

## AGENDA

### 2013 CONTRACTOR/DEVELOPER/ENGINEERS MEETING

February 6, 2013

8:00 – 11:00 MEETING

I. Opening Remarks by Rob Phillips, City Engineer

Budget is posted on-line. If a contractor has specific concerns or ideas for improvement please bring to City staff attention at any time.

II. Affirmative Action

Dana Hanaman is a newly hired contract compliance monitor.

The SBE threshold has been raised from \$750k to \$4M with a personal net worth of less than \$1.3M.

The SBE directory has been updated with about 85 new companies listed. DCR sent out around 900 notices to eligible firms and received about a 10% return.

All sub contracts need to include articles of AA plan.

III. Comments by City Water Utility

WU has a \$7M budget for 2013. Projects including reconstruction, pipe lining and facility upgrades.

A thrust block detail was presented.

This is the last year brass fittings can include lead by Federal law.

Request was made for WU staff in reduce the time it takes to close out a contract. The goal of WU is to complete within 60 days of project close out.

WU staff requests quicker turn around on requesting change orders.

IV. Comments by City Traffic Engineering

Discussed requirements of contractor prior to opening a road after reconstruction. TE needs to be notified at time of paving. Certain signs are required to be in place, even if temporary, before opening a road. Signs include: Stop sign, yield sign, keep right sign. This list is project specific.

Provide TE with 3 day notice to remove signs at start of project. Contractors will be billed for signs damaged.

- V. Comments by Parks Department  
Parks has several projects this year: Warner boat launch dredging, Central park, Tennis courts, landscaping, splash pad, softball complex to name a few.

- VI. Electronic Bidding  
Use of electronic bid bond verification  
Comments on training

The bid bond verification section may be depleted as no contractors are using this feature.

SBE review: Low bidder only will be reviewed. Contractor still has appeal process.

Bid Express Go Live schedule is for a first Ad of April 5 with bids being received and opened on April 19.

- VII. Payroll Reporting  
SSN numbers  
Demographics

Do not include entire social security number on payrolls. DCR would like to see the last 4 digits. The city has no need for the entire number and they are stored off site on private server.

Contractors are asked to provide demographics on payrolls or provide a list of employees with demographics. This can be matched up with payrolls by DCR staff. DCR will draft a letter with the requirements.

Contractors would like DCR to look at their staff company wide not project wide as the company meets the goals but a specific project may not.

DCR commented that the AA plan and goals is looking at city public works projects.

SBE suppliers are not factored into setting SBE goals.

- VIII. Partial Payments  
Collecting information on payments to sub contractors.  
Partial Payments on Web  
Public Works Web Site Revisions

Contactors are requested to collect payment information to sub contractors on 2<sup>nd</sup> pay request of each month. Contractor can attach a printout from their accounting software. This only includes 1<sup>st</sup> tier subs and doesn't include truckers.

City IT staff is working on a way to post partial or final payments on line.

- IX. Contract payment information on-line

See above

X. Prequalification Dates: Nov 30 vs. Jan 31

Contractors present would like to see the prequalification renewal date moved to march 1.

XI. Contractor/Developer/Engineer Comments

KS Energy will be the sub contractor for MG&E for the next 4 years.

Forestry permits will require a certified arborist. As this time a certified arborist is not required on public works projects.

NEXT MEETING May 1, 2013