



**Construction Advisory Committee
MINUTES**

**REGULAR MEETING
Tuesday, March 19, 2013**

**The Construction Advisory Committee convened in a regular meeting on Tuesday, March 19, 2013
One Texas Center, 505 Barton Springs Road, Public Works Director's Conference Room, 13th Floor**

Chair Prisant called the Board Meeting to order at 9:30 a.m.

Board Members in Attendance:

Robert Drake
Carson Fisk
Martin A. Prisant
Shane Smith
Calvin Williams – Arrived at 9:50
Suzanne Litz – Arrived at 9:55

City Staff in Attendance:

Robert Hinojosa, Assistant Director – Public Works Department
Jeannette Gilpin, Executive Assistant – Public Works Department
Frank Mays, Division Manager – Contract Management Department
Edward Campos, Division Manager – Contract Management Department
Rick Wilson, Division Manager – Contract Management Department

1. CITIZEN COMMUNICATION: GENERAL - None

2. APPROVAL OF MINUTES

Minutes from the meeting of 2/19/12 were approved by board member Smith's motion, member Drake seconded on a 4-0 vote.

3. DIRECTOR'S REPORT- None

4. NEW BUSINESS

- a. The committee approved of Annual Internal Review Report with an addition of a cover memo to the City Manager's Office and City Council.

5. OLD BUSINESS

- a. Assistant Director Robert Hinojosa presented Item 4B from Work Plan of how the City determines the whether construction work is performed in-house or put out for bid. Mr. Prisant asked if there is a formula that

determines in-house work or outsource. Mr. Hinojosa said it depends on the break, different scopes have different breaks. Mr. Williams asked if the City has an arborist on staff. Mr. Hinojosa responded that we are in the process of rehire. Mr. Prisant asked if the example used in the presentation (tree maintenance) would be in-house or outsourced. Mr. Hinojosa responded it will be a mix of both. The City will outsource part of the work. Mr. Williams asked if this included the trees in the parks. Mr. Hinojosa responded that is the responsibility of the Parks and Recreation Department. Mr. Williams asked if there is in-house training for the forester. Mr. Hinojosa responded that the City hires with training and train those who want to do it. Mr. Prisant asked how much influence the Budgeting office has for determining outsourcing. Mr. Hinojosa responded that the decision ultimately lies with the Director of the Department. Mr. Williams asked what is driving the costs in the graph from the presentation. Mr. Hinojosa responded that the cost per tree graph is from the Budget Analyst. Mr. Prisant asked why everything in the City can't be a unit price. That practice has been helpful to School Boards. Mr. Hinojosa replied that IDIQ contracts may fulfill this request.

- b. Rick Wilson from CMD gave the committee an update of Contractors Evaluation Worksheet. Mr. Wilson stated that CMD is setting up legal review meeting with attorneys to evaluate the rules process now that the Evaluation Worksheet is proposed to be city wide. Ms. Litz asked if they anticipate problems in the meeting. Mr. Wilson replied yes. Mr. Prisant asked if the committee can have an update after the meeting. Mr. Wilson replied that the meeting had not yet been able to be scheduled but he will update Jeannette when that has happened. Mr. Williams asked to see a trial run on a limited scale before the worksheet is finalized. Mr. Wilson replied that Director Rosie Truelove is working on getting an initial response from outside the city.
- c. Mr. Mays presented the results from Construction Wage Compliance information session. He stated there was a good turn out to the meeting. Mr. Mays said there is a link to CMD Employee Certification form online. Ms. Litz asked if it was in English and Spanish and Mr. Mays said he will verify. Mr. Prisant asked if SMBR requires a list of subcontractors on projects. Mr. Campos replied that SMBR sends out a wage compliance notice to subcontractors. Mr. Williams asked the percent of wage violations from subcontractors versus prime contractors. Mr. Mays replied that it is generally subcontractors. Mr. Prisant asked about the legal standing with subcontractors when the City does not have a direct contract with them. Mr. Campos replied that the only legal recourse the City has is with the Prime Contractor. Mr. Prisant asked why there can't be a one hour informational meeting once a year to refresh subcontractors of their requirements. Mr. Mays asked for the committee to send him their ideas and he will take them to SMBR. Mr. Prisant asked what happens if a Prime Contractor fails a certified payroll inspection. Mr. Mays replied that a VCAP is issued. Mr. Williams asked what are the results from issuing VCAPs. Mr. Mays replied that all VCAPs are tracked by Rick Wilson and put in the Contractors Evaluation worksheet. Mr. Williams asked why the City is taking low bids when they know that the workers are being underpaid. Mr. Mays replied he can't answer that question.

6. NEXT MEETING (April 16, 2012)

7. ADJOURN

Meeting was adjourned at 11:00 a.m. by Chair Prisant.