



**Construction Advisory Committee  
MINUTES**

**REGULAR MEETING  
Tuesday, May 17, 2011**

**The Construction Advisory Committee convened in a regular meeting on Tuesday, May 17, 2011  
City Hall, 301 W. 2<sup>nd</sup> Street, CMO Conference Room, Austin, Texas.**

**Chairman Martin Prisant called the Board Meeting to order at 10:05 a.m.**

**Board Members in Attendance:**

Martin Prisant - Chairman

Emily Timm – Vice Chairwoman

Ira Crofford

Eddie Hurst

Conrad Masters

Calvin Williams

Gaynell Wilson

**Staff in Attendance:**

Howard Lazarus, Director – Public Works Department

Susan Garnett, Program Coordinator - Public Works Department

Rosie Truelove, Director - Contract and Land Management Department

Rolando Fernandez, Assistant Director - Contract and Land Management Department

Frank Mays, Contract Administration Division Manager - Contract and Land Management Department

Rick Wilson, Program Consultant – Contract and Land Management Department

Felecia Shaw, Contract Development Analyst - Contract and Land Management Department

Edward Campos, Project Manager – Contract and Land Management Department

Debra Dibble, Assistant Director - Small Business and Minority Resources Department

**1. CITIZEN COMMUNICATION: GENERAL**

None

**2. APPROVAL OF MINUTES**

Minutes from the meeting of 04/19/2011 were approved by board member Wilson's motion, board member Hurst's second on a 6-0 vote. Board member Williams entered the meeting at 10:07 a.m.

### **3. DIRECTOR'S REPORT**

- a. Howard Lazarus gave a brief statement of purpose.
- b. Mr. Lazarus discussed the upcoming African American Cultural and Heritage Facility Groundbreaking.
- c. Committee requested a Special Called Meeting at One Texas Center to develop the Dashboard report, address the annual work plan and create a quarterly memo to update the Mayor and Council.

Committee also requested that Mr. Lazarus provide an update on the Construction Projects list by the June 21<sup>st</sup> meeting.

### **4. NEW BUSINESS**

- a. Mr. Lazarus gave a Financial Forecast presentation of the FY12 budget. He reported on the Transportation Fund and the Capital Projects Management Fund stating that road standards have improved greatly and that the City is ahead of schedule in upgrading Austin's streets largely due to 2006/2010 bond monies. The committee requested that Mr. Lazarus provide a map of roads that have been and are expected to be positively impacted going forward.
- b. Committee requested to review the selection process and composition of review panels of RFQs and RFPs to the Special Called Meeting agenda where they will make recommendations appropriately. A request was also made of Rolando Fernandez to provide a memo to the committee outlining the specifics of this process for the Special Called Meeting on June 2, 2011.

### **5. OLD BUSINESS**

- a. Rosie Truelove and Debra Dibble updated the committee on the status of the Small Business Construction Program (SBCP). Committee questioned the goal of the SBCP in which Ms. Truelove answered was the growth of small and minority businesses and that small business enterprises will be contacted for SBCP projects and solicitation will be on the Contract and Land Management (CLMD) website, with an estimated fifteen solicitations annually. Chairman Prisant requested it be recorded that he does not agree with the limits set up for certification and participation of the firms in the SBCP program and suggested that SMBR concentrate on smaller contractors who earn \$100,000-\$150,000 annually.

Committee also recommended language be added in which MBE/WBE firms become SBE certified even though they do not bid as primes, and that pre-bids for SBCP projects be mandatory. Ms. Truelove agreed to update the committee on outreach efforts with individual departments on the potential projects that will fall under the SBCP program. She also agreed to discuss with the City's legal department what information on SBEs can be reported of as they become certified and report back to the committee in June.

Committee then requested that Ms. Truelove provide an update of how many contracts are secured under \$50,000 at the June 21<sup>st</sup> meeting. Ms. Truelove and Ms. Dibble answered that they would check to see what information can be released and report to the committee in June.

- c. Rick Wilson provided an update regarding the Contract Evaluation Process stating that the review is at the internal management level. He added that CLMD has incorporated suspension, probation and debarment into the process and has established a rating system along with an evaluation form. The Contractor Evaluation Matrix is anticipated by staff to be available by August 16, 2011, and Beta testing will begin on May 16<sup>th</sup>.

Committee asked how wage compliance will be addressed in which Mr. Wilson answered that staff will review the number of Voluntary Corrective Action Plans (VCAPs) that have been assessed and the focus will be to address firms not paying prevailing wages.

## **6. FUTURE AGENDA ITEMS**

- a. Mr. Lazarus will provide committee with an update to the Construction Projects list.
- b. Mr. Lazarus will provide a map of roads positively impacted by 2006/2010 bond money.
- c. CLMD will provide an update of contracts secured under SBE.

## **7. NEXT MEETING (June 21, 2011)**

**PLEASE NOTE: ALL REGULAR MEETINGS THAT DO NOT CONFLICT WITH THE COUNCIL WORK SESSION IN 2011 WILL BE HELD IN THE BOARDS AND COMMISSIONS ROOM (RM 1101) AT CITY HALL, 301 W. 2<sup>nd</sup> Street. ALL OTHER MEETINGS WILL BE HELD IN THE EXECUTIVE SESSION ROOM 1027.**

## **ADJOURN**

- *Meeting was adjourned at 11:56 a.m. by Chairman Prisant.*