



ADMINISTRATION TEAM January 11, 2019 Sign In Sheet

Attending	Name	Representing	Phone (Office)	Phone (Cell)	Email
X	Jerry Brais	King County	206-477-3614	425-681-7489	jerry.brais@kingcounty.gov
X	Jay Byrd	1 Alliance Geomatics	425-502-8171	425-628-0643	Jay.byrd@1-alliance.com
X	Corey Christensen	KLB Const.	425-297-9313	206-949-3569	coreyc@klbconstruction.com
X	John Cichosz	Sykos, LLC		360-907-9632	johnc@sykosllc.com
	Brandon Dully	Guy F. Atkinson		206-786-1244	Brandon.Dully@atkn.com
X	Jeret Garcia	Valley Electric	360-840-3222	425-322-7415	jeretg@velectric.com
X	Quinn Golden	GRANITE INC.	425-551-3100	425-328-7257	Quinn.golden@gcinc.com
X	Mike Hall	Tucci & Sons	253-922-6676	253.377.6204	mph@tucciandsons.com
	C.J. Handforth	IMCO			chandforth@imcoconstruction.com
X	Bryant Helvey	GRAHAM		206-718-7266	bryanth@grahamus.com
	Jeff Horton	FHWA	360-753-9411		Jeff.Horton@dot.gov
X	Jon Keeth	WSDOT HQ	360-705-7827		KeethJ@WSDOT.WA.GOV
	Earl Key	WSDOT OEO	360-705-7095		Keye@wsdot.wa.gov
	Dewayne Matlock	WSDOT HQ	360-705-7830		MatlocD@wsdot.wa.gov
X	Kyle McKeon	WSDOT LP	360-705-7375		Mckeonk@wsdot.wa.gov
X	Tina Nelson	APWA Div 1 (Kitsap County)	360-337-4891	360-710-4740	knelson@co.kitsap.wa.us
X	Mark Scoccolo	SCI Infrastructure	206-242-0633	206-730-5289	mark@scinfrastructure.com
X	Gaius Sanoy	WSDOT OR	253-365-6710		SanoyG@wsdot.wa.gov
X	Chad Simonson	WSDOT ER	509-324-6252	509-844-6485	Simonsc@wsdot.wa.gov
X	Shane Spahr	WSDOT NWR	360-757-5856		shane.spahr@wsdot.wa.gov
	Denys Tak	WSDOT HQ	360-705-7833	360-269-5007	denys.tak@wsdot.wa.gov
X	Chris Tams	WSDOT, SWR	360-905-2005	360-624-6202	Tamsc@wsdot.wa.gov
	Phil Wallace	Kiewit Infrastructure Group		206-793-5663	Phil.Wallace@kiewit.com
X	Greg Waugh	Max J. Kunev Const.	509-535-0651	206-730-9964	GregW@MaxKunev.com
X	Ryan Mitchell	IMCO			rmitchell@imcoconstruction.com
X		WSDOT			jensenh@wsdot.wa.gov
X	Kevin Waligorski	WSDOT NCR			waliqok@wsdot.wa.gov
X	Reggie Wageman	Atkinson			Reggie.wageman@atkn.com

ADMINISTRATION TEAM

Date: January 11, 2019

Time: 9:00 a.m.

**WSDOT Fife Project Office
6610 16th Street E., Suite A
Fife, WA 98424**

OPEN MEETING

- Jon Keeth is attending while Dewayne Matlock is at AWW.
- Jon Deffenbacher is also attending in Denys Tak's place for this meeting.

DISCUSSION OLD BUSINESS:

- Summary of WSDOT/AGC Lead Meeting (updated)
 - **Mentor Protégé program**
 - Periodic feedback on the success or concerns (see new business)
 - **Specification changes to address lump sum impact on force account**
 - Language has been created, but it may need to be reviewed prior to bringing to the AGC team.
 - **Specification to change how contract liquidated damages are calculated**
 - Each project will have its own LD value calculated and will include a GSP with a fill-in.
 - **DRB Specs and Process**
 - There are new DRB specifications that include a flat rate for reimbursement and a three party agreement. These specs are available and can be added via change order.
 - **Revise Notice Standard Spec's** – Lead team has reviewed. Comments need to be resolved.
 - **1-07.7(2) Load limit Restriction** – Lead team reviewed the load limits and are ok with the changes.
- Sick Leave Markup concerning Force Account Work: Section 1-09.6,
 - Based on limited data provided by the Contracting community to date, the new specifications are including a 2% markup on labor to cover the cost of Sick Leave. Force Account work labor markup will increase to 31 percent. The specification lists items included in the mark-up.
 - The 2% markup will be re-evaluated once WSDOT receives actual data early 2019.
 - Greg extended an invite to send sick leave data to him. A request will be sent out again in March for sick leave data.
- Revise Notice Standard Spec's

