

MINUTES OF THE MEETING
OF THE BOARD OF THE
SPORTS & EXHIBITION AUTHORITY OF PITTSBURGH
AND ALLEGHENY COUNTY
HELD THURSDAY, NOVEMBER 10, 2016
AT THE DAVID L. LAWRENCE CONVENTION CENTER
PITTSBURGH, PENNSYLVANIA
COMMENCING AT 11:05 A.M. E.S.T.

A meeting of the Board of Directors of the Sports & Exhibition Authority of Pittsburgh and Allegheny County (the "Authority") was held upon proper notice in Room 333 at the David L. Lawrence Convention Center in Pittsburgh, PA 15222, on Thursday, November 10, 2016 commencing at 11:05 A.M. E.S.T.

Members of the Authority

Present: Sen. Wayne Fontana, Chairman
Michael Dunleavy, Vice-Chairman
Sala Udin, Secretary
Councilman James Ellenbogen, Member
Jill Weimer, Member
Reverend John Welch, Member
Councilman Daniel Gilman, Treasurer

Also Present: Mary Conturo, Doug Straley, Rosanne Casciato, Rosemary Carroll, Rifat Qureshi, Steve Morrison, Clarence Curry, Maggie Pike and Caitlin Fadgen of the Authority; Morgan Hanson, Solicitor; Tim Muldoon, Ryan Buries, and Conor McGarvey of SMG; Tim Pratt of Pittsburgh Associates; Matthew Wilson of Buchanan Ingersoll & Rooney, PC; and Frederick Winkler, architect.

Senator Wayne Fontana called the meeting to order with the Pledge of Allegiance. Mr. Morgan Hanson followed with a roll call of the Board Members. Mr. Hanson confirmed that Councilman James Ellenbogen and Reverend John Welch were attending via telephone and that they could hear the Board Members and the Board Members could hear them. Mr. Hanson advised that a quorum was present.

Beginning with public participation, Senator Fontana asked if any members of the audience would like to address the Board. Hearing none, he moved to the next item on the agenda, approval of the minutes from the meeting of October 13, 2016. A motion was made, seconded, and unanimously approved.

Senator Fontana continued on to the next item on the agenda under David L. Lawrence Convention Center, authorization to enter into an agreement with Dagostino Electronic Services, Inc. in a lump sum amount of \$13,410 for the replacement of eleven analog security cameras.

Mr. Steve Morrison explained that the Authority upgraded the Convention Center's security system in 2010 and integrated the new IP (Internet Protocol) cameras with analog cameras original to the building's construction. The project's intent was to maintain some analog cameras until they reached the end of their useful life, then to replace them with IP cameras that are compatible with the new security system, which allows for monitoring from multiple locations throughout the building as well as in the security control room. This authorization will replace the remaining 11 original analog cameras and their cabling with new IP security cameras. It includes removing existing analog cameras, installing new cabling, and purchasing and installing the new cameras. After this work is completed, there will be no remaining analog cameras on the system.

The notice for the project was placed on the Authority's website. Four vendors were contacted directly for quotes, including one WBE firm. Three vendors participated in a building walkthrough; however, only one quote was received by the due date. Follow up contact with the companies that chose not to provide a quote resulted in a response from one that the project was too small and from another that the project timeframe was too soon. Dagostino provided the only

quote of \$13,410 (which is also priced through COSTARS). The current Dagostino quote is slightly less on a per camera basis than the 2015 approved project pricing.

The Authority anticipates the new cameras to be installed by the end of November 2016. The cost of this project is \$13,410, and there is a one-year warranty on the labor, a two-year warranty on the access control components, and a three-year warranty on the cameras.

Senator Fontana asked if there were any questions from the Board. Hearing none, he asked for a motion to approve. On a motion duly made, seconded, and unanimously carried, the following resolution was approved:

RESOLUTION NO. 5433

Resolved by the Sports & Exhibition Authority of Pittsburgh and Allegheny County that its Executive Director and other proper officers are authorized to enter into an agreement with Dagostino Electronic Services, Inc. in a lump sum amount of \$13,410 for the replacement of 11 security cameras; and further that the proper officers and agents of the Authority are authorized to take all action and execute such documents as are necessary and proper to effectuate the terms of this Resolution.

Senator Fontana introduced the next item, authorization to enter into an agreement with Bortek Industries, Inc. in a lump sum amount of \$19,415 for the purchase of a riding/mechanized carpet sweeper.

