium addition at High School
- Interior Renovations
- Mechanical Improvements
- (2) New Boilers
- New Intercom/ Public Address System
- New Fire Alarm System



Client: Greenport Union Free School District

Project: 1994 - \$254,000 Capital Improvements
2011 - \$8.8 Million Bond Referendum

Architect: Tetra Tech Architects & Engineers

- Masonry Restoration to the entire 200,000 Sq. Ft. Building
- Brick Replacement
- Re-pointing
- Replacing Ornamental Pre-cast Concrete Panels
- Waterproofing
- Replacement of Pre-cast Roof Coping
- Replacement of over (150) Window Lintels



Client: Sag Harbor Union Free School District

Project: \$250,000 Capital Improvements

Architect: Wiedersum Associates

- Roof Replacement
- Asbestos Abatement
- Application of a New Cold-Adhered Bitumen System



Client: Greenwich CT Public Schools
Project: 2010 - Present \$20 Million Capital Improvements
Architect: Fuller & D'Angelo, PC

- Site Improvements
- Interior Alterations
- Mechanical, Electrical, and Plumbing Upgrades
- Window Replacement
- Roof Replacement
- Technology Wiring



Client: Port Chester - Rye Union Free School District
Project: 2006 - \$25.4 Million Bond Referendum
Architect: Fuller & D'Angelo, PC

- Capital Improvements and Infrastructure Upgrades
- Historic Restoration of High School Exterior
- Full Replacement of the Slate Roofing System
- Refurbishment of the Iconic Clock Tower
- Renovation of Vintage 1930's Science Rooms
- New Electrical Service Addition to Middle School
- Extensive Athletic Field Reconstruction



Client: Carmel Central School District
Project: \$3.5 Million Bond Referendum
 \$1 Million Bond Completion
Architect: Sammel Architecture
 KG & D Architecture (\$1 Million Bond)

- Capital Improvement Projects District-Wide
- Library/Media Center Addition
- Water Storage Tank and Vault
- Exterior Renovations / Site Improvements
- Interior Renovations: Science Rooms, Administrative Offices, Corridors
- Door and Window Replacements
- Mechanical, Electrical & Plumbing Upgrades



Letters Of Recommendation

J. Richard Boyes, Ed.D.
Superintendent
Nicholas J. Dyno, Ed.D.
Assistant Superintendent for Instruction
Maria H. Smith, MBA, SBA
Assistant Superintendent for Business



DISTRICT OFFICE
70 Leland Lane
Southampton, NY 11968-5089
Phone: 631-591-4540
Fax: 631-591-4528

October 19, 2011

Mr. Nicholas Amoruso
School Construction Consultants, Inc.
190 Motor Parkway, Suite 201
Hauppauge, NY 11788

Dear Mr. Amoruso:

As our \$53.4 million school addition and reconstruction project approaches substantial completion, I am writing to convey to you the universal satisfaction of the Southampton Public Schools' community, including the Board of Education, Administration, and staff, with the efforts of Chuck Quinn, your on-site project supervisor.

I have been a school administrator for 36 years, including time as a building principal and many years as an Assistant Superintendent for Business. I have worked through numerous capital projects with different school district-employed construction supervisors. While I have known a number of hard-working, competent people in Chuck's role, he has set a performance standard that exceeds that of even the best of his peers.

I have never seen a construction supervisor spend this amount of hours on the job. I arrive each day before 6:30 AM, but Chuck is always here first. I go to many weekday after hours meetings and weekend activities, only to see Chuck monitoring work at those times.

Chuck has a detailed knowledge of the progress of all contractors. He ensures quality work. He is ready for any question at any time whether they are from me, our Director of Facilities, or from a Board of Education member, building administrator, or teacher. Even when a regular building maintenance issue or emergency arises, Chuck is there with good advice.

Chuck is personable and accessible in a way that contributes to staff and community morale and confidence. He has helped us to showcase our building improvements at open houses with photographs, floor plans, etc. Chuck attends staff and community events both during and after regular hours. I have never before witnessed this level of commitment and customer service.

MISSION STATEMENT:

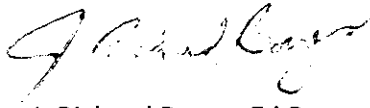
Southampton School District, in partnership with our diverse community, will educate students in a safe, supportive environment and equip them with the knowledge, values and skills to become responsible citizens in a dynamic global society.

While I appreciate the entire team at SCC that supports the successful, timely, and cost-efficient completion of our capital work, I know you will understand that Chuck Quinn is the most visible member of your firm for most people in our schools and community and that his efforts have contributed immensely to our satisfaction with your firm.

We hope and trust that Chuck Quinn will remain assigned to future capital projects in the Southampton Public Schools.

The Board of Education intends to recognize Chuck Quinn's contributions to the successful completion of our capital projects, by formal resolution with accompanying framed certificate. This recognition ceremony will take place at the November 1 Board of Education Meeting that will be held at 7:30 PM in the Library at Southampton Intermediate School.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Richard Boyes". The signature is fluid and cursive, with a large initial "J" and "B".

J. Richard Boyes, Ed.D.
Superintendent of Schools

Copy: Board of Education
Randy Dobler, Director of Facilities
Chuck Quinn, School Construction Consultants



THREE VILLAGE
CENTRAL SCHOOL DISTRICT

The mission of the Three Village Central School District, in concert with its families and community, is to provide an educational environment which will enable each student to achieve a high level of academic proficiency and to become a well-rounded individual who is an involved, responsible citizen.

Donald F. Webster
Interim Superintendent of
Schools

North Country Administrative Center

February 22, 2010

To Whom It May Concern,

It is without reservation and a pleasure to write this letter of commendation for School Construction Consultants and the outstanding work they have done in the Three Village Central School District.

I have had the opportunity to work with SCC for the past three years and found each of the representatives of their company to be extremely professional, efficient and enjoyable to work with. Their work is of high quality and they have been largely responsible for bringing our large building projects in under budget and ahead of schedule. The cooperation that they have shown during the work is appreciated and has not interrupted our ability to deliver a quality educational experience for students.

I have had the opportunity to be involved in three projects in other districts and never had the experience go as smooth and with so few interruptions as the one under the supervision of SCC here in Three Village.

I whole heartedly endorse their work and would be happy to provide to you any other information that may be helpful. Please do not hesitate to contact me.

Sincerely,

Donald F. Webster
Interim Superintendent



HAUPPAUGE PUBLIC SCHOOLS

495 HOFFMAN LANE, HAUPPAUGE, NEW YORK 11788
MAILING ADDRESS: P. O. BOX 6006, HAUPPAUGE, NEW YORK 11788

PHONE: (631) 265-3045
FAX: (631) 265-3147

AL ARNOLD
ASST. PLANT FACILITIES ADMINISTRATOR
BUILDINGS & GROUNDS DEPARTMENT

February 14, 2012

To Whom It May Concern:

Over the past ten years I have had the pleasure of working with SCC Construction Management in Hauppauge.

Hauppauge Schools has performed over \$50 million dollars in expansions and re-modeling which has all been supervised by SCC.

Their professionalism and expertise in dealing with the district has been outstanding. They are always there watching out for the best interest of the district. They are very knowledgeable with all aspects of the construction fields.

I highly recommend SCC to everyone who is seeking a construction management firm.

If you need to contact me, please do so at (631) 265-3045.

Sincerely,

Al Arnold
Asst. Plant Facilities Administrator

AA:rda



Oyster Bay - East Norwich Central School District

Oyster Bay, New York 11771-3105

516-624-6500

Fax 516-624-6520

Board of Education

Robin Dando
President

Judith A. F. Wasilchuk
Vice President

Dolores C. Grieco
Keith Kowalsky
Timothy J. Mietus
James P. Robinson
James Smiros

Jean Tworkowski
District Clerk

Janie Givens
Treasurer

James Cammarata
School Attorney

Administration

George J. Chesterton, Ed.D.
Superintendent of Schools

Phyllis S. Harrington, Ed.D.
Assistant Superintendent

Harriet Copel
Assistant Superintendent for
Operations & Technology

May 18, 2004

Mr. Paul Adamo
School Construction Consultants, Inc.
50 Carlough Road
Bohemia, New York 11716

Dear Paul:

It is a pleasure to recommend School Construction Consultants, Inc. to any district interested in hiring a construction management company.

We recently completed work at both the high school and elementary school. Both jobs were completed on time and without any major problems. Someone from SCC was always on site to monitor the work. SCC was instrumental in solving problems, using their contacts to keep the job going and avoid any delays. They worked well with the architect and the contractors. SCC went out of their way to help us at all times.

We would not hesitate to use SCC again for our construction management needs.

Sincerely,

George J. Chesterton, Ed.D.
Superintendent

GJC/dh



Port Chester-Rye Union Free School District

113 Bowman Avenue
Port Chester, New York 10573
914.934.7900

www.portchesterschools.org

Maura J. McAward
Assistant Superintendent for Business

September 11, 2009

To Whom It May Concern:

The Port Chester-Rye Union Free School District considers School Construction Consultants, Inc. (SCC) a valued partner in construction management. I recommend this firm to any school district considering or undertaking a construction project. You will find their services responsive, detail oriented and cost effective.

Over the last three years, our district has engaged the services of SCC in managing 16 construction projects at seven different buildings totaling over \$28 million in construction. The firm assisted with constructability reviews, estimating, bid development and evaluation, scheduling and on-site management of 36 prime contractors keeping the projects on target for both cost and schedule. All of these projects were well-staffed, finished on time, under budget and without lawsuits.

The staff, regardless of position in the firm, was always available, responsive and pro-active in meeting the challenges that typically arise in school construction projects. Accurate budget information was provided on a timely basis, which enabled the district to optimize the quality of facilities for our students, staff and community. Their attention to cost control maximized the value of our taxpayers' investment enabling dollars to go further. Through the process, SCC made honest, articulate and informative public presentations to the Board of Education on a monthly basis ensuring district officials and community members were up-to-date on the progress of the projects. Employee and community concerns and requests were valued and addressed in a timely and considerate manner.

All in all, SCC has shown outstanding expertise and ability in the management of school construction.

A handwritten signature in cursive script that reads 'Maura J. McAward'.

Maura J. McAward



GREENWICH PUBLIC SCHOOLS

"Setting the Standard for Excellence in Public Education"

SUSAN M. CHIPOURAS
Director of Facilities

August 12, 2010

Mr. William Reece
School Construction Consultants
190 Motor Parkway, Suite 201
Hauppauge, NY 11788

Mr. Robert McCloud
The McCloud Group
4510 Park Avenue
Bridgeport, CT 06604

Re: North Mianus Parking Lot Project

Will and Robert,

I just want to bring to your attention the excellent job done by Munroe, John and Roman in managing the voting on August 11, 2010 at the North Mianus School.

Residents were used to using the back parking lot and going directly into the gym. With active construction in the parking lot, this was no longer an option. Not only could they not use the parking lot, they could not enter through the gym doors.

Munroe worked out a plan for external and internal signage which worked perfectly to get people where they needed to go to vote. A big concern was accessibility. Roman assisted everyone that needed assistance into the building. One voter who was in a scooter had the assistance of all 3 to access the building.

Thank you for a job well done.

Very truly yours,



Susan M. Chipouras
Director of Facilities



BETHPAGE HIGH SCHOOL

CHERRY AND STEWART AVENUES, BETHPAGE, NEW YORK 11714

JOHN DETOMMASO
Principal

516-644-4100
Fax 516-644-4110

KEVIN HEALY
Assistant Principal

MICHAEL SPENCE
Assistant Principal

January 24, 2007

Mr. Paul Adamo
School Construction Consultants, Inc.
50 Carlough Road
Bohemia, NY 11716

Dear Paul,

I just wanted to drop you a note to let you know how much I appreciate the hard work and dedication that Mr. Robert Caliendo put forth towards the construction and completion of the new Bethpage Center for the Performing Arts.

Working with Mr. Caliendo and the other SCC personnel over the years has been a professional and actually pleasurable experience for me and members of the BHS staff. The result of our cooperative efforts is an outstanding high school facility from science labs to the auditorium that will be used and enjoyed by generations of Bethpage children.

Once again, on behalf of myself and the entire staff and faculty at Bethpage High School, thank you to Bob Caliendo and others at SCC for a job very well done.

Sincerely,

John DeTommaso
Principal

JD:fb

Bayport-Blue Point Union Free School District

BOARD OF EDUCATION

Thomas G. McMahon, President
Roger P. Smith, Vice President
Virginia E. Briefs
Kevin P. Foley
Judith A. Gordon
Charlene F. Lehmann
Nancy Letsch
Rosemary Martin
Andrew T. Wittman, Jr.

Richard W. Curtis
SUPERINTENDENT OF SCHOOLS

Dorleese J. Stewart
CHIEF BUSINESS ADMINISTRATOR

April 6, 1995

To Whom It May Concern:

This letter is to provide a strong recommendation and reference for the work of School Construction Consultants, Inc.

Mr. Nicolas Amoruso has worked as the Clerk of the works through his company since August 1994. While serving in this capacity Mr. Amoruso has been diligent in seeing to the district's interests with regard to the reconstruction bond work started in the district this past year.

His architectural background and knowledge of the construction field have clearly demonstrated to the district that his expertise is well suited to this work. Mr. Amoruso has afforded the district the assurances it needs that the work being done has been completed according to specifications and plans designed for the project. Furthermore, any credits or change orders necessary have been thoroughly reviewed by Mr. Amoruso with the district's interests in mind.

Throughout his time in the district Mr. Amoruso has established good working relationships with our Superintendent of Buildings and Grounds, Chief Business Administrator, Board of Education, and District Architect. His written reports and documentation have been of an exceptional caliber and have added much to the district's ability to have confidence that the work is being appropriately done.

I would, without hesitation, recommend Nicolas Amoruso and School Construction Consultants, Inc. for any similar work. If you have any questions or concerns I would be more than happy to discuss them with you.



Richard W. Curtis
Superintendent of Schools

ad

Charles Kozora
Superintendent of Schools

Stuart Rachlin
Secondary Principal

Kathleen Kelly
Elementary Principal &
Special Education Director

Thomas Rabbitt
Guidance Director

Robert Costantini
Athletic Director

Greenport Public Schools

720 Front Street
Greenport, NY 11944-1599
Phone: 516-477-1950 Fax: 516-477-2164

January 31, 1996

To whom it may concern:

This is a reference on behalf of Nicolas Amoruso, the principal of School Construction Consultants, who served as the Clerk of the Works on our masonry reconstruction project over this past year.

Without a doubt he is the best clerk I have ever had contact with in every respect. He was extremely diligent and knowledgeable in all aspects of his responsibilities. He was very thorough in reviewing plans and communicating the specifications to the contractor when they were incorrectly read. He regularly identified contractor errors and omissions and had them rectified in short order. His documentation of all work and problems was impeccable and detailed. I am truly a living advertisement for Nick, who is the greatest and worth every penny of this fee.

Feel free to contact me if you would like more details but, rather than wasting your time, just hire him. You will not be disappointed.

Sincerely,



Charles Kozora
Superintendent of Schools

CK/maw

Roosevelt Union Free School District

ADMINISTRATIVE OFFICES 240 Denton Place Roosevelt, New York 11575 (516) 867-8623

Board of Education
Glenn Simmons, President
Mark Davis, Vice President
Marsha Bedard
Sherl Johnson
Deborah Renwick

Dr. Will Singleton
Superintendent of Schools

Eric Vonderhorst
Director of Facilities

September 02, 1997

To Whom It May Concern:

On behalf of the Roosevelt Union Free School District, I am pleased to offer the following recommendation and reference for the work of School Construction Consultants, Inc.

Our district is a unique one , just in the fact that we are the first school district in the history of New York State to be taken over by the State. This in itself presented many problems when starting our capital improvements. Mr. Nicolas Amoruso and his staff set a standard for quality of work and dedication and loyalty to the interests of the district.

In the process of re-roofing four schools and correcting several structural problems that involved some complex masonry and steel work, Mr. Amoruso and his staff demonstrated an in-depth knowledge of architectural and construction expertise that impressed not only the district, but our Architect and all our contractors. His ability to communicate through daily construction reports, weekly status reports and his willingness to attend district board meetings to explain our status to the community, helped immensely.

I would, without hesitation, recommend School Construction Consultants, Inc. to any school district. Please feel free to contact me at any time to discuss this most impressive company.

Sincerely,



**Eric Vonderhorst
Director of Facilities & Operations**

Telephone: (516) 474-7582
Fax: (516) 474-7585



THREE VILLAGE CENTRAL SCHOOL DISTRICT
of Brookhaven and Smithtown

JOHN P. FLEMING
*Superintendent of
Buildings & Grounds*

MAINTENANCE & OPERATION
134 Main Street
East Setauket, New York 11733-2867

ROBERT A. HANSON
*Assistant Superintendent
of Buildings & Grounds*

September 24, 1997

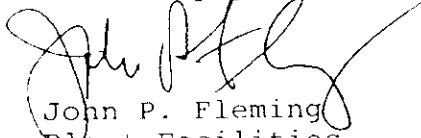
James M. Campbell Architects
380 West Main Street
Babylon, New York 11702

Dear Mr. Campbell,

It gives me great pleasure to take this opportunity to recommend Nicolas Amoruso and Will Recce of School Construction Consultants Inc. to your firm. The level of professionalism at which they perform is something not seen very often in this day and age.

Nick and Will are a pleasure to work with. My staff can not praise them enough. They are always very considerate and helpful. They both are exceptional and we look forward to working with them in the near future.

Sincerely yours,


John P. Fleming
Plant Facilities
Administrator

JF:bg

Deer Park Union Free School District

1881 DEER PARK AVENUE
DEER PARK, NEW YORK 11729
(631) 242-6524
FAX (631) 242-6762

Don R. Bright
Superintendent

Mary Jo Beck
Craig G. Carr
Richard Banyon
Assistant Superintendents

August 25, 2000

To Whom It May Concern:

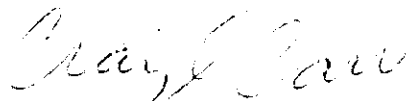
The Deer Park Union Free School District has worked with School Construction Consultants for over a two year period. We fully intend to continue with their services for years to come.

School Construction Consultants was retained in the middle of a \$23,750,000 reconstruction capital project. This firm guided our district successfully through conclusion of our projects.

The principals and employees of this firm take a personal, in-depth, hands-on approach to guiding schools through capital projects. They are most highly proficient in their business. They fully serve their clients with prowess on the site. They also take a keen interest and active role in the tangential duties of assisting in state aid paper work, fiscal controls and project management.

I have worked on more than \$50,000,000 of school capital projects over 14 years. School Construction Consultants is a most proficient, caring and detail oriented firm; a pleasure to work with. I highly recommend them for any school district construction projects.

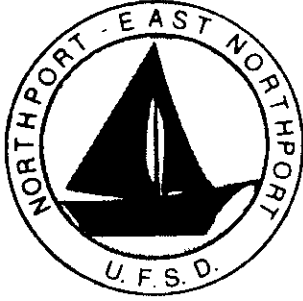
Respectfully,



C. G. Carr
Assistant Superintendent,
Business & Technology

CC/ld

#38A:BARLlr/WPWin



NORTHPORT - EAST NORTHPORT UNION FREE SCHOOL DISTRICT

OFFICE OF THE SUPERINTENDENT

110 Elwood Road
Northport, New York
Telephone (516) 262-6600
Fax (516) 262-6635

Mailing Address:
Post Office Box 210
Northport, New York 11768

September 10, 2001

To Whom It May Concern:

As the Assistant Superintendent for Business with the Northport-East Northport Union Free School District, I have had the opportunity to work with School Construction Consultants, Inc. (SCC) on several construction projects during the last several years. They have provided construction management services for the roof reconstruction at five (5) District facilities, including Northport High School. With roofing projects, it is critical that the project is brought to substantial completion during the very small window of the summer recess, and even with a variety of contractors to work with, SCC has successfully done so.

During the summer of 2001, SCC saw to the completion of modular classroom installations at Northport Middle School and science classroom conversions at the High School, again, with great success. They are currently assisting the District during the design and planning stages of a 30.5 million dollar bond referendum project. Their knowledge, experience, and insight has proven invaluable thus far, in establishing a realistic schedule toward the fulfillment of the District's enrollment growth needs.

The staff at SCC is a pleasure to work with. From the principals of the firm, who maintain an active role in the project, to their individual project managers, they truly demonstrate a concern for the District facilities, and more importantly, for the well-being and interests of the students and staff.

In conclusion, I would highly recommend SCC for construction management services. If you would require any further information, please do not hesitate to contact my office.

Sincerely yours,

Barbara M. Salatto
Assistant Superintendent for Business



Herricks Public Schools

Herricks Union Free School District

Administration Building

99 Shelter Rock Road
New Hyde Park, NY 11040-1355

516 248-3105
FAX 516 248-3108

Dr. John E. Bierwirth
Superintendent of Schools

March 10, 2003

Mr. Nicholas Amoruso
School Construction Consultants, Inc.
50 Carlough Road
Bohemia NY 11716

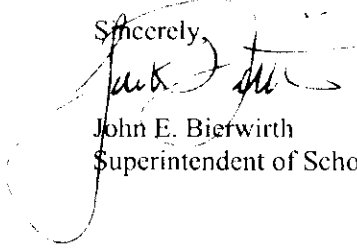
Dear Nick:

During the course of my career I have been involved in school construction projects totaling \$300 to \$400 million. Never have I been involved in a project which went more smoothly than the one here in Herricks. Not only was the work completed ahead of schedule and under budget, but (a) the quality of work was extremely high and (b) the amount of disruption to the educational process was kept extremely low.

