



**Construction Advisory Committee
MINUTES**

**REGULAR MEETING
Tuesday, January 18, 2011**

**The Construction Advisory Committee convened in a regular meeting on Tuesday, January 18, 2011
City Hall, 301 W. 2nd Street, Boards and Commissions Room, Austin, Texas.**

Chairman Prisant called the Board Meeting to order at 10:00 a.m.

Board Members in Attendance:

Martin Prisant – Chairman

Emily Timm – Vice Chairwoman

Conrad Masters

Calvin Williams

Members Absent:

Ira Crofford

Eddie Hurst

Gaynell Wilson

Staff in Attendance:

Howard Lazarus, Director - Public Works Department

Shannon, Executive Assistant - Public Works Department

Rolando Fernandez, Acting Assistant Director - Contract and Land Management Department

Frank Mays, Contract Compliance Manager - Contract and Land Management Department

Felecia Shaw, Contract Development Analyst - Contract and Land Management Department

1. CITIZEN COMMUNICATION: GENERAL

None

2. APPROVAL OF MINUTES

Minutes from the meetings of 11/16/2010 and 12/14/2010 were approved on Vice Chairwoman Timm's motion, Board Member Williams' second on a 4-0 vote.

3. NEW BUSINESS

- a. The 2011 Construction Advisory Committee's Regular Meetings Calendar was approved by the committee on a 4-0 vote from Board Member Masters' motion and Chairman Prisant's second.
- b. The revised bylaws were approved on Board Member Masters' motion, Vice Chairwoman

Timm's second on a 4-0 vote.

4. OLD BUSINESS

- a. Mr. Lazarus informed the committee of a memorandum prepared by Leon Barba, Assistant Director of Planning and Development Review, concerning the posting of signage required by the City's new rest break ordinance. He requested the committee present their comments during the February 15th meeting. Mr. Lazarus stated that in his discussion with the Assistant City Manager's office, he recommended Code Compliance be responsible for processing complaints received by the City's 3-1-1 center in response to the City's rest break ordinance, but explained that more discussion is still needed before a decision is finalized.

Ms. Timm requested to include the fact that three phone calls to 3-1-1 are necessary for an investigation to take place, and also requested that the project location also be included on the signage. Mr. Williams requested that the Contractor Safety Plan should require the contractor to state how it will enforce the rest break ordinance and to add this item to all preconstruction meetings. Mr. Prisant asked that Mr. Lazarus provide a quick update to the committee in February to include which permits are covered under the ordinance, which permits fall outside of the ordinance, and what actions are needed to include in the ordinance those permits that fall outside of it.

- b. Rolando Fernandez, Acting Assistant Director for the Contract and Land Management Department, updated the committee on its safety forms. He said that information was presented to the Blue Team in late November and it was decided that an acknowledgement be included on the form presented at each pre-bid meeting in which the contractor will sign stating his understanding of what is required of him. Mr. Prisant suggested including information on the rest break ordinance in the safety form. Mr. Fernandez said he would forward a copy of the 410 to the committee for review.
- c. Mr. Fernandez provided the committee with an update of the Contractor Evaluation Process and stated that City staff is currently reviewing and improving this process and will also evaluate previous work done on it as well. He will present a draft to the committee by mid-April and to the City Manager's office by June, and will provide monthly updates to the committee on his progress.

5. FUTURE AGENDA ITEMS

- a. Committee will work with City staff to develop a dashboard report to provide to the Mayor and Council on a quarterly basis. Ms. Timm will update the committee work plan to begin using in February as a dashboard report and will forward it to City staff to keep up with ongoing projects. The report will address four main areas: prevailing wage statistic reports, committee recommendations on in-house projects vs. outside contracts, the process in which the City contracts for services, and construction related items.

The request that beginning in March, Mr. Mays provide a complete quarterly update to the committee on wage compliance was approved by a 4-0 vote on Board Member Williams' motion, Vice Chairwoman Timm's second.

It was agreed to by the committee and City staff that reports on currently active construction contracts and a current projects list be provided by Mr. Mays on a monthly basis.

- b. The committee asked staff to report back in February on how Job Order Contracting is executed. They specifically wanted to know how the contractors are evaluated. The committee also requested that they be provided a list of departments who participate in the approval process of the evaluation's line items, along with the evaluation matrix.
- c. City staff will provide an update in February on the Wage Compliance Program Assessment and Comparison to Comparable Texas Jurisdictions.
- d. The Auditor's office will provide a report of the Construction Advisory Committee audit.

6. NEXT MEETING (February 15, 2011)

PLEASE NOTE: ALL REGULAR MEETINGS IN 2011 WILL BE HELD IN THE BOARDS AND COMMISSIONS ROOM (RM 1101) AT CITY HALL, 301 W. 2nd Street.

ADJOURN

- *A motion to adjourn at 11:06 a.m. was approved on a 4-0 vote by Board Member Williams' motion, Board Member Masters' second.*