

## MINUTES

### 2014 CONTRACTOR/DEVELOPER/ENGINEERS MEETING

May 14, 2014

8:00 – 11:00 MEETING

I. Review February minutes

Traffic Control Plans cannot be sealed or stamped per TE. They only do a quick review and feel the contractor should be the responsible party. Contractors wondered why plans no longer come from TE, noted liability concerns, and that other Municipalities do approve plans. Currently contractor receives an email that says OK or change.

Contractor requested CAD file if they are to continue providing TC plan.

With regard to temporary pavement marking, TE will consider adding as a bid item in the future.

**Action item: TE attend next contractor meeting to discuss.**

II. Opening Remarks by Rob Phillips, City Engineer

Complaints received regarding the process leading up to the awarding of bids have resulted in a 3-person work group being formed to gather information. The members are Rob Phillips, Lucia Nunez, and Nick Zavos. The scope will cover the prequalification process, electronic bidding, and SBE goals. They have already met with AGC and ABC. Two meetings have been scheduled to gather input on 6/6 (2-4 pm) and 6/1 (8-10 am). Attendance at both meetings is not necessary.

III. Affirmative Action

Remember to submit Committed Cost Status report monthly or at 50%, 90% and final payment.

**Action Item: DCR to make available in Excel format.**

Be sure to use the correct trade classification for workers on the workforce profiles. On-site checks have found discrepancies.

Ensure demographic information is provided.

Please be helpful if contractors are asked for information as part of the Disparity Study which is now underway.

**Action Item: Send latest recruitment contact list to Janice Ryan and Robin Loger at Yahara Materials.**

IV. Comments by City Water Utility

New staff being hired to fill vacancies.

V. Comments by City Traffic Engineering

Not represented.

VI. Comments by Parks Department

Special requirements are a part of 7247 (Breese Stevens Artificial Turf) and upcoming Skate Park. Kay stressed that there was a lot of standard work on both contracts and encourage contractors to review them. Look for addendums that show prequalified companies for each requirement.

Upcoming contracts include Brittingham paving, Aldo Leopold Shelter, as well as a Playground.

VII. Bid Express Plan Holder List

Concerns expressed about finding subcontractors, especially those from out of state, if only those who register for the plan holders list are shown. As an alternative it was suggested that when downloading specs, the individual be asked if they are a prime, sub, or supplier etc...

The current method of listing everyone who looks at a bid document will be revisited at the August meeting.

Request made to return plans to the City Website prior to the bid opening. Easier plan access will be brought up at an upcoming webinar with Bid Express to address the issue. City staff has concern with this as there will be two locations with plans and specs. There is an increased risk that changes will be made to one and not the other.

**Action Item: The current method of listing everyone who looks at a bid document will be revisited at the August meeting.**

VIII. Contractor/Developer/Engineer Comments

Mike noted that limestone prices have risen tenfold of late. Does anyone have any alternate product ideas?

Engineering estimates requested before the bid opening.

**Action Item: This is acceptable and Janet Pien will see about adding that information to the Project information listed on the City Website.**

Disparity Study updates will be posted periodically, but not often. Cost of the study estimated at \$400,000.

2014 Meeting Dates

February 5

May 14

August 6

November 5