I would be happy to serve as a reference for you or your colleagues for any school district considering your firm. The role which you and your colleagues played in bringing the Herricks project to such a successful conclusion was critical. You were a pleasure to deal with, kept things moving, and resolved problems quickly and effectively.

All the best.

Sincerely,



John E. Bierwirth
Superintendent of Schools

JEB:ls

Mission Statement of the Herricks Public Schools

Herricks School District, a Community of Learners, through its educational programs, promotes intellectual curiosity and creative expression, values diversity, and measures success by one's personal development and contribution to society.



WANTAGH UNION FREE SCHOOL DISTRICT

Wantagh Elementary School

New York State Blue Ribbon School of Excellence

National Excellence in Education Award, United States Department of Education

Redbook Magazine National Recognition for Overall Excellence

1765 BEECH STREET • WANTAGH, NEW YORK 11793-3456 • (516) 679-6480 • FAX (516) 679-6365

Carl A. Bonuso, Ed.D.
Superintendent of Schools

Donald Sternberg, Ed.D.
Principal
Adrienne Robb-Fund, Ed.D.
Assistant Principal

October 25, 2004

Mr. Nicholas Amoruso, President
School Construction Consultants
50 Carlough Road
Bohemia, NY 11716

Dear Mr. Amoruso:

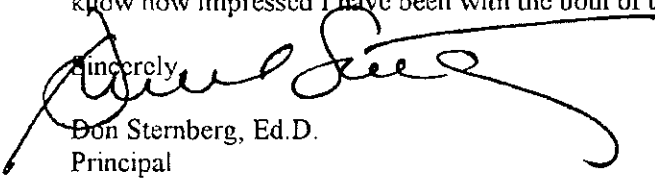
Now that the construction projects which took place in the Wantagh Elementary School are all but completed, I would like to take a minute or two of your time to commend two of your workers that I have worked closely with during the last year and a half. Mr. Scott Redo and Mr. Brian Salva both did an outstanding job and represented your company admirably. They made me feel that their priorities were my priorities and that the health and safety of the children, as well as the faculty and staff, were paramount.

On one of the first mornings of the project, I prepared a series of new fire evacuation maps for the section of my building that I knew needed new ones based upon the construction. I got into school early to post these new maps only to discover, as I attempted to post the first one in a classroom, that Mr. Redo had already finished this task. This was the first time I was impressed with his attention to detail and it was certainly not the last time that I was impressed with his efforts. Mr. Salva was equally as attentive as he checked with me on a daily basis, and on most days more often than that, to make sure that I knew what was about to take place around the school or to ascertain if noise levels were too high or if any problems existed.

Both gentlemen took the time to explain components of the project that I did not understand and it seems to me that their involvement and overseeing moved the construction projects onto fruition in the shortest time possible. Both gentlemen were never more than a phone call away and they were in my office within minutes if I needed their attention to a situation or a question answered.

Now that I fully understand the intricacies and procedures associated with a project of this size, I am even more appreciative of their effort and dedication. I just wanted to let you know how impressed I have been with the both of them.

Sincerely,


Don Sternberg, Ed.D.
Principal

cc: Dr. Carl Bonuso, Wantagh Superintendent of Schools

Babylon Union Free School District

Administration Office

50 Railroad Avenue, Babylon, New York 11702

(631) 893-7925

Fax (631) 893-7935



William P. Bernhard, Ph.D.

Superintendent of Schools

October 26, 2004

Mr. Nick Amoruso
School Construction Consultants, Inc.
50 Carlough Road
Bohemia, NY 11716

Dear Nick:

I want to express my profound appreciation for your professional efforts in assisting the Babylon Schools in completing our \$16,500,000 capital project. Please also extend my personal thanks to Mike Peck, Paul Adamo and Phil Hughes for their tireless work and expertise in making this project so successful.

When the Board of Education was engaged in the process of selecting a Construction Management Company we relied on the assertions about the level and quality of service that you indicated SCC would provide. I must say, that in looking back over the life of the project, you not only met those assertions but far exceeded our expectations. After you replaced our original construction manager at the beginning of the project you immediately re-evaluated our estimated project costs and noted glaring deficiencies in the estimates and averted what possibly could have been a financial crisis in our bidding process.

SCC was always there. At a moment's notice you could be relied upon to address any situation no matter how big or small and no matter how urgent or routine. We placed our complete trust in your ability to manage this project and you never let us down once. In fact, for over a year after our contract with SCC expired you continued to work on this project and never billed the district for any of the time or services you provided beyond our original commitment. You promised to stick with us until the project was completed and you were unwavering in honoring that promise.

On behalf of our students, parents, staff, and Board of Education of the Babylon Schools, thank you again for your assistance in providing us with our newly renovated schools and for making our educational program better for the children of Babylon.

I would hope that you will encourage your future clients to contact me. It would be an honor to support you in providing a reference to your expertise as construction managers and even more significantly to your outstanding character and integrity as a company that is committed to excellence.

Sincerely,

A handwritten signature in cursive script that reads "William Bernhard".

William Bernhard

c: Babylon Board of Education

NEW HYDE PARK GARDEN CITY PARK

Union Free School District

Bonnie Palker
Assistant Superintendent
for Business & Administration

516/352-5909
Fax 516/ 358-7656

1950 Hillside Avenue
New Hyde Park, NY 11040-2607

October 21, 2004

Subject: Letter of Recommendation for School Construction Consultants, Inc.

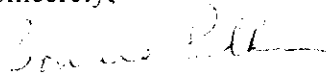
To whom it may concern:

School Construction Consultants, Inc. was employed by New Hyde Park-Garden City Park UFSD to oversee \$18,000,000 in additions and alterations to all four of our buildings. Ground was broken in November 2002 and was substantially complete for the opening of school September 2003, an unusually short timetable for such extensive projects. This was able to be accomplished thanks to the professionalism, diligence and hard work of School Construction Consultants, Inc.

The personnel that Mr. Amoruso (Nick) and Mr. Peck (Mike) assigned to manage the project were experienced and competent. In addition, Mr. Amoruso and Mr. Peck were on site several times each week. They consistently went above and beyond the normal scope of a construction management company duties. They solved union problems, assisted the General Contractor in obtaining subcontractors, as well as materials and supplies. They even assisted the district in obtaining the services of a cleaning service over Labor Day weekend, so that school could open on schedule.

Overall, Mr. Amoruso and his partners' set a tone of quiet competence, dedication, and professionalism for School Construction Consultants, Inc. I strongly recommend School Construction Consultants, Inc. without any reservation. If you have any questions please do not hesitate to contact me.

Sincerely,



Bonnie Palker
Assistant Superintendent
for Business & Administration

December 12, 2005

Mr. Amoroso
50 Carlough Road
Bohemia, NY 11716

Dear Mr. Amaruso:

I am writing to express my thanks and appreciation to School Construction Consultants, Inc. and in particular Mr. Robert Caliendo.

As you know I am a new employee to the New Hyde Park-Garden City Park UFSD. Being a new employee, I did not have knowledge of the history behind many situations that arose during the course of the final phase of the bond work. Mr. Caliendo proved to be an extremely important asset in easing my transition into the district. His knowledge of building construction in general, combined with his experience within the New Hyde Park-Garden City Park School system proved to be an invaluable attribute to me as well as the residents of New Hyde Park. His familiarity with the Board of Education, the Custodial Staff, the Teaching Staff, Administration and the Residents, allowed me the opportunity to accelerate my learning curve.

His professionalism, combined with his desire to obtain the best services for the district, proved to be a winning combination for all parties involved. His ability to remain calm, even when faced with unpleasant or disruptive circumstances must be commended.

The school year began on time, with no inconveniences for the children or staff. The improvements that were made to our facilities were received with great thanks from the Community and Staff alike. I would like to thank School Construction Inc. and Mr. Caliendo for all his hard work and effort in making these projects a great success.

Sincerely,



Director of Facilities,
Operations and Transportation
New Hyde Park-Garden City Park UFSD

Nassau County Legislature

Citation

"Our lives are not determined by what happens to us, but how we react to what happens; not by what life brings to us, but the attitude we bring to life. A positive attitude causes a chain reaction of positive thoughts, events, and outcomes. It is a catalyst... a spark that creates extraordinary results."

Whereas, a County is only as great as the Character of those individuals; Who by Virtue of their Commitment and Dedication, Give Substance and Quality of Life to their Community, and Whereas such Commitment often goes unrecognized; Now in recognition of your commitment to making a difference in Nassau County;

I, Judith Jacobs, Presiding Officer of the Nassau County Legislature, on behalf of the Nassau County Legislature, do hereby recognize and acknowledge

SCHOOL CONSTRUCTION MANAGEMENT GROUP

"Excellence is not an act but a habit" On this 13th day of October 2006



Judith A. Jacobs
Judith A. Jacobs
Presiding Officer
Nassau County Legislature

COPIAGUE PUBLIC SCHOOLS



Dr. William R. Bolton, Superintendent of Schools

January 4, 2006

Mr. Nicholas Amoruso, President
School Construction Consultants, Inc.
50 Carlough Road
Bohemia, N. Y. 11716

Dear ^{*Nick*} Mr. Amoruso:

I would like to thank School Construction Consultants, Inc. for the excellent service you provided the Copiague School District in overseeing our building project these past three years. With your assistance and the help of Michael Peck, Victor Naujokas and the other associates, the project was completed in a timely manner and within the budget that was approved by the voters. I, particularly, want you to know that Victor Naujokas played a very important role in making sure the project was done in accordance with specifications and was proactive in alerting us to various issues when they arose.

If ever you need a reference, please feel free to direct the potential client to the Copiague School District so that I may expand upon the quality of your work and the professionalism you demonstrated.

Sincerely,

William R. Bolton
William R. Bolton, Ed.D.
Superintendent of Schools

WRB:mch

c: Mr. V. Naujokas



Hicksville Public Schools

Administration Building
200 Division Avenue
Hicksville, NY 11801-4800

Phone: 516-733-6679

Fax: 516-733-6584

Maureen K. Bright
Superintendent of Schools

Helen Murray
District Clerk

January 31, 2006

*Mr. Nicholas Amoruso
School Construction Consultants
50 Carlough Road
Bohemia, New York 11716*

Dear Nick:

I would just like to share with you my complete satisfaction with the job that Bob Caliendo and Dan Coffey have performed in the Hicksville District.

We seldom meet one, never mind two men, with their level of expertise and diligent work ethic. In my opinion, I seriously doubt that we would have accomplished all that we did, with the level of quality, without these two men. These men are a credit to you and your company. I do not know who was responsible for their hiring, but that person is to be commended for knowing a shining star when they see one.

In closing, I can say that I have thoroughly enjoyed working with SCC and these two men are the reason for that feeling. I would highly recommend SCC, because of the caliber of your staff.

Yours truly,

*Paul Spratt
Maintenance Supervisor*

Board of Education

Alesia Sommers, President Augustus Costa, Vice President, Dolores Garger, Secretary
Pat Love, Susan Powell, Charles Coutieri, Patrick Hourihane

ROSLYN

PUBLIC SCHOOLS

BOX 367, ROSLYN, NEW YORK 11576-0367 (516) 625-6340 FAX (516) 625-8191

Gerard W. Dempsey, Jr.
Superintendent of Schools

ROSLYN HIGH SCHOOL

January 19, 2007

Kevin Scanlon
Principal

Carol Murphy
Jay Pilnick
Assistant Principals

Jonathan Silkowitz
Dean of Students


Mr. Chuck Quinn
SCC
50 Carlough Road
Bohemia, New York 11716

Dear Chuck,

On behalf of the Roslyn High School Music Program, we would like to thank you for your involvement in having our beautifully renovated auditorium ready for our two concerts. Students, staff, faculty and parents were so impressed with the quality of work and the total fresh look of our auditorium. It is now a pleasure to put a concert on in the Roslyn High School Auditorium.

Thank you so much for what you have done for our students and staff.

Sincerely,


Jay Pilnick
Assistant Principal

JP/sm
cc: K. Scanlon
P. Adamo

Rockville Centre Union Free School District

Administration Building

128 Shepherd Street

Rockville Centre, New York 11570-2298

(516) 255-8927 ☎ FAX (516) 393-5241

www.rvcschools.org



BOARD OF EDUCATION

MARK MASIN *President*
KATHY HORACE *Vice President*
LORRIE BRADY *Secretary*
DOREEN CORDOVA *Trustee*
STEPHEN KRISS *Trustee*

WILLIAM H. JOHNSON, Ed.D.
Superintendent of Schools

ROBERT A. BARTELS
*Assistant Superintendent
Business/Personnel*

July 31, 2008

To Whom It May Concern:

The Rockville Centre School District had engaged School Construction Consultants (SCC) as project managers for a \$15 million bond issue. Projects were completed at 8 different site locations around the District and included new heating and ventilation systems, new boilers, roof replacements, masonry repairs, site work and repaving, bathroom renovations, large scale window replacements, hallway floor tiles, classroom ceiling and light replacements and electrical upgrades.

SCC was the construction manager for all of these projects. A representative was assigned to be on-site every work day. If the individual had a conflict, an alternate was assigned to assure continued oversight of the projects. Daily reports and updates were provided including cost report summaries at regular intervals.

SCC was critical in scheduling contractors to work around school openings and with District staff so as to reduce unnecessary overtime and conflicts with educational and extracurricular programs. SCC supervisors also made frequent visits to the District to check on progress and to ensure projects were being completed to the satisfaction of District administration.

I would highly recommend this firm for any construction management needs within your District or organization. If you should require additional information regarding SCC's work performance for the Rockville Centre Schools, please contact me at 516-255-8927 or through email at rbartels@rvcschools.org.

Sincerely,

ROCKVILLE CENTRE UNION FREE SCHOOL DISTRICT

A handwritten signature in black ink, appearing to read 'Robert A. Bartels', is written over a white background.

Robert A. Bartels

Assistant Superintendent for Business/Personnel

RAB/csb



WANTAGH UNION FREE SCHOOL DISTRICT
Superintendent of Schools

3301 BELTAGH AVENUE ■ WANTAGH, NEW YORK 11793 ■ (516) 679 - 6300

Carl Bonuso, Ed.D.
Superintendent of Schools

October 15, 2008

Mr. Nick Amoruso
School Construction Consultants
50 Carlough Road
Suite C
Bohemia, NY 11716

Nick
Dr. Mr. Amoruso:

On behalf of the Wantagh Board of Education and Central Administration, please accept our thanks for the beautiful plaque you donated to commemorate our Homecoming Field Dedication last Saturday. We would also like to take this opportunity to express our appreciation for the diligence and commitment you have shown throughout the construction process to provide the children of this community with facilities that offer the safe and proper learning environment that they so very much need and deserve.

We look forward to our continued partnership and collaboration in the future.

Sincerely,

Ralph Spagnolo, President
Board of Education

Carl Bonuso, Ed.D.
Superintendent of Schools

CB:je



NORTH BELLMORE UNION FREE SCHOOL DISTRICT

ADMINISTRATION OFFICES

Our mission is to inspire all students to be confident, passionate learners with the courage and skills to lead their lives with integrity, while contributing to our global community with creativity and compassion.

BOARD OF EDUCATION

Rosemarie Corless
Grace Cramsie
JoAnn DeLauter
John Ferrara
Joseph Perrone

ADMINISTRATION

Arnold M. Goldstein
Superintendent of Schools
Carol A. Eskew
Deputy Superintendent
Marilyn Johnson, Ed.D.
Assistant Superintendent
Toni A. Cincotta
*Assistant Superintendent
for Business*
Frank C. Russo
Director of Facilities
Gary Pardo
Director of Technology

BOARD OFFICERS

Jaspan Schlesinger LLP
Counsel
Barbara Fillios
Treasurer
Toni A. Cincotta
District Clerk

November 4, 2011

Mr. Nick Amoruso
School Construction Consultants, Inc.
190 Motor Pkwy., Suite 201
Hauppauge, NY 11788

Dear Nick,

I am very grateful for the pivotal role you played in assisting with the construction projects this past summer. We are inviting you, therefore, to our next board meeting on November 17, 2011, at 8:00 p.m., which will be held at Newbridge Road School. We will be recognizing all of those people who contributed to the physical improvements of North Bellmore schools. We also want to personally thank you for your dedication to the North Bellmore School District.

I hope you will be able to join us on November 17th. Please RSVP by contacting the Board secretary, Jeanne Canavan, either via e-mail (jcanavan@northbellmoreschools.org) or phone, 992-3000, Extension 4008, and let her know if you will be attending the Board meeting (8:00 PM).

We look forward to seeing you on November 17th.

Sincerely,

Arnold Goldstein
Superintendent of Schools

AG:jc



NORTH BELLMORE UNION FREE SCHOOL DISTRICT

ADMINISTRATION OFFICES

Our mission is to inspire all students to be confident, passionate learners with the courage and skills to lead their lives with integrity, while contributing to our global community with creativity and compassion.

BOARD OF EDUCATION

Rosemarie Corless
Grace Cramsie
JoAnn DeLauter
John Ferrara
Joseph Perrone

ADMINISTRATION

Arnold M. Goldstein
Superintendent of Schools
Carol A. Eskew
Deputy Superintendent
Marilyn Johnson, Ed.D.
Assistant Superintendent
Toni A. Cincotta
*Assistant Superintendent
for Business*
Frank C. Russo
Director of Facilities
Gary Pardo
Director of Technology

BOARD OFFICERS

Jaspan Schlesinger LLP
Counsel
Barbara Fillios
Treasurer
Toni A. Cincotta
District Clerk

November 4, 2011

Mr. Keith DeLucia
School Construction Consultants, Inc.
190 Motor Pkwy., Suite 201
Hauppauge, NY 11788

Dear Keith,

I am very grateful for the pivotal role you played in assisting with the construction projects this past summer. We are inviting you, therefore, to our next board meeting on November 17, 2011, at 8:00 p.m., which will be held at Newbridge Road School. We will be recognizing all of those people who contributed to the physical improvements of North Bellmore schools. We also want to personally thank you for your dedication to the North Bellmore School District.

I hope you will be able to join us on November 17th. Please RSVP by contacting the Board secretary, Jeanne Canavan, either via e-mail (jcanavan@northbellmoreschools.org) or phone, 992-3000, Extension 4008, and let her know if you will be attending the Board meeting (8:00 PM).

We look forward to seeing you on November 17th.

Sincerely,

Arnold Goldstein
Superintendent of Schools

AG:jc

References

REFERENCES

AMITYVILLE UFSD
Mr. Edward Mercurio
Former Plant Facilities Administrator
(631) 589-6522

BABYLON UFSD
Ms. Linda Rozzi
Superintendent of Schools
Dr. Peter Daly
Deputy Superintendent of Schools
Dr. William P. Bernhard
Former Superintendent of Schools
Mr. Steven Panno
Superintendent of Buildings and Grounds
Mr. Daniel D'Amico
Assistant Superintendent for Curriculum & Instruction:
(631) 893-7914 (Ms. Rozzi)
(631) 893-7914 (Dr. Daly)
(631) 893-7929 (Mr. Panno)
(631) 893-7924 (Mr. D'Amico)

BAYPORT-BLUE POINT UFSD
Mr. Anthony J. Annunziato
Former Superintendent of Schools
Mrs. Dorleese Stewart
Former Assistant Superintendent for Business
Mr. Gerald Doroski
Former Plant Facilities Administrator
(631) 472-7860

BELLMORE UFSD
Mr. Richard Daddio
Former Assistant Superintendent for Business
(516) 679-2903

BELLMORE MERRICK CHSD
Mr. John DeTommaso
Superintendent of Schools
Mr. Jon Simpkins
Director of Facilities
(516) 992-1001 (Mr. DeTommaso)
(516) 992-1032 (Mr. Simpkins)

BETHPAGE UFSD
Mr. Terrence Clark
Superintendent of Schools
Mr. Joseph Marchesiello
Assistant Superintendent for Business
Ms. Kim A. Parahus
Former Director of Operations and Facilities

(516) 644-4001 (Mr. Clark)
(516) 644-4030 (Mr. Marchesiello)

BRENTWOOD UFSD

Mr. Joseph Bond

Former Superintendent of Schools

Ms. Stacy O'Connor

Director of Business Services

Mr. Frank Scimeca

Plant and Facilities Administrator

(631) 434-2311 (Ms. O'Connor)

(631) 434-2291 (Mr. Scimeca)

CARMEL CSD

Mr. Eric Stark

Assistant Superintendent for Business

(845) 878-2094, ext. 215

COMSEWOGUE UFSD

Mr. Carl Fraser

Former Assistant Superintendent for Business

(631) 324-0144

COPIAGUE UFSD

Dr. William Bolton

Former Superintendent of Schools

Mr. Charles Leunig

Former Superintendent of Schools

Mr. Allan W. Frank

Former Assistant Superintendent for Finance

Mr. Don Oliver

Plant Facilities Administrator

(631) 842-4015, ext. 560 (Mr. Oliver)

DEER PARK UFSD

Mr. Richard Organisciak

Former Superintendent of Schools

Dr. Craig Carr

Former Assistant Superintendent for Business

Mr. Kirk Gostkowski

Director of Facilities

(631) 274-4071 (Mr. Gostkowski)

DOWLING COLLEGE

Mr. John Kelly

Former Director of College Facilities, Planning, and Design

(631) 244-1306

EAST ROCKAWAY UFSD

Dr. Roseanne Melucci
Superintendent of Schools
Dr. Arnold Dodge
Former Superintendent of Schools
Mrs. Concetta Robinson
Former Director of Finance and Operations
Mr. Jim Ristano
Former Director of Facilities
(516) 887-8300

EASTERN SUFFOLK B.O.C.E.S.