- The revised notice specification and flow chart were sent out for review by the group.
 - Comments and feedback have been received, but if anyone has feedback it should be sent to Denys and Greg.
 - AGC/WSDOT need to resolve comments from the review.
- **Mentorship/Protégé Program Update (Jackie Bayne, WSDOT OEO)**
 - Participation survey was completed. Results were positive. Jackie said that the Protégés had felt they could use more time with their Mentors.
 - Jackie gave a recap of the M-P program including the number of mentors and protégés currently in the program
 - OEO is measuring success by the number enrolled, whether business development plans are being completed, and NAICS codes are being expanded. This is a partial list. For the full list please see the websites <https://www.wsdot.wa.gov/equalopportunity/mentor-protege-program> and https://www.wsdot.wa.gov/sites/default/files/2018/03/20/OEO_DiversityRoadmap_MAR2018_v1.pdf.

DISCUSSION NEW BUSINESS

- **Apprenticeship**
 - Heidi Jensen was in attendance to get feedback from the team on Apprenticeship. She stated that GFEs had increased over the past year.
 - GFE reasons given were lack of availability and small business subcontractors are not using apprentices
 - Mike Hall stated the operator's apprenticeship school is full
 - Greg stated that they have recruited high school candidates as apprentices
 - Survey apprentices are hard to find and Local 302 has no apprenticeship program
 - Heidi stated that WSDOT will be switching to the L&I reporting system (PWIA) for apprenticeship in the future.
 - Jackie also noted that her research showed a shortfall of apprentices available.
- **WSDOT/AGC Annual Meeting Feedback**
 - The team agreed the venue was good
 - Feedback on the economist and Secretary Millar's presentations was positive
 - Some of the upcoming project presentations were too short, but the common format of the handouts was helpful
- **DBE/MSVWBE**

- Utilization was 10.6% with a goal of 19%
- The question of whether there were enough veteran-owned businesses. Jackie said a new disparity study would be done in the next couple months which would revisit this.
- Jackie mentioned potential changes to DBE trucking participation
- **Dynamic Work Zone**
 - Jon Deffenbacher introduced the topic. Dynamic work zone systems are being used by ODOT to manage queues and improve safety especially at merges.
 - Jon stated that there were some Region offices that are interested and may implement in a couple projects soon
 - According to Jon, these systems are designed and supplied by vendors and ODOT has three approved vendors
 - A concern was raised about DBE CUF if there was a non-DBE performing some or all of the TCS duties. It was recommended to separate this work.
- **Other**
 - Jon D. stated that WSDOT was watching a few bills, including mandatory onsite utility locate meetings and state prevailing wage projects submitting certified payrolls.
 - The group discussed the team revisiting the project closeout flow chart since it might be in need of an update
 - Jon D. was asked if there is more data that should be provided with the bid documents to help price the engineering work for calculating loads on bridges since there will be new load limit restrictions.

Action Items:

<u>Task #</u>	<u>Description</u>	<u>Ball in Court</u>	<u>Target Date</u>
1	Comments due on Revised Notice Specification	Admin Team	January 2019
1.1	Schedule comment resolution meeting for Revised Notice Specification	Denys	
2	Get feedback/data on sick leave usage	Denys/Greg	March 2019

