



Approved 12.4.12

**MBE/WBE and Small Business Advisory Committee
Minutes**

**Regular Meeting
Tuesday, October 2, 2012**

The MBE/WBE and Small Business Advisory Committee convened in a regular meeting on Tuesday, October 2, 2012 at 301 W. 2nd Street Room 1024 in Austin, Texas.

1. CALL TO ORDER

Chair, Mr. Ed Lowenberg called the Board Meeting to order at 5:40p.m.

Board Members in attendance were Ed Lowenberg, Anne Harutunian, Schiller Liao, Andy Ramirez and Regina Adams and Brian Walters.

2. APPROVAL OF MINUTES

The Committee approved the September 4, 2012 regular meeting on a motion by Ms. Adams and seconded by Mr. Liao. Motion passed 6-0.

3. CITIZEN COMMUNICATION

Ms. Carol Hadnot, Austin Area Black Contractors Association (ABCA) expressed concerns regarding certification process for ex-City employees. She requested the Committee add this item to next month's agenda.

The Committee instructed staff to add the item to the November agenda.

4. OLD BUSINESS

Item 3a. Update from the Weatherization Committee regarding the Home Energy Assistance Program (HEAP) solicitation.

Mr. Edward Campos, Division Manager, Contract Management Department (CMD) provided an update to the Committee regarding the new Weatherization program, Home Energy Assistance Program (HEAP). He reported Council's approval to proceed with the Job Order Contract (JOC) procurement methodology as well as use of the competitive seal proposal for test out services. CMD will work closely with Austin Energy (AE) to finalize contract documents and evaluation criteria and expect advertising the solicitation soon after.

Mr. Joe Guerrero, Conservation Program Associate, AE provide the Committee with an update and presentation regarding additional proposed funding from Austin Water Utility for water conservation on the Customer Assistance Program funded Weatherization and the Home Efficiency Assistance Program (HEAP).

Item 3b. Update from the City staff regarding Underground Distribution Construction Services & Maintenance (MASTEC North America) and Dunlap Substation projects.

Ms. Cheryl Mele, Deputy General Manager, Austin Energy updated the Committee on the current Mastec North America, Inc. contract and service contract requirements.

Mr. Mike Kubala briefed and presented handouts to the Committee on Mastec's process for bidding Annual Service Contracts and soliciting subcontractor. He provided documents and addressed questions regarding current minority participation and discussed suggestions to make improvements.

Citizen's Communication

Ms. Carol Hadnot, ABCA expressed concerns regarding Mastec meeting low minority participation goals.

Item 3c. Update from City staff regarding the Pickfair Recreation Center ADA & Parks Improvement and Conley-Guerrero Senior Activity Center Renovations (Rebid) project contracting issues.

Ms. Debra Dibble, Assistant Director, SMBR provided an update regarding resolution pending documentation from Patriot Veteran's Construction and Consulting Firm on the Conley-Guerrero project. The subcontracting firm missed several deadlines and was ultimately removed from the Conley-Guerrero project due to failure to meet contractual insurance requirements.

Ms. Debra Dibble, Assistant Director, SMBR provided an update regarding T-N-G's Construction payment issue on the Pickfair Recreation Center ADA & Park Improvements project. She stated that meetings took place and the subcontractor was asked to submit invoices on work performed. This information has been provided as requested.

Ms. Kim McNeeley, Director, Parks and Recreation Department (PARD) and Mr. Rey Hernandez, Project Manager, PARD reported resolution of payment issues on the Pickfair Recreation Center project are pending clarifications on the invoices submission by T-N-G's Construction to determine work performed.

Citizen's Communication

Ms. Carol Hadnot, ABCA stated concerns regarding handling of Patriot Veteran's Construction and Consulting Firm and T-N-G's Construction issues on the Pickfair Recreation Center and Conley-Guerrero projects.

5. NEW BUSINESS

Item 4a. Annual election of officers for the MBE/WBE & Small Business Procurement Program Advisory Committee outlined in Article 4 of the Committee's By-laws.

The Committee held their annual elections and voted unanimously to re-elect all current officers for the 2012-2013 term. Mr. Ed Lowenberg will continue to serve as Chair; Ms. Barbra Boeta, Vice Chair and Ms. Anne Harutunian, Secretary.

Item 4b. Review of the MBE/WBE and Small Business Procurement Advisory Committee's progress on 2012 goals.

The Committee reviewed its 2012 Annual Goals and requested staff to provide an outline of recommendations on Program Rules (November 2012) and Third Party Resolution improvements (December 2012).

6. STAFF REPORTS

Item 5a. Monthly report and update from Small & Minority Business Resources Department (SMBR) regarding the Small Business Construction Program (SBCP).

The monthly report from SMBR regarding the SBCP was not considered.

Item 5b. Monthly report and update from Small & Minority Business Resources Department (SMBR) regarding Request for Changes.

The monthly report from SMBR regarding Request for Changes was not considered.

Item 5c. Monthly report and update from Small & Minority Business Resources Department (SMBR) regarding Council Awards.

The monthly report from SMBR regarding Council Awards was not considered.

7. AGENDA ITEMS

- Update on procurement opportunities on the Circuit of the Americas (COTA) project.
- Update from the Weatherization Committee regarding the Home Energy Assistance Program (HEAP) solicitation.
- Update from staff regarding the Pickfair Recreation Center ADA & Parks Improvement and Conley-Guerrero Senior Activity Center Renovations (Rebid) project contracting issues.
- SMBR staff certification presentation
- Update from staff to provide an outline of recommendations on Program Rules (November 2012).

8. ADJOURNMENT

The meeting was adjourned at 7:29 p.m. on a motion by Mr. Lowenberg.