



**Construction Advisory Committee
MINUTES**

**REGULAR MEETING
Tuesday, June 19, 2012**

**The Construction Advisory Committee convened in a regular meeting on Tuesday, June 19, 2012
City Hall, 301 W. 2nd Street, Boards and Commissions Room, Austin, Texas**

Vice-Chairman Hurst called the Board Meeting to order at 10:00 a.m.

Board Members in Attendance:

Emily Timm – Chairwoman (Arrived at 10:10 am)
Eddie Hurst – Vice-Chair
Robert Drake
Suzanne Litz
Martin Prisant
Calvin Williams

Staff in Attendance:

Howard Lazarus, Director – Public Works Department
James Snow, Assistant Director – Public Works Department
Patricia Wadsack, CIP Division Manager – Public Works Department
Denise Riad, Safety Director – Public Works Department
Nicole Debevoise, CIP Intern – Public Works Department
Jeannette Gilpin, Executive Assistant – Public Works Department
Rosie Truelove, Director – Contract Management Department
Frank Mays, Division Manager – Contract Management Department
Barbara Kuhl, Division Manager – Contract Management Department
Steven Ritchie, Construction & Development Manager – Neighborhood Housing and Community Development

1. CITIZEN COMMUNICATION: GENERAL

None

2. APPROVAL OF MINUTES

Minutes from the meeting of 5/15/12 were approved by board member Litz's motion, member Prisant seconded on a 4-0 vote.

3. DIRECTOR'S REPORT

- a. Public Works Director Howard Lazarus presented the Director's Report of current and future projects and achievements. Calvin Williams arrived at 10:05 am. Board Member Eddie Hurst asked if there are any new purchasing mechanisms for new projects. All of the project are competitively bid or construction management risk.

4. OLD BUSINESS

- a. James Snow presented an update on implementation of OSHA 10/30 trainings on City of Austin sites and introduce Denise Riad, new Safety Manager. Chairwoman Emily Timm arrived at 10:10 am. Member Prisant asked what instance would OSHA requirements not be in a contract. Mr. Lazarus replied that the OSHA requirements are in all contracts. Chairwoman Timm asked about OSHA cards displayed at the worksite. Mr. Snow responded that CID checks for chards and notates any discrepancy in daily reports. Ms. Timm asked to whom do they report. Mr. Snow replied that they report the discrepancy to the contractor onsite. Ms. Litz asked if there was a tracking devise for report for noncompliance. Mr. Snow will look into it and have Denise Riad respond. Mr. Williams asked if contracts have difficulties obtaining the OSHA 10/30 training. Mr. Lazarus responded that he has heard concerns about cost but has not heard complaints. Ms. Truelove added that in meeting with AGC she has received good feedback.
- b. NHCD presented an update on changes regarding safety training and moving contractors closer to City contract standards. Mr. Ritchie stated that each employee has to have the 10 hour OSHA training and the contractors are required to obtain the 30 hour OSHA training. Mr. Hurst asked if that was standard procedure. Mr. Ritchie responded yes. Ms. Timm asked if NHCD has inspectors go out to the job site. Mr. Ritchie answered that for HUD funded projects the site interviews get copies of 10/30 OSHA certificates and cross-reference with payroll. Mr. Williams asked if NHCD offers the OSHA training at a reduced rate. Mr. Ritchie said that NHCD found a vendor to offer group rates to offset costs and encourage contractors to be compliant. Mr. Williams then asked if there were complaints about the burden of cost. Mr. Ritchie said there was a lot of pushback at first but since it is a competitive market, contractors are compliant with the City requirements. Mr. Hurst asked the cost per firm. Mr. Lazarus responded that the per-person cost for the 10-hour training is in the \$70-\$80 range and the 30-hour training is about \$75-\$100. He also stated that with the City requiring the OSHA training it sets an example for non-City projects as well as the certification being transferrable. Ms. Timm commended the City departments for implementing this program.
- c. The committee discussed possible action on recommending that EGRSO report information on construction jobs created through developers receiving incentive packages from the City of Austin. Mr. Hurst commended Ms. Timm on her draft letter of recommendation. After a few alterations, Ms. Litz moved to approve the letter with said changes and Mr. Hurst seconded the motion. The board voted 6-0 to approve the letter with said changes.
- d. Ms. Truelove presented the CMD Fiscal Report. The board members requested CMD to present the QBS changes at the July 2012 meeting. Mr. Prisant asked if an alternative delivery method contract can go over the "not to exceed" amount. Ms. Truelove replied yes if they had change orders through the change order process. Mr.

Williams asked the average amount for the rotation list contracts. Ms. Truelove responded that it varies to the type of contract. Each rotation list goes through a Qualification Based Selection process. Ms. Timm asked if CMD looks into the rest break ordinance. Ms. Truelove said if her staff received any reports of rest break violations they would report it to the right place. Mr. Lazarus clarified that Code Compliance enforces the rest break on private construction projects and CIPID enforce the rest breaks on CIP projects during normal construction inspections. Ms. Truelove will follow up on the rest break complaints made at WTP4. Mr. Hurst asked about how CMD is funded. Ms. Truelove answered that they are part of the Support Services Fund, not the Enterprise Funded. Ms. Litz asked the cost-benefit of using the car-to-go versus having a fleet vehicle. Ms. Truelove responded that at this point it is cost-beneficial to use the car-to-go but will continually revisit the item.

- e. Introduction of the new Safety Manager, Denise Riad. (Addressed in 4a.)

5. FUTURE AGENDA ITEMS

- a. CMD to present QBS Changes
- b. CDM to present update on Small Business Construction Program

6. NEXT MEETING (July 17, 2012)

7. ADJOURN

Meeting was adjourned at 11:35 a.m. by Chairwoman Timm.