Mr. Keith Anderson
Director of Facilities and Operations
(631) 472-8771

ELWOOD UFSD

Mr. Peter Scordo
Superintendent of Schools
Mr. Carl Fraser
Former Assistant Superintendent for Business
Mr. John McDonald
Plant Facilities Administrator
Mr. Michael Butler
Former Director of Facilities
(631) 266-5400 (Mr. Scordo)
(631) 266-5400 (Mr. McDonald)

FARMINGDALE UFSD

Mr. John Lorentz
Superintendent of Schools
Mr. Paul Defendini
School Business Administrator
Mr. Nelson Dominquez
Director of Operations

(516) 752-6510 (Mr. Lorentz)
(516) 752-6506 (Mr. Defendini)
(516) 752-6545 (Mr. Dominquez)

GREENPORT UFSD

Mr. Michael Comanda
Former Superintendent of Schools
Dr. Charles Kozora
Former Superintendent of Schools
Mr. Marcus DaSilva
Director of Facilities
(631) 477-1950

GREENWICH PUBLIC SCHOOLS

Mr. Benjamin Branyan
Managing Director of Operations
(203) 625-7471

HAUPPAUGE UFSD

Ms. Patricia Sullivan-Kriss
Superintendent of Schools
Mr. James J. Stucchio
Assistant Superintendent for Business and Operations
Mr. Anthony Clements
Former Plant Facilities Administrator

(631) 761-8208 (Ms. Sullivan-Kriss)
(631) 761-8211 (Mr. Stucchio)
(631) 265-3045 (Mr. Clements)

HERRICKS UFSD

Dr. John Bierwirth
Former Superintendent of Schools
Mr. John Marino
Former Assistant Superintendent for Business
Mr. James Brown
Director of Facilities

(516) 248-3128 (Mr. Brown)

HENDRICK-HUDSON UFSD

Dr. Daniel McCann
Former Superintendent of Schools
Mr. Enrique Catalan
Assistant Superintendent for Business
Mr. Anthony Merlini
Director of School Facilities

(914) 257-5132 (Mr. Catalan)
(914) 257-5152 (Mr. Merlini)

HEWLETT-WOODMERE UFSD

Dr. Peter Weber
Assistant Superintendent for Business
Ms. Kim Paramus
Executive Director of Facilities
Mr. Dennis Sheridan
Former Executive Director of Facilities

(516) 374-8122 (Dr. Weber)
(516) 374-8146 (Ms. Paramus)

HICKSVILLE UFSD

Dr. Carl Bonuso
Superintendent of Schools
Ms. Marcy Tannenbaum
Assistant Superintendent for Business
Ms. Maureen K. Bright
Former Superintendent of Schools
Mr. David Bell
Director of Facilities

(516) 733-2105 (Dr. Bonuso)
(516) 733-2110 (Ms. Tannenbaum)
(516) 733-6676 (Mr. Bell)

HUNTINGTON UFSD

Mr. David Grackin

Former Assistant Superintendent for Finance

Mr. Paul Rispoli

Former Director of Facilities

(631) 673-2121

JERICO UFSD

Mr. Henry Grishman

Superintendent of Schools

(516) 203-3600 ext. 3201 (Mr. Grishman)

LAWRENCE UFSD

Mr. Chris Milano

Former Director of Facilities, Building and Grounds

516-761-7493 (Mr. Milano)

MANHASSET UFSD

Mr. Charles Cardillo

Superintendent of Schools

Ms. Rosemary Johnson

Deputy Superintendent for Business

Mr. Armand Markarian

Director of Facilities

(516) 267-7700 (Mr. Cardillo)

(516) 267-7700 (Ms. Johnson)

(516) 267-7720 (Mr. Markarian)

MASSAPEQUA UFSD

Ms. Lucille Iconis

Superintendent of Schools

Mr. Alan Adcock

Deputy Superintendent of Schools

Mr. Tim O'Donnell

Director of Facilities

(516) 308-5000

NASSAU B.O.C.E.S.

Mr. Anthony N. Fierro

Executive Director

(516) 396-2010

Mr. Christopher Graham

Senior Manager

(516) 396-2000

NASSAU COUNTY FIREFIGHTERS MUSEUM & EDUCATION CENTER

Mr. Angelo Catalano

Museum Board Chair

Commissioner, North Bellmore Fire District

(516) 221-5835

NEW HYDE PARK-GARDEN CITY PARK UFSD

Mr. Michael Frank
Assistant Superintendent for Business
Dr. Regina Cohn
Former Superintendent of Schools
Mr. Jim Saitta
Former Director of Facilities and Operations
(516) 352-5909 (Mr. Frank)

NEW YORK CITY SCHOOL CONSTRUCTION AUTHORITY

Ms. Robin Wilcox
Mentor Program, Construction Management Department
(718) 472-8036

NORTH BELLMORE UFSD

Ms. Marie Testa
Superintendent of Schools
Mr. Arnold Goldstein
Former Superintendent of Schools
Ms. Toni Ann Cincotta
Former Assistant to the Superintendent of Schools
Mr. Frank Russo
Director of Facilities
(516) 992-3000

NORTHPORT-EAST NORTHPORT UFSD

Ms. Barbara Salatto
Former Assistant Superintendent for Business
Mr. Anthony Resca
Superintendent of Buildings and Grounds
(631) 262-6863 (Mr. Resca)

OCEANSIDE UFSD

Dr. Phyllis Harrington
Superintendent of Schools
Dr. Herbert R. Brown
Former Superintendent of Schools
Mr. Louis S. Frontario
Former Assistant Superintendent for Business
(516) 678-1215 (Dr. Harrington)

OYSTER BAY-EAST NORWICH CSD

Dr. Phyllis Harrington
Former Superintendent of Schools
Dr. George Chesterton
Former Superintendent of Schools
(516) 624-5600

PLAINVIEW OLD BETHPAGE CSD

Dr. Lorna Lewis
Superintendent of Schools
Mr. Richard Cunningham
Assistant Superintendent for Business
Mr. Andrew Ward
Director of Facilities
(516) 434-3001 (Dr. Lewis)
(516) 434-3050 (Mr. Cunningham)
(516) 434-3110 (Mr. Ward)

PORT CHESTER-RYE UFSD

Dr. Edward Kliszus
Former Superintendent of Schools
Ms. Maura McAward
Assistant Superintendent for Business
(914) 934-7900

PORT WASHINGTON UFSD

Dr. Kathleen A. Mooney
Superintendent of Schools
(516) 767-5005
Ms. Mary Callahan
Assistant Superintendent of Business
(516) 767-5011
Mr. Jim Ristano
Director of Facilities & Operations
(516) 767-4940

PORT JEFFERSON UFSD

Mr. Fred Koelbel
Plant Facilities Administrator
(631) 476-4404

ROCKVILLE CENTRE UFSD

Dr. William H. Johnson
Superintendent of Schools
Mr. Robert Bartels
Assistant Superintendent
(516) 767-4300

ROOSEVELT UFSD

Mr. Eric Vonderhorst
Former Superintendent of Buildings and Grounds
(516) 767-4300

ROSLYN UFSD

Mr. Anthony Annunziato
Former Assistant Superintendent of Business
(516) 801-5000

SACHEM CSD

Dr. James Ruck
Former Superintendent of Schools
Mr. Bruce Singer
Assistant Superintendent for Business
Mr. Mark Margolies
Former Plant Facilities Administrator
(631) 471-1300 (Mr. Singer)
(631) 692-8036 (Mr. Margolies)

SAG HARBOR

Dr. Carl Bonuso
Former Superintendent of Schools
Ms. Kathryn Holden
Former Superintendent of Schools
Mr. Leonard Bernhard
Former Business Administrator
(631) 725-5300

SHOREHAM-WADING RIVER CSD

Mr. Glen Arcuri
Assistant Superintendent for Finance & Operations
(631) 821-8120
Mr. Robert Woolsey
Former Plant Facilities Administrator

SOUTHAMPTON UFSD

Dr. J. Richard Boyes
Former Superintendent of Schools
Dr. Linda Bruno
Former Superintendent of Schools
Ms. Maria Smith
Assistant Superintendent for Business
Mr. Randy Dobler
Former Director of Facilities
(631) 591-4527 (Ms. Smith)

SOUTHOLD UFSD

Dr. Christopher Gallagher
Former Superintendent of Schools
Mr. Marcus DaSilva
Director of Facilities
(631) 477-1950 (Mr. DaSilva)

THREE VILLAGE CSD

Ms. Cheryl Pedisich
Superintendent of Schools
Mr. Jeffrey Carlson
Assistant Superintendent for Business Services
Mr. James O'Hagan
Plant Facilities Administrator
Mr. John Fleming
Former Plant Facilities Administrator
(631) 730-4010 (Ms. Pedisich)
(631) 730-4020 (Mr. Carlson)
(631) 730-5078 (Mr. O'Hagan)

VALLEY STREAM UFSD THIRTY
Ms. Lisa Rutkoske
Assistant Superintendent for Business
Mr. Russell Costa
Director of Facilities
(516) 434-3600

WESTERN SUFFOLK B.O.C.E.S.
Mr. James Meade
Director of Facilities
(631) 549-4900

WANTAGH UFSD
Ms Maureen Goldberg
Superintendent of Schools
Dr. Lydia Begley
Former Superintendent of Schools
Ms. Adriana Silver
Assistant Superintendent for Business
Mr. Marty Abrams
Director of Facilities
(516) 679-6308 (Ms. Silver)
(516) 679-6313 (Mr. Abrams)

WEST BABYLON UFSD
Dr. Yiendhy Farrelly
Superintendent of Schools
Ms. Michele Psarakis, CPA
Executive Director for Finance
Mr. Ray Graziano
Director of Facilities
631-587-7001

WEST ISLIP UFSD
Ms. Bernadette Burns
Superintendent of Schools
Mr. Richard Simon
Former Superintendent of Schools
Mrs. Wendy Duffy
Assistant Superintendent for Business
Mr. James Bosse
Director of Facilities
(631) 893-3200

YONKERS PUBLIC SCHOOLS
Mrs. Jennifer Hubbard
Senior Project Manager
(914)-376-8008

Proposed Fee

**ROCKY POINT UNION FREE SCHOOL DISTRICT
CONSTRUCTION MANAGEMENT SERVICES
FEE SCHEDULE**

APPENDIX "B"

1. Principal	\$ <u>185</u> Hourly rate	\$ <u>185</u> O/T rate*
2. Project Executive	\$ <u>185</u> Hourly rate	\$ <u>185</u> O/T rate*
3. Project Manager	\$ <u>125</u> Hourly rate	\$ <u>125</u> O/T rate*
4. Asst. Project Manager	\$ <u>90</u> Hourly rate	\$ <u>90</u> O/T rate*
5. Clerical	\$ <u>40</u> Hourly rate	\$ <u>40</u> O/T rate*

*O/T rate applies to the following days: Saturday and Sunday

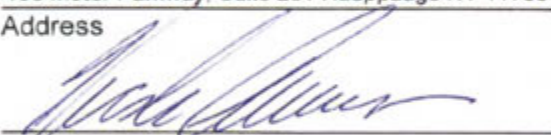
The number of hours required will vary and will be determined by the District.

All firms should base their fees for comparison purposes on the following criteria:

1. Estimated Construction Value : \$13,900,000
2. Total Project Duration is approximately 35 months, 2/1/2017-1/1/2020

School Construction Consultants, Inc.
Company

190 Motor Parkway, Suite 201 Hauppauge NY 11788
Address


Signature

Nicolas Amoruso, President
Print Name/Title

Certificate of Insurance

Required Forms

**ROCKY POINT UNION FREE SCHOOL DISTRICT
CONSTRUCTION MANAGEMENT SERVICES**

INSURANCE REQUIREMENTS

APPENDIX "D"

INSURANCE IDENTIFICATION: THE RFP NUMBER IS TO APPEAR ON ALL CERTIFICATES OF INSURANCE.

INDEPENDENT CONTRACTOR: The CORPORATION/CONTRACTOR/AGENCY/CONSULTANT, is an independent contractor and covenants and agrees that it, its agents, servants and/or employees will neither hold itself/themselves out as, nor claim to be an employee, servant or agent of the ROCKY POINT UFSD.

INSURANCE: Contractor/vendor shall take out and maintain during the life of this contract, insurance as listed below with Rocky Point UFSD listed as additional insured. It shall be the responsibility of the contractor/vendor to submit original certificates of insurance to the District, and to maintain such insurance in amounts as set forth below. The amounts specified are the **minimum** coverage acceptable. Contractor/vendor shall not commence work under this contract until all insurance required has been obtained, and the Rocky Point UFSD has approved such insurance. If any insurance policy is cancelled, not renewed or expires during the life of the contract, immediate notice of cancellation, non-renewal, or expiration shall be delivered to the District no less than 30 days prior to the date and time of cancellation, non-renewal, or expiration.

- I. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the consultant hereby agrees to effectuate the naming of the district as an additional insured on the consultant's insurance policies, with the exception of workers' compensation, NY State disability and professional liability. If the policy is written on a claims-made basis, the retroactive date must precede the date of the contract
- II. The policy naming the district as an additional insured shall:
 - Purchase an insurance policy from an A.M. Best rated "secured" insurer, authorized to conduct business in New York State.
 - State that the organization's coverage shall be primary coverage for the District, its Board, employees and volunteers.
 - The district shall be listed as an additional insured by using endorsement CG 2026 or equivalent. The certificate must state that this endorsement is being used. If another endorsement is used, a copy shall be included with the certificate of insurance.
- III. The consultant agrees to indemnify the district for any applicable deductibles.
- IV. Required Insurance:
 - **Commercial General Liability Insurance**
\$1,000,000 per occurrence/ \$2,000,000 aggregate.
 - **Workers' Compensation and N.Y.S. Disability**
Statutory Workers' Compensation, Employers' Liability and N.Y.S. Disability Benefits Insurance for all employees.
 - **Professional Errors and Omissions Insurance**
\$1,000,000 per occurrence/ \$2,000,000 aggregate for the professional acts of the auditor performed under the contract for the district. If written on a "claims-made" basis, the retroactive date must pre-date the inception of

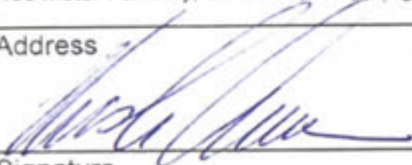
- the contract or agreement. Coverage shall remain in effect for two years following the completion of work.
- **Excess Insurance**
On a "Follow-Form" basis, with limits of \$3,000,000 each occurrence and aggregate.
- V. Consultant acknowledges that failure to obtain such insurance on behalf of the district constitutes a material breach of contract. The consultant is to provide the districts with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities. The failure of the district to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the district.

School Construction Consultants, Inc.

Company

190 Motor Parkway, Suite 201, Hauppauge, NY 11788

Address



Signature

Nicolas Amoruso, *PRESIDENT*

Print Name/Title

**ROCKY POINT UNION FREE SCHOOL DISTRICT
NON-COLLUSIVE BIDDING CERTIFICATION**

Chapter 751 of the Laws of 1965 amended Section 103-d of the General Municipal Law required that every bid or proposal submitted to a political sub-division of New York State must contain the following certification properly signed and executed:

The undersigned hereby certifies that:

- a. This bid or proposal has been independently arrived at without collusion with any other bidder with any competitor or potential competitor;
- b. This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids or proposals for this project, to any other bidder, competitor or potential competitor;
- c. No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
- d. The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing in its behalf.
- e. The attached hereto (if a corporate bidder) is a certified copy of resolution authorizing the execution of this certificate by the signator of this bid or proposal in behalf of the corporate bidder.

Signature

Title

RESOLUTION-for corporate bidders only

RESOLVED that Nicolas Amoruso be authorized to sign and submit the bid or proposal of this corporation for the following project, RFP#: R17-02
Construction Management Services
and to include in such bid or proposal the certificate as to non-collusion required by Section one hundred three-d of the General Municipal Law as the act and deed of such corporation, and for any inaccuracies or misstatements in such certificate this corporate bidder shall be liable under the penalties of perjury.

The foregoing is a true and correct copy of the resolution adopted by School Construction Consultants, inc. Corporation at a meeting the 19 day of Dec. 2016 and is still in full force and effect on this 21 day of Dec 2016.

Seal of the Corporation

Secretary

AFFIDAVIT OF COMPLIANCE

STATE OF

COUNTY OF

Nicolas Amoruso being duly sworn, deposes and says:

- 1) That (s)he is an officer or representative of School Construction Consultants, INC. and that (s)he has the authority to sign this affidavit.
- 2) This affidavit is offered as an inducement to the Rocky Point Union Free School District to award to School Construction Consultants, INC. such purchase contracts for goods or services as directed by the Board of Education, in accordance with New York State law and with District policy.
- 3) That no Officer, Employee or Stockholder of the above referenced vendor is an Employee, in any position, Administrator or Board Member at the Rocky Point Union Free School District other than as disclosed below.
- 4) That no Officer, Employee or Stockholder of the above-referenced vendor is related to an employee in any position, administrator or Board Member, at the Rocky Point Union Free School District other than as disclosed below:

Vendor: List Officer, Employee or Stockholder's Name	Position with Vendor	Rocky Point UFSD Employee, Administrator or Board Member Name	Relationship between parties

[Signature]
Signed

12/20/16
Date

Sworn to before me this 20th
Day of December, 2016

Denise Nostro
Notary Public

Seal

DENISE NOSTRO
NOTARY PUBLIC, STATE OF NEW YORK
NO. 01N06257497
QUALIFIED IN SUFFOLK COUNTY
MY COMMISSION EXPIRES MAR 12, 2020

CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

As a result of the Iran Divestment Act of 2012 (the "Act"), chapter 1 of the 2012 Laws of New York, a new provision has been added to Stat Finance Law (SFL) § 165-a and New York General Municipal Law § 103-g, both effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law) (the "Prohibited Entities List"). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act's effective date at which time it will be posted on the OGS website.

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Bidder/Contractor, any person signing on behalf of any Bidder/Contractor and any assignee or subcontractor and, in the case of a joint bid, each party thereto, certifies, under penalty of perjury, that once the Prohibited Entities List is posted on the OGS website, that to the best of its knowledge and belief, that each Bidder/Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to SFL §165-a(3)(b).

Additionally, Bidder/Contractor is advised that once the Prohibited Entities List is posted on the OGS Website, any Bidder/Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this solicitation must certify at the time the Contract is renewed, extended or assigned that it is not included on the Prohibited Entities List.

During the term of the Contract, should the School District receive information that a Bidder/Contractor is in violation of the above-referenced certification, the School District will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he/she/it has ceased engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the School District shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the Bidder/Contractor in default. The School District reserves the right to reject any bid or request for assignment for a Bidder/Contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any Bidder/Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

I, Nicolas Amoruso, being duly sworn, deposes and says that he/she is the President of the School Construction Consultants Corporation and that neither the

Bidder/Contractor nor any proposed subcontractor is identified on the Prohibited Entities List.



SIGNED

SWORN to before me this

20th day of December

20 16

Notary Public: Denise Nostro



Proposal for
Construction Management Services
For the
Rocky Point Union Free School District

Submitted by
The Lee Michaels Group
3140 Veterans Memorial Hwy.
Bohemia, New York 11716

Contact Person
Michael Dodge
michaeld@leemichaelsgroup.com
631-615-7114 ext. 298
Date: December 22, 2016

TABLE OF CONTENTS

A.) FIRM / CONTRACTOR QUALIFICATIONS

B.) PROPOSED FEE

C.) INSURANCE

D.) ADDITIONAL REQUIRED FORMS

A.) FIRM / CONTRACTOR QUALIFICATIONS

Question No. 1: Knowledge of construction marketplace and experience with major project.

Response: LMG is a Construction Management Consulting firm built on reputation and over 25 years of practical experience in the construction industry. LMG was established in 2016 to provide construction consulting services to both public and private sector clients. Our team and its resources have performed Architectural Design/Construction Administration, Engineering, MEP Coordination, energy related and consulting services under several public works and private contracts. Through this, our team has gained an unparalleled understanding of project requirements from multiple vantage points.

Question No. 2: Relevant experience with at least five (5) completed school construction projects of similar size and complexity in CM Services or equivalent within the last five (5) years. Include full project descriptions.

Response: See the following;

Client: New Hyde Park – Garden City Park Union Free School District / Masonry Reconstruction

Contact Person: Michael Frank – Assistant Superintendent for Business, 516-434-2310 (see the attached letter of recommendation).

