



**CONSTRUCTION STANDARDS
DIV. 1 COMMITTEE
Meeting Notes**

**Thursday, March 19, 2015 - 10:00 am – 12:30 pm
City Council Chambers, 25 West Main St., Auburn, WA**

Attending: (P = via phone)

X	Pat Baughman		Bill Linton	X	Tina Nelson
X	Peter Dressel	X	Lori McFarland	X	Scott Sawyer
	Ted Hill		Dave Mounts		Stephanie Seibel
X	Gretchen Johnson		Tamara Nack	X	Diane Sheesley
	Susan Ellis				

A. Introductory Matters

- Individual updates – Peter is now working directly under the City of Mountlake Terrace’s PW Director, as Contracts & Capital Projects Manager. GJ is retiring this fall, and leaving the committee. We have a guest, Ty Bardwell of Aecom (formerly WSDOT), who is interested in our committee. (Tina is trading voice mails with Aubrey Argeris, City of Lacey, who is also interested.) We all agreed these 2 prospective new members should be visitors but actively participating 3 times, then decide if they want to commit to the committee work.
- February 2015 meeting notes were approved, and GJ will post.

B. Action Item Updates (and see attached list) –

- Spring conference session planning – Tina reported she had to cancel the Buy America session – her main speaker is unable to make it and she cannot find a good substitute. There still seems to be a fair amount of confusion on this topic even within FHWA and WSDOT local programs. Diane is all set for her session on “TESC, lump sum or unit prices?”. She will also talk about the new permit transfer GSPs. Bill is giving a session also: “2015 Construction Law Update”, and Lori and her team are giving a presentation on designing Festival Streets. So our committee is well-represented at APWA Spring Conference!
- 1-07.18 GSP update – GJ reported she formed a task force made up of herself, Eric Larson, Washington Cities Insurance Authority; Keith Mitchell, Snohomish County Risk Manager; Joe Sloan, City of Tacoma attorney; and Terri Franklin, contractor’s insurance broker at Kibble & Prentice. We will meet April 7 for an all-day work session. Peter volunteered to also join the task force, for continuity after GJ leaves the committee, much appreciated. **GJ** to send him all markups to date.

C. Activities & Actions by others – for our information & action as appropriate

- Tina reported on 2/20/15 APWA-WA committee chair summit – most time was spent with all the different committee chairs introducing themselves and what they do. Tina brought up the need to find resources to host a SharePoint type site and also to find good media to disseminate information in the most efficient manner, and to get the information to the correct affected people.
- WSDOT/AGC Administration Team – Tina had asked our committee members to review a proposed WSDOT GSP on temporary stream diversion (see “TemporaryStreamDiversionGSPDRAFT2” document in 2/12/15 meeting folder in SharePoint, and the 2/12 meeting notes). The apparent driver for this GSP is that WSDOT has many culvert projects in the pipeline. Lori found one problem – this would need to be part of the HPA permit.
- WSDOT Amendments/GSPs updates – none posted since last meeting

D. APWA GSP Updates & Review - status, discussion, decisions –

- 1-02.10, Withdrawal/Revision of Proposal – committee discussed, approved wording, & GJ to finalize based on markups. Bill checked on retention/public record requirements for unopened bids (delivered late, withdrawn, etc.), and found out only the outside envelope is a public record, so Local Agencies should just photocopy the envelope (after date/time stamping), then return to the bidder unopened. Keep the photocopy for the files.

2. 1-05.17, Oral Agreements – someone at the City of Lynnwood sent requested edits expanding the list of people/roles whose oral statements are not considered binding, to help protect design consultants from being sued by Contractors. We decided to not make these changes, and in fact, everyone to take a careful look at our original 2005 GSP, and decide if we still need it.

E. New Business

1. Big discussion on the new set of (many) GSPs dated 1/5/15, requiring transfer of the Construction Stormwater General Permit from the Agency to the construction contractor. The new GSPs include a new bid item for LS TESC, and there is also a related incentive bid item. It is WSDOT’s intent to make these GSPs into Amendments soon(?) – they have already run several pilot projects with these GSPs. Tina is continuing to lobby the AGC/WSDOT Admin Team to leave these as GSPs. If they do make them amendments, we discussed our committee then writing 3 APWA GSPS: 1) transfer permit, allow LS TESC; 2) same, but add the incentives bid item and explanation; 3) Agency keeps the permit and does the monitoring.
2. Committee(s) help to Local Agencies -- We discussed the importance of all the committees keeping current information on their webpages – so far it looks like the division 1 committee is one of the few who have an up-to-date page. Tina is going to bring this problem to the Board – perhaps committees can be offered more resources to help them update their pages. Tina also talked to John Carpita at M RSC about training and information resources, and what is available to all of us to train or disseminate information. GJ also mentioned that Ruth McIntyre at WSDOT Local Programs said she is very willing to help us put on webinars.
3. When GJ retires, committee will lose access to the SharePoint site, so we discussed other, hopefully free, resources for document sharing, etc. Lori’s company is currently using “Filer”. Diane suggested we try “One Drive” -- there is apparently a total size limit for the free version, but it acts just like the latest version of SharePoint, with multiple reviewers allowed at once in one document, and documents update in real time. **Lori** and **Diane** to give a demonstration of each of these programs at our May 14 meeting.