Mr. Conor McGarvey explained that in 2003, during the initial outfitting of the Convention Center, two Bortek Advance 4600 Riding Sweepers were purchased. Riding sweepers are used to clean all of the main carpeted areas of the Convention Center, including the second, third, and fourth level pre-function and concourse areas, and temporary trade show carpet that is installed in the exhibit halls. The Bortek Sweepers are reaching the end of their useful life. The machines are in need of repair more and more frequently and replacement parts are increasingly difficult to find.

A notice to bidders was advertised in the Pittsburgh Tribune-Review, Pittsburgh New Courier and posted on the SEA website. Three companies submitted bids. Bortek had the lowest bid, including Alternate #1 – Dual Side Brooms, Alternate #2 – Vacuum Wand, and Alternate #3 – Safety Strobe Light.

The Bortek Sweeper meets or exceeds all green cleaning policies related to the LEED EBO+M and APEX/ASTM Certifications.

Expected delivery time is approximately six weeks after the purchase order has been executed. The Advance SW4000 has a warranty of five years on the structure, 24 months/2000 hours on parts, and 12 months on labor.

Senator Fontana asked if there were any questions from the Board. Councilman Gilman stated that he was in support of this measure, but would ask that moving forward to consider supporting a local company that is producing a robotic carpet sweeper. Mr. Gilman recommended considering such technologies to support innovation in the City. Mr. McGarvey replied that this purchase is the first phase of replacing sweeping equipment, with another purchase scheduled for next year. Mr. McGarvey will look into Mr. Gilman's recommendation for next purchase.

Senator Fontana asked if there were any other questions from the Board. Hearing none, he asked for a motion to approve. On a motion duly made, seconded, and unanimously carried, the following resolution was approved:

RESOLUTION NO. 5434

RESOLVED by the Sports & Exhibition Authority of Pittsburgh and Allegheny County that its Executive Director and other proper officers are authorized to enter into an agreement with Bortek Industries, Inc. in a lump sum amount of \$19,415 for the purchase of a riding/mechanized carpet sweeper; and further that the proper officers and agents of the Authority are authorized to take all action and execute such documents as necessary and proper to effectuate the terms of this resolution.

Senator Fontana introduced the next item, authorization to rescind Resolution 5427 and replace with an authorization to enter into a lump sum contract with SSM Industries in the amount of \$11,009 for repairs of the east cooling tower.

Mr. Ryan Buries explained that an authorization for a lump sum contract with East West Manufacturing & Supply Company, Inc. in the amount of \$17,238 for repairs of the east cooling tower at the Convention Center was approved on October 13, 2016. When drafting the contracts for cooling tower work, a clerical error was discovered. The proposal from one contractor, SSM Industries, Inc., mistakenly included an item that was not in the project scope. When taking that into account, it was clear that SSM's proposal was lower than the other contractors' proposals for this project.

The scope of work includes replacing the piping and fittings that make up the clean and balance chamber on the east cooling tower and replacing two supply line isolation valve actuators.

Eight mechanical contractors were contacted to request quotes for this work, including two WBE firms. Six quotes were received. SSM provided the lowest price in the amount of \$11,009. The work is anticipated to be completed in December 2016. There is a one-year warranty on the work.

Senator Fontana asked if there were any questions from the Board. Reverend Welch asked whether retraction of the previous authorization was within the framework of acceptable practice.

Mr. Hanson explained that this was not in any way a rebid or done incorrectly after the fact. He further explained that it was a mathematical error and that SSM, in fact, had the low bid from the start. Mr. Hanson said it was prudent to clarify the record by rescinding the previous authorization and providing this authorization. He said that there were three columns in the proposal and described how the error occurred: The authorization is for work items listed in column 1 of the proposal sheet, but column 1 initially had an item from column 2 mistakenly included. Once the column 2 data was correctly removed and placed in column 2, column 1 reflected the accurate cost and was the low quote.

Senator Fontana asked if there were any other questions. Hearing none, he asked for a motion to approve. On a motion duly made, seconded, and unanimously carried, the following resolution was approved:

RESOLUTION NO. 5435

RESOLVED by the Sports & Exhibition Authority of Pittsburgh and Allegheny County that its Executive Director and other proper officers are authorized to rescind Resolution 5427 and replace with an authorization to enter into a lump sum contract with SSM Industries, Inc. in the amount of \$11,009 for repairs of the east cooling tower; and further that the other proper officers and agents of the Authority are authorized to take all action and execute such documents as are necessary and proper to effectuate the terms of this Resolution.

Senator Fontana introduced the next item, authorization to submit an application to Leadership in Energy and Environmental Design (LEED) for Existing Buildings: Operations and Maintenance recertification for the David L. Lawrence Convention Center in the amount of \$15,000.

