



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

**Thursday, February 2, 2017 - 10:00 am – 12:30 pm
Annex Conference Room 2, 1 East Main St., Auburn, WA**

Attending: (P = via phone)

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

A. Introductory Matters

1. This is Stephanie Seibel's last meeting. Stephanie was thanked for all she had brought to the committee.
2. It was noted that the committee's contract with Perteet Inc. had been finalized.
3. The committee's newest member, Bruce Johnson of Perteet Inc., was introduced. Introductions were made around the table. Perteet's contract includes responsibilities for Bruce as the committee's meeting notes taker and GSP developer/writer.
4. During introductions, it was noted that William Wonch was at today's meeting, sitting in for John Ho of WSDOT Headquarters Local Programs.
5. The upcoming February 9, 2017 Committee Summit was announced and briefly discussed.

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

1. WSDOT LP – Will reported (a) LP has been working on new DBE sub classes; (b) removed caucasian women as being under-utilized; (c) looking into a new DBE reporting system.
2. WSDOT/AGC Administration Team (the Team) – Tina reported Contractors wished that "good faith effort" was better defined. Tina discussed minimum bid items and non-negotiable items.
3. WSDOT Amendments/GSPs updates –
 - a. Tina discussed a problem with measuring related to an item, and suggested referral to the Materials Committee.
 - b. Discussed amendment 1-04, part 1-04.3 Reference Information – it was recommended that further discussions occur at a future committee meeting.
 - c. Discussed amendment 1-08, part 1-08.1 Subcontracting. It was recommended that the committee find a way to draft up supplementing language regarding the Subcontractor Monthly Payment Statement form only being required on Federally assisted projects (unless specifically requested otherwise by the Engineer). Assigned to Bruce.

C. Action Item Updates –

1. Review tasks from GJ's duties list: Tina remarked that this item was to be skipped over for now.
2. Div 1 Website Update: – Lori reported via Tina that the website revisions are in progress.
3. APWA conference sessions: We submitted for Spring but were not accepted. This is an issue for committees, the Materials Committee had two sessions and neither was accepted. It's a good problem in a way, 74 sessions submitted with only room for 30. This will be discussed at the committee summit. Do we want to present at the fall conference? Discussion at the next meeting.

4. Review progress on Action Items: The committee, led by Tina, reviewed the attached list. Tina noted that she would further discuss this list with Bruce, in regards to his taking of meeting notes.
 - a. Third action item, re: 1-02.14, the Due column should be noted as "ongoing"
 - b. Third action item, re: 1-02.14, the "clean up" needs to be completed, which in Option A is mainly to remove the requirement to submit the evidence within 24 hours, as there is no need for this to take place because it can all be found online. Options A and B need to be consistent. Discussed trying a fill-in option for the supplemental criteria. A suggestion was made to using similar format to what is used for insurance. Assigned to Bruce.

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

1. Recently posted GSPs: none
2. 1-10, PCMS reader board password: Will check back on this with John Ho.
3. 1-08.1: Bruce to attempt a final draft with Aubrey's comments, and the discussion above. Provide the option for an agency to use or not use the payment summary on non-FHWA funded projects.
4. 1-02.14: See C-4 above.

E. New Business

1. HB 1874, claim notices, letters from AGC: This item turned out to be the primary item at the meeting. A video of a legislative meeting with various testimonials was watched by the committee. There were many lively discussions regarding HB 1874. Bill L noted he had offered to assist in writing a proposal on how to change language in the current HB.
2. 1-01.3 - Contract Execution Date: Tina made reference to an email from Rosalie Wu of KBA where Rosalie felt the definition language for "Contract Execution Date" seemed odd in that the Contractor should be bound to the Contract rather than the currently worded Agency bound to the Contract. Committee supported current language.
3. APWA GSP Traffic Control – Lane Restrictions: Committee looking at preparation of a draft APWA GSP with fill-ins to specify allowances for road and lane closures. Section 1-10? Section 1-07.23(1)? It was brought up that there needed to be further committee discussion regarding Uniformed Police Officers.

F. Future meetings – *put on your calendars*

<u>Date</u>	<u>Time</u>	<u>Location</u>
March 23, 2017	10 am	Tacoma
April 26, 2017	10 am	Spring Conf, Tacoma
May 18, 2017	10 am	Tacoma

Action Items

Who	Sec. #	Issue	Due
ALL	Discussion topics	Further discussions on 1-04.1 Reference Information and 1-07.23/1-10 Uniformed Police Officer should be agenda items for future committee meetings.	
ALL	Task List	"GJ-TaskList" on OneDrive and volunteer for one or more ongoing tasks.	
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.	ongoing
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.	ongoing
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?	
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 for final proof.	
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; 1-04.6, Options A & B – or get a definitive "never" after trying.	In progress
On-going Tasks			
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	

Action Items

Who	Sec. #	Issue	Due
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.	