



**Construction Advisory Committee  
MINUTES**

**REGULAR MEETING  
Tuesday, May 15, 2012**

**The Construction Advisory Committee convened in a regular meeting on Tuesday, April 17, 2012  
City Hall, 301 W. 2<sup>nd</sup> Street, Boards and Commissions Room, Austin, Texas**

**Chairwoman Timm called the Board Meeting to order at 10:00 a.m.**

**Board Members in Attendance:**

Emily Timm – Chairwoman  
Robert Drake  
Suzie Litz  
Martin Prisant

**Staff in Attendance:**

Howard Lazarus, Director – 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, Division Manager – Contract Management Department  
Rick Wilson, Program Consultant – Contract Management Department  
Barbara Kuhl, Division Manager – Contract Management Department  
Edward Campos, Division Manager, – Contract Management Department  
Brian Gildea, Economic Development Manager – Economic and Growth and Redevelopment Services Office  
Thomas Owens, Acting Assistant Director – Small and Minority Business Resources Department  
Elton Price, Division Manager – Small and Minority Business Resources Department

**1. CITIZEN COMMUNICATION: GENERAL**

None

**2. APPROVAL OF MINUTES**

Minutes from the meeting of 4/17/12 were approved by board member Prisant's motion, member Drake second on a 4-0 vote.

### 3. DIRECTOR'S REPORT

- a. Public Works Director Howard Lazarus presented both the Director's Overview of current and completed projects and achievements. Chair Timm asked if members of the committee could visit City construction sites and Mr. Lazarus said they were welcome to by coordinating visits with Public Works.

### 4. OLD BUSINESS

- a. Mr. Lazarus proceeded to present the current Financial Forecast. Mr. Prisant asked how sponsor departments are financially responsible for projects completed by Public Works. Mr. Fernandez, assistant director from Contract Management, further clarified billable services from CMD. Member Prisant asked Mr. Lazarus if any of the new training positions being added would include OSHA training. Mr. Lazarus said that was provided through our Safety Office and the new Safety Manager will start June 4<sup>th</sup>. Chair Timm would like for the new Safety Manager to meet the committee. Member Prisant had compliments for the inspectors since he recently experienced their services.
- b. Mr. Brian Gildea from the Economic Growth and Redevelopment Services Office presented their incentive packages to the committee and addressed questions concerning the bottom 10% of the construction workforce. Chair Timm asked about direct benefits and if EGRSO could expand questions regarding a reasonable estimate about number of jobs and what they will look like for construction. Mr. Gildea replied that most projects will not know how many jobs will be created, that it is typically the budget for the project that is being reported. Mr. Prisant asked if the committee could be given examples of how the performance incentives have been executed. Mr. Gildea replied that the EGRSO website has a list of projects that have incentives paid or not paid per compliance with their agreement. Chair Timm asked how the companies are arriving at their construction estimates. Mr. Gildea responded that they are estimating based on an average per-square-foot cost. Mr. Gildea also stated that when his office reports jobs information, it will be a conservative estimate so as not to present a "rosier" picture than actual reporting. Ms. Timm would like to continue a dialog with EGRSO to work on getting a better picture of possible construction jobs coming to the Austin area. Ms. Litz asked about the specific agreement with Samsung and if there are measurable results from their agreement with EGRSO. Mr. Gildea replied that EGRSO has internal and third-party compliance officers that go onsite to verify compliance. Ms. Timm would like to continue the discussion on how the committee could present this information to Council. Ms. Litz wants to know if the jobs created are filled with local people or are the businesses bringing their own staff from outside. Mr. Gildea responded that question is asked in the application of how many new jobs are filled by local workers but there are different variables to verify if the new hires are local. Mr. Lazarus offered for Jeannette Gilpin to compile the questions and recommendations from the committee and present to Kevin Johns, Director of EGRSO.
- c. Frank Mays of Contract Management Department provided a repeat wage violation report and monthly update. Ms. Litz asked for an additional column on the Site Visit spreadsheet to include site visits during actual construction. Mr. Mays responded that would be included as time goes along. Mr. Mays also hopes to have a new Wage Compliance manager hired by July 2012. Mr. Prisant asked how repeat wage violators are being dealt with. Mr. Fernandez added after a letter has been issued a meeting will take place with the prime or sub-

contractor that have violated the program. Chair Timm asked if Neighborhood Housing have wage violators would they show up on the report provided by CMD? Mr. Mays responded not at this point. Mr. Lazarus stated that most of what Neighborhood Housing does not fall into the Capital Investment Planning program but he will discuss pulling that information for the CMD report with Betsy Spenser and Rolando Fernandez.

- d. Mr. Rick Wilson with CMD gave an update of the Contract Evaluation process to include the form and matrix. Mr. Prisant asked the correlation between timeliness and compliance on MWBE on the revised evaluation. Mr. Wilson clarified that it was two aspects of timeliness that were combined. Committee members asked for clarifications on the competitive sealed proposal process but Howard Lazarus noted that that item was not on the agenda and not up for discussion at the current meeting. Member Prisant asked when the Contract Evaluation will go into effect. Mr. Wilson estimates an August timeframe for implementation. Ms. Timm asked what types of procurement the contract evaluation is intended for. Mr. Lazarus replied it is intended for two aspects, 1) as a database for criteria on competitive sealed proposals and 2) to be used to determining contract items. Mr. Edward Campos further explained that the evaluation will be used in alternative delivery method. Mr. Prisant asked if Howard Lazarus would assist in developing the language. Mr. Prisant would like to see when it will go into effect and what processes it will effect. Mr. Wilson will follow up in the August meeting. Mr. Wilson will also provide the implementation rules and a set of standards for the committee to provide feedback at the July meeting.

## **5. FUTURE AGENDA ITEMS**

- a. PWD to present update on implementation of OSHA 10/30 trainings on City of Austin sites.
- b. NHCD to present update on changes regarding safety training and moving contractors closer to City contract standards.
- c. EGRSO to follow up on reporting their incentive packages and how this can be reported to Council by the committee.
- d. CMD to present Fiscal Report
- e. Introduction of the new Safety Manager, Denise Riad

## **6. NEXT MEETING (June 19, 2012)**

## **7. ADJOURN**

*Meeting was adjourned at 11:40 a.m. by Chairwoman Timm.*