Mr. Doug Straley explained that in 2011, a case study was performed of the David L. Lawrence Convention Center's green features (*David L. Lawrence Convention Center: A Building in Operation Case Study*). The case study was the basis for the Authority to pursue certification under the U.S. Green Building Council's LEED for Existing Buildings: Operations & Maintenance v2009 (LEED EB: O&M) rating system. In April 2012, the Convention Center was awarded Platinum certification under LEED EB: O&M, the highest possible rating. LEED EB: O&M certification requires that the building submit for recertification every five years. The Authority is preparing the necessary documentation for recertification.

The preliminary LEED submittal will be made in the first week of January 2017, and the final recertification application will be submitted the last week of March 2017. The cost for recertification is \$15,000 for USGBC members.

Senator Fontana asked if there were any questions from the Board. Hearing none, he asked for a motion to approve. On a motion duly made, seconded, and unanimously carried, the following resolution was approved:

RESOLUTION NO. 5436

RESOLVED by the Sports & Exhibition Authority of Pittsburgh and Allegheny County that its Executive Director and other proper officers are authorized to submit an application to Leadership in Energy and Environmental Design (LEED) for Existing Buildings: Operations and Maintenance recertification for the David L. Lawrence Convention Center in the amount of \$15,000; and further that the other proper officers and agents of the Authority are authorized to take all action and execute such documents as are necessary and proper to effectuate the terms of this Resolution.

Senator Fontana introduced the next item, authorization to enter into an agreement with Maher Duessel for auditing services at a price not-to-exceed \$114,300 for three years and an option to extend at a price not-to-exceed \$78,600 for an additional two years.

Ms. Rosanne Casciato explained Maher Duessel has been the Authority auditor since 2008. An RFP for auditing services was issued August 17, 2016. The notice was posted on the SEA website, published in the Tribune-Review and Pittsburgh New Courier, and emailed to 43 firms, including three MBE firms.

Twelve firms requested the RFP and three proposals were received. A review committee, comprised of Senator Fontana, staff from the SEA and SMG, and Lori Churilla from the County Controller's office interviewed the three firms on October 4. After reviewing the proposals and interviewing the firms, the committee recommends retaining Maher Duessel as its auditor.

The firms were evaluated based upon fee, technical proposal and MBE/WBE participation.

Maher Duessel is a leading firm in government auditing and has provided valuable knowledge to the Authority throughout its prior contract periods. They have also provided other accounting assistance when asked at no additional cost to the Authority. Their work has proven to be efficient and thorough.

Maher Duessel has committed to 20% MBE participation using the firm Exico, Inc., as a subconsultant whom they previously used. The Exico employee is actively involved in the audit process at our offices.

Maher Duessel reported that it has had a difficult time recruiting minorities to serve on its staff because most minority candidates in the accounting field are hired by large accounting firms. To help recruiting efforts, Maher Duessel said they have undertaken efforts such as purchasing exhibitor space at the National Association of Black Accountants Conference so they could interview on site. They are involved in Point Park University's Diversity program, which

works to promote accounting jobs to minority high school students, and also Junior Achievement.

The contract amount for routine annual audits totals \$175,400 through December 31, 2020. If a federal Single Audit is required the cost would be an additional \$3,500 per Single Audit, per year

Senator Fontana asked if there were any questions from the Board. Mr. Udin expressed concern over a small number of minority employees at Maher Duessel. Mr. Udin stated that he understands while it might be difficult to find minority participation, for example in elevator maintenance, it shouldn't be so in accounting. There are national organizations catering to minority accountants, and Maher Duessel should not have difficulty in pursuing greater minority hiring for its staff. Minority professionals have been working in this professional capacity for decades. The Authority should evaluate outcomes rather than efforts. Reverend Welch and Councilman Gilman concurred with Mr. Udin.


Senator Fontana asked if there were any other questions from the Board. Hearing none, he asked for a motion to approve. On a motion duly made, seconded, and unanimously carried, the following resolution was approved:

RESOLUTION NO. 5437

RESOLVED by the Sports & Exhibition Authority of Pittsburgh and Allegheny County that its Executive Director and other proper officers are authorized to enter into an agreement with Maher Duessel for auditing services at a price not-to-exceed \$114,300 for three years and an option to extend at a price not-to-exceed \$78,600 for two additional years; and further that the other proper officers and agents of the Authority are authorized to take all action and execute such documents as are necessary and proper to effectuate the terms of this Resolution.

Senator Fontana asked if any additional members of the audience would like to address the Board or if there were comments from the Board Members.

There being no additional comments or business, Senator Fontana asked for a motion to adjourn. Upon a motion duly made, seconded and unanimously carried, the meeting was adjourned at 11:39 A.M.


Mary Conturo
Assistant Secretary