3	Share specifications, when available, on Dynamic Work Zone Systems	Jon	TBD



ADMINISTRATION TEAM February 22, 2019 Sign In Sheet

Attending	Name	Representing	Phone (Office)	Phone (Cell)	Email
	Jerry Brais	King County	206-477-3614	425-681-7489	jerry.brais@kingcounty.gov
<i>JB</i>	Jay Byrd	1 Alliance Geomatics	425-502-8171	425-628-0643	Jay.byrd@1-alliance.com
	Corey Christensen	KLB Const.	425-297-9313	206-949-3569	coreyc@klbconstruction.com
<i>JC</i>	John Cichosz	Sykos, LLC		360-907-9632	johnc@sykosllc.com
	Brandon Dully	Guy F. Atkinson		206-786-1244	Brandon.Dully@atkn.com
<i>JB</i>	Jeret Garcia	Valley Electric	360-840-3222	425-322-7415	jeretg@velectric.com
<i>QJ</i>	Quinn Golden	GRANITE INC.	425-551-3100	425-328-7257	Quinn.golden@gcinc.com
	Mike Hall	Tucci & Sons	253-922-6676	253.377.6204	mph@tucciandsons.com
<i>CJ</i>	C.J. Handforth	IMCO			chandforth@imcoconstruction.com
<i>BH</i>	Bryant Helvey	GRAHAM		206-718-7266	bryanth@grahamus.com
	Jeff Horton	FHWA	360-753-9411		Jeff.Horton@dot.gov
<i>JK</i>	Jon Keeth	WSDOT HQ	360-705-7827		KeethJ@WSDOT.WA.GOV
<i>JB</i>	Earl Key <i>Jesse Key</i>	WSDOT OEO	360-705-7084		Keye@wsdot.wa.gov
	Dewayne Matlock	WSDOT HQ	360-705-7830		MatlocD@wsdot.wa.gov
<i>KM</i>	Kyle McKeon	WSDOT LP	360-705-7375	360-489-4436	Mckeonk@wsdot.wa.gov
	Tina Nelson	APWA Div 1 (Kitsap County)	360-337-4891	360-265-8310	knelson@co.kitsap.wa.us
<i>MS</i>	Mark Scoccolo	SCI Infrastructure	206-242-0633	206-730-5289	mark@sciiinfrastructure.com
	Gaius Sanoy	WSDOT OR	253-365-6710		SanoyG@wsdot.wa.gov
<i>CS</i>	Chad Simonson	WSDOT ER	509-324-6252	509-844-6485	Simonsc@wsdot.wa.gov
<i>SS</i>	Shane Spahr	WSDOT NWR	360-757-5856		shane.spahr@wsdot.wa.gov
	Denys Tak	WSDOT HQ	360-705-7833	360-269-5007	denys.tak@wsdot.wa.gov
<i>CT</i>	Chris Tams	WSDOT, SWR	360-905-2005	360-624-6202	Tamsc@wsdot.wa.gov
<i>PW</i>	Phil Wallace	Kiewit Infrastructure Group		206-793-5663	Phil.Wallace@kiewit.com
<i>GW</i>	Greg Waugh	Max J. Kuney Const.	509-535-0651	206-730-9964	GregW@MaxKuney.com
<i>DZ</i>	DAN ZIMMERMAN	GUY F. ATKINSON	425.326.6742	425.326.6742	DAN.ZIMMERMAN@ATKN.COM
<i>TH</i>	THOMAS HUME	VEIST	360 705 7491		HUMERT@VEIST.WA.GOV

BD **BARB DE STE. CROIX** WSDOT 360-705-7251 destecb@wsdot.wa.gov

KW **KENNETH WATJORDKI** WSDOT kwatjork@wsdot.wa.gov

GDM **GREG MORENOUZE** WSDOT Deffenbacher morehog@wsdot.wa.gov

ADMINISTRATION TEAM

Date: February 22, 2019

Time: 9:00 a.m.

WSDOT Fife Project Office
6610 16th Street E., Suite A
Fife, WA 98424

OPEN MEETING

- Jon Keeth is attending while Dewayne Matlock is at AWW.
- Jon Deffenbacher is also attending in Denys Tak's place for this meeting.

DISCUSSION OLD BUSINESS:

