



**(Construction Advisory Committee)
MINUTES**

**REGULAR MEETING
(20, March, 2018)**

The Construction Advisory Committee convened in a regular meeting on 20, March, 2018 at 505 Barton Springs Road, Suite 805, in Austin, Texas.

Chair Fisk called the Board Meeting to order at 10:04 a.m.

Board Members in Attendance:

**Chair R. Carson Fisk
Calvin Williams
Matthew Gonzales
Martin Prisant
Nathan Waldock
Lyn Nance-Hendricks**

Staff in Attendance:

**Sandra Soler, Staff Liaison – Public Works Department
Jorge Morales, Assistant Director – Public Works Department
Mike Bewley, Safety Manager – Public Works Department
Marisol Claudio-Ehalt, Program Consultant – Capital Contracting Office
Melisa Pool, Administrative & Finance Manager– Capital Contracting Office
Edward Campos, Assistant Director – Small and Minority Business Resources Department
Juaquin Gonzales, Business Development Counselor– Small and Minority Business Resources Department
Blender Hill– Public Information Specialist – Small and Minority Business Resources Department
Luther Luper, Financial Analyst – Small and Minority Business Resources Department
Thomas Owens, Compliance Manager– Small and Minority Business Resources Department**

1. APPROVAL OF MINUTES

The minutes from the meeting of 11/21/2017 were approved on Board Member Mathew Gonzales motion and Lyn Nance- Hendricks second on a 6-0 vote.

2. DIRECTORS REPORT

a. Jorge Morales, Assistant Director with the Public Works Department provided the committee with an update on the OSHA 10 audit process allowing for Safety Manager Mike Bewley to clarify that the Capital Contracting Office conducts OSHA 10 audits on site and then reports to the Public Works Safety Office when workers lack the required training. The Public Works Safety Office then works with the general contractors to assure they come under compliance. Assistant Director Jorge Morales also informed the committee of department efforts currently under way. The Department is currently in budget season and is working with Council identifying priorities and preparing budget requests. Public Works is also currently in the process of a department wide reevaluation of the way in which capital projects are delivered as compared to other entities

with the purpose of streamlining processes and reducing waste. The department also continues to make progress on the backlog of street repairs.

3. OLD BUSINESS

a. Presentation on Bonding Process and Assistance Program

Thomas Owens, Compliance Manager with the Small and Minority Business Resources Department gave a brief overview of the department's mission and organization, and a more thorough overview of specific resource services the department offers to small and minority owned businesses. He explained certification outreach efforts, including workshops, event notifications, and outreach collaboration with other entities; plan room services that provide small businesses with paper and electronic project plans and specifications for City of Austin and various other agency project opportunities; bonding assistance which includes outreach, assessment, education, technical assistance and referral to surety agents; and collaboration with minority trade associations to reach small and minority businesses. Member Martin Prisant requested a copy of the surety bond agents list SMBR provides to businesses. Thomas Owens agreed to provide the committee with the list.

b. Contractor Evaluation Program Update

Marisol Claudio-Ehalt, Program Consultant with the Capital Contracting Office gave an update of the Contractor Evaluation Program. She reviewed the addition of 3 items to the evaluation program and changes to the scoring process. The changes in scoring have helped identify areas where improvements are needed and/or where performance exceeds contract requirements. Marisol provided the committee with an overview of the Consultant and Contractor Performance Evaluation Report on Construction Solicitations issued since February 14, 2014. A copy of the report was provided to committee members. The report is created by the Capital Contracting Office and sent to project managers for scoring of contractor performance. Committee members were concerned with the possibility that violations that were corrected went unrecorded in the contractor performance evaluation score. Jorge and Marisol were not certain they were included and agreed to verify and get back to the committee with an answer. Overall the Capital Contracting considers the report to be a valuable tool for use in future solicitations/subsequent contract award decisions.

c. Rest Break Ordinance

Chair Fisk reviewed the memo provided by the Austin Code Department.

4. NEW BUSINESS

a. Formation of Working Groups Discussion

Chair Fisk items asked members to consider working groups that they would have an interest in creating.

b. Workplan development

Chair Fisk felt recurring presentations already on the Workplan are working well and should continue. Member Prisant asked that SMBR provide the Committee with an update on levels of bonding. Small and Minority Business Resources Department agreed that this could be done semi-annually. Chair Fisk asked that it be added to the Workplan.

5. CITIZEN COMMUNICATION: GENERAL

a. None

6. ADJOURN

Chair Fisk adjourned the meeting at 11:17 a.m. without objection.