



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

**Thursday, September 15, 2016 - 10:00 am – 12:30 pm**

Center For Urban Waters - City of Tacoma Environmental Services - Commencement Bay Room 101 North

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

x	Aubrey Argeris	x	Ted Hill	x	Tamara Nack	x	Diane Sheesley
	Ty Bardwell		Bill Linton	x	Tina Nelson		
x	Pat Baughman	x	Lori McFarland	x	Scott Sawyer		
x	Peter Dressel	x	John Ho	x	Stephanie Seibel		

**A. Introductory Matters**

1. Individual updates.
2. Dave Mounts – Retired  
John Ho will be representing Local Programs at Div. 1 Committee Meetings. Will Wonch will be replacing John Ho as the Standards and Procedures Engineer.
3. Review this Agenda.
4. Fall Conference is in Spokane, Oct. 4-6, 2016. Div1, Construction Materials, and Div 7, will meet together on Oct 5.

**B. Activities & Actions by other groups – for our information & action as appropriate**

1. WSDOT LP – John Ho
  - a. John reviewed recently uploaded APWA GSPs to be used on FHWA funded projects with DBE goals. APWA GSP 1-02.9 requires the DBE Written Confirmation Documents to be submitted within 24 hours of bid opening instead of the 48 hours stated in the WSDOT GSP. A summary of the APWA GSPs is provided below:  
  
 1-02.9 Option A –DBE Written Confirmation Documents to be submitted in a sealed envelope within 24 hours  
  
 1-02.9 Option B – DBE Written Confirmation Documents to be submitted in a sealed envelope, or via fax or email  
  
 1-07.11 Option B – DBE firms must be in total control of the items of work they are implementing. i.e. Traffic Control the DBE firm is to provide the TCS, flaggers and equipment (with the exception of Transportable Attenuators and PCMS). Only 50% of force account work may be credited to DBE commitment.
  - b. LAG Manual Update to occur in late October 2016 – Chapter 31 will be updated to require DBE goals to be set for Consultant design contracts. Goals will be set prior to advertising of the project.
  - c. There was much discussion on DBE reporting and requirements. Tina will be contacting OMBWE to renew on the conversation regarding voluntary reporting on use of DBEs on non FHWA funded projects. ACTION - TINA
2. DBE Letter of Confirmation – Tina/JH  
John stated WSDOT is reviewing online DBE reporting. Anticipate on line reporting to be implemented in 8 months to a year.
3. WSDOT/AGC Administration Team – Tina  
The committee is planning on updating the Value Engineering Cost Proposal (VECP) in the Standard Specifications.
4. WSDOT Amendments/GSPs updates – Tina
  - a. Section 1-08.5 was amended to require monthly versus quarterly Reports of Amounts Paid to DBEs.
  - b. Revisions to APWA GSPs are not needed in response to recent WSDOT Amendments and GSP updates.

**C. Action Item Updates –**

1. Review tasks from GJ’s duties list; GSP writer status – Tina  
See updated task list.

2. Div 1 Website Update – Tina/Lori  
Lori is willing to provide oversight on the website which will require coordination with the APWA Marketing Dept. The Division 1 website is out of date. A word document for the Division 1 website has been uploaded to OneDrive. Division 1 committee members are to make comments by September 30, 2016. The goal is to have the comments incorporated by the end of October. ACTION – ALL.
3. APWA conference sessions – Lori  
Lori will start the application for a session at the Spring Conference. The session will be “Bend WSDOT Ear”; topics to include Federal DBE requirements and reporting, hiring consultants, and ? There was discussion on whether a workshop should be held. Tina will coordinate the workshop idea with John Carpita. ACTION LORI AND TINA
4. Review progress on Action Items (see attached list)  
This task was postponed until the next meeting.

