

Contract Administration Education Committee (CAEC)

**MINUTES**

October 20, 2016, 10:00 am - Noon  
City of Port Townsend Offices  
250 Madison St., 3<sup>rd</sup> Fl Conference Room

Members Present	Via Teleconference	Teleconference – Call
Thanh Jeffers	John Carpita	Phone #: 360-302-2200 Pin number: 1234
Catherine McNabb	Steve Worley	
Lynn Richard		
Linda Shilley		
Ronda Syverson		

**PURPOSE:** The purpose of the meeting is to plan the 2017 workshops, review recent survey results, and discuss Spokane Valley as a venue.

**A. Discussion Topics:**

1. Everyone thanked McNabb for hosting this meeting and for the *delicious* cake.
2. Finalize 2017 Workshop Topics (*suggestions from surveymonkey and recent workshops below*):
  - Michael Dyer, Port of Seattle, offered to teach a class on construction cost estimating.
  - ROW (laws and information)
  - NEPA/SEPA
  - Federal contracts (January 2017 topic)
  - Agency/Consultant forum
  - Offer more advanced classes – not just basic 101. This suggestion was offered multiple times.
  - FTA requirements (differs from FHWA)
  - Essential basics
  - Insurance and Bonds
  - DBE training and other federal requirements
  - Certified payrolls and the pros/cons of collecting them:
    - Will be mentioned in November 2016 Back to Contract Basics
  - Subcontractor vs. service provider
  - Prevailing wage
  - Contractors point of view
  - How to use Supplemental Bidder Criteria
  - Small City experience and knowledge presentation.
    - Small City network with larger City.
    - Everyone wears multiple hats.

- Let them know about NGIP – call out and chat line.
3. Discuss Recent Survey Results (sent with Agenda)
    - a. Survey was sent to those receiving a certificate within the last five years.
    - b. Thank you to Carpita and Syverson for developing the survey. Carpita/Syverson to prepare an article for the December APWA newsletter.
    - c. Surprised/concerned at the number of responses stating a lack of information on the CAEC certificate program.
      - i. Statement applied to both individuals and agencies.
    - d. How can we encourage agencies to add to job descriptions that a CAEC Certificate is desirable?
    - e. A number of comments regarding use of the training/certificate in employee evaluations and with a job search.
    - f. Requests for higher level training sessions.
    - g. Carpita stated that the Back to Contract Basics class is popular. We should offer this every other year.
    - h. Discussed presentation styles.
    - i. Certificate program was highlighted in the September Workshop series.
  4. Spokane Valley as a venue.
    - a. Successful – 19 attendees and 6 walk-ins.
    - b. Discussion on APWA Board statement that we will start charging a fee for workshops with anticipated costs in excess of \$200.
      - i. For example, hotel fees alone were more than \$200 for Spokane Valley.
    - c. We want to continue serving the greater Spokane Valley area. The East side has wanted training. Many of the local agencies are small and can benefit from the training. They rely heavily on consultants. Training will assist in providing oversight.
    - d. We do not want to charge Spokane Valley and not the other venues.
    - e. Jeffers/Shilley will contact Debbie Sullivan to discuss raising the threshold to \$500.
    - f. We have support from Kirk Holmes to add Spokane Valley.
    - g. Would Spokane Valley be interested in covering the fee?
    - h. CAEC is a committee of the Washington Chapter, not the Western Washington Chapter.

**B. 2016 Workshop & Conference Schedule:**

**1. February – Contract Bid Mistakes**

Workshop was well attended. What was feedback on surveys?

**2. 2016 APWA Spring Conference:**

Vancouver – April 5-8

- Pre-Conference Workshop: Good feedback. Approx. 30 attendees.
- Over 420 conference registrants
- CAEC committee well represented by Jordan, Jeffers, Syverson, Shilley and Carpita.
- Thank you Jeffers for organizing such a successful event.

**3. May – Energy Savings Performance Contracts**

Coordinator – Syverson

Speakers: Kirsten G. Wilson with DES Energy Program, Arthur Vertner and Rich Davis with Abacus/Willdan Energy Services.

What was feedback on surveys?

Positive comments were received. Audience participation was good.

**4. September – Professional Services A-Z**

Coordinator – Jeffers, Shilley,  
Speakers: Jeffers

Well attended, good feedback.