- **Mentor Protégé program – updates from OEO**
 - Jackie stated that WSDOT is partnering with Sound Transit to expand the program
 - Jackie also said that the City of Tacoma will be administering the program and that they have found \$750,000 from local credit unions to offer as loans since access to capital is a major challenge for many in the program
- **Specification changes to address lump sum impact on force account**
 - Greg Morehouse stated that WSDOT is developing language to include payment for lump sum items. Traditionally, this was paid under the lump sum item up to the estimated amount of the force account item.
- **Specification to change how contract liquidated damages are calculated**
 - Each project will have its own LD value calculated and will include a GSP with a fill-in. It was discussed that this LD estimate will be based on the labor and equipment needed for each project.
 - Mark stated his concern that this could result in higher LDs for large projects which could lead to difficulty with bonding.
 - Tina also mentioned that she thought local agencies might see some inconsistencies if they adopt this method.
 - Greg stated that WSDOT could share some example calculations with the group.
- **DRB Specs and Process** - No new updates. Jon Keeth said he would get an update for the next meeting.
- **Revise Notice Standard Spec's** – Jon Keeth stated he heard from Denys who is currently working on resolving comments and had noted that the notification timing needs to be resolved for the differing site condition, still. Action item is on-going. Bryant said he would share the language he preferred.
- **1-07.7(2) Load limit Restriction** – The team was asked whether they needed more information to bid this work once the new restrictions are in effect. It was agreed that this could be dealt with through the Q&A process if more information was needed at bid time.
- **Sick Leave Markup Concerning Force Account Work**
 - Sick leave usage was discussed and the consensus was that employees were using their sick leave. There was also some inefficiencies with the sick leave discussed due to lost productivity when employees were absent that were brought up.

- Greg and Jon reminded the group that it was agreed that the contractors' utilization data would be reviewed after one year and asked them to submit their data in March.

DISCUSSION NEW BUSINESS

• Changes to DBE Contract Requirements

- Jackie stated that 11 of the 14 items on the conciliation agreement have been completed.
- Of the three that remain, some changes to the program are necessary
- Changes include submittal of three forms within 48 hours after the bid is due. Forms include (see attached handouts):
 - New Utilization Certification
 - UDBE Written Confirmation (no changes to the form)
 - UDBE Trucking Confirmation
- Submittal of UDBE Truck unit listing log. It was discussed whether it would be required prior to approval of subcontracting, or whether the subcontracting would be approved without the form. Jackie said they were discussing, but UDBE participation would not be counted until the form was turned in.
- Submittal of a monthly retainage form.
- Jackie also mentioned that WSDOT would also be reviewing all DBE subcontracts to ensure that unlawful terms did not exist. If they did, she said they would advise the subcontractor that the terms were not enforceable. There was concern raised about maintaining confidentiality and that some contractors consider this proprietary information.
- Phil asked if it was possible to look at the prime contractors forms instead of reviewing each individual subcontract.

• WSDOT Estimating and Contract Time

- Barb and Tomi asked the group for feedback on factors they would like WSDOT to consider when preparing estimates, both with respect to time and money. Some responses included:
 - Ingress/egress into the work; whether day access was allowed
 - Night opening fees for plants and disposal areas. Double handling if disposal areas not open at night.
 - Restrictive work windows and the effective time for production
 - Is gravel borrow really needed?
 - Complex staging and its effect on overall duration. Duration of stage vs. looking at total quantities.
 - Resource limitations such as specialty sub availability and tightly constrained work windows
 - Production rates are down due to workforce and other constraints
 - Material resource premiums – demand has increased on certain materials including fabricated metal items
- It was suggested that checking for these things could be worked into the estimate review process
- It was also suggested that the production rates in the Plans Prep manual be looked at to see if they are still valid or need updated

Action Items:

<u>Task #</u>	<u>Description</u>	<u>Ball in Court</u>	<u>Target Date</u>
1	Comments due on Revised Notice Specification	Closed	Closed
1.1	Resolve comments and get Revised Notice Specification ready to issue	Jon D, Greg M, Denys	March 2019 for review prior to April meeting
2	Submit feedback/data on sick leave usage; submit in March to Greg	Contractors	March 2019
3	Share specifications, when available, on Dynamic Work Zone Systems	Jon	TBD
4	Project Closeout Flowchart review to determine whether update is needed	Greg, Jon K	TBD
5	Update on AGC/CWA Status	Corey	Next meeting
6	Send out UDBE forms for comment	Jon K	ASAP
7	Provide guidance in Plans Prep/Design Manual for Load Limits on Structures and what to include in the PS&E	Jon K	TBD
8	Get DRB Spec Update	Jon K	Next Meeting
9	Share sample Liquidated Damage calculations when available	Jon K, Greg M, Barb	TBD

Design Training Courses

Cost Estimating

Course Description: Inaccurate cost estimating has dogged transportation projects for years. The public wants to know how much a project will cost, how long it will take, and why. Our reputation, largely, relies on our ability to answer these fundamental questions. Fortunately, with rigor, discipline and focus we have the ability and support to produce quality project estimates.