Architect of Record: John A. Grillo – Architect PC, 631-476-2161

Work Included: The projects were inclusive of masonry reconstruction at two (2) large elementary schools (Garden City Park & New Hyde Park Road Schools) due to water infiltrating the interior of the buildings at the existing brick walls. Sections of the original exterior brick façade had been removed and ultrasonic testing of the existing steel had been performed to determine the integrity of the existing steel lintels and spandrel beams. New brick veneer, membrane wall flashing and masonry weep holes were then installed. The removal and lead abatement of the original metal cornice and

installation of a new fiberglass cornice was also complete at the Garden City Park School.

Project Status: The project had been completed on schedule and within budget.

Completed September 2016.

Total Project Cost: \$300,000.00

ACCUMULATED EXPERIENCE

During his tenure at Wiedersum Associates Architects, Michael Dodge's responsibilities included complete oversight of all construction activities from pre-award qualification to project closeout. Below are just a few of the projects he has completed:

Client: Eastport / Southmanor Central School District

Project: 1. New Tuttle Avenue School, 2. Dayton Avenue Elementary School, 3. South Street Elementary School, 4. Eastport Elementary School.

Architect of Record: Wiedersum Associates Architects

Work Included: 1. Tuttle Avenue School – New 62,000 S.F., three (3) floor, Kindergarten – Second Grade LEED Gold Standard Elementary School. Building included, 100 kw photovoltaic system, geothermal system and an Electrical/HVAC Building Management Control System.

2. Dayton Avenue E.S. – New ten (10) Classroom wing addition and miscellaneous interior alterations including new Library and Gymnasium/Multi-Purpose Room.

3. South Street Elementary School – New Classroom wing addition and miscellaneous interior alterations including conversion of two (2) Classrooms into new Library Suite.

4. Eastport Elementary School – Masonry and lintel restoration at three (3) story entrance façade. Upon in-depth removal of brick veneer and inspection, brick to block ties were found to be severely compromised throughout the façade. Segmental removal of brick and back-up block was required in addition to raking all mortar joints and pinning brick to block in acceptable locations.

Project Status: The project had been completed on schedule and within budget.

Total Project Cost: \$60,000,000.00

Client: William Floyd Union Free School District

Project: New William Floyd Middle School

Architect of Record: Wiedersum Associates Architects

Work Included: Design and construction of new 185,000 S.F. fully air-conditioned, three (3) floor Middle School set on a 34 acre site. Project included, but not limited to a 500 seat Auditorium, new Gymnasium and Locker Rooms, new 6th, 7th and 8th grade wings, Library, Kitchen and Cafeteria, Music Suites, Athletic Fields and Running Track.

Project Status: The project had been completed on schedule and within budget.

Total Project Cost: \$29,000,000.00

Client: Longwood Central School District

Project: Additions & Alterations to Various Schools.

Architect of Record: Wiedersum Associates Architects

Work Included: Four (4) major additions to the Longwood High School (Gymnasium, Classrooms, Band & Choral Suite and Kitchen/Cafeteria). Classroom additions to the West Middle Island, Charles E. Walters, Ridge and Coram Elementary Schools

Project Status: The project had been completed on schedule and within budget.

Total Project Cost: \$112,000,000.00

During his tenure at Wiedersum Associates Architects, Stefan Reiss's responsibilities included complete oversight of all construction activities from pre-award qualification to project closeout, on the following projects:

Client: Great Neck Union Free School District

Project: Alterations to Various Schools.

Architect of Record: Wiedersum Associates Architects

Work Included: Exterior masonry and window replacement at the North MS, installation of a new Fire Alarm System at the South H.S. & M.S., new natural turf athletic fields at the South H.S. and North M.S., V.A.T. flooring abatement and replacement of new V.C.T. flooring at the South H.S. & M.S. and miscellaneous renovations throughout the District.

Project Status: The project(s) had been completed on schedule and within budget.

Total Project Cost: \$9,000,000.00

Client: Center Moriches Free Public Library

Project: Alterations and Additions to the Center Moriches Free Public Library

Construction Administration: Stefan Reiss

Architect of Record: Wiedersum Associates Architects

Work Included: Major addition to the front of the building totaling 4,000 S.F. of circulation space, open seating areas and Study/Meeting Rooms. Also, a 2,000 S.F. Multi-Purpose Room was constructed, inclusive of a Toilet Room.

Project Status: The project(s) had been completed on schedule and within budget.

Total Project Cost: \$4,000,000.00

Client: South Country Central School District

Project: Additions & Alterations to Various Schools.

Architect or Record: Wiedersum Associates Architects

Work Included: Major renovations and alterations throughout the District inclusive of a new 700 seat Auditorium addition to the Bellport M.S., Classroom additions to three (3) elementary schools, window replacement at the H.S. & M.S., technology upgrades throughout the District, ceiling & lighting upgrades, exterior masonry replacement, roof replacement, 800 kw roof top solar panel (photovoltaic) system, security system upgrades, mechanical and air quality upgrades, electrical upgrades and site improvements.

Project Status: The project(s) had been completed on schedule and within budget.

Total Project Cost: \$168,000,000.00

Question No. 3: References for above projects: include names (contact persons), address and telephone numbers.

Response: See the following references;

Contact Person: Michael Frank – Assistant Superintendent for Business, 516-434-2310 and Erik Nakutavicius – Director of Facilities and Transportation, 516-434-2318

Client: New Hyde Park – Garden City Park Union Free School District, 1950 Hillside Ave., New Hyde Park, NY 11040

Construction Administrator: Michael W. Dodge and Stefan Reiss (LMG)

Contact Person: Richard Snyder – Assistant Superintendent for Business, 631-801-3001 and Ronald Ryan – Plant Facilities Administrator, 631-801-3046

Client: Eastport / Southmanor Central School District, 149 Dayton Ave., Manorville, NY 11949

Construction Administrator: Michael W. Dodge (WAA)

Contact Person: Dr. Ralph P. Ferrie – Superintendent of Schools, 516-488-9800 and Kevin O'Brien – Assistant Superintendent of Finance & Operations, 516-488-9810

Client: Sewanhaka Central High School District, 77 Landau Ave. Floral Park, NY 11001

Construction Administrator: Michael W. Dodge (WAA)

Contact Person: Steve Harding – Director of Facilities, 516-790-6271

Client: Longwood Central School District

Reference for: Lee Rayano and Michael W. Dodge (WAA)

Contact Person: Alfredo Cavallaro – Facilities Director, 516-441-4040 and Steve Challis – Assistant Facilities Director, 516-441-4040.

Client: Great Neck Union Free School District, 345 Lakeville Rd., Great Neck, NY 11020

Construction Administrator: Stefan Reiss (WAA)

Contact Person: Nan Peel – Library Director, 631-878-0940

Client: Center Moriches Free Public Library, 235 Main Street, Center Moriches, NY 11934

Construction Administrator: Stefan Reiss (WAA)

Contact Person: Anthony Clements – Facilities Director, 631-730-1561

Client: South Country Central School District, 189 Dunton Ave., East Patchogue, NY 11772

Construction Administrator: Stefan Reiss (WAA)

Question No. 4: Organization chart with complete staff names and resumes of personnel who will be assigned to the project. Provide a detailed description of the services the firm can provide during the various phases of the project and individuals who will be involved. Indicate in-house and sub-consultant arrangements.

Response: See the following chart and resumes;



Michael Dodge will act as LMG's single point contact person for this project.

For the duration of this project, the Lee Michaels Group LLC. (LMG) proposes to dedicate a principle (Lee Rayano), Sr. Associate (Michael Dodge), Project Manager (Stefan Reiss) and Field Superintendent (Jeff Eckert). We plan on providing our Sr. Associate and Project Manager from pre-construction phase through substantial completion and contract closeout.

LMG will generate a master schedule based on the Districts time-line and activities outlining all milestone dates. This master schedule will be broken down into detailed schedules at each phase of the project and issued with the construction documents at the time of the bid. All of the contractors will be qualified prior to award and required to acknowledge that they and their subcontractors can provide the proper workforce and achieve the scheduled deadlines.

Weekly construction meetings will be scheduled and chaired by LMG in order to monitor the project schedule and maintain organization and communication. Meeting minutes will be generated by LMG on a weekly basis identifying the status of the project. Additionally, included in the minutes, logs will be updated to monitor submitted RFI's, change orders, submittals/shop drawings and all construction bulletin's issued to date, as required. We will oversee all required testing and inspections. LMG will review the accuracy of each Application for Payment prior to submission to the Architect.

We recommend that during the construction phase meetings take place on a monthly basis between the Owner, Architect and LMG. This will afford us the opportunity to answer any questions the District may have regarding the day to day construction activities. Additionally, upcoming work will be reviewed to help eliminate any transition issues from year to year. This will also allow the team to prepare, in advance, for any possible safety, logistic or mobilization related concerns there may be.

Lee Rayano / Principle

The Lee Michaels Group: Mr. Rayano is responsible for construction engineering review, executive supervision of construction trades and coordination scheduling, supervision of means and methods of mechanical installations, change order evaluations, commissioning mechanicals and value engineering.

BLR3 Inc.: In January of 2001, Mr. Rayano solely ventured to open a N.Y.S. corporation, BLR3 Inc. a mechanical, electrical and plumbing (M.E.P.) drafting, design and coordination firm. Lee's responsibilities include establishing client relations with Architects, Engineers, Developers and Contractors. Also, Lee provides project management, coordination, scheduling and procurement. Additional responsibilities include the creation and implementation of marketing concepts.

Mr. Rayano has over 21 years of diverse mechanical, design coordination and engineering experience. Lee has compiled a remarkable track record of successfully completing projects, including William Floyd High School (100,000 S.F. addition) a new cogeneration plant, Sachem East High School (New Construction), Longwood School District (New Construction) and the plumbing design and coordination work at the new Yankee Stadium.

Michael Passantino / Principle

The Lee Michaels Group: Co-Founder and elected president of alternative energy system integration Company. Mr. Passantino is responsible for daily office management, company structure, project management and project scheduling. He is also responsible for managing client relations between the Architect, Engineer and Client. Michael has recruited an experienced New Business Development team with resources in various disciplines related to our municipal, industrial and healthcare clients.

MDP Energy Management Corp.: Mr. Passantino solely ventured to open a NYS corporation, MDP Energy Management Corp., an alternative energy system integration company that started research of technologies in June of 2008. Michael was responsible to research and identify late stage alternative and renewable technologies, audit equipment performance, stability and warranty programs. Michael has implemented strategy for creating a company from the ground up. Through established networks and resources, Michael assembled a team of professionals then recruited an executive team to develop and manage distributed generation projects throughout the Northeast. Michael developed strategic relationships with Architects, Engineering Facility Managers and Municipal Entities to consult on technology specification and implementation of energy technologies throughout the region.

Michael W. Dodge / Senior Associate Project Manager

Michael Dodge is the Senior Associate Project Manager for the Lee Michaels Group, LLC. His responsibilities include complete oversight of all construction activities from pre-referendum phase to contract closeout, including value engineering, budgeting, scheduling, scope review and delegating personnel. Michael has an impressive resume with over 30 years of construction field experience including 20 years in the educational sector as the Director of Construction Administration at Wiedersum Associates Architects (WAA), where he also served as Project Architect. His extensive portfolio at WAA includes, but is not limited to Hampton Bays UFSD, Middle Country CSD, William Floyd UFSD, Longwood CSD, Connetquot CSD, Riverhead CSD, Bayport/Bluepoint UFSD, Half Hollow Hills CSD, South Country CSD, Eastport South Manor CSD, Sewanhaka CHSD and the Yaphank Correctional Facility for SCDPW. Michaels knowledge and experience make him a valuable part of the LMG team.

Stefan D. Reiss / Project Manager / Site Superintendent

Stefan Reiss is the Project Manager / Senior Site Supervisor for the Lee Michaels Group, LLC. His responsibilities include daily coordination of contractor site scheduling, scope review of work, full time daily site management, daily communications with the District, attending meetings and Board of Education meetings. Mr. Reiss' knowledge as a construction administration professional combined with his 23 years of experience in overseeing projects from pre-construction planning to final close-out documentation and all phases in-between make him an asset to the LMG team. Stefan has extensive familiarity with safety procedures, code regulations and on-site management. He possesses excellent team building, presentation and communication skills. Stefan has proven his ability to lead all phases of new and renovation projects. To date he has managed projects in the South Country Central School District, Great Neck Public Schools, Center Moriches Free Public Library and Brookhaven Memorial Hospital Medical Center.

Jeff Eckert / Site Superintendent

Jeff Eckert is the Site Supervisor for the Lee Michaels Group, LLC. Jeff is an experienced project superintendent with over 20 years of construction field experience. He has a strong background in public and private construction. Mr. Eckert has worked on numerous projects such as, Middle Country School District, Baldwin UFSD, West

Babylon School District, Commack School District and South Huntington School District.

Question No. 5: Because scheduling and disruptions to class time are of concern, explain how the firm has been able in the past, and how it will on this project, keep on schedule while minimizing school program disruption.

Response: LMG will coordinate with the District the following strategies that we have utilized successfully in the past to complete the scope of work and maintain the project schedule(s).

- Implement "after hours" work.
- Phase work around student & faculty occupancy.
- Schedule all bathroom renovations for July & August 2017, 2018 & 2019.
- Perform work that has a two (2) day duration or less on weekends at student and faculty occupied locations, between the months of September and June (i.e. ceiling and light fixture replacements).

Question No. 6: Outline methods and techniques used in the past to maintain budget and cost containment.

Response: See the following;

- Identify quickly and accurately when expanded scope of work is being proposed. If such work is desired, we recommend including it as an add alternate, during the bid process, which allows the District to pick and choose depending upon the bid proposals that are received.
- Hold monthly meetings to with the District and Architect to review ALL monetary aspects of the Bond and continually update the budget.
- Review contractor change order logs at every construction progress meeting.

Question No. 7: Experience in representing owners in the analysis and resolution of construction claims.

Response: During our 20 year involvement with school projects, we have assisted the Districts in four (4) claim disputes. We realize the most important defense against a contractors claim is documentation. To that end, several running chronological logs are monitored by our staff. We feel RFI, change order and submittal logs are the most

important and when monitored accurately can serve as a trusted defense against claims.

Question No. 8: Demonstrate examples of knowledge and the use of current technologies in the application of all mechanical disciplines.

Response: Lee Rayano is a principal of LMG, LLC., as well as the owner of BLR3, Inc. which is an MEP (mechanical, electrical & plumbing) coordination company that has been in business for over 16 years. Lee also holds a Master Plumbers license as well.

BLR3, Inc. uses software programs such as Autodesk Navis Works, Autodesk MEP, Revit & Hydro CAD (Fire Protection) to assist in 3D BIM (Building Information Modeling) coordination and design. Lee has been retained by numerous Manhattan base clients to assist their construction managers during the MEP coordination phase (i.e. development of MEP coordination drawings and managing the above ceiling MEP installations).

Question No. 9: Briefly describe any theories or concepts your organization uses to facilitate the project on behalf of the owner.

Response: See the following;

- Hold construction progress meetings (bi-weekly).
- Require all prime contractors to attend weekly prime contractor tool box meetings.
- Establish and closely monitor reachable milestone dates in the construction schedule. Recommend a plan B if milestone dates can not be reached.
- Pay close attention to the progress of submittals and shop drawings. Monitor them at every construction progress meeting. Upon approved submittals or shop drawings, request written confirmation from long-lead time suppliers, not just the contractors, of delivery dates.
- Project phasing recommendations.
- Utilize “after hours” for specific installations that can not be installed during school hours.

Question No. 10: Discuss your approach and procedure regarding change orders.

Response: The most important stage of a change order is the construction managers timely review of the contract documents and specifications to confirm the proposed additional work is not included in the prime contractors contractual scope of work. Additionally, the review of any Addendums, Clarifications or supplemental drawings is just as vital and required as well. More times than not, these are the “forgotten” contractors seem to ignore to their benefit.

If it's found the proposed additional work is included in the documents, the proposal is simply rejected. If the proposal exceeds the documents, then the Architect is notified and copied with the proposal. At this time a review of the contractor's contract will take place to ensure any additional costs weren't already identified as “unit costs” in their bid package. A monetary review of the proposal will take place evaluating labor and material costs and revisions recommended if required.

Question No. 11: Comment generally on the firm's approach to meeting the District's design/construction schedule and the steps that the firm would take for implementing/enforcing these requirements.

Response: See response to question No. 4.

Question No. 12: Provide volume of construction cost for school projects last year and average size of your projects.

Response: To date, LMG has completed one school project referenced in our response to question No. 2.

Question No. 13: List last five projects over \$15,000,000; include scope, fee and change order total.

Response: We have listed several school projects we have completed, as construction administrators at WAA, exceeding \$15,000,000 in our response to question No. 2. All listed involved numerous sites at each district and were all completed on schedule and under budget. Additional completed projects to be submitted upon request.

Question No. 14: Provide a concise description of methodology, general design and construction administration concepts and other relevant information for review.

Response: Our team and its resources have performed design, construction management, engineering, MEP coordination, energy related and Consulting Services under several public works and private contracts. Through this experience, our team has gained an excellent understanding of project requirements and a depth of experience in responding to them. Our team is proficient at a multitude of tasks and can effectively plan for flexible workload and scheduling requirements.

Question No. 15: Other information—Present any data or information which the firm considers pertinent to the selection process. Information should be kept relevant to the projects under consideration.

Response: The individuals that represent our construction management team are the foundation of a successful project. The LMG team has extensive experience in public and private construction management, contract administration, inspections, safety oversight and construction quality assurance/controls. We will be fully responsible for providing all the day-to-day oversight of the project.

B.) PROPOSED FEE

ROCKY POINT UNION FREE SCHOOL DISTRICT
 CONSTRUCTION MANAGEMENT SERVICES
 FEE SCHEDULE

APPENDIX "B"

1. Principal	<u>\$150.00</u>	Hourly rate	<u>\$ 225.00</u>	O/T rate*
2. Project Executive	<u>\$120.00</u>	Hourly rate	<u>\$ 180.00</u>	O/T rate*
3. Project Manager	<u>\$ 80.00</u>	Hourly rate	<u>\$ 120.00</u>	O/T rate*
4. Asst. Project Manager	<u>\$ 65.00</u>	Hourly rate	<u>\$ 97.00</u>	O/T rate*
5. Clerical	<u>\$ 50.00</u>	Hourly rate	<u>\$ 75.00</u>	O/T rate*

*O/T rate applies to the following days: Saturday and Sunday

The number of hours required will vary and will be determined by the District.

All firms should base their fees for comparison purposes on the following criteria:

1. Estimated Construction Value: \$13,900,000
2. Total Project Duration is approximately 35 months, 2/1/2017-1/1/2020

Reimbursables

1. List Type and Not-To Exceed amount: *Construction Trailer Costs for 35 months; \$12,600.00 Trailer, \$3,600.00 Plumbing/Sanitary disposal, \$5,000.00 Electric, \$3,500.00 WiFi and \$1,000.00 Office Equipment.*

Company Lee Michaels Group

Address 3140 Veterans Memorial Hwy., Bohemia NY 11716

Michael Passantino



Michael Passantino / Principle

C.) INSURANCE

Lee Michaels Group, LLC. proof of insurance coverages:

- A. Workers' Compensation
- B. Comprehensive General Liability
- C. Comprehensive Automobile Liability

-Please see attached insurance certificates-

1. The Lee Michaels Groups coverages are occurrence made. Please see attached insurance certificates.
2. The Lee Michaels Group acknowledges that the District will be named as an additional insured
3. The Lee Michaels Group acknowledges that the coverages requires 30 days notice of cancellation
4. The Lee Michaels Group acknowledges that the coverages are issued by A.M. Best rated "secure" carriers that are lawfully authorized to do business in New York State
5. The Lee Michaels Group understands that the insurance submitted is only valid if approved by the Districts insurance carrier.

D.) ADDITIONAL REQUIRED FORMS – see attached



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/08/16

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER DeVivo Associates Inc. 718 Union Blvd West Islip, New York	11795	CONTACT NAME: Dennis J. DeVivo	PHONE (A/C, No, Ext): 631-661-9059	FAX (A/C, No): 631-661-1754
		E-MAIL ADDRESS: dennis@devivoassociates.com	INSURER(S) AFFORDING COVERAGE	
INSURED The Lee Michaels Group LLC 3140 Veteran's Hwy Bohemia NY 11716	11795	INSURER A: Nationwide Insurance	NAIC #	
		INSURER B: Lloyd's of London		
		INSURER C:		
		INSURER D:		
		INSURER E:		
		INSURER F:		

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR (INSR, WVD)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER		ACP-GLO-5436274729	07/25/16	07/25/17	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
A	AUTOMOBILE LIABILITY ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		ACP-GLO-5436274729	07/25/16	07/25/17	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$		ACP-CAF-5436274729	07/25/16	07/25/17	EACH OCCURRENCE \$ AGGREGATE \$ 3,000,000 \$ 3,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	ACP-WCF-5436274729	02/19/16	02/19/17	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B	Professional Liability		ANE169693916	02/19/16	02/19/17	per claim 2,000,000 per aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER CANCELLATION

EVIDENCE OF INSURANCE	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Dennis J. DeVivo</i>

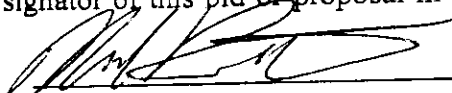
© 1988-2015 ACORD CORPORATION. All rights reserved.

