



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

**Thursday, November 20, 2014 - 10:00 am – 12:30 pm  
City Council Chambers, 25 West Main St., Auburn, WA**

**Attending:** (P = via phone)

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

**A. Introductory Matters**

1. September meeting notes were reviewed and approved.
2. Individual updates - Rebecca Howe has replaced Teresa in the WSDOT Project Development office, and will be maintaining the APWA GSPs; Gretchen called and introduced herself, and oriented her to how we work together. Bill Linton described a recent project with claim problems that related to the integration of the WSDOT Standard Specs into CSI/vertical specs; the committee all agreed that integrating the two spec formats is a challenge, but the crucial thing is for the spec writers and project managers to carefully review their entire bid package and resolve contradictions. Bill will update Ted Hill/City of Sumner on this case, since Ted is working on the CSI/APWA issue.

**B. Action Item Updates** – and see action item table at the end of these meeting notes

1. Diane asked Dennis Brunelle about plans for a future Mock Bid as they have sponsored in previous years – The Construction Management Committee will be doing a Mock Bid Training hopefully in March of 2015. This will be more of a one day training exercise rather traveling to the contractor offices. The training will include contractors, consultants and owners and cover many of the same things that were covered in the Mock Bid that was held several years ago. Stay tuned for more information on this around the first of next year.
2. Spring conference sessions – Bill Linton submitted session request on his own – Construction Law Update; Lori submitting session requests tomorrow for Buy America (**Tina** will organize a panel) and Erosion control (**Diane** will organize a panel – LS vs Unit Price, monitoring and conformance and penalties – contractor/Ecology/Local Agencies who've used either method). **Lori** will track whether or not our requests are accepted and let the committee know.

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

1. The committee approved, GJ packaged, and Tina sent to Dave Mounts for posting: 1-07.11 Options A and B; 1-09.2(1) Weighing Equipment; 1-08.0(2) Hours of Work; 1-03.4 Contract Bond; 1-08.1 Subcontracting – DBE reporting;
2. As a result of changes made to 1-03.4, the committee decided to keep the WSDOT Standard Specs requirement that all bonds cover taxes, etc. whether or not retainage is allowed. This means we only need to maintain one set of bonds that work whether funding is local or federal – [272-002A EF Local Agency Performance Bond](#) and [272-003A EF Local Agency Public Works Payment Bond](#). GJ to send word version of current forms to Bill, to add in the indemnity requirements as listed in the GSP, and return to GJ in tracked changes mode. **Dave** Mounts will need to approve the changes. Then, **GJ** will update the forms and explanation on our committee website, and ask Stacie to make the revised forms into “fillable” PDF files, and post on the WSDOT forms site. This will make them a lot easier for Local Agencies to use. After this is accomplished, **GJ** will spread the word to the Local Agencies in the most efficient way possible. Note: Bill stated that Local Agencies are still required to keep retainage on non-federally funded projects, even with the new bond language – see [RCW 39.08.010](#) and [RCW 60.28.011](#) item 6.

3. Tamara suggested adding sample bidding and contracting forms from other agencies to our committee website for others reference and use. GJ explained that MRSC already acts as a clearing house for that information – see this [webpage](#), and it would be more efficient to contribute to and promote that. Committee members with forms of interest can send to [John Carpita](#) for posting. **GJ** to add link on our committee webpage, to this MRSC sample documents webpage.
4. GJ presented a draft of 1-02.10 Withdrawal/Revision of Proposal; Tim and Peter had substantial comments; **ALL** to review, then will be finalized at January meeting.
5. 1-07.18 Insurance. Tina researched pending updates to the WSDOT Standard Spec – the WSDOT/AGC Admin. Team will address updates spring 2015, concentrating on policy limits, 3rd party damage vs. vandalism, etc. **GJ** has marked up existing APWA GSP with Local Agency request and comments received to date; she will form and update task force, and send markups to them for review, and then meet January-February 2015 to write the updated GSPs. Eric Larson/WCIA is already on board; **Tina** to find contact from the Washington [Counties Risk Pool](#) and send to GJ for possible participation. GJ still searching for Local Agency Risk Managers whose agencies are not part of WCIA or WCRP to participate – other committee members to help in this search.

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

1. Tina reported that the APWA-WA/Local Programs liaison group has not met since 7/31/14 that we know of, but they did manage to simplify the overhead auditing process for consultants already. Tina is on the Board for the next 3 years, so she will monitor progress in this area and report back to us.
2. WSDOT LP – Revised Local Agency Guidelines ([LAG manual](#)) is published. Consultant agreements divided into six separate agreements, per payment type, as well as a few other minor changes. Tina reviewed other revisions briefly, and reported that there was nothing our committee needs to deal with. The Manual still states that for NHS routes, if a testing lab is certified, then all of its employees are deemed certified – so only the testing lab certification is required for the files.
3. WSDOT/AGC Administration Team – Tina reported that TERO tax is still a hot topic.

