



**Construction Advisory Committee  
MINUTES**

**REGULAR MEETING  
Tuesday, October 18, 2011**

**The Construction Advisory Committee convened in a regular meeting on Tuesday, October 18, 2011  
City Hall, 301 W. 2<sup>nd</sup> Street, CMO Conference Room, Austin, Texas.**

**Chairwoman Timm called the Board Meeting to order at 10:05 a.m.**

**Board Members in Attendance:**

Emily Timm – Vice Chairwoman  
Robert Drake  
Suzanne Litz  
Calvin Williams

**Staff in Attendance:**

Howard Lazarus, Director – Public Works Department  
Keri Juarez, Assistant Director – Public Works Department  
James Snow, Assistant Director – Public Works Department  
Annie Van Zant, Project Coordinator – Public Works Department  
Susan Garnett, Program Coordinator - Public Works Department  
Jeannette Gilpin, Executive Assistant – Public Works Department  
Rosie Truelove, Director - Contract Management Department  
Rolando Fernandez, Assistant Director - Contract Management Department  
Frank Mays, Contract Administration Division Manager - Contract Management Department  
Rick Wilson, Program Consultant – Contract Management Department  
Edward Campos, Project Manager – Contract Management Department  
Barbara Kuhl, Contract Relations Division Manager – Neighborhood Housing and Community Development  
Gina Copic, Real Estate Development Manager - Neighborhood Housing and Community Development  
Steven Ritchie, Construction and Development Manager - Neighborhood Housing and Community Development

**1. CITIZEN COMMUNICATION: GENERAL**

None

**2. APPROVAL OF MINUTES**

Minutes from the meetings of 5/07/11 and 6/02/11 were approved by board member Williams' motion,

board member Drake's second on a 4-0 vote.

### **3. NEW BUSINESS**

- a. An introduction among City staff and committee members took place.
- b. The nomination of Vice Chairwoman Timm to be the new Chairwoman was made by board member Litz and board member Drake's second. The 3-1 vote, with board member Williams abstaining, did not provide enough to pass the nomination. The election of officers will be included on the November agenda.
- c. Steven Ritchie, with Neighborhood Housing and Community Development (NHCD), briefed the committee on OSHA requirements for NHCD. He stated that NHCD staff and contractors working on NHCD projects are required to take the 10 hour OSHA training, but the contractors' employees are not. Mr. Ritchie agreed to return to the committee in November to follow up on what is needed from the committee to require 30 hour OSHA training for the contractor and 10 hours of training for all of their employees.
- d. Ms. Timm asked Rolando Fernandez, Assistant Director of the Contract Management Department (CMD), if City staff could provide a prevailing wage inspector on projects that are not City sponsored. Mr. Fernandez responded that CMD was currently analyzing whether or not a full time position would be cost effective to add to its staff and would need to further discuss this with the Public Works department to make a final decision. Ms. Timm requested that Mr. Fernandez return to the committee with an update in December and also requested a review of CMD's business plan for prevailing wage inspections.

### **4. OLD BUSINESS**

- a. Ms. Timm will follow up with Chairman Prisant to find out the status of the committee's memo regarding the Dashboard Report to Council.
- b. Mr. Fernandez gave a brief presentation to the committee on the Small Business Construction Program (SBCP) and updated the committee on the projects that have been awarded from July 2011 to the present. Ms. Timm asked for more specific information regarding the contractors who were awarded the SBCP contracts. Mr. Fernandez agreed to report back in December with those details. Ms. Timm also requested a quarterly update on the program, along with brief profiles of the awarded contracts.
- c. Mr. Fernandez presented the committee with the RFP/Rfq evaluation panel composition and selection process memo. The committee had no questions or comments.
- d. Rick Wilson, with the Contract Management Department, updated the committee on the Contract Evaluation Process and project schedule. The committee asked for clarification on the ratings in the evaluation process in which Mr. Wilson said a final determination would be made by November 4<sup>th</sup>.

### **5. FUTURE AGENDA ITEMS**

- a. Election of officers.

- b. Mr. Lazarus will provide a map of roads positively impacted by 2006/2010 bond money.
- c. NCHD will provide the committee with an outline of what is required by the committee to recommend to Council that 30 hour OSHA training be required for NHCD project contractors, as well as 10 hour OSHA training for the contractors' employees.
- d. CLMD will provide an update of contracts secured under SBE.
- e. Staff clarification of minutes.

**6. NEXT MEETING** (November 15, 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 11:38 a.m. by Vice Chairwoman Timm.*