**ROCKY POINT UNION FREE SCHOOL DISTRICT
NON-COLLUSIVE BIDDING CERTIFICATION**

Chapter 751 of the Laws of 1965 amended Section 103-d of the General Municipal Law required that every bid or proposal submitted to a political sub-division of New York State must contain the following certification properly signed and executed:

The undersigned hereby certifies that:

- a. This bid or proposal has been independently arrived at without collusion with any other bidder with any competitor or potential competitor;
- b. This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids or proposals for this project, to any other bidder, competitor or potential competitor;
- c. No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
- d. The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing in its behalf.
- e. The attached hereto (if a corporate bidder) is a certified copy of resolution authorizing the execution of this certificate by the signator of this bid or proposal in behalf of the corporate bidder.



Signature

PRESIDENT

Title

RESOLUTION-for corporate bidders only

RESOLVED that MICHAEL PASSANTINO be authorized to sign and submit the bid or proposal of this corporation for the following project, ROCKY POINT UFSD
CONSTRUCTION MANAGEMENT SERVICES
and to include in such bid or proposal the certificate as to non-collusion required by Section one hundred three-d of the General Municipal Law as the act and deed of such corporation, and for any inaccuracies or misstatements in such certificate this corporate bidder shall be liable under the penalties of perjury.

The foregoing is a true and correct copy of the resolution adopted by THE LEE MICHAELS GROUP Corporation at a meeting the 19th day of DEC 2016 and is still in full force and effect on this 19th day of DEC 2016

Seal of the Corporation



Secretary

AFFIDAVIT OF COMPLIANCE

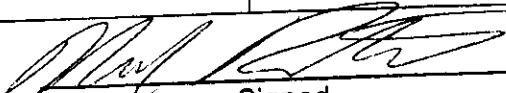
STATE OF

COUNTY OF SUFFOLK

MICHAEL PASSANTINO, being duly sworn, deposes and says:

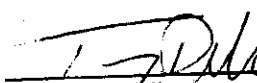
- 1) That (s)he is an officer or representative of THE LEE MICHAELS GROUP LLC and that (s)he has the authority to sign this affidavit.
- 2) This affidavit is offered as an inducement to the Rocky Point Union Free School District to award to THE LEE MICHAELS GROUP LLC such purchase contracts for goods or services as directed by the Board of Education, in accordance with New York State law and with District policy.
- 3) That no Officer, Employee or Stockholder of the above referenced vendor is an Employee, in any position, Administrator or Board Member at the Rocky Point Union Free School District other than as disclosed below.
- 4) That no Officer, Employee or Stockholder of the above-referenced vendor is related to an employee in any position, administrator or Board Member, at the Rocky Point Union Free School District other than as disclosed below:

Vendor: List Officer, Employee or Stockholder's Name	Position with Vendor	Rocky Point UFSD Employee, Administrator or Board Member Name	Relationship between parties


Signed

12-19-16
Date

Sworn to before me this 19TH
Day of DECEMBER, 2016


Notary Public

Seal

TAMMY DELLAIACONO
Notary Public, State of New York
No. 01DE6277658
Qualified in Suffolk County
Commission Expires March 11, 2017

CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

As a result of the Iran Divestment Act of 2012 (the "Act"), chapter 1 of the 2012 Laws of New York, a new provision has been added to Stat Finance Law (SFL) § 165-a and New York General Municipal Law § 103-g, both effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law) (the "Prohibited Entities List"). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act's effective date at which time it will be posted on the OGS website.


By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Bidder/Contractor, any person signing on behalf of any Bidder/Contractor and any assignee or subcontractor and, in the case of a joint bid, each party thereto, certifies, under penalty of perjury, that once the Prohibited Entities List is posted on the OGS website, that to the best of its knowledge and belief, that each Bidder/Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to SFL § 165-a(3)(b).

Additionally, Bidder/Contractor is advised that once the Prohibited Entities List is posted on the OGS Website, any Bidder/Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this solicitation must certify at the time the Contract is renewed, extended or assigned that it is not included on the Prohibited Entities List.

During the term of the Contract, should the School District receive information that a Bidder/Contractor is in violation of the above-referenced certification, the School District will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he/she/it has ceased engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the School District shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the Bidder/Contractor in default. The School District reserves the right to reject any bid or request for assignment for a Bidder/Contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any Bidder/Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

I, MICHAEL PASSANTINO, being duly sworn, deposes and says that he/she is the PRESIDENT of the LEE MICHAEL'S GROUP LLC Corporation and that neither the


Bidder/Contractor nor any proposed subcontractor is identified on the Prohibited Entities List.


SIGNED

SWORN to before me this

19TH day of DECEMBER

2016

Notary Public: 

TAMMY DELLAIACONO
Notary Public, State of New York
No. 01DE6277658
Qualified in Suffolk County
Commission Expires March 11, 2017



NEW HYDE PARK -GARDEN CITY PARK

Union Free School District

Michael G. Frank
Assistant Superintendent for Business

516-434-2310
Fax 516-358-7656

1950 Hillside Avenue
New Hyde Park, NY 11040

November 7, 2016

To whom it may concern,

It is with great enthusiasm that I write this letter of recommendation for the Lee Michaels Group. We hired the company to act as the Construction Manager on a small project that dealt primarily with lintel replacements. Michael Dodge and Stephan Reiss were our point people who were handling the day to day responsibilities. I could not have been more pleased with their work performance throughout the entire process in their role as CM.

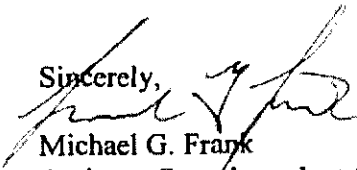
Primarily, they were overseeing the daily activities of the contractors on site which included making certain that the job was being accomplished according to architectural design. Additionally, they made sure that all workers complied with the stringent requirements of the district to maximize the safety of all students and staff. They made certain that badges were worn at all times, scaffolding was properly assembled, and that PPE and safety vests were utilized. Also, they monitored the calendar for work completion and stayed on top of the vendors to ensure compliance with agreed upon targets.

A very important part of the process is the running of the construction team progress meetings. They led the meetings, created spreadsheets to account for the dollars and work progression, and were creative in terms of negotiating with vendors for credits, discounts, and alternate work. They provided regular communications to the Director of Facilities on all facets of the job and were always reachable if ever needed.

As a business official, it is extremely important to me that a project be accomplished in conformity with designs, be on-time, and be on-budget. Lee Michaels Group made certain that all three were done.

I would absolutely utilize the Lee Michaels Group for future district projects (small and large) and highly recommend their services. Please contact me to discuss if additional information is needed. I can be reached at the contact number below.

Sincerely,



Michael G. Frank
Assistant Superintendent for Business
New Hyde Park - Garden City Park UFSD
516-434-2310

SUBJECT: EDUCATION OF HOMELESS CHILDREN AND YOUTH

The Board recognizes the unique challenges that face homeless students and will provide these students with access to the same free, appropriate public education, including public preschool education, as other children and youth and access to educational and other services necessary to be successful in school, and will ensure that they are not separated from the mainstream school environment. The Board is also committed to eliminating barriers to the identification, enrollment, attendance, or success of homeless students.

~~The parent or person in parental relation to a homeless child; or the homeless child, together with the homeless liaison designated by the District in the case of an unaccompanied youth; or the director of a residential program for runaway and homeless youth established in accordance with Executive Law Article 19-H, in consultation with the homeless child, where such homeless child is living in such program, may designate either the school district of current location, the school district of origin, or a school district participating in a regional placement plan as the district the homeless child will attend.~~

~~Pursuant to~~ As defined in Commissioner's regulations, a "homeless child" means a child or youth who lacks a fixed, regular, and adequate nighttime residence, including a child who is:

- a) Sharing the housing of other persons due to a loss of housing, economic hardship, or a similar reason;
- b) Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
- c) Abandoned in hospitals; or
- ~~d) Awaiting foster care placement;~~
- d)e) A migratory child who qualifies as homeless in accordance with Commissioner's regulations. The term "migratory child" includes a child who is, or whose parent or spouse is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who has moved from one school district to another in the preceding 36 months, in order to obtain, or accompanies ~~such~~ his or her parent or spouse in order to obtain, temporary, or seasonal employment in agricultural or fishing work; or
- e)f) A child or youth who has a primary nighttime location that is:
 1. A supervised, publicly, or privately operated shelter designed to provide temporary living accommodations, including, but not limited to, shelters operated or approved by the state or local department of social services, and residential programs for runaway and homeless youth established in accordance with Executive Law Article 19-H; or
 2. A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings; including a child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station or similar setting.
- ~~g) Considered a~~ An "unaccompanied youth" means:
 1. ~~An unaccompanied youth is~~ a homeless child ~~(for whom no parent or person in parental relation is available) or youth~~ not in the physical custody of a parent or legal guardian.
 2. ~~An unaccompanied youth will~~ This term does not include a child or youth who is residing with someone other than a parent or legal guardian for the sole reason of taking advantage of the schools of the District.

SUBJECT: EDUCATION OF HOMELESS CHILDREN AND YOUTH (Cont'd.)

~~The term "homeless child" does not include a child in foster care or receiving educational services in accordance with Education Law Sections 3202(4), (5), (6), (6a) or (7) or pursuant to Articles 81, 85, 87 or 88. For example, a child in a family home at board, a school for the intellectually disabled, a hospital or other institution for the care, custody and treatment of children; youths under the direction of the Division for Youth incarcerated in county correctional facilities or youth shelters; or children residing in child care institutions or schools for the deaf or blind would not be considered "homeless."~~

A designator will decide which school district a homeless child or unaccompanied youth will attend. A designator is:

- a) The parent or person in parental relation to a homeless child; or
- b) The homeless child, together with the homeless liaison designated by the District, in the case of an unaccompanied youth; or
- c) The director of a residential program for runaway and homeless youth, in consultation with the homeless child, where the homeless child is living in that program.

The designator may select either the school district of current location, the school district of origin, or a school district participating in a regional placement plan as the district the homeless child will attend. However, the designated school district must determine whether the designation made by the parent, guardian, or youth, in the case of an unaccompanied youth, is consistent with the best interest of the child by considering certain student-centered factors, including factors related to the impact on education and the health and safety of the child or youth.

A homeless child is entitled to attend the school district of origin for the duration of his or her homelessness and also through the remainder of the school year in which he or she locates permanent housing in accordance with his or her best interest.

The term "school district of origin" includes preschool and feeder schools as defined by applicable law.

Enrollment, Retention, and Participation in the Educational Program

The District will immediately enroll children and youth who are homeless even if the child missed any relevant application or enrollment deadlines during any period of homelessness. ~~Enrollment of homeless children will not be delayed and their~~ The ability of a homeless child or youth to continue or participate in the educational program will similarly not be restricted due to issues such as:

- a) Transportation;
- b) Immunization requirements;
- c) Residency requirements;
- d) Birth certificates, medical records, individualized education programs (IEPs), school records and other documentation;
- e) Guardianship issues;

(Continued)

Students

SUBJECT: EDUCATION OF HOMELESS CHILDREN AND YOUTH (Cont'd.)

- f) Comprehensive assessment and advocacy referral processes;
- g) Resolution of disputes regarding school selection;
- h) Proof of social security numbers;
- i) Attendance requirements;
- j) Sports participation rules;
- k) Inability to pay fees associated with extracurricular activities such as club dues and sports uniforms; or
- l) Other enrollment issues.

Educational Programs and Services

The District will provide homeless children and youth with access to all of its programs, activities, and services to the same extent that they are provided to resident students.

Homeless children and youth will be educated as part of the school's regular academic program. Services **must will** be provided to homeless children and youth through programs and mechanisms that integrate homeless children and youth with their non-homeless counterparts, including programs for special education, vocational and technical education, gifted and talented students, before and after school, English language learners, Head Start, Even Start, and school nutrition. Services provided with McKinney-Vento funds **must will** expand upon or improve services provided as part of the regular school program. Consequently, the District will ensure that homeless children and youth are not segregated in a separate school, or in a separate program within the school, based on their status as homeless; and to the extent feasible consistent with the requirements of Commissioner's regulations, keep a homeless child or youth in the school of origin except when doing so is contrary to the wishes of the child's or youth's parent or guardian. Further, the District will review and revise policies and practices, including transportation guidelines **as well as those related to outstanding fees, fines, or absences**, that may act as barriers to the enrollment, attendance, school success, and retention of homeless children and youth in the District.

~~All homeless children and youth are automatically eligible for Title I Part A services regardless of whether they meet the academic standards or live in a Title I school attendance area. Homeless students may receive Title I educational or support services from school-wide and targeted assistance school programs.~~

Transportation

In order to ensure immediate enrollment, and so as not to create barriers to the attendance, retention, and success of homeless students, transportation must be promptly provided. If the local social service district or the Office of Children and Family Services is not required to provide transportation, the designated district is responsible for the provision and the cost of the student's transportation **through the remainder of the school year in which the homeless student becomes permanently housed.**

(Continued)

SUBJECT: EDUCATION OF HOMELESS CHILDREN AND YOUTH (Cont'd.)

Where a homeless student designates the school district of current location as the district the student will attend, then that district will provide transportation to the student on the same basis as a resident student. Where the homeless student designates the school district of origin or a school district participating in a regional placement plan, then that district must provide transportation to and from the homeless child's temporary housing and school not to exceed 50 miles each way unless the Commissioner certifies that the transportation is in the best interests of the child.

Transportation is required even if the school of origin is located in another local educational agency (LEA) as long as attendance at the school of origin is in the best interest of the child or youth, even if it requires students to cross district lines. If two school districts are involved, the districts must agree on a method to apportion the cost and responsibility of transportation, or they must split it equally.

Transportation responsibilities apply to all school districts regardless of whether or not they receive McKinney-Vento funds. Transportation must be provided ~~during the pendency~~ pending of final resolution of any enrollment disputes, including any available appeals. If the designated district provides transportation for non-homeless preschool children, it must also provide comparable transportation services for homeless preschool children.

School District Liaison for Homeless Children and Youth

The District will designate an appropriate staff person, who may also be a coordinator for other federal programs, as the local educational agency liaison for homeless children and youth to carry out the duties as enumerated described in law, Commissioner's regulations, and applicable guidance issued by the U.S. and New York State Education Departments. The District will inform school personnel, local service providers, and advocates of the office and duties of the local homeless liaison.

Training

~~The District will train a~~ All school enrollment staff, secretaries, school counselors, school social workers, and principals will be trained on the legal requirements for enrollment of homeless students. Other staff members including Sschool nutrition staff, school registered professional nurses, teachers, and bus drivers will receive training on homelessness that is specific to their field.

Outreach

The District will make every effort to inform the parents or guardians of homeless children and youth of the education, transportation, and related opportunities available to their children including transportation to the school of origin. The parent(s) or guardian(s) will be assisted in accessing transportation to the school they select, and will be provided with meaningful opportunities to participate in the education of their children. Public notice of educational rights of homeless children and youth will be disseminated by the District in places where families and youth are likely to be present (e.g., schools, shelters, soup kitchens), and in comprehensible formats (e.g., geared for low literacy or other community needs).

(Continued)

Students

SUBJECT: EDUCATION OF HOMELESS CHILDREN AND YOUTH (Cont'd.)**Dispute Resolution**

The District will establish procedures for the prompt resolution of disputes regarding school selection or enrollment of a homeless child or youth and provide a written explanation, including a statement regarding the right to appeal to the parent or guardian if the District sends the student to a school other than the school of origin or the school requested by the parent or guardian. These disputes will include, but are not limited to, disputes regarding transportation and/or a child's or youth's status as a homeless child or unaccompanied youth.

In the event of a dispute regarding eligibility, school selection, or enrollment, the homeless child or youth will be entitled to immediate or continued enrollment and transportation pending final resolution of the dispute, including all available appeals.

~~If there is a factual dispute over whether a student is homeless, the District will immediately enroll the student and then provide the parent or guardian the opportunity to submit verification of homelessness. The student will remain enrolled until a final determination is made by the District and for a minimum of 30 days after the final determination to allow the parent or guardian opportunity to appeal to the Commissioner of Education. If the student files an appeal that contains a request for a stay within 30 days of such final determination, the District must continue to enroll the student until the Commissioner rules on the stay request.~~

Record and Reporting Requirements

If the District, as the school district of origin, receives a request to forward student records to a receiving district, the records must be forwarded within five days of receipt of the request.

The District will maintain documentation regarding all aspects of the District's contact with and services provided to homeless students and youth for possible on-site monitoring by the State Education Department.

The District will collect and transmit to the Commissioner of Education, at such time and in the manner as the Commissioner may require, a report containing information as the Commissioner determines is necessary to assess the educational needs of homeless children and youths within the state.

Student Privacy

Any information pertaining to the living situation of a homeless student, such as his or her homeless status or temporary address, is considered a student educational record and is not subject to disclosure as directory information under the Family Educational Rights and Privacy Act (FERPA).

McKinney-Vento Homeless Education Assistance Act, as reauthorized by the Every Student Succeeds Act (ESSA), 42 USC § 11431 et seq.
Education Law §§ 902(b) and 3209
Executive Law Article 19-H
8 NYCRR § 100.2(x)

Adoption Date 3/23/09

Revision Date 9/28/15, 3/20/17

Review Date

SUBJECT: EXTRACURRICULAR ACTIVITIES

The Board of Education considers extracurricular activities to be a valuable part of the program of the school and shall support these activities within the financial means of the District.

Limited Open Forum

The Board of Education maintains a limited open forum where secondary students may meet for voluntary student-initiated activities unrelated directly to the instructional program, regardless of religious, political or philosophical content.

To provide "a fair opportunity" to students who wish to conduct a meeting, the Board of Education, in accordance with the provisions of the Equal Access Act, shall ensure that:

- a) The meeting is voluntary and student-initiated;
- b) There is no sponsorship of the meeting by the school, the government, or its agents or employees;
- c) Employees or agents of the school or government are present at religious meetings only in a nonparticipatory capacity;
- d) The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- e) Nonschool persons may not direct, conduct, control, or regularly attend activities of student groups (20 USC Section 4071[c]).

The Board prohibits student organizations whose activities may be unlawful or may cause disruption or interference with the orderly conduct of the educational process.

Administration is responsible for establishing regulations governing the use of school facilities by student organizations.

Eligibility for Attendance

~~a) Students who are suspended from school on a day of an athletic game or practice session, party, school dance, or other school affair scheduled after regular school hours are not eligible for participation or attendance at such events.~~

- a) Students who receive an in school suspension are not eligible to attend the activity on the day(s) of the in school suspension and one day following the in school suspension.

Students who receive an out of school suspension are not eligible to attend the activity for the duration of the out of school suspension plus five additional days of the school activity.

If an event (game/play/performance) is within the first five days following the student's out school suspension the student may return to the activity the day following the event (game/play/performance).

- b) In order for students to attend a school-sponsored function, it is necessary that students in the high school must be in attendance before 8 a.m. and that students in the middle school must be in attendance before 8:30-45 a.m.

(Continued)

Students

SUBJECT: EXTRACURRICULAR ACTIVITIES (Cont'd.)

School property shall mean in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school; or in or on a school bus as defined in Vehicle and Traffic Law Section 142. A school function shall mean a school-sponsored or school-authorized extracurricular event or activity regardless of where such event or activity takes place, including any event or activity that may take place in another state.

Academic Eligibility for Extracurricular Participation:

To ensure that all students work toward achieving their academic potential, the district has established the following academic eligibility criteria for extracurricular activity participation:

- A student's academic status ~~academically~~ will be determined after the review of the latest marking period report. ~~period~~. The 4th quarter report card grades of the previous school year will be used to determine a student's academic eligibility for the start of the next school year. ~~The student will be placed on academic probation when the student has~~
- Students who fail ~~failed~~ two (2) subjects (all subjects included) within a marking period of a report card will be placed on academic probation. ~~on their report card. If the student~~ Students who ~~has~~ failed three (3) or more subjects within a marking period of a report card will be ~~the student is~~ ineligible for participation. Ineligible students have the right to appeal their eligibility to the appeals committee.
- A student will have a week to address an appeal to the committee after the student has been informed of his/her ineligible status. Extenuating or mitigating circumstances should be included when writing the appeal. A student's grades at summer school may be included as part of his/her appeal. The appeal committee will be comprised of an administrator, a coach/club advisor, Athletic Director, teacher, and a guidance counselor. The guidance counselor is not a voting member of the committee. The committee will review the case and render its decision as quickly as possible. Any student who has appealed their ineligible status may not participate in any activities while his/her appeal is being reviewed. Students who are granted an appeal will be placed on academic probation.

Procedures for a student on academic probation:

- Student is required to attend two (2) mandatory academic extra-help sessions per week in courses where the student is demonstrating difficulty.
- Student must submit a completed weekly progress report to the designated administrator by the last day of the school week.
- If a student is not doing work, not attending extra-help sessions, not handing in a fully complete progress report, he/she may be ineligible to participate.
- Review of academic probation:
- The 2nd gradebook update will be used to determine a student's academic probation status.
- If a student is passing all subjects, the extra-help sessions will be optional. The student will no longer be on academic probation and will not be required to complete a weekly progress report.
- A student who continues to fail one (1) subject (all subjects included) will remain on academic probation.
- A student who continues to fail two (2) or more subjects (all subjects included) will be ineligible to continue to participate in his/her activity.
- All students who are currently participating in an activity are required to have his/her eligibility reviewed during the posting of each marking period report card grades.