COURSE CONTENT (course)

COST ESTIMATING

Course Title	Cost Estimating
Target Audience	Any staff that may have to answer the question: how much will this project cost?
Instructors	Design Policy and Analysis
How to register	LMS
Includes:	<ul style="list-style-type: none">• Basis of estimate• Addressing Uncertainties & Risk• Review, Communication & Endorsement• Factors that influence costs• BidTabs Pro/UBA• Prepare base estimate (baseline)• Market conditions• Media Communications• Group exercises• Resources

Cost Estimating classes scheduled

March 19, 2019 – Materials Lab

More classes coming to all the regions and will be scheduled soon!



Instructions for Underutilized Disadvantaged Business Enterprise Utilization Certification Form

To be eligible for Award of this Contract the Bidder shall fill out and submit, as a supplement to its sealed Bid Proposal, an Underutilized Disadvantaged Business Enterprise (UDBE) Utilization Certification. The Contracting Agency will evaluate the bidder's submission to determine if the bidder intended to meet the Condition of Award (COA) goal. The contracting agency shall consider as non-responsive and shall reject any Bid Proposal that does not contain a UDBE Utilization Certification. Two example forms have been provided on Page 4 and 5. The successful Bidder's UDBE Utilization Certification shall be deemed as part of the resulting Contract.

Box 1: _____ certifies that the UDBE firms listed below have been contacted regarding participation on this project. If this Bidder is successful on this project and is awarded the Contract, it shall assure that subcontracts or supply agreements are executed with named UDBEs.

Box 2: _____
See Instructions and Examples On page 2, 3, 4 and 5 to properly complete this form. If necessary, use additional sheets.

Name of UDBE Column 1	Project Role Column 2	Description of Work Column 3		Dollar Amount Subcontracted to UDBE Column 4	Dollar Amount to be Applied Towards Goal Column 5	
	Bid Item Column 6	Full/Partial Column 7	Quantity Column 8	Description Column 9	Unit Price Column 10	Total Item Price Column 11
Name of UDBE	Project Role	Description of Work		Dollar Amount Subcontracted to UDBE	Dollar Amount to be Applied Towards Goal	
	Bid Item	Full/Partial	Quantity	Description	Unit Price	Total Item Price
Name of UDBE	Project Role	Description of Work		Dollar Amount Subcontracted to UDBE	Dollar Amount to be Applied Towards Goal	
	Bid Item	Full/Partial	Quantity	Description	Unit Price	Total Item Price

Underutilized Disadvantaged Business Enterprise Condition of Award Contract Goal: _____ (Box 3)
 Total UDBE Commitment Dollar Amount: _____ (Box 4)

Box 5: By Checking Box 5 the bidder is stating that their attempts to solicit sufficient UDBE participation to meet the COA goal has been unsuccessful and good faith effort will be submitted in accordance with Section 1-02.9 of the Contract.

Box 1: Name of Bidder (Proposal Holder) submitting Bid.

Box 2: Name of the Project.

Column 1: Name of the Underutilized Business Enterprise (UDBE). UDBE Firms can be found using the search tools under the Firm Certification section of the Diversity Management and Compliance System web page <https://wsdot.diversitycompliance.com>. Repeat the name of the UDBE for each Project Role that will be performed.

Column 2: The Project Role that the UDBE will be performing as follows:

- Prime Contractor
- Subcontractor
- Subcontractor (Force Account)
 - Work sublet as Force Account must be listed separately.
- Manufacturer
- Regular Dealer
 - Work sublet to a Regular Dealer must be listed separately.
 - Regular Dealer status must be approved prior to Bid submittal by the Office of Equal Opportunity (OEO), Washington State Department of Transportation (WSDOT), on each contract.
- Broker
 - Work sublet to a Broker must be listed separately.

List each project role to be performed by a single UDBE individually on a separate row(s). The role is used to determine what portion of the amount to be subcontracted (column 4) to UDBE and what dollar amount may be applied toward meeting the goal (column 5).

Column 3: Provide a description of the work to be performed by the UDBE. The work performed must be consistent with the Certified Business Description of the UDBE provided in the Diversity Management and Compliance System web page <https://wsdot.diversitycompliance.com>

- Mobilization will not be accepted as a Description of Work.

