

## AGENDA

### 2016 CONTRACTOR/DEVELOPER/ENGINEERS MEETING

August 10, 2016

8:00 – 11:00 MEETING

I. Review Minutes of Last Meeting

Minutes were reviewed and no issues reported. Wording added to plan-holder list descriptions on Bid Express has resolved previous problem.

II. Opening Remarks by Rob Phillips, City Engineer (by Mike Dailey)

Next year's Capital and Operational budgets are currently under review. Norman Davis has been named the next Department of Civil Rights Director.

III. Comments by Department of Civil Rights

a) Forward Service Corporation Presentation – Forward Service Corp. is an employment training company.

- Provide services to individuals on Food Share or WI Works.
- Work with contractors to tailor training programs specific to their needs at no expense to the contractor.
- Assist their customers with clothing and transportation to job sites as needed.
- Attempt to develop curriculum specific to needs of company.
- Note - Once a contractor gets a referral, the individual is entitled to an interview.
- Question from contractor: How does this program work with Unions? Forward Service Corp to follow up on this.

Question – How many of these individuals are interested in Unions?

b) Staff Introductions –

- Byron Bishop (EOD Manager) oversees complaints.
- Amona Easa (DCR data entry)
- Jaya Sharma will be the interim replacement for Norman. She is currently a consultant with the state. A permanent replacement to be hired by year end.

c) Data Submission Errors –Monthly Employment Utilization Report (MEUR) and payrolls are being submitted with errors.

- MEUR may not show the trade and may not add up.
  - **Action Item:** (An auto-fill Excel version could be put on line. Norman to follow-up).
- For payrolls, if you circle yes, it indicates an apprentice, otherwise it will be considered journey worker.

- Please double check numbers.
- Be sure to include the signature page for it to be certified; one page can cover multiple weeks. No blank documents if No Work – please mark as such.

General contractors noted issues getting information such as “No Work” payrolls from some subcontractors on a timely basis. Small companies wait for rainy days and large companies may think amount too small to bother with. Contractors have no leverage, so why hold up entire payment for these payrolls. Just hold non-compliant portion? Leverage by City would just chase these companies away from City business.

d) Additional Comments – Reminder to submit the Committed Cost Status report each month. This report outlines how much subs were paid.

IV. Comments by Water Utility

No issues reported or update provided.

V. Comments by Traffic Engineering

Landscaping must be complete before one-call. Keep traffic control in place until then. TE is still getting calls that project will be ready in one week only to find curb still has not been poured.

VI. Comments by Parks Department

No issues reported or update provided.  
Esther Beach Park Shelter bid opening on 8/12/16.

VII. Demographic Reporting in 2017

- DCR will still need to know trade, classification, and hours worked by gender and race.
- Contractor can use MEUR or payroll with demographics.

Post Prevailing Wage and Workforce Profiles 2017

- **Action Item:** What information will City still require from contractors – class (apprentice, journeyworker), hours worked by gender and race, etc. Is form required for BVC?
- **Action Item:** WFPs required? Could there be just one WFP per company rather than per contract similar to Biennial Bid Bond
- Any opportunity for automatic checks and balances in forms?
- **Action Item:** Comment from contractors: There will not be different classifications post prevailing wage. What information if any will be needed on WFPs?

VIII. Database for tracking projects including Partial & Final Payment Process

- Changes are being worked on for a new contract data base that would make it a more robust system.
- DCR component to be added

- Looking to allow contractor and sub interaction, such as at downloading and viewing. Will GC have to submit data for the sub?
- **Action Item:** Requested information from contractors on software used by other agencies so this program is compatible for download/upload if possible
- Some programs used elsewhere: SAGE, Peachtree, Foundation
- **Action Item:** City to determine what information to be collected and how best to collect utilizing existing contractor software and new database.
- Contractor Suggestion new database program allow for one sign-in and have access to all contracts.
- Suggestion by contractors to provide signed contract on-line and discontinue providing 2 copies to the contractor? (Field copy and signed Office copy)
- **Action Item:** What documents can have digital signatures. Need to check with City Attorney.
- **Action Item:** Contractors requested to provide City with copy of forms that are difficult to fill out
- **Action Item:** Request to have examples of filled out forms on line
- Concern expressed over accessibility of information to a third party
- Request that system make data entry easy. Contractors don't want to enter data twice.

#### IX. Contractor/Developer/Engineer Comments

- Prevailing wage contract decision is based on when the contract is first advertised. Not when the bid is opened. For instance, the Madison Municipal Building work will still include prevailing wage, as it has to advertise in December.
- Contractors are having trouble getting WFP from subs, especially ones that will not work on project until the very end. If WFP are not submitted payments are withheld.
- Possible to just use Subcontractor BVC form and discontinue workforce profile document in 2017?
- Urban League report: Of recent 14 graduates, 12 are already working. New class starts on Monday. Pilot program with Dane County to be announced next week for entry level highway workers.
- Addendums: Email from City notifying contractor of addendum will only inform the contractor that there is an addendum. Contractor needs to view addendum on Bid Express.

#### 2016 Meeting Dates

February 3

May 11

August 10

November 9