- Eligibility at the start of the school year will be determined by the fourth marking period of the previous year's report card. In addition, any student who is on probation or who has been granted an appeal and is still failing two subjects at the end of the next report period will become ineligible.
- When a student is placed on the academic probation list, the student will be required to attend two (2) mandatory academic extra help sessions per week. If a student is not doing work and/or is being disruptive in the extra help session, disciplinary action will occur and eligibility will be reviewed.
- Once a student attends extra help, there will be a review and evaluation of all subjects to determine if there has been any improvement. The next progress report or report card will be reviewed to evaluate if a student has improved. If at this time the student is passing all subjects, the extra help sessions will be optional. If the student shows no improvement, the student will be ineligible for participation.

Appeal Process

The committee will be comprised of an Administrator, a coach/club advisor, Athletic Director, teacher, and a guidance counselor. The guidance counselor is not a voting member of the committee. Students will have a week to address an appeal to the committee after they have been informed of their eligibility status. Students who wish to appeal their probationary or ineligible status due to extenuating or mitigating circumstances must write an appeal to the appeals committee. The committee will review the case and render its decision as quickly as possible. Any student who has appealed their ineligible status may not participate in any activities while his/her appeal is being reviewed.

Equal Access Act, 20 United States Code (USC) Sections 4071-4074
Education Law Sections 1709 and 1709-a, 2503-a, 2554-a and 2801(1)
Vehicle and Traffic Law Section 142
8 New York Code of Rules and Regulations (NYCRR) Part 172

SUBJECT: ~~TITLE I PARENT INVOLVEMENT POLICY~~

~~—The Board of Education recognizes the rights of parents/persons in parental relation to be fully informed of all information relevant to their children, including children who participate in programs and projects funded by Title I. Therefore, the Board of Education encourages the participation of parents of students eligible for Title I services in all aspects of their child's education, including the development and implementation of District programs, as well as activities and procedures that are designed to carry out No Child Left Behind (NCLB) parent involvement goals.~~

Comparability of Services

~~—The School District shall ensure equivalence among the schools in the District of the same grade span and levels of instruction with regard to teachers, administrators and auxiliary personnel, as well as equivalence in the provision of curriculum materials and instructional supplies in Title I programs.~~

SUBJECT: TITLE I PARENT AND FAMILY ENGAGEMENT

The District will collaborate with parents and other family members to help students participating in Title I programs reach their full academic potential and to improve the District's overall academic quality. As part of its collaboration, the District will conduct outreach; plan and implement programs, activities, and procedures for parent and family member engagement; and consult meaningfully with parents and family members.

District-Wide Parent and Family Engagement

To facilitate parent and family participation, the District will:

- a) Involve parents and family members in jointly developing this policy, its Title I Plan, and its support and improvement plans. If the parents or family members indicate that the Title I plan is not satisfactory, the District will submit their comments to the State Education Department along with the plan;
- b) Improve student academic achievement and school performance through coordination, providing technical assistance, and giving support necessary to assist and build the capacity of all participating schools in planning and implementing effective parent and family engagement activities, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in;
- c) Coordinate and integrate parent and family engagement strategies with other relevant federal, state, and local programs;
 - Title I Informational Meeting for parents of students who receive services
 - Distribution of effective literacy strategies for parents
 - Title III Family Literacy Night
 - Parent/Team meetings as needed
 - Parent /Teacher Conferences
 - Parents as Reading Partners

(Continued)

SUBJECT: TITLE I PARENT AND FAMILY ENGAGEMENT (Cont'd.)

- d) Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of its Title I schools. The evaluation will include identifying:
1. Barriers to greater participation by parents and family members in Title I activities, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background;
 2. The needs of parents and family members to assist with their child's learning, including engaging with school personnel and teachers; and
 3. Strategies to support successful school and family interactions
 - Title I parent, teacher, and school administrators summer planning meetings
- e) Use the evaluation's findings to design evidence-based strategies for more effective parent and family member engagement, and to revise the policy, if needed;
- f) Involve parents in Title I activities, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the District to adequately represent the students' needs, to develop, revise, and review the parent and family engagement policy; and participate in each building's Shared Decision Making teams. Parents are appointed by the PTA.
- g) Involve parents and family members in decisions regarding how it spends funds reserved for parent and family engagement activities.
 - Title I parent, teacher, and school administrators summer planning meetings

School-Level Parent and Family Member Engagement

The Board directs each school receiving Title I funds to develop a building-level parent and family member engagement plan with that school's parents and family members. In addition to the content included above, each school building-level plan will:

- a) Describe how to convene an annual meeting, at a convenient time, to inform parents and family members of their school's participation in Title I programs, to explain Title I requirements, and to identify the right of the parents and family members to be involved. All parents and family members of these children will be invited and encouraged to attend the meeting;
- b) Offer flexibility in scheduling meetings, and may provide transportation, child care, or home visits related to parent and family member engagement, using Title I funds;
- c) Involve parents and family members in an organized, ongoing, and timely way in planning, reviewing, and improving Title I programs, including this policy;

(Continued)

SUBJECT: TITLE I PARENT AND FAMILY ENGAGEMENT (Cont'd.)

- d) Provide parents and family members with timely information about programs, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, the achievement levels of the challenging state academic standards, and, if requested by parents or family members, opportunities for regular meetings to formulate suggestions and to participate in decisions relating to their child's education. The District will respond to any suggestions as soon as practicably possible; and
- e) Develop a compact jointly with parents and family members that outlines how they, school staff, and students will share responsibility for improved student academic achievement. The compact will also detail the means by which the school and parents and family members will build and develop a partnership to help all children achieve the state's standards.
- f) Have a compact that:
 1. Describes the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment to enable these students to meet the challenging state academic standards;
 2. Describes the ways in which each parent or family member will be responsible for supporting the child's learning, volunteering in the child's classroom, and participating, as appropriate, in decisions relating to the child's education and positive use of extracurricular time; and
 3. Addresses the importance of communication between teachers and parents or family members on an ongoing basis through, at a minimum:
 - (a) Parent or family member-teacher conferences in elementary schools, at least annually, during which the compact will be discussed as it relates to the individual child's achievement;
 - (b) Frequent reports to parents or family members on the child's progress;
 - (c) Reasonable access to staff, opportunities to volunteer and participate in the child's class, and observing their classroom activities.
 - Teacher eBoards
 - Parents are invited to sign up as a "Mystery Reader" in their child's class
 - Parent volunteers & guest speakers
 - Parent /Teacher Conferences
 - Resources are shared with parents at Team Meetings to support and improve academic outcomes
 - (d) Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

(Continued)

SUBJECT: TITLE I PARENT AND FAMILY ENGAGEMENT (Cont'd.)

If the parents or family members believe that the building-level parent and family engagement plan is not satisfactory, the school will submit their comments when it makes the plan available to the District.

To ensure effective involvement of parents or family members and to support a partnership among the school involved, parents or family members, and the community, to improve student academic achievement, the District and each school will:

- a) Provide assistance to parents or family members of children served by the District or school to understand topics such as the challenging state academic standards, state and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of the children;
 - Kindergarten Orientation
 - PTA Presentations
 - Open House/ Meet The Teacher Nights
- b) Provide materials and training to help parents or family members to work with the children to improve their achievement, such as literacy training and using technology (including education about the harms of copyright piracy) to foster parent and family member engagement;
 - Resources are shared with parents at Team Meetings to support and improve academic outcomes
 - Additional Parent/ Teacher conferences as needed
- c) Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents or family members, in the value and utility of parent or family member contribution, and in how to reach out to, communicate with, and work with parents or family members as equal partners; implement and coordinate parent or family member programs; and build ties between parents or family members and the school;
 - Professional Development is provided
- d) Coordinate and integrate, to the extent feasible and appropriate, parent and family member engagement programs and activities with federal, state, and local programs, including public preschool programs that encourage and support parents and family members in more fully participating in the education of the children;
 - The District works collaboratively with its Universal Prekindergarten providers
 - The District shared The New York State Prekindergarten Foundation for the Common Core book
 - The District purchased and shared Literacy Beginnings, A Prekindergarten Handbook by Gay Su Pinnell & Irene C. Fountas which aligns with our Kindergarten curriculum
- e) Ensure that information related to school and parent and family member programs, meetings, and other activities is sent to the parents or family members of participating children in a format and, to the extent practicable, in a language the parents or family members can understand;

(Continued)

SUBJECT: TITLE I PARENT AND FAMILY ENGAGEMENT (Cont'd.)

- f) Provide other reasonable support for parent and family member engagement activities as parents or family members may request.

In addition, the District and each school may:

- a) Involve parents or family members in developing training for teachers, principals, and other educators to improve the effectiveness of this training;
- b) Provide necessary literacy training from funds received under this part if the District has exhausted all other reasonably available sources of funding for the training;
- c) Pay reasonable and necessary expenses associated with local parent and family member engagement activities, including transportation and child care costs, to enable parents and family members to participate in school-related meetings and training sessions;
- d) Train parents or family members to enhance the involvement of other parents or family members;
- e) Arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents or family members who are unable to attend these conferences at school, to maximize parent and family engagement and participation;
- f) Adopt and implement model approaches to improving parent and family engagement;
- g) Establish a District-wide parent and family member advisory council to provide advice on all matters related to parent and family member engagement in supported programs; and
- h) Develop appropriate roles for community-based organizations and businesses in parent and family member engagement activities.

In carrying out the parent and family member engagement requirements, the District and its schools, to the extent practicable, will provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports in a format and, to the extent practicable, in a language they understand.

Procedures for Filing Complaints/Appeals

The District will disseminate free of charge to parents and family members of children in Title I programs, and to appropriate private school officials or representatives, adequate information regarding the District's written complaint procedures for resolving Title I issues.

~~Title I of the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the No Child Left Behind Act of 2001~~

~~20 United States Code (USC) Sections 6318 and 6321~~

AGREEMENT
Between the
BOARD OF EDUCATION OF THE ROCKY POINT UNION FREE SCHOOL
DISTRICT
And the
ROCKY POINT TEACHERS' ASSOCIATION

This Agreement is entered into by the Board of Education of the Rocky Point Union Free School District (the "District") and the Rocky Point Teachers' Association (the "Association"), collectively referred to as the "Parties."

This Agreement is for the purpose of a one-time exception to Article IX, Section 1 (a) between the parties permitting unit members to begin school on Friday, September 1, 2017.

The Parties further agree that this Agreement shall not be precedent-setting nor binding upon the Parties in the future. Moreover, the Parties agree that this Agreement shall not be used and/or admitted into evidence in connection with any subsequent claim, litigation, arbitration, cause of action or proceeding of any kind and nature in any jurisdiction or forum and shall not be deemed an admission of any wrongdoing by the parties.

Dated: March 3, 2017

BOARD OF EDUCATION OF THE ROCKY POINT
UNION FREE SCHOOL DISTRICT

By: _____
Susan Y. Sullivan, President
Rocky Point UFSD, Board of Education

ROCKY POINT TEACHERS' ASSOCIATION

By: _____
Laurie Varriale, President

Disclaimer: This draft Agreement is provided for informational purposes only and is not to be considered as a legal document for addition/modification to the RPTA Collective Bargaining Agreement. This draft agreement is currently under review and will not be fully executed until approved by the Board of Education and signed by the RPTA president.

Smart Schools Investment Plan - Submission #1 Wireless/Wired Projects

SSIP Overview

Page Last Modified: 03/07/2017

Group 1

1. Please enter the name of the person to contact regarding this submission.

Susan Wilson

1a. Please enter their phone number for follow up questions.

6318497080

1b. Please enter their e-mail address for follow up contact.

swilson@rockypoint.k12.ny.us

2. Please indicate below whether this is the first submission, a new or supplemental submission or an amended submission of a Smart Schools Investment Plan.

First submission

3. All New York State public school districts are required to complete and submit a District Instructional Technology Plan survey to the New York State Education Department in compliance with Section 753 of the Education Law and per Part 100.12 of the Commissioner's Regulations. Districts that include investments in high-speed broadband or wireless connectivity and/or learning technology equipment or facilities as part of their Smart Schools Investment Plan must have a submitted and approved Instructional Technology Plan survey on file with the New York State Education Department.

By checking this box, you certify that the school district has an approved District Instructional Technology Plan survey on file with the New York State Education Department.

District Educational Technology Plan Submitted to SED and Approved

4. Pursuant to the requirements of the Smart Schools Bond Act, the planning process must include consultation with parents, teachers, students, community members, other stakeholders and any nonpublic schools located in the district.

By checking the boxes below, you are certifying that you have engaged with those required stakeholders. Each box must be checked prior to submitting your Smart Schools Investment Plan.

- Parents
- Teachers
- Students
- Community members

4a. If your district contains non-public schools, have you provided a timely opportunity for consultation with these stakeholders?

- Yes
- No
- N/A

5. Certify that the following required steps have taken place by checking the boxes below: Each box must be checked prior to submitting your Smart Schools Investment Plan.

- The district developed and the school board approved a preliminary Smart Schools Investment Plan.
- The preliminary plan was posted on the district website for at least 30 days. The district included an address to which any written comments on the plan should be sent.
- The school board conducted a hearing that enabled stakeholders to respond to the preliminary plan. This hearing may have occurred as part of a normal Board meeting, but adequate notice of the event must have been provided through local media and the district website for at least two weeks prior to the meeting.
- The district prepared a final plan for school board approval and such plan has been approved by the school board.
- The final proposed plan that has been submitted has been posted on the district's website.

Smart Schools Investment Plan - Submission #1 Wireless/Wired Projects

SSIP Overview

Page Last Modified: 03/07/2017

- 5a. Please upload the proposed Smart Schools Investment Plan (SSIP) that was posted on the district's website, along with any supporting materials. Note that this should be different than your recently submitted Educational Technology Survey. The Final SSIP, as approved by the School Board, should also be posted on the website and remain there during the course of the projects contained therein.

PresentationUpdated 1 9 17 4 Slides per Page.pdf

- 5b. Enter the webpage address where the final Smart Schools Investment Plan is posted. The Plan should remain posted for the life of the included projects.

http://www.rockypointufsd.org/Assets/Board_of_Education/PresentationUpdated_1_9_17.pdf?t=636185164470400000

6. Please enter an estimate of the total number of students and staff that will benefit from this Smart Schools Investment Plan based on the cumulative projects submitted to date.

4,100

7. An LEA/School District may partner with one or more other LEA/School Districts to form a consortium to pool Smart Schools Bond Act funds for a project that meets all other Smart School Bond Act requirements. Each school district participating in the consortium will need to file an approved Smart Schools Investment Plan for the project and submit a signed Memorandum of Understanding that sets forth the details of the consortium including the roles of each respective district.

The district plans to participate in a consortium to partner with other school district(s) to implement a Smart Schools project.

8. Please enter the name and 6-digit SED Code for each LEA/School District participating in the Consortium.

Partner LEA/District	SED BEDS Code
(No Response)	(No Response)

9. Please upload a signed Memorandum of Understanding with all of the participating Consortium partners.

(No Response)

10. Your district's Smart Schools Bond Act Allocation is:

\$2,450,155

11. Enter the budget sub-allocations by category that you are submitting for approval at this time. If you are not budgeting SSBA funds for a category, please enter 0 (zero.) If the value entered is \$0, you will not be required to complete that survey question.

	Sub-Allocations
School Connectivity	1,035,000
Connectivity Projects for Communities	0
Classroom Technology	0
Pre-Kindergarten Classrooms	0
Replace Transportable Classrooms	0
High-Tech Security Features	0
Totals:	1,035,000

Smart Schools Investment Plan - Submission #1 Wireless/Wired Projects

School Connectivity

Page Last Modified: 03/07/2017

Group 1

1. In order for students and faculty to receive the maximum benefit from the technology made available under the Smart Schools Bond Act, their school buildings must possess sufficient connectivity infrastructure to ensure that devices can be used during the school day. Smart Schools Investment Plans must demonstrate that:

- sufficient infrastructure that meets the Federal Communications Commission's 100 Mbps per 1,000 students standard currently exists in the buildings where new devices will be deployed, or
- is a planned use of a portion of Smart Schools Bond Act funds, or
- is under development through another funding source.

Smart Schools Bond Act funds used for technology infrastructure or classroom technology investments must increase the number of school buildings that meet or exceed the minimum speed standard of 100 Mbps per 1,000 students and staff within 12 months. This standard may be met on either a contracted 24/7 firm service or a "burstable" capability. If the standard is met under the burstable criteria, it must be:

1. Specifically codified in a service contract with a provider, and
2. Guaranteed to be available to all students and devices as needed, particularly during periods of high demand, such as computer-based testing (CBT) periods.

Please describe how your district already meets or is planning to meet this standard within 12 months of plan submission.

In January 2016, the District upgraded its connectivity from 100 Mbps to 600 Mbps exceeding the minimum FCC standards of 100 Mbps per 1,000 students. This funding is from my current technology budget and we contract through Eastern Suffolk BOCES. Our provider is Lighttower. Our proposed 2016-2017 budget includes the recurring communications costs that reflect this speed. Subsequent budgets will include at least this level of connection.

1a. If a district believes that it will be impossible to meet this standard within 12 months, it may apply for a waiver of this requirement, as described on the Smart Schools website. The waiver must be filed and approved by SED prior to submitting this survey.

By checking this box, you are certifying that the school district has an approved waiver of this requirement on file with the New York State Education Department.

2. Connectivity Speed Calculator (Required)

	Number of Students	Multiply by 100 Kbps	Divide by 1000 to Convert to Required Speed in Mb	Current Speed in Mb	Expected Speed to be Attained Within 12 Months	Expected Date When Required Speed Will be Met
Calculated Speed	3,300	100	360	600	n/a	n/a

Smart Schools Investment Plan - Submission #1 Wireless/Wired Projects

School Connectivity

Page Last Modified: 03/07/2017

3. Describe how you intend to use Smart Schools Bond Act funds for high-speed broadband and/or wireless connectivity projects in school buildings.

The intention is to use smart bond funds during phase I to:

1. Create/install a wireless infrastructure including routers and all related wiring
2. Update servers /controllers/cabling to support the wireless infrastructure

The district will replace aging Ethernet switches with new switches that will increase throughput. Additionally, the district is looking to replace the existing 1G fiber between IDF and MDF closets with 10G fiber. This will require, in addition to new switches, SFP modules and a cable contractor to install the fiber lines. The district will also install redundant fiber lines between school buildings, requiring additional SFP modules and the local ISP to enable the "dark fiber."

Switches - The district intends to replace switches at all buildings (within closets) and the Network Operations Center (NOC). The ethernet switches are the core of the network, they connect all cabling and networking through network switches. The district will purchase new Cisco switches replacing the current Cisco switches in place as part of the technology infrastructure. New switch purchases will support all ethernet standards for switching and routing.

4. Describe the linkage between the district's District Instructional Technology Plan and the proposed projects. (There should be a link between your response to this question and your response to Question 1 in Part E. Curriculum and Instruction "What are the district's plans to use digital connectivity and technology to improve teaching and learning?")

The items listed above in question one directly support the following District-adopted technology goals which were approved by NYSED for consideration when integrating technology into the curriculum and incorporating the use of technology into the classroom. With the installation of a wireless environment, the District will integrate technology and resources in grades k-12 through daily lesson planning and instruction as appropriate. The following are examples of the district's plans to use experiences with technology and digital resources in which students engage: creativity and innovation, communication and collaboration, research and information fluency, critical thinking, problem solving, and decision making, digital citizenship, demonstrate the safe and cooperative use of technology, and technology operations and concepts.

5. If the district wishes to have students and staff access the Internet from wireless devices within the school building, or in close proximity to it, it must first ensure that it has a robust Wi-Fi network in place that has sufficient bandwidth to meet user demand.

Please describe how you have quantified this demand and how you plan to meet this demand.

The District does not currently have a wireless network infrastructure. We anticipate that we will upgrade the network and install the wireless infrastructure during the next two years depending on the timeline involved with the NYSED approval process. The district has quantified this demand by surveying stakeholders. Furthermore, the technology department conducted walk-throughs independently and with licensed contractors to understand the scope of the Wi-Fi necessary districtwide. Additionally, the technology department investigated wiring contractors and their capabilities.

The District has already upgraded bandwidth exceeding the recommended FCC minimum requirements and currently provide 500 Mbps bandwidth each:

- High School Campus = 600 Mbps
- Middle School Campus = 600 Mbps
- K-5 campus = 600 Mbps

Our current budget and proposed 2017-2018 budget includes the recurring communications costs that reflect this speed. Subsequent budgets will include at least this level of connectivity. The new wireless system will incorporate the latest technology and access points that will only increase the wireless systems capability to meet current educational program demands and allow ample growth in demand for later years.

6. As indicated on Page 5 of the guidance, the Office of Facilities Planning will have to conduct a preliminary review of all capital projects, including connectivity projects. Please indicate on a separate row each project number given to you by the Office of Facilities Planning.

Smart Schools Investment Plan - Submission #1 Wireless/Wired Projects

School Connectivity

Page Last Modified: 03/07/2017

Project Number
Pending

7. Certain high-tech security and connectivity infrastructure projects may be eligible for an expedited review process as determined by the Office of Facilities Planning.

Was your project deemed eligible for streamlined review?

No

8. Include the name and license number of the architect or engineer of record.

Name	License Number
John A Grillo Architect P.C.	1430549

9. If you are submitting an allocation for School Connectivity complete this table. Note that the calculated Total at the bottom of the table must equal the Total allocation for this category that you entered in the SSIP Overview overall budget.

