

## MINUTES

### 2015 CONTRACTOR/DEVELOPER/ENGINEERS MEETING

November 4, 2015

8:00 – 11:00 MEETING

- I. Review Minutes of Last Meeting
  - a. Street Terrace Permit fee started this week.
  - b. In process of finalizing some 2015 contracts.
  - c. Nothing else needed review
- II. Opening Remarks by Rob Phillips, City Engineer (presented by Mike Dailey)
  - a. Significant budget cuts for 2016, particularly for streets and utility contracts but more facilities work planned.
  - b. Goal is to have Prequalification process on-line by the first of the year for testing.
- III. Comments by Department of Civil Rights
  - a. Construction Employment Initiative (CEI) representatives on hand for discussion of contractor issues with women and minority recruitment and retention for road construction work. Representatives from CTI, Operation Fresh Start, YWCA, and the Urban League were in attendance and gave a brief overview of their organizations' goals. (Note - Latino Academy of Workforce Development is also part of CEI)
    - 1) Contractors input welcomed, as well as their participation in the respective training programs, perhaps even working their issues into the curriculum. Contractors are encouraged to contact these organizations to discuss. (Individuals in attendance have been added to the distribution list of these minutes.)
    - 2) Contractors need individuals who are aware of safety on a road site, confined space entry, trenching & excavating, and use of equipment. Good attitude and work ethic are key. Individuals should understand how union wages work for increased retention and job fairs best if held in the spring. New hires are often farmers as they understand the work environment. Contractors noted a difference between working on a road project vs. working on a building site.
    - 3) There is a ½ day workshop on Diversity Retention, 11/17, at AGC of WI – contact [jware@ywca.org](mailto:jware@ywca.org) if interested. Recommendation to send front line supervisors or considering holding in-house.
    - 4) If contractors help with these organizations curriculum, this counts as a good faith effort on the part of the contractor.
- IV. Comments by Water Utility
  - a. Contracts in 2016 will be primarily pipe lining projects at similar budget level to 2015. Facility projects planned for 2017 with bidding in 2016.
  - b. Specification revisions underway and feedback to Adam Wiederhoeft requested by end of November. To date: minor material and specification

revisions, such as replace service lateral in LF to something else, clarify ambiguous tolerance clarification, and detail drawings clean-up.

- c. When contractors are notifying residents of water outages, please use some sort of ID when knocking on doors.
- d. Change orders are being held up prior to contract closure. Al Larson to follow-up.
- e. Request to test valves prior to construction. This is the current intention, but Al will talk to Jeff and the Operations Center to discuss further.

V. Comments by Traffic Engineering

- a. No current issues
- b. Bid items and quantities for Arrow Boards and Message Boards is better but mobilizing them in an out has a cost.

VI. Comments by Parks Department

- a. Several contracts coming out in 2016: 2 Restroom shelters (Penn Park and Esther Beach Park), 4-5 Sun Shelters, 13 playgrounds (3 contracts), and the usual paving contracts.

VII. On-line Affirmative Action Demonstration (handout attached to email)

- a. The Accela system for Affirmative Action plans is now live. An email will be going out soon to explain the process. Five to six training dates are planned in November and December at the Villager Mall.
- b. Main purpose is to eliminate incomplete plans. With the paper version there were a number of common mistakes that resulted in a lot of extra communication. One thousand plans reviewed annually.
- c. Plan going forward is to eliminate the yearly updates and tie the AA plan to the prequalification schedule. Once plan entered, the biannual updates would be just that, an update. Two-week turnaround time estimated. Distribution of workload a concern expressed by contractors.
- d. Questions from demonstration:
  - 1) If Accela is left open, will it time out and save the work?
  - 2) Handout said that Accela will work with a variety of browsers, but this must be verified as contractors reported issues with Firefox.

VIII. Contractor/Developer/Engineer Comments

- a. Please include fringe rate on all payrolls and remember to provide Committed Cost Status monthly with payments.
  - 1) Format of the committed cost status information is optional, but data must be provided. City of Madison IT has money in the 2016 budget to develop a way to manage this data.
- b. January Targeted Business outreach effort coming. If know of any contractors that wants to be certified, please let Colier McNair know.
- c. Disparity Study showed no disparity.
- d. Polypropylene storm pipe option is being considered for storm sewer.
- e. GTWeb reminder – system is now available for use.
- f. Please let John Fahrney know if there are any suggested specification revisions (ex. trench undercut and undercut)

2016 Meeting Dates

February 3

May 11

August 10

November 9