Workshop dates:

- September 8<sup>th</sup> – Renton
- September 15<sup>th</sup> – Yakima
- September 22<sup>nd</sup> – Camas
- September 29<sup>th</sup> – Everett
- October 13<sup>th</sup> – Spokane Valley (Center Place)

**5. 2016 APWA Fall Conference:**

Spokane – April 5-8

**6. November – Public Works 101 (Back to Basics)**

Most requested Workshop!

Coordinator – Carpita

Speakers: John Carpita, Laura Hermann (L&I), Chuck Ziegert (L&I), Wendy Bowe (L&I), Kim Deyo (DOR), Frank Hardin (DOR). Not all presenters will attend every Workshop.

Workshop dates:

- October 27<sup>th</sup> – Renton
- November 3<sup>rd</sup> – Yakima
- November 16<sup>th</sup> – Camas
- November 17<sup>th</sup> – Everett
- December 1<sup>st</sup> – Spokane Valley (Center Place)

Carpita will present in the morning. DOR and L&I will present in the afternoon. The same team will go to all venues.

**C. CAEC Budget**

Annual Budget: \$4,500

Remaining Balance: \$3,460.60

See attached budget report.

**D. Certificate Program:**

Certificates are issued in February and September.

<b>Certificate Level</b>	<b>Number of Certificates issued to date</b>	<b>Certificates Issued in September</b>
Bronze (30 credit hours)	276	7
Silver (60 credit hours)	58	1
Gold (90 credit hours)	14	
Platinum (120 credit hours)	2	1
<b>TOTAL</b>	<b>350</b>	<b>9</b>

**E. 2017 Workshop & Conference Schedule**

**1. February – Federal Grant Requirements**

Coordinator – McNabb

Speakers: Chris Cortinas, Ruth McIntyre

Workshop dates:

February 2<sup>nd</sup> – Renton  
February 9<sup>th</sup> – Yakima  
February 16<sup>th</sup> – Camas  
February 23<sup>rd</sup> – Everett  
March 2<sup>nd</sup> – Spokane Valley

Topic discussion:

Morning Session:

Chris Cortine's, State Auditor's Office – Auditor's greatest hits, most common findings, lessons learned, and be aware of grant requirements before you apply.

Afternoon Session:

Ruth McIntyre, Federal Highways.

**2. 2017 APWA Spring Conference**

Tacoma – April 25-28

**3. May – Force Account / Change Order**

Coordinator: Syverson

**4. July – Legislative Updates**

If warranted. May send an email blast, rather than conduct a Workshop series.

**5. September – Cost Estimating**

Coordinator: Percussi

Topic Discussion:

Cost estimating, unbalanced bids.

Carpita suggested co-sponsor with Construction Management Committee.

Possible presenters: Mike Mayette, Michael Dyer, and invite a local contractor rep.

**6. 2017 APWA Fall Conference**

Kennewick – October 2-4

**7. November – Negotiating Professional Services Agreements**

Coordinator: Jeffers, Richard, Shilley, and Worley

Topic discussion:

Where to begin

Scope

Terms

GSA rate requirement

Estimate cost of Engineering services

Rates

Overhead

Diversity

Schedule

Budget

Negotiating contracts

WSDOT audited rates

OFM representative

Consultant representative

Breakout session

**F. Other**

1. Workshop Survey Form:

a. Jeffers will revamp the survey. A draft will be routed for review/comments.

2. Carpita will send out a Workshop *dates* reminder. Richard will manage this task in the future.

3. Website updates are to be sent to Shilley and Carpita for review. Updates will be forwarded to the APWA representative managing this task. Lilt manages design changes.

4. Discussion on Credit Hours:

a. Most Workshops run from 10 a.m. until 3 p.m. = 4 hours.

b. Should attendees receive 4 credit hours, rather than 3?

c. Our brochure states 1 credit for every training hour.

d. Shilley will discuss with Carpita and Taira Anderson (MRSC).

- e. Shilley will provide our updated Mission statement and Objectives to Lilt. Lilt will update the CAEC brochure.
  - f. Are we keeping track of no-shows?
    - i. Issue – waitlisted people are not able to attend.
    - ii. We need to provide the cancellation process to registration reminders and add a statement about people being on the waitlist.
5. Committee Meeting Dates and Locations (all meetings start at 10:00 am and go to approx. noon)
- 2017 Meeting Dates:
- |            |                           |
|------------|---------------------------|
| January 26 | MRSC                      |
| April 20   | City of Olympia           |
| July 20    | Pierce County             |
| October 19 | Location to be determined |