	Sub-Allocation
Network/Access Costs	575,328
Outside Plant Costs	0
School Internal Connections and Components	85,034
Professional Services	329,240
Testing	0
Other Upfront Costs	0
Other Costs	45,398
Totals:	1,035,000

10. Please detail the type, quantity, per unit cost and total cost of the eligible items under each sub-category. This is especially important for any expenditures listed under the "Other" category. All expenditures must be eligible for tax-exempt financing to be reimbursed through the SSBA. Sufficient detail must be provided so that we can verify this is the case. If you have any questions, please contact us directly through smartschools@nysed.gov.
 NOTE: Wireless Access Points should be included in this category, not under Classroom Educational Technology, except those that will be loaned/purchased for nonpublic schools.
 Add rows under each sub-category for additional items, as needed.

Smart Schools Investment Plan - Submission #1 Wireless/Wired Projects

School Connectivity

Page Last Modified: 03/07/2017

Select the allowable expenditure type. Repeat to add another item under each type.	Item to be purchased	Quantity	Cost per Item	Total Cost
Professional Services	Engineer Fees 10G Connectivity Over Upgraded Fiber	604	185	111,740
Professional Services	Engineer Fees Wireless Installation	900	185	166,500
Network/Access Costs	Cable	4	55	220
Network/Access Costs	Cable	18	110	1,980
Network/Access Costs	Switch	38	4,398	167,124
Network/Access Costs	SFP	4	218	872
Network/Access Costs	Switch	14	3,628	50,792
Network/Access Costs	Cable	14	20	280
Network/Access Costs	Cable	68	35	2,380
Network/Access Costs	Switch	2	4,400	8,800
Network/Access Costs	Switch	1	24,750	24,750
Connections/Components	Module	14	1,045	14,630
Connections/Components	Module	68	358	24,344
Network/Access Costs	Cable	6	55	330
Network/Access Costs	Switch	2	14,848	29,696
Network/Access Costs	Switch	2	19,250	38,500
Connections/Components	Module	18	658	11,844
Network/Access Costs	Cable	18	110	1,980
Network/Access Costs	Switch	14	1,758	24,612
Network/Access Costs	Switch	4	3,628	14,512
Network/Access Costs	License	303	248	75,144
Network/Access Costs	Indoor Access Point	303	440	133,320
Network/Access Costs	Cable	18	2	36
Professional Services	Architect/Project Manager	1	51,000	51,000
Other Costs	Incidentals/Contingency	1	45,398	45,398
Connections/Components	Module	52	658	34,216

Smart Schools Investment Plan - Submission #1 Wireless/Wired Projects

Community Connectivity (Broadband and Wireless)

Page Last Modified: 03/05/2017

Group 1

1. Describe how you intend to use Smart Schools Bond Act funds for high-speed broadband and/or wireless connectivity projects in the community.

N/A

2. Please describe how the proposed project(s) will promote student achievement and increase student and/or staff access to the Internet in a manner that enhances student learning and/or instruction outside of the school day and/or school building.

N/A

3. Community connectivity projects must comply with all the necessary local building codes and regulations (building and related permits are not required prior to plan submission).

I certify that we will comply with all the necessary local building codes and regulations.

4. Please describe the physical location of the proposed investment.

N/A

5. Please provide the initial list of partners participating in the Community Connectivity Broadband Project, along with their Federal Tax Identification (Employer Identification) number.

Project Partners	Federal ID #
(No Response)	(No Response)

6. If you are submitting an allocation for Community Connectivity, complete this table. Note that the calculated Total at the bottom of the table must equal the Total allocation for this category that you entered in the SSIP Overview overall budget.

	Sub-Allocation
Network/Access Costs	(No Response)
Outside Plant Costs	(No Response)
Tower Costs	(No Response)
Customer Premises Equipment	(No Response)
Professional Services	(No Response)
Testing	(No Response)
Other Upfront Costs	(No Response)
Other Costs	(No Response)
Totals:	0

7. Please detail the type, quantity, per unit cost and total cost of the eligible items under each sub-category. This is especially important for any expenditures listed under the "Other" category. All expenditures must be capital-bond eligible to be reimbursed through the SSBA. If you have any questions, please contact us directly through smartschools@nysed.gov. Add rows under each sub-category for additional items, as needed.

Smart Schools Investment Plan - Submission #1 Wireless/Wired Projects

Community Connectivity (Broadband and Wireless)

Page Last Modified: 03/05/2017

Select the allowable expenditure type. Repeat to add another item under each type.	Item to be purchased	Quantity	Cost per Item	Total Cost
(No Response)	(No Response)	(No Response)	(No Response)	(No Response)

Smart Schools Investment Plan - Submission #1 Wireless/Wired Projects

Classroom Learning Technology

Page Last Modified: 03/05/2017

Questions

- In order for students and faculty to receive the maximum benefit from the technology made available under the Smart Schools Bond Act, their school buildings must possess sufficient connectivity infrastructure to ensure that devices can be used during the school day. Smart Schools Investment Plans must demonstrate that sufficient infrastructure that meets the Federal Communications Commission's 100 Mbps per 1,000 students standard currently exists in the buildings where new devices will be deployed, or is a planned use of a portion of Smart Schools Bond Act funds, or is under development through another funding source.

Smart Schools Bond Act funds used for technology infrastructure or classroom technology investments must increase the number of school buildings that meet or exceed the minimum speed standard of 100 Mbps per 1,000 students and staff within 12 months. This standard may be met on either a contracted 24/7 firm service or a "burstable" capability. If the standard is met under the burstable criteria, it must be:

- Specifically codified in a service contract with a provider, and
- Guaranteed to be available to all students and devices as needed, particularly during periods of high demand, such as computer-based testing (CBT) periods.

Please describe how your district already meets or is planning to meet this standard within 12 months of plan submission.

N/A

- If a district believes that it will be impossible to meet this standard within 12 months, it may apply for a waiver of this requirement, as described on the Smart Schools website. The waiver must be filed and approved by SED prior to submitting this survey.

By checking this box, you are certifying that the school district has an approved waiver of this requirement on file with the New York State Education Department.

- Connectivity Speed Calculator (Required)

	Number of Students	Multiply by 100 Kbps	Divide by 1000 to Convert to Required Speed in Mb	Current Speed in Mb	Expected Speed to be Attained Within 12 Months	Expected Date When Required Speed Will be Met
Calculated Speed	3,300	100	320	600	NA	NA

- If the district wishes to have students and staff access the Internet from wireless devices within the school building, or in close proximity to it, it must first ensure that it has a robust Wi-Fi network in place that has sufficient bandwidth to meet user demand.

Please describe how you have quantified this demand and how you plan to meet this demand.

N/A

- All New York State public school districts are required to complete and submit an Instructional Technology Plan survey to the New York State Education Department in compliance with Section 753 of the Education Law and per Part 100.12 of the Commissioner's Regulations.

Districts that include educational technology purchases as part of their Smart Schools Investment Plan must have a submitted and approved Instructional Technology Plan survey on file with the New York State Education Department.

By checking this box, you are certifying that the school district has an approved Instructional Technology Plan survey on file with the New York State Education Department.

Smart Schools Investment Plan - Submission #1 Wireless/Wired Projects

Classroom Learning Technology

Page Last Modified: 03/05/2017

- 5. Describe the devices you intend to purchase and their compatibility with existing or planned platforms or systems. Specifically address the adequacy of each facility's electrical, HVAC and other infrastructure necessary to install and support the operation of the planned technology.

N/A

- 6. Describe how the proposed technology purchases will:
 - > enhance differentiated instruction;
 - > expand student learning inside and outside the classroom;
 - > benefit students with disabilities and English language learners; and
 - > contribute to the reduction of other learning gaps that have been identified within the district.

The expectation is that districts will place a priority on addressing the needs of students who struggle to succeed in a rigorous curriculum. Responses in this section should specifically address this concern and align with the district's Instructional Technology Plan (in particular Question 2 of E. Curriculum and Instruction: "Does the district's instructional technology plan address the needs of students with disabilities to ensure equitable access to instruction, materials and assessments?" and Question 3 of the same section: "Does the district's instructional technology plan address the provision of assistive technology specifically for students with disabilities to ensure access to and participation in the general curriculum?"

N/A

- 7. Where appropriate, describe how the proposed technology purchases will enhance ongoing communication with parents and other stakeholders and help the district facilitate technology-based regional partnerships, including distance learning and other efforts.

NA

- 8. Describe the district's plan to provide professional development to ensure that administrators, teachers and staff can employ the technology purchased to enhance instruction successfully.

Note: This response should be aligned and expanded upon in accordance with your district's response to Question 1 of F. Professional Development of your Instructional Technology Plan: "Please provide a summary of professional development offered to teachers and staff, for the time period covered by this plan, to support technology to enhance teaching and learning. Please include topics, audience and method of delivery within your summary."

N/A

- 9. Districts must contact the SUNY/CUNY teacher preparation program that supplies the largest number of the district's new teachers to request advice on innovative uses and best practices at the intersection of pedagogy and educational technology.

By checking this box, you certify that you have contacted the SUNY/CUNY teacher preparation program that supplies the largest number of your new teachers to request advice on these issues.

- 9a. Please enter the name of the SUNY or CUNY Institution that you contacted.

(No Response)

- 9b. Enter the primary Institution phone number.

(No Response)

Smart Schools Investment Plan - Submission #1 Wireless/Wired Projects

Classroom Learning Technology

Page Last Modified: 03/05/2017

9c. Enter the name of the contact person with whom you consulted and/or will be collaborating with on innovative uses of technology and best practices.

(No Response)

10. A district whose Smart Schools Investment Plan proposes the purchase of technology devices and other hardware must account for nonpublic schools in the district.

Are there nonpublic schools within your school district?

- Yes
- No

11. Nonpublic Classroom Technology Loan Calculator

The Smart Schools Bond Act provides that any Classroom Learning Technology purchases made using Smart Schools funds shall be lent, upon request, to nonpublic schools in the district. However, no school district shall be required to loan technology in amounts greater than the total obtained and spent on technology pursuant to the Smart Schools Bond Act and the value of such loan may not exceed the total of \$250 multiplied by the nonpublic school enrollment in the base year at the time of enactment.

See:

http://www.p12.nysed.gov/mgtserv/smart_schools/docs/Smart_Schools_Bond_Act_Guidance_04.27.15_Final.pdf

	1. Classroom Technology Sub-allocation	2. Public Enrollment (2014-15)	3. Nonpublic Enrollment (2014-15)	4. Sum of Public and Nonpublic Enrollment	5. Total Per Pupil Sub-allocation	6. Total Nonpublic Loan Amount
Calculated Nonpublic Loan Amount	(No Response)	(No Response)	(No Response)	(No Response)	(No Response)	(No Response)

12. To ensure the sustainability of technology purchases made with Smart Schools funds, districts must demonstrate a long-term plan to maintain and replace technology purchases supported by Smart Schools Bond Act funds. This sustainability plan shall demonstrate a district's capacity to support recurring costs of use that are ineligible for Smart Schools Bond Act funding such as device maintenance, technical support, Internet and wireless fees, maintenance of hotspots, staff professional development, building maintenance and the replacement of incidental items. Further, such a sustainability plan shall include a long-term plan for the replacement of purchased devices and equipment at the end of their useful life with other funding sources.

By checking this box, you certify that the district has a sustainability plan as described above.

13. Districts must ensure that devices purchased with Smart Schools Bond funds will be distributed, prepared for use, maintained and supported appropriately. Districts must maintain detailed device inventories in accordance with generally accepted accounting principles.

By checking this box, you certify that the district has a distribution and inventory management plan and system in place.

14. If you are submitting an allocation for Classroom Learning Technology complete this table.

Note that the calculated Total at the bottom of the table must equal the Total allocation for this category that you entered in the SSIP Overview overall budget.

Smart Schools Investment Plan - Submission #1 Wireless/Wired Projects

Classroom Learning Technology

Page Last Modified: 03/05/2017

	Sub-Allocation
Interactive Whiteboards	(No Response)
Computer Servers	(No Response)
Desktop Computers	(No Response)
Laptop Computers	(No Response)
Tablet Computers	(No Response)
Other Costs	(No Response)
Totals:	0

15. Please detail the type, quantity, per unit cost and total cost of the eligible items under each sub-category. This is especially important for any expenditures listed under the "Other" category. All expenditures must be capital-bond eligible to be reimbursed through the SSBA. If you have any questions, please contact us directly through smartschools@nysed.gov.

Please specify in the "Item to be Purchased" field which specific expenditures and items are planned to meet the district's nonpublic loan requirement, if applicable.

NOTE: Wireless Access Points that will be loaned/purchased for nonpublic schools should ONLY be included in this category, not under School Connectivity, where public school districts would list them.

Add rows under each sub-category for additional items, as needed.

Select the allowable expenditure type. Repeat to add another item under each type.	Item to be Purchased	Quantity	Cost per Item	Total Cost
(No Response)	(No Response)	(No Response)	(No Response)	(No Response)

Smart Schools Investment Plan - Submission #1 Wireless/Wired Projects

Pre-Kindergarten Classrooms

Page Last Modified: 03/05/2017

Group 1

1. Provide information regarding how and where the district is currently serving pre-kindergarten students and justify the need for additional space with enrollment projections over 3 years.

N/A

2. Describe the district's plan to construct, enhance or modernize education facilities to accommodate pre-kindergarten programs. Such plans must include:

- Specific descriptions of what the district intends to do to each space;
- An affirmation that pre-kindergarten classrooms will contain a minimum of 900 square feet per classroom;
- The number of classrooms involved;
- The approximate construction costs per classroom; and
- Confirmation that the space is district-owned or has a long-term lease that exceeds the probable useful life of the improvements.

N/A

3. Smart Schools Bond Act funds may only be used for capital construction costs. Describe the type and amount of additional funds that will be required to support ineligible ongoing costs (e.g. instruction, supplies) associated with any additional pre-kindergarten classrooms that the district plans to add.

N/A

4. All plans and specifications for the erection, repair, enlargement or remodeling of school buildings in any public school district in the State must be reviewed and approved by the Commissioner. Districts that plan capital projects using their Smart Schools Bond Act funds will undergo a Preliminary Review Process by the Office of Facilities Planning.

Please indicate on a separate row each project number given to you by the Office of Facilities Planning.

Project Number
(No Response)

5. If you have made an allocation for Pre-Kindergarten Classrooms, complete this table. Note that the calculated Total at the bottom of the table must equal the Total allocation for this category that you entered in the SSIP Overview overall budget.

	Sub-Allocation
Construct Pre-K Classrooms	(No Response)
Enhance/Modernize Educational Facilities	(No Response)
Other Costs	(No Response)
Totals:	0

6. Please detail the type, quantity, per unit cost and total cost of the eligible items under each sub-category. This is especially important for any expenditures listed under the "Other" category. All expenditures must be capital-bond eligible to be reimbursed through the SSBA. If you have any questions, please contact us directly through smartschools@nysed.gov. Add rows under each sub-category for additional items, as needed.

Smart Schools Investment Plan - Submission #1 Wireless/Wired Projects

Pre-Kindergarten Classrooms

Page Last Modified: 03/05/2017

Select the allowable expenditure type. Repeat to add another item under each type.	Item to be purchased	Quantity	Cost per Item	Total Cost
(No Response)	(No Response)	(No Response)	(No Response)	(No Response)

Smart Schools Investment Plan - Submission #1 Wireless/Wired Projects

Replace Transportable Classrooms

Page Last Modified: 03/05/2017

Group 1

1. Describe the district's plan to construct, enhance or modernize education facilities to provide high-quality instructional space by replacing transportable classrooms.

N/A

2. All plans and specifications for the erection, repair, enlargement or remodeling of school buildings in any public school district in the State must be reviewed and approved by the Commissioner. Districts that plan capital projects using their Smart Schools Bond Act funds will undergo a Preliminary Review Process by the Office of Facilities Planning.

Please indicate on a separate row each project number given to you by the Office of Facilities Planning.

Project Number
(No Response)

3. For large projects that seek to blend Smart Schools Bond Act dollars with other funds, please note that Smart Schools Bond Act funds can be allocated on a pro rata basis depending on the number of new classrooms built that directly replace transportable classroom units.

If a district seeks to blend Smart Schools Bond Act dollars with other funds describe below what other funds are being used and what portion of the money will be Smart Schools Bond Act funds.

N/A

4. If you have made an allocation for Replace Transportable Classrooms, complete this table. Note that the calculated Total at the bottom of the table must equal the Total allocation for this category that you entered in the SSIP Overview overall budget.

	Sub-Allocation
Construct New Instructional Space	(No Response)
Enhance/Modernize Existing Instructional Space	(No Response)
Other Costs	(No Response)
Totals:	0

5. Please detail the type, quantity, per unit cost and total cost of the eligible items under each sub-category. This is especially important for any expenditures listed under the "Other" category. All expenditures must be capital-bond eligible to be reimbursed through the SSBA. If you have any questions, please contact us directly through smartschools@nysed.gov. Add rows under each sub-category for additional items, as needed.

Select the allowable expenditure type. Repeat to add another item under each type.	Item to be purchased	Quantity	Cost per Item	Total Cost
(No Response)	(No Response)	(No Response)	(No Response)	(No Response)

Smart Schools Investment Plan - Submission #1 Wireless/Wired Projects

High-Tech Security Features

Page Last Modified: 03/05/2017

Group 1

- Describe how you intend to use Smart Schools Bond Act funds to install high-tech security features in school buildings and on school campuses.

N/A

- All plans and specifications for the erection, repair, enlargement or remodeling of school buildings in any public school district in the State must be reviewed and approved by the Commissioner. Districts that plan capital projects using their Smart Schools Bond Act funds will undergo a Preliminary Review Process by the Office of Facilities Planning.

Please indicate on a separate row each project number given to you by the Office of Facilities Planning.

Project Number
NA

- Was your project deemed eligible for streamlined Review?

- Yes
- No

- Include the name and license number of the architect or engineer of record.

Name	License Number
(No Response)	(No Response)

- If you have made an allocation for High-Tech Security Features, complete this table. Note that the calculated Total at the bottom of the table must equal the Total allocation for this category that you entered in the SSIP Overview overall budget.

	Sub-Allocation
Capital-Intensive Security Project (Standard Review)	(No Response)
Electronic Security System	(No Response)
Entry Control System	(No Response)
Approved Door Hardening Project	(No Response)
Other Costs	(No Response)
Totals:	0

- Please detail the type, quantity, per unit cost and total cost of the eligible items under each sub-category. This is especially important for any expenditures listed under the "Other" category. All expenditures must be capital-bond eligible to be reimbursed through the SSBA. If you have any questions, please contact us directly through smartschools@nysed.gov. Add rows under each sub-category for additional items, as needed.

Select the allowable expenditure type. Repeat to add another item under each type.	Item to be purchased	Quantity	Cost per Item	Total Cost
(No Response)	(No Response)	(No Response)	(No Response)	(No Response)

UPDATED

Smart Schools Bond Act

Rocky Point UFSD—Board of Education Presentation & Public Forum
Board of Education Meeting January 9, 2017



SMART SCHOOLS BOND ACT OF 2014

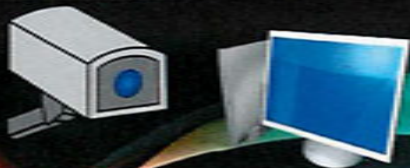
New York's Smart Schools Bond Act was approved by NYS voters on November 4, 2014. The bond act is intended to provide school districts with funding for new educational technology and infrastructure improvements to enhance learning opportunities for all students across the state.

Yes
61.94%



AREAS OF POSSIBLE INVESTMENT

- High speed broadband/wireless connectivity
- Learning technology equipment
- High-tech security features on campus



ROCKY POINT ALLOCATION

- One-time allocation
- No deadlines for submission
- Funds do not expire
- Funds can be reimbursed on an ongoing basis

\$2,450,155

WHAT ARE THE STEPS?

- Review allocation amount
- Identify district needs
 - ✓ Committee met 4 times during 15-16 and 1 time in 16-17
- Stakeholder engagement
- Capital planning discussion
- Instructional technology plan
 - ✓ Submitted and approved
- Preliminary Plan submission to BOE
 - ✓ 30-day review January 9 to February 9
 - ✓ Public comments accepted
- Public Hearing
 - ✓ January 9, 2017
- Final plan & BOE approval
 - March 20, 2017
- Submit to SED

SMART SCHOOLS IT CONSIDERATIONS

Smart Schools Bond Act -Funds used for technology infrastructure requires that Districts must increase the number of school buildings that meet or exceed the Federal Communications Commission minimum speed:

- 100 Mbps per 1,000 students/staff in District
- Rocky Point~500 Mbps minimum
 - ✓ Increased in February 2016 to 600 Mbps
 - The increase to 600 Mbps was more cost effective due to the fact that the rate was a little lower per month than the 500 Mbps

SMART SCHOOLS IT CONSIDERATIONS

Requires linkage to the District's Instructional Technology Plan which addresses gaps in the District's current level of technology including:

- All items related to network infrastructure to support required increase of wired network, wireless network, and broadband internet access.
- All items related to classroom equipment, learning technology equipment, and student/teacher devices.

