



**Construction Advisory Committee
MINUTES**

**REGULAR MEETING
Tuesday, October 26, 2010**

**The Construction Advisory Committee convened in a regular meeting on Tuesday, October 26, 2010
505 Barton Springs Road, 13th Floor, Director's Conference Room, Austin, Texas.**

Vice Chairman Ira Crofford called the Board Meeting to order at 10:06 a.m.

Board Members in Attendance:

Martin Prisant – Chairman

Emily Timm – Vice Chairwoman

Ira Crofford

Eddie Hurst

Calvin Williams

Members Absent:

Conrad Masters

Gaynell Wilson

Staff in Attendance:

Howard Lazarus, Director - Public Works Department

Keri Juarez, Assistant Director – Public Works Department

Jay Ular, Engineer – Public Works Department

Susan Garnett, Executive Assistant - Public Works Department

Rosie Truelove, Acting Director – Contract and Land Management Department

Lynda Williams, Contract Compliance Manager – Contract and Land Management Department

Frank Mays, Contract Compliance Manager – Contract and Land Management Department

Rolando Fernandez, Acting Assistant Director - Contract and Land Management Department

Edward Campos, Project Manager - Contract and Land Management Department

Kathie Harrison, Auditor – Office of the City Auditor

Naomi Marmell, Auditor – Office of the City Auditor

1. CITIZEN COMMUNICATION: GENERAL

None

2. APPROVAL OF MINUTES

The minutes from the meeting of 10/05/2010 were approved on Board Member Hurst's motion, Board Member Prisant's second on a 5-0 vote.

3. NEW BUSINESS

- The nomination of Mr. Martin Prisant as Chairman of the Construction Advisory Committee was made by Mr. Eddie Hurst and Ms. Emily Timm's second. The committee took a vote and unanimously voted to approve Mr. Prisant's election as the new Chairman of the committee. Mr. Prisant then nominated Ms. Timm as Vice Chairwoman with Mr. Calvin William's second. The committee took a vote and unanimously voted to approve Ms. Timm's election as the new Vice Chairwoman of the committee.
- Rosie Truelove and Lynda Williams of the Contract and Land Management Department reviewed the Job Order Contract (JOC) with the committee. Chairman Prisant asked staff to provide an example JOC and the questionnaire used to evaluate safety compliance in the Evaluation Matrix in the November 16th meeting. He also requested a Voluntary Corrective Action Plan (VCAP) history for the three firms chosen for the JOC. Rosie Truelove agreed to provide him with his requests at the next committee meeting.

4. OLD BUSINESS

- Jay Ulary provided the committee with a handout for the broad general categories that are included in the contractor evaluation form and gave an overview of the Contractor Evaluation, per the committee's request. Mr. Ulary answered committee questions to their satisfaction. Mr. Prisant suggested the questions on the evaluation be as objective as possible and City staff agreed. Mr. Prisant also asked if this evaluation was a work in progress in which City staff responded that they were still in the process of improving the contractor evaluation.
- Rosie Truelove distributed instructions and an example of an actual Competitive Sealed Proposal and thoroughly reviewed the proposal with the committee. Mr. Hurst asked what the City could do to bring in new small businesses and Ms. Truelove replied that the point system helps encourage small businesses to obtain contracts with the City.
- Howard Lazarus presented the committee with a memo written on their behalf to the Mayor and Council recommending OSHA training on City projects. The committee reviewed the memo and requested that the City look in to language requiring employers to provide training. Mr. Lazarus requested the word "it" be changed to "Council" in the last sentence of the memo. The motion to approve the change was made by Vice Chairwoman Timm and approved on Chairman Prisant's second.

5. FUTURE AGENDA ITEMS

- Board Member Eddie Hurst requested the future participation of staff from the City Auditor's Office to answer questions concerning the City's selection of contractors and the prevailing wage

process.

- Ms. Emily Timm requested someone from PDR attend a committee meeting to discuss the implementation of the rest break ordinance.
- The committee requested that Frank Mays give a wage compliance presentation and update.
- The committee also requested answers from the Law Department in regards to whether or not CLMD can impose an administrative fee applicable to voluntary corrective action.
- Staff will update the committee in December regarding the evaluation of wage compliance among other comparable cities in Texas.

6. NEXT MEETING (November 16, 2010)

ADJOURN

- *A motion to adjourn at 11:27 a.m. was made by Chairman Prisant.*