F. Future meetings – put on your calendars

<u>Date</u>	<u>Time</u>	<u>Location</u>
April 1, 2015	10 am	Spring Conf, Tacoma Convention Center, Rm 308
May 14, 2015	10 am	Auburn City Hall, downstairs

Action Items

Who	Sec. #	Issue	Due/status
ALL	1-05.17	review 2005 GSP and decide if we still need it.	May 14
Dave		Resolve confusion from LP on certification of individual materials tester people – not required by LAG.	ASAP
Tamara	1-02.9	explore how to educate local agency city clerks on Option B, with 1-3 hour delay in bid opening, to allow time to get DBE confirmations (see 5/15/14 & 2/12/15 mtg notes)	ASAP
Lori		Try out and prepare demo of “Filer” for 5/14 meeting	May 14
Diane		Try out and prepare demo of “One Drive” for 5/14 meeting	May 14
Diane		Spring Conf. Session – TESC – Organize panel and content	Mar 2015
Tina		Work with Board & John Carpita/MRSC on ways to impart information or ask for input from local agency specs-writing/compiling and construction contract admin. people. Targeted mailing list, webinars, etc. Also about shared workspace hosting (KBA SharePoint replacement)	ongoing
Tina	1-05.4	Finish <u>Agency-provided Survey</u> spec and to committee to final proof.	in progress
GJ	1-02.10	finalize per notes in document, and to Tina/Dave for posting.	ASAP
GJ	1-07.2	Request CASC to sponsor another tax workshop – see 2/12/15 meeting notes	ASAP
GJ	forms	Revised P&P bond forms – Bill L. has approved – send to Dave Mounts for approval and to update these forms in the Local Agency bid package. Post updated Bond forms on committee website – there’s already a place for it. Work with Stacie to make PDF “fillable” forms, post revised forms on WSDOT forms site after Dave M. approves. And <u>publicize</u> .	March 2015
GJ	1-05.4	Proof Tina’s rewrite of Contractor-provided Survey & prepare to post; divide current APWA GSP into 2 separate GSPs	by May, 2015
GJ	1-07.2	Taxes - draft changes per notes	by May, 2015
GJ	1-07.18	Insurance GSP update with task force. ASAP – send Peter markups to date	Mar-May 2015
GJ	1-08.4	revise per 5/15/14 meeting notes and markups on SharePoint	
GJ	1-10.5(2)	Traffic Control Labor minimum bid – add fill-ins to add more items, w/suggestions in Index	
Scott		Coordinate with MRSC to post sample contract/bidding documents.	Ongoing
Tina		Track development of APWA/Local Programs partnership. Request contact information to be published so issues can be sent, progress check-in information. Do they have a mission statement? What is the group’s structure?	Ongoing
Tina		Work w/WSDOT and APWA Board on memorializing cooperation agreement, deciding parameters of the cooperation, etc.	ongoing
Tina		Obtain approval to use posted GSPs on FHWA-funded projects, not currently approved – revise GSPs as needed -- 1-02.1(1); 1-03.4(1); 1-04.6; 1-04.6, Options A & B – or get a definitive “never” after trying.	in progress
Tina	1-04.6	both options – needs work related to the change order language (besides trying to get FHWA approval)	in progress
Tina		Discuss w/Board our committee relationship to Strategic Plan	no hurry
Ted		Work w/CASC co-chairs & CSI, other Local Agencies, on how we can	Ongoing

Action Items

Who	Sec. #	Issue	Due/status
		support non-WSDOT based General Requirements needs of Local Agencies, and how to combine WSDOT/CSI based Special Provisions in one project	
Lori		Lead coordinator for Conference sessions – applications, follow-through.	Ongoing
GJ		Coordinate w/State Specs Engineer on issues that could be fixed in Std. Specs. Sent Ricky Bhalla email list 1/22/12; it's on his To Do list – but Greg Morehouse is the State Spec Engineer now, so see if he inherited the list and what's up or if I need to resend	Early 2015
Dave	--	Send to Gretchen the type of changes agencies ask for to Div. 1, so we can gather info on trends, see what we might help with.	Ongoing
Dave	forms	send bad examples of Agreement Forms for construction contracts to GJ. Then GJ write sample short Agreement Form to post and publicize as a Best Practice, train LAs in not repeating topics already covered in Bid Documents or SS. see 5/30/13 meeting notes	ongoing
Diane	---	Help users who have problems with our APWA GSP format – usually when using the PSE Word program.	Ongoing