SMART SCHOOLS IT CONSIDERATIONS

Requires reviewing the use of digital connectivity and technology to improve teaching and learning in the classroom:

- ✓ Creativity and innovation
- ✓ Communications and collaboration
- ✓ Research and information fluency
- ✓ Critical thinking, problem solving and decision making
- ✓ Digital citizenship
- ✓ Demonstrate the safe and cooperative use of technology
- ✓ Technology operations and concepts

OUR STAKEHOLDERS

- Teachers (4-6)
- Students (2-3)
- Parents (2-4)
- BOE Members (2)
- Principals/Assistant Principals (4)
- Academic Department Directors/Coordinators/Chairs (2-4)
- Technology Integration Specialist (1)
- District Tech Support (2)
- Executive Director for Educational Services (1)
- Higher Education (1)

COMMITTEE RECOMMENDATIONS

(Costs are estimates totaling \$2,450,155 allocation)

- Wired Network Update \$510,000
 - ✓ Switches
- Installation of a Wireless Network \$525,000
 - ✓ Switches/Access Points/Wiring (Cabling)
- Classroom/Lab Equipment Upgrades OR
Consideration of a 1:1 Initiative \$1,415,155
 - ✓ Future project still under committee discussion

PHASE I

(Pending BOE & NYSED Approval—2017-2018 School Year)

- Wired Network Update \$510,000
 - ✓ Switches
- Installation of a Wireless Network \$525,000
 - ✓ Switches/Access Points/Wiring (Cabling)

Benefits of a Wireless Network

- Bring your own device (students/staff)
- eBooks
- Workforce ready students
- Ease of collaboration
- Education is more interactive
- Increased engagement
- Access to online, free educational programs
- Personalized instruction
 - All students can learn and excel at their own pace

Costs—Pros and Cons

- Little or no increase in cost of network/hardware operation
- Possibility does exist for the need for increased IT staff depending on future NYSED online testing mandates

PHASE II

(Pending BOE & NYSED Approval—Tentative 2019-2020 School Year)

- Classroom/Lab Equipment Upgrades \$1,415,155
- Consideration of a 1:1 Initiative
 - ✓ Future projects (multiple) still under committee discussion

FUTURE CONSIDERATIONS

- Online Testing (NYSED Memo 12/1/15)
 - ❖ 3-8 Online Testing
 - ❖ Regents Online Exams
 - ❖ SAT/ACT Online Exams

Comment Period

- In accordance with New York State law, the Rocky Point Union Free School District is offering a 30-day comment period for our community to provide input on the district's Smart Schools Bonds Act Preliminary Plan from January 9, 2017 through February 9, 2017.
 - ❖ Susan Wilson, Executive Director for Educational Services
 - ❖ swilson@rpufsd.org

Technology Meetings 2016-17

(Open to the Public)

January 26, 2017 @ 3 PM in District Office

April 20, 2017 @ 3 PM in District Office

THANK YOU

Appointment of Chairperson; Board of Registration; Chief Inspector; Poll Clerks; Tellers; and Substitute Tellers and Substitute Poll Clerks for the Annual Budget Vote and Election to be held on May 16, 2017 and Appointment of Board of Registration for the Special Voter Registration to be held on May 9, 2017.

Susan Sullivan	Chairperson
Kerry Calace	Board of Registration/Teller/Poll Clerk
Arlene Heck	Poll Clerk/Teller

2017 – 2018 SCHOOL CALENDAR

Rocky Point Union Free School District

JULY 2017				
M	T	W	T	F
3	[4]	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

July 4 Independence Day

AUGUST 2017				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

SEPTEMBER 2017				
M	T	W	T	F
				{1}
[4]	5	6	7	8
11	12	13	14	15
18	19	20	[21]	[22]
25	26	27	28	29

(17 + 1)

September 1 First Day for Staff
4 Labor Day
5 First Day for Students
21-22 Rosh Hashanah

OCTOBER 2017				
M	T	W	T	F
2	3	4	5	6
[9]	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

(21)

9 Columbus Day

NOVEMBER 2017				
M	T	W	T	F
		1	2	3
6	7	8	9	[10]
13	14	15	16	17
20	21	[22]	[23]	[24]
27	28	29	30	

(18)

November 10 Veterans Day
22-24 Thanksgiving Recess

DECEMBER 2017				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
[25]	[26]	[27]	[28]	[29]

(16)

December 25 Christmas
26-29 Winter Recess

JANUARY 2018				
M	T	W	T	F
[1]	2	3	4	5
8	9	10	11	12
[15]	16	17	18	19
22	23	24	25	26
29	30	31		

(21)

January 1 New Year's Day/Winter Recess
15 Martin L King, Jr. Day

FEBRUARY 2018				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
[19]	[20]	[21]	[22]	[23]
26	27	28		

(15)

February 19 Presidents Day
19-23 Mid-Winter Recess

MARCH 2018				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	[29]	[30]

(20)

29 Holy Thursday
30 Good Friday
31 First Day of Passover

APRIL 2018				
M	T	W	T	F
[2]	[3]	[4]	[5]	[6]
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

(16)

April 2-6 Spring Recess

MAY 2018				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25★
[28]	29	30	31	

(22)

May 28 Memorial Day

JUNE 2018				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	(20)	(21)	(22L)
25	26	27	28	29

(16)

June 5 and 15-22 Regents Testing/Rating
20-22 ½ Day K-5 Students
22 Last Day School

182 + 1 = 183

If one emergency closing is deemed necessary, school will be in session on Friday, May 25, 2016. If two or more emergency closings are deemed necessary, school may be in session for students and/or staff as directed by the Superintendent of Schools.

NOTE: The Board of Education of the Rocky Point UFSD reserves the right to revise this calendar if emergency school closings during the school year require additional days of attendance.

Legend

{ } = Conference day [] = School closed
() ½ days K-5 ★ = Snow giveback day

ADOPTED: _____

Type II Actions Only

2017 Capital Reserve Project

State Environment Quality Review Notice of Determination of Non-Significance

WHEREAS, the Board of Education of the **ROCKY POINT UFSD** is the lead agency under the State Environmental Quality Review Process for the purpose of required determinations respecting the proposed Capital Improvement Projects as follows:

ROCKY POINT HIGH SCHOOL

- Traffic Reconfiguration
- Synthetic Turf (lower athletic field)

ROCKY POINT MIDDLE SCHOOL

- Exterior Masonry-Waterproofing

ROCKY POINT HS/MS

- Music Suite Reconfiguration

WHEREAS, in 1995, amendments were made to the SEQRA Regulation (Part 617) to classify projects, which will be excluded from the requirements for the preparation of an Environmental Impact Statement (Type II Actions). The projects mentioned above are now classified as Type II Actions as determined by 6NYCRR§617.5 and

WHEREAS, these projects fall under the following categories:

- A. Routine Maintenance and Repair 6NYCRR§617.5 (c)(1): Maintenance or repair involving no substantial change in an existing facility.
- B. Replace or Rehabilitation 6NYCRR§617.5 (c)(2): replacement or rehabilitation or reconstruction of a structure of facility, in kind, on the same site, unless the work excess a threshold for a Type I action in 6NYCRR§617.4.

THEREFORE, as the lead agency for the SEQRA determination, all the above referenced projects fall under Categories "A" or "B" above. The procedure for Type II Actions, with regard to the SEQRA Process for Capital Projects noted above is "No Additional Required Action under 6NYCRR§617.5(a)".

Attested to:

DATE

DISTRICT CLERK

RESOLUTION OF ROCKY POINT UNION FREE SCHOOL DISTRICT, NEW YORK, ADOPTED MARCH 20, 2017, DIRECTING SUBMISSION OF A PROPOSITION AT THE ANNUAL DISTRICT MEETING AND ELECTION OF THE QUALIFIED VOTERS OF SAID SCHOOL DISTRICT TO BE HELD MAY 16, 2017, AND PRESCRIBING THE FORM OF SUCH PROPOSITION TO BE INSERTED IN THE NOTICE OF SUCH ANNUAL DISTRICT MEETING AND ELECTION.

RESOLVED BY THE BOARD OF EDUCATION OF THE ROCKY POINT UNION FREE SCHOOL DISTRICT, IN THE COUNTY OF SUFFOLK, NEW YORK AS FOLLOWS:

Section 1. At the Annual District Meeting and Election of the qualified voters of the Rocky Point Union Free School District, in the County of Suffolk, New York (the "District"), to be held on May 16, 2017, a Proposition in substantially the form as hereinafter set forth shall be submitted to the qualified voters of said District. Said Proposition shall appear in the Notice of Annual District Meeting and Election to be held May 16, 2017, and the District Clerk is hereby authorized and directed to include such Proposition in said Notice by inserting therein substantially the following paragraphs:

NOTICE IS FURTHER GIVEN that the following Proposition shall be submitted to the qualified voters at the Annual District Meeting and Election and shall appear on the ballot labels to be inserted in the voting machines in substantially the following form:

PROPOSITION

YES

NO

Shall the Board of Education be authorized pursuant to Section 3651 of the Education Law to: (i) construct parking lot improvements at the Rocky Point High School, at the estimated maximum cost of \$172,125; undertake building envelope improvements at the Rocky Point Middle School, at the estimated maximum cost of \$185,000; install District-wide security cameras and door access enhancements, at the estimated maximum cost of \$550,000; reconstruct the music rooms at the Rocky Point High School and Rocky Point Middle School, at the estimated maximum cost of \$585,000, and construct and install a new synthetic turf field at the lower athletic field, at the estimated maximum cost of \$1,893,840, all of the foregoing to include the original furnishings, equipment, machinery, apparatus and ancillary or related work required in connection therewith, and (ii) appropriate and expend therefor a total amount not to exceed \$3,385,965 from the Capital Reserve Fund heretofore established following approval of a proposition by the voters of the School District on May 21, 2013.

Section 2. This resolution shall take effect immediately.

* * *

The adoption of the foregoing resolution was seconded by Board Member
_____ and duly put to a vote on roll call which resulted as follows:

AYES:

NOES:

The resolution was declared adopted.

CERTIFICATE

I, KELLY WHITE, District Clerk of the Rocky Point Union Free School District, Suffolk County, State of New York, HEREBY CERTIFY that the foregoing annexed extract from the minutes of a meeting of the Board of Education of said School District, duly called and held on March 20, 2017 has been compared by me with the original minutes as officially recorded in my office in the Minute Book of said Board of Education and is a true, complete and correct copy thereof and of the whole of said original minutes so far as the same relate to the subject matters referred to in said extract.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of said School District this ___ day of March, 2017.

(SEAL)

District Clerk

**Rocky Point UFSD
Personnel Schedule for Board of Education Approval - 3/20/17**

Schedule 03-20-17-A Classified Staff

Name		Position	Bldg.	Rate	BOE Date	Amount	Effective Date	Description/Comments
Salerno	Dorothy	Food Service Worker	FJC	N/A	3/20/2017	N/A	2/16/2017	Amended start date of unpaid medical leave of absence from 02/14/17 (1/2 p.m.) to 2/16/17 (1/2 p.m.)
Dunstatter	Melissa	Food Service Worker	JAE	N/A	3/20/2017	N/A	3/3/2017	Unpaid medical leave of absence from 3/3/17 through 4/17/17
Girani	Juliana	School Lunch Monitor	JAE	N/A	3/20/2017	N/A	2/2/2017	Unpaid medical leave of absence from 2/2/17 through 3/27/17
Girani	Juliana	School Lunch Monitor	JAE	N/A	3/20/2017	N/A	2/2/2017	Inactivation of Medical Intervention Stipend
Walther	Jocelyn	School Teacher Aide	DW	Annual--Step 0	3/20/2017	15,205.00	3/22/2017	Full-time, ten-month contractual appointment. Salary pro-rated. New position.
Henkin	Amy	School Teacher Aide	DW	Annual--Step 0	3/20/2017	15,205.00	3/22/2017	Full-time, ten-month conditional contractual appointment. Salary pro-rated. New position.
Rosman	Karen	School Nurse	HS	N/A	3/20/2017	N/A	3/8/2017	Continuation of an unpaid family medical leave of absence through and including 4/7/2017
Ramos	Darcel	School Lunch Monitor	JAE	Annual	3/20/2017	500.00	3/22/17	Medical Intervention Stipend 2016-2017 school year. Salary pro-rated.
Kazdal	Fatma	Food Service Worker	JAE	N/A	3/20/2017	N/A	2/15/17	Unpaid medical leave of absence from 2/15/17 (1/2 p.m.) through 3/14/17
Newcomb	Tyanne	School Teacher Aide	MS	N/A	3/20/2017	N/A	3/2/17	FMLA leave of absence from 3/2/17 through 3/16/17
Newcomb	Tyanne	School Teacher Aide	MS	N/A	3/20/2017	N/A	3/17/17	Unpaid FMLA leave of absence from 3/17/17 through 4/28/17
Torreiro	Katherine	School Teacher Aide	FJC	N/A	3/20/2017	N/A	6/30/17 EOB	Resignation for the purpose of retirement
Lukasz	Karen	School Nurse	MS	N/A	3/20/2017	N/A	6/28/2017 EOB	Resignation for the purpose of retirement
Guthy	Wendy	Clerk Typist	MS	N/A	3/20/2017	N/A	7/7/2017	Resignation for the purpose of retirement

**Rocky Point UFSD
Personnel Schedule for Board of Education Approval - 3/20/17**

Schedule 03-20-17-B Certified Staff

Last	First	Position	Bldg.	Rate	BOE Date	Amount	Effective Date	Description/Comments
Tonetti	Deborah	LOTE Teacher	HS	N/A	3/20/2017	N/A	6/30/17 EOB	Resignation for the purpose of retirement
Sperl	Linda	LOTE Teacher	HS	N/A	3/20/2017	N/A	6/30/17 EOB	Resignation for the purpose of retirement
Breen	Teresa	Teaching Assistant Level III	JAE	Annual - Step 2	3/20/2017	\$24,489	2/14/2017	Change in certification status from Level I - Step 2 to Level III - Step 2. Salary pro-rated.
Horowitz	Vanessa	Elementary Education Teacher	FJC	N/A	3/20/2017	N/A	3/9/2017	Unpaid FMLA leave of absence from 3/9/2017 through 6/23/2017 in accordance with Article XVIII, Section 5 of the Agreement between the Rocky Point UFSD and the Rocky Point Teachers' Association.

**Rocky Point UFSD
Personnel Schedule for Board of Education Approval - 3/20/17**

Schedule 03-20-17-C Non-Teaching Substitutes

Last	First	Position	Bldg.	Rate	BOE Date	Amount	Effective Date	Description/Comments
Trimboli	Anthony	Substitute Custodian	DW	Hourly	3/20/2017	10.25	3/22/2017	2016-2017 school year
Ruisi	Philip	Substitute Custodian	DW	Hourly	3/20/2017	10.25	3/22/2017	2016-2017 school year
Holly	Kimberly	Substitute Food Service Worker	DW	Hourly	3/20/2017	10.25	3/22/2017	2016-2017 school year conditional appointment
Gersbeck	Gerard	Substitute Guard	DW	Hourly	3/20/2017	18.30	3/22/2017	2016-2017 school year conditional appointment
Lewis	Brandon	Substitute Custodian/Groundsman	DW	N/A	3/20/2017	N/A	2/8/2017	Inactivation of conditional appointment
Keller	Alyssa	Substitute Custodian	DW	N/A	3/20/2017	N/A	2/8/2017	Inactivation of conditional appointment
Buchner	Eugene	Substitute School Communications Coordinator	DW	N/A	3/20/2017	N/A	3/22/2017	Inactivation of appointment
Agresto	Jennifer	Substitute Teacher Aide/Monitor	DW	Hourly	3/20/2017	10.25	3/22/2017	2016-2017 school year conditional appointment
Coqk	Naraline	Substitute Teacher Aide/Monitor	DW	Hourly	3/20/2017	10.25	3/22/2017	2016-2017 school year

**Rocky Point UFSD
Personnel Schedule for Board of Education Approval - 3/20/17**

Schedule 03-20-17-D Teaching Substitutes

Last	First	Position	Bldg.	Rate	BOE Date	Amount	Effective Date	Description/Comments
Varley	Stacey	Per Diem Substitute Teacher/Teaching Assistant	DW	Daily	3/20/2017	100.00	3/22/17	2016-2017 school year
Messina	Rosemarie	Per Diem Substitute Teacher/Teaching Assistant	DW	NA	3/20/2017	NA	2/8/2017	Inactivation of appointment
Vertullo Gersch	Irene	Per Diem Substitute Teacher/Teaching Assistant	DW	Daily	3/20/2017	100.00	3/22/2017	2016-2017 school year
McCaffery	Ryan	Per Diem Substitute Teacher/Teaching Assistant	DW	Daily	3/20/2017	100.00	3/22/2017	2016-2017 school year
Rocchio	Angelina	Per Diem Substitute Teacher/Teaching Assistant	DW	Daily	3/20/2017	100.00	3/22/2017	2016-2017 school year

Rocky Point UFSD
Personnel Schedule for Board of Education Approval - 3/20/17

Schedule 03-20-17-E Co-Curricular Positions 2016/2017

Last	First	Position	Bldg.	Rate	BOE Date	Amount	Effective Date	Description/Comments
DiLorenzo	Anthony	MS Girls Lacrosse (Year 1)	DW	Annual	3/20/2017	3,755.00	3/27/2017	Coaching appointment 2016-2017 school year
Capell	Daniel	MS Baseball (Year 1)	DW	Annual	3/20/2017	3,755.00	3/27/2017	Coaching appointment 2016-2017 school year
Havranek	Gregory	MS Softball (Year 1)	DW	Annual	3/20/2017	3,755.00	3/27/2017	Coaching appointment 2016-2017 school year
Palasek	Ryan	MS Boys Lacrosse (Year 1)	DW	Annual	3/20/2017	3,755.00	3/27/2017	Coaching appointment 2016-2017 school year
McGovern	Ryan	Volunteer MS Girls Lacrosse	DW	N/A	3/20/2017	N/A	3/27/2017	Volunteer coaching appointment 2016-2017 school year
Cox	Jessica	Curriculum Writing	MS	Hourly	3/20/2017	47.00	N/A	Forty (40) additional hours for previously approved 6th grade drama curriculum writing. Grant funded through general fund and Title II Grant.
Iberger	Stacy	Curriculum Writing	FJC	Hourly	3/20/2017	47.00	N/A	Five (5) additional hours for previously Kindergarten Math Rubric curriculum writing. Grant funded through general fund and Title II Grant.
Iberger	Stacy	Curriculum Writing	FJC	Hourly	3/20/2017	47.00	N/A	Five (5) additional hours for previously 1st Grade Math Rubric curriculum writing. Grant funded through general fund and Title II Grant.
Iberger	Stacy	Curriculum Writing	FJC	Hourly	3/20/2017	47.00	N/A	Five (5) additional hours for previously 2nd Grade Math Rubric curriculum writing. Grant funded through general fund and Title II Grant.
Hunter	Nancy	Additional Supervision	HS	Hourly	3/20/2017	47.00	3/1/2017	Not to exceed twenty (20) hours of additional supervision. Grant funded through STEM SED Bullet Grant. 2016-2017 school year.
Delargy	Charles	Director of Health, Physical Education, Athletics, and Intramurals	DW	Hourly	3/20/2017	47.00	3/22/2017	Principles, Philosophy & Organization of Athletics in Education Course Instructor not to exceed 45 hours. Grant funded through TIIA.
Burke	Jennifer	ENL Teacher	DW	Hourly	3/20/2017	47.00	3/22/2017	Translation of PreK-12 district documents from 3/22/17 through 6/30/17. Funded through Title III grant monies
Kolayli	Elif	ENL Teacher	DW	Hourly	3/20/2017	47.00	3/22/2017	Translation of PreK-12 district documents from 3/22/17 through 6/30/17. Funded through Title III grant monies
Fernandez	Nicole	ENL Teacher	DW	Hourly	3/20/2017	47.00	3/22/2017	Translation of PreK-12 district documents from 3/22/17 through 6/30/17. Funded through Title III grant monies
Modrzynski	Danielle	LOTE Teacher	DW	Hourly	3/20/2017	47.00	3/22/2017	Translation of PreK-12 district documents from 3/22/17 through 6/30/17. Funded through Title III grant monies
Gambino	Karen	Mathematics Teacher	HS	Per 40 minute session	3/20/2017	48.00	9/1/2016	AIS Services - ICARE Program 2016-2017 school year
Rzhevsky	Natalia	LOTE Teacher	HS	Per 40 minute session	3/20/2017	48.00	9/1/2016	AIS Services - ICARE Program 2016-2017 school year

**Rocky Point UFSD
Personnel Schedule for Board of Education Approval - 3/20/17**

Schedule 03-20-17-F Community Education

Last	First	Position	Bldg.	Rate	BOE Date	Amount	Effective Date	Description/Comments
Semryck	Steve	ABCD of Medicare	DW	N/A	3/20/2017	N/A	2/1/2017	Community Education 2016-2017 school year
Masone	James	Stress and Fatigue	DW	N/A	3/20/2017	N/A	2/1/2017	Community Education 2016-2017 school year
Masone	James	Women's Health	DW	N/A	3/20/2017	N/A	2/1/2017	Community Education 2016-2017 school year
Falcone	David	STEM Workshop	DW	Hourly	3/20/2017	50.00	2/1/2017	Community Education 2016-2017 school year