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

1. Recently posted GSPs – 1-02.4(1), 1-02.9, 1-02.12, 1-07.11, 1-08.5
2. 1-10, PCMS Reader board password – Diane  
Resetting of password on the PCMS should be part of the contract. Passwords are not being reset and folks are changing messages on PCMS boards that displace the traffic warning message. John Ho will check with WSDOT to see if there is an amendment planned. ACTION: JOHN
3. 1-07.23(1) – Diane  
Tina will forward this APWA GSP to be posted. ACTION - TINA
4. 1-08.1 – Aubrey  
At next meeting need to discuss if Contractor reporting of payment to subcontractors is required for non-FHWA funded projects. If so, an APWA GSP is needed. John Ho forwarded a form for reporting of subcontractor payments to all committee members. WSDOT should upload this form to the WSDOT website
5. 1-09.2(5) – Tamara/Peter  
Tina will forward this APWA GSP to be posted. ACTION - TINA
6. 1-02.14 – Stephanie & Diane  
Need to discuss at the next meeting.

**E. New Business**

**F. Future meetings – put on your calendars**

<u>Date</u>	<u>Time</u>	<u>Location</u>
November 17, 2016	10 am	Auburn

**Action Items**

Who	Sec. #	Issue	Due
ALL	Task List	“GJ-TaskList” on OneDrive and volunteer for one or more ongoing tasks	
ALL	1-09.2(5)	Review Tamara/Peter proposed new GSP on Scale verification checks	Completed
ALL	1-01.3	Be on alert for references in the SS to “State” or “WSDOT” that should really read “Contracting Agency”, and send to Tina to request that WSDOT change the SS, instead of us writing an APWA GSP.	ongoing
Steph/ Diane	1-02.14 Opt A/B/C	update/cleanup Options A & B, then copy Option B edits to Option C when finalized. Send out email asking committee to review and comment.	
Tina	forms	Coordinate John Ho - revised P&P bond forms being posted on WSDOT forms site & in the Local Agency bid package. Work with John Ho to make PDF “fillable” forms, post revised forms on WSDOT forms site after John H. approves. Also work w/Lori to post link to the updated Bond forms on our committee website – there’s already a place for it. And <u>publicize</u> – thru LP ListServ is a good idea.	ASAP
Peter	Bonds	Research possible FHWA requirement to release bond at end of job	
Tina	Recycled	Work with APWA-WA leadership & WSDOT to make sure there is a plan to comply with Section 1 of the law – develop Implementation Plan. Work w/Jim Rioux on pursuing changes to law to reasonable and doable.	On-going
Tina	1-07.2	Ask John Carpita for MRSC advice – will the WSDOT SS, as amended in draft APWA GSP, work for non-State/non-private land?	

## Action Items

Who	Sec. #	Issue	Due
Ted	1-02.9	develop presentation 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). Coordinate w/pertinent organizations to get the word out.	ASAP
Steph/ Di	1-08.4	Add fill-in as done for 1-08.5, to resolve confusion. (see notes on document)	
Tina	1-07.1	Solve w/Greg Morehouse about training "WSDOT" employees typo – can he just fix the SS?	
Tina	1-04.6	both options – needs work related to the change order language (besides trying to get FHWA approval)	
Tina	1-05.4	Finalize Contractor-provided Survey GSP & prepare to post	ASAP
Tina	1-05.4	Finish <u>Agency-provided Survey</u> spec and to committee to final proof.	
Tina	1-08.1 & 1-08.1(1)	Work w/Kyle McKeon & Greg Morehouse on new amendment challenges – see 9/25/15 meeting notes.	
Tina		Obtain approval to use posted GSPs on FHWA-funded projects, not currently approved – revise GSPs as needed – 1-03.4(1); 1-04.6; 104.6, Options A & B – or get a definitive "never" after trying.	in progress
<b>On-going Tasks</b>			
Diane		Administer OneDrive site, and help with access and editing problems	
Scott		Coordinate with MRSC to post sample contract/bidding documents.	
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)	
Tina		Work w/WSDOT and APWA Board on memorializing cooperation agreement, deciding parameters of the cooperation, etc.	
Tina		Discuss w/Board our committee relationship to Strategic Plan	
Ted		Work w/CASC co-chairs & CSI, other Local Agencies, on how we can 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.	
??	--	Send to ??? the type of changes agencies ask for to Div. 1, so we can gather info on trends, see what we might help with. Also send the "wild & crazy" Agreement forms LAs put in Bid Documents, so Div 1 committee can consider improving those with education and samples.	
Diane	---	Help users who have problems with our APWA GSP format – usually when using the PSE Word program.	