Column 4: List the total amount to be subcontracted to each UDBE for each Project Role they are performing.

Column 5: This is the Dollar Amount for each line listed in the certification that the prime intends to apply towards meeting the COA Contract goal. It may be that only a portion of the amount subcontracted to a UDBE in column 4 is eligible to be credited toward meeting the goal - **See Note 1, Note 2, and Note 3**. The contracting Agency will utilize the sum of this column (Box 4) to determine whether or not the bidder has met the goal.

Column 6: Provide bid item number as listed in the engineer's estimate provided at time of bid.

Column 7: A Bidder subletting a portion of a bid item shall state "Partial" and describe the Work that is included.

- For example: "Electrical (Partial) – Trenching".

Column 8: Provide Bid item Quantity as listed in the engineer's estimate provided at time of bid.

Column 9: Provide the description for the specific Bid item subcontracted.

Column 10: Provide Bid item Unit Price. **Column 11:** Provide Bid Item Total Price



Instructions for Underutilized Disadvantaged Business Enterprise Utilization Certification Form

Note 1: For Work sublet as Force Account the bidder **may only claim 50%** of the amount subcontracted (Column 4) towards meeting the goal (Column 5). This information will be used to demonstrate that the UDBE contract goal is met at the time that the bidder submits their bid. For example; amount sublet as force account = \$100,000.00 (Column 4) equates ($\$100,000 \times 50\%$) = \$50,000 (Column 5) to be applied towards the goal.

Note 2: For Work sublet to a regular Dealer the bidder **may only claim 60%** of the cost of the materials or supplies (Column 4) towards meeting the goal (Column 5). For example; Material cost= \$100,000 (Column 4) equates to ($\$100,000 \times 60\%$) = (Column 5) to be applied towards the goal.

Note 3: For Work sublet to a Broker the bidder **may only claim the fees** paid to a Broker towards meeting the goal (Column 4). For example; amount sublet to a broker = \$100,000 (Column 4) equates to ($\$100,000 \times$ reasonable fee %) = \$ (Column 5) to be applied towards the goal.

Box 3: Box 3 is the COA Contract goal which is the minimum required UDBE participation. The goal stated in the Contract will be in terms of a dollar amount or a percentage in the contract. When expressed as a percentage you must multiply the percentage times the sum total of all bid items as submitted in the Bidder's Proposal to determine the dollar goal and write it in Box 3. In the event of an error in this box, the Contracting Agency will revise the amount accordingly.

Box 4: Box 4 is the sum of the values in column 5. **This value must equal or exceed the COA Contract goal amount written in Box 3 or;**

Box 5: Check Box 5 if insufficient UDBE Participation has been achieved and a good faith effort is required. Refer to the subsection titled, *Selection of Successful Bidder/Good Faith Efforts (GFE)* in the contract.

See the *Disadvantaged Business Enterprise Participation* specification in the Contract for more information.



Instructions for Underutilized Disadvantaged Business Enterprise Utilization Certification Form

To be eligible for Award of this Contract the Bidder shall fill out and submit, as a supplement to its sealed Bid Proposal, an Underutilized Disadvantaged Business Enterprise (UDBE) Utilization Certification. The Contracting Agency will evaluate the bidder's submission to determine if the bidder intended to meet the Condition of Award (COA) goal. The contracting agency shall consider as non-responsive and shall reject any Bid Proposal that does not contain a UDBE Utilization Certification. Two example forms have been provided on Page 4 and 5. The successful Bidder's UDBE Utilization Certification shall be deemed as part of the resulting Contract.

Box 1: A+ Construction Company certifies that the UDBE firms listed below have been contacted regarding participation on this project. If this Bidder is successful on this project and is awarded the Contract, it shall assure that subcontracts or supply agreements are executed with named UDBEs. (If necessary, use additional sheets.)

Box 2: US 395, Spokane City Limits to Stevens County Line – Paving and Safety

See Instructions and Examples On page 2, 3, 4 and 5 to properly complete this form.