**E. New Business**

1. Meeting dates for Jan/Mar/May 2015 are set, and the room is reserved. **GJ** will send invites to members so that dates are on calendars, then ask for RSVPs roughly 2 weeks before each meeting.
2. GJ set up a Training Ideas folder on SharePoint, and encouraged all members to contribute ideas on training topics for APWA members regarding specs and bidding/procurement. **GJ** to work with John Carpita/MRSC, the new APWA-WA marketing people (after **Tina** obtains permission to use their services), CASC committee, etc. on developing targeted mailing lists as a way to disseminate information. **GJ** to also check with Stacie Kelsey on the “membership” of the Local Programs ListServ.
3. GJ shared that John Carpita is coordinating topics for the Tuesday APWA preconference workshops – he wants ideas from all of us.

**F. Future meetings –**

<u>Date</u>	<u>Time</u>	<u>Location</u>
November 20, 2014	10 am	Auburn City Hall, Room 3 upstairs
January 22, 2015	10 am	Auburn City Hall, Room 3 upstairs
March 19, 2015	10 am	Auburn City Hall, Room 3 upstairs
April 1, 2015		Spring Conf, Tacoma Convention Center
May 21, 2015	10 am	Auburn City Hall, Room 3 upstairs

## Action Items

Who	Sec. #	Issue	Due/status
ALL	1-02.10	Review new GSP on SharePoint – deals w/when/how you can revise, withdraw, supplement your bid	by Jan 22, 2015
Dave	Many GSPs	Review and obtain FHWA approval to post new and revised GSPs sent to Dave from Tina 11/18/14 and 11/22/14.	ASAP
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	2015
Dave		Resolve confusion from LP on certification of individual materials tester people – not required by LAG.	ASAP
Lori		Send Spring Conf. session requests to APWA – Buy America and Erosion Control, then follow through to make sure sessions accepted and tell committee.	ASAP
Diane		Spring Conf. Session – TESC – Organize panel and content	Jan-Feb 2015
Tina		Spring Conf. Session - Buy America -- Follow through w/Kyle/WSDOT on rules/FAQs; form panel	Jan-Feb 2015
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	1-07.18	Find contact for GJ from WA Counties Risk Pool for taskforce	ASAP
Tina	1-05.4	Finish <u>Agency-provided Survey</u> spec and to committee to final proof.	in progress
GJ	meetings	Send meeting invites for first half of 2015	ASAP
GJ	1-05.4	Proof Tina's rewrite of Contractor-provided Survey & prepare to post; divide current APWA GSP into 2 separate GSPs	by Jan 22, 2015
GJ	1-07.2	Taxes - ck Mike Grigware's history behind Amendment, decide what we should do, and draft changes	by Jan 22, 2015
GJ	forms	P&P bond forms – revise per 11/20/14 meeting notes, incl. Add the indemnity language per Redmond example, to Bill to check. Delete Local Fund Bond forms from committee website and post updated Bond forms. Work with Stacie to make PDF “fillable” forms, post revised forms on WSDOT forms site after Dave M. approves. And <u>publicize</u> .	early 2015
GJ	1-08.4	revise per 5/15/14 meeting notes and markups on SharePoint	June 2014
GJ	1-07.18	Insurance GSP update with task force	12/31/14
GJ	1-10.5(2)	Traffic Control Labor minimum bid – add fill-ins to add more items, w/suggestions in Index	
GJ		Update committee website, including posting revised Mission Statement. Add link on our committee webpage, to this MRSC sample documents <a href="#">webpage</a> .	ASAP
GJ		check Bid Preference statement for Information for Bidders that will be posted on our committee Best Practices webpage, and make sure it states it must apply with non-federally funded projects, but will not apply with federally funded projects	when can
GJ		work w/CASC co-chairs, WSDOT LP (Ruth?), & John Carpita on good mailing list for General Requirements and procurement issues. (and	

## Action Items

Who	Sec. #	Issue	Due/status
		APWA-WA marketing consultant?) – and figure out ways on how to get the applicable info/training to the right people.	
need volunteer	1-02.9	Find way to educate local agencies on Option B, with 1-3 hour delay in bid opening, to allow time to get DBE confirmations (see 5/15/14 mtg notes)	ASAP
Tina		Obtain permission from APWA Board to talk to marketing consultant about mailing lists, providing webinar, etc.	
Tina		Work w/WSDOT and APWA Board on memorializing cooperation agreement, deciding parameters of the cooperation, etc.	ongoing
Tina		Obtain approval to use all posted GSPs on FHWA-funded projects – 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
<i>Ted</i>		<i>Work w/CASC co-chairs &amp; CSI, other LAs, on how we can support non-WSDOT based General Requirements needs of LAs, and how to combine WSDOT/CSI based Special Provisions in one project</i>	<i>Ongoing</i>
<i>Lori</i>		<i>Lead coordinator for Conference sessions – applications, follow-through.</i>	<i>Ongoing</i>
<i>GJ</i>		<i>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</i>	<i>Early 2015</i>
<i>Dave</i>	--	<i>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.</i>	<i>Ongoing</i>
<i>Diane</i>	---	<i>Help users who have problems with our APWA GSP format – usually when using the PSE Word program.</i>	<i>Ongoing</i>