

MINUTES

2015 CONTRACTOR/DEVELOPER/ENGINEERS MEETING

May 6, 2015

8:00 – 11:00 MEETING

Review February Minutes: Change required to minutes from February: SBE updates on City web site, not Bid Express. Online AA plan submittals will be coming in the future.

Copies of Ban the Box legislation available at the meeting.

I. Opening Remarks by Rob Phillips, City Engineer

Capital budgets will be reduced this year, 10% requested. Reductions could be even more depending on other City priorities. Contracts where work will be done in 2016 will be bid in the fall of 2015.

II. Affirmative Action

Request made to please provide Committed Cost Status monthly or with payments.

The disparity study is now complete and is on the City web site (<http://www.cityofmadison.com/madisoncontractingstudy/>). Twenty recommendations were made by the consultants. Contractor input was requested to help Affirmative Action prioritize.

III. Comments by Water Utility

Nothing new - no questions.

IV. Comments by City Traffic Engineering

Please give 24-48 hour notice for signage removal.

No tape on face of sign or contractor will be billed. TE reuses these signs. No one-call work until landscaping is done to avoid losing the marks.

V. Comments by Parks Department

Most contracts for the year are now out for bid. Hope to see Owl Creek Park Master Plan Approval for Development (playground, basketball court, paving) out for bid later this year.

VI. Public Works Contracting Work Group

IT is reworking the process for Affirmative Action – moving towards online application. Frequently asked questions, examples, and easier ways to cut/paste/upload will be added. A professional writer has been retained to simplify the wording and instructions.

Volunteers requested in order to test it and try to break it.

A finalization group worked out a revised closure process for Engineering. The goal is to finalize in 60 days. This process needs a commitment from all parties to finalize numbers during the construction season. First test case will be coming soon, with several more nearing substantial completion in May & June.

To Do – Request made to send affidavits with the Start Work letter and the Substantial Completion Letter. These affidavits will no longer need to be provided with the Final Letter. (This change will begin with new contracts.) A generic Final Affidavit form is also available on line.

VII. Bid Express

Internet Explorer is being phased out. Bid Express is working on adapting to other browsers (including new Microsoft product). Digital ID is the issue, as new browsers don't have this security capability. Bid Express is confident there will not be any issues.

VIII. Discharge of Sewer

The process: Report discharge, clean up (City will assist if needed, but charge contractor), press release by City, report to DNR by City, citations can be issued if not reported.

Example: if bypass pumping and hose breaks above ground, must report it or be cited for not doing so. Note: Small leakage during connection is not considered a discharge.

IX. Contractor/Developer/Engineer Comments

1) When it says Replace 1" water service by foot, the contractor has to guess the number of brass items required. Contractor would like bid item to be by Each vs by Foot.

Action Items: Water Utility is looking into different options.

2) Service Boxes – Will be turned early in project by Water Utility similar to valves on main.

3) Current contract (7395) has an end date of Nov. 7th, but Oct. 15th is the end date for paving without written permission of the engineer. Why is this not addressed in contract? Does road open signal the end of liquidated damages?

Action Item: City will review DOT specs and look at Special Provisions for this year and Specification Revision for 2016.

4) Currently there are no minutes provided for streets projects preconstruction meetings. Could this be added? Published minutes could be helpful at finalization and a chance to correct any misunderstandings. Suggestions made to keep the minutes to substantial issues and create them during the meeting with a PC.

Action Item: Project engineer will keep minutes of preconstruction meeting.

5) Asphalt depth was ¼" deeper in some plans last year. Will this be the case in any contracts bid in 2015?

Typical depths are 3.5", 4.25" and 5.25"

6) TE bid items that should be included in a contract if they are anticipated:

Temporary tape

Tubular markers

Message boards (specify length in days required, purpose of message board)

Arrow boards

Pavement marking removal

Note: These items will eventually be in the standards.

7) TC on Marsh Road: contract has a large quantity of days for Message Board, which may not be needed. The contractor is out the money to reserve the equipment. Why so many? Possible that only needed for one end of the street, but if engineer adds back in later, this would cost additional time and money.

8) Affirmative Action (AA) renewals this year went well overall. There were some communication issues. Analysis and goals on the employee worksheet were not always a match. Good faith efforts working well. Once the process goes on line, the old information will still be there in the current year.

Contractors requested more advanced notice on training opportunities with the Urban League and other organization AA partners with.

9) Concern was raised regarding payments. The workflow of new MUNIS software sends payment before the breakdown of the payment. Contractors don't know what project, items, etc are included in the payment. They don't know what to pay sub contractors.

Can the breakdowns be sent to the contractor before Finance makes the payment? (Cover sheet can come later.) Need to check first to see if anything happens between Accounting and Finance that would affect this information.

ALANE WILL BE SENDING OUT THE PARTIAL PAYMENT FORM WHEN SHE SENDS INFORMATION TO CHASE FOR PAYMENT.

10) Question as to how often Water Utility is making payments. Currently at 30 days, for cash flow reasons.

11) Request made to add Joe Daniels, Dennis Richardson, and Mark Winter to the contractor meeting distribution list.

2015 Meeting Dates

February 4

May 6

August 5

November 4