Name of UDBE Column 1	Project Role Column 2	Description of Work Column 3		Dollar Amount Subcontracted to UDBE Column 4	Dollar Amount to be Applied Towards Goal Column 5	
A+ Construction Company	Prime	Asphalt & Concrete Paving, Asphalt Milling, preleveling & Pavement repair		\$900,000	\$900,000	
	Bid Item Column 6	Full/Partial Column 7	Quantity Column 8	Description Column 9	Unit Price Column 10	Total Item Price Column 11
	0014	Full	TON	Asphalt for Fog Seal	\$1000	\$900,000
Name of UDBE	Project Role	Description of Work		Dollar Amount Subcontracted to UDBE	Dollar Amount to be Applied Towards Goal	
In The Line Services, Inc.	Subcontractor (Force Account)	Crack Sealing		\$20,000	\$10,000	
	Bid Item	Full/Partial	Quantity	Description	Unit Price	Total Item Price
	0015	Partial	MI	Crack sealing with hot poured sealant	\$3000	\$20,000
Name of UDBE	Project Role	Description of Work		Dollar Amount Subcontracted to UDBE	Dollar Amount to be Applied Towards Goal	
In The Line Services, Inc.	Subcontractor	Guideposts, joint seal, pavement markers, temp signage, construction sign installation		\$200,000	\$200,000	
	Bid Item	Full/Partial	Quantity	Description	Unit Price	Total Item Price
	0024	Full	L.F	Longitudinal joint seal	\$5000	\$50,000
	0036	Full	Each	Flexible guidepost	\$32	\$140,000
	0048	Partial	S.F.	Construction sign Class A	\$17	\$10,000

Underutilized Disadvantaged Business Enterprise Condition of Award Contract Goal: \$1,100,000 (Box 3)
 Total UDBE Commitment Dollar Amount: \$1,115,500 (Box 4)

Box 5: By Checking Box 5 the bidder is stating that their attempts to solicit sufficient UDBE participation to meet the COA goal has been unsuccessful and good faith effort will be submitted in accordance with Section 1-02.9 of the Contract.



Instructions for Underutilized Disadvantaged Business Enterprise Utilization Certification Form

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Name of UDBE Column 1	Project Role Column 2	Description of Work Column 3		Dollar Amount Subcontracted to UDBE Column 4	Dollar Amount to be Applied Towards Goal Column 5	
The Everything Guys, LLC	Regular Dealer	Rental of highway construction & related equipment and materials		\$100,000	\$60,000	
	Bid Item Column 6	Full/Partial Column 7	Quantity Column 8	Description Column 9	Unit Price Column 10	Total Item Price Column 11
	0032	Partial	Each	Temporary Barrier	\$1000	\$100,000
Name of UDBE	Project Role	Description of Work		Dollar Amount Subcontracted to UDBE	Dollar Amount to be Applied Towards Goal	
Optimus Prime Trucking	Subcontractor	Dump Trucking		\$50,000	\$50,000	
	Bid Item	Full/Partial	Quantity	Description	Unit Price	Total Item Price
	0016	Partial	HR	Trucking for Planing	\$170.00	\$32,000
	0019	Partial	HR	Trucking for HMA	\$170.00	\$18,000
Name of UDBE	Project Role	Description of Work		Dollar Amount Subcontracted to UDBE	Dollar Amount to be Applied Towards Goal	
Metalheads, Inc.	Manufacturer	Dowel Bars		\$75,000	\$75,000	
	Bid Item	Full/Partial	Quantity	Description	Unit Price	Total Item Price
	0069	Partial	Each	Dowel Bars for concrete pavement	\$3.95	\$75,000
Name of UDBE	Project Role	Description of Work		Dollar Amount Subcontracted to UDBE	Dollar Amount to be Applied Towards Goal	
Electric Stuff, LLC	Broker	Street Lamp Poles		\$10,000	\$500	
	Bid Item	Full/Partial	Quantity	Description	Unit Price	Total Item Price
	0027	Partial	Each	Street Lamp Poles	n/a	\$500

Underutilized Disadvantaged Business Enterprise Condition of Award Contract Goal: **\$1,100,000** (Box 3)
Total UDBE Commitment Dollar Amount: **\$1,115,500** (Box 4)

Box 5: By Checking Box 5 the bidder is stating that their attempts to solicit sufficient UDBE participation to meet the COA goal has been unsuccessful and good faith effort will be submitted in accordance with Section 1-02.9 of the Contract.



**Underutilized Disadvantaged Business
Enterprise (UDBE) Trucking Credit Form**

PART A: TO BE COMPLETED BY THE BIDDER

This form is in support of the trucking commitment identified on the UDBE Utilization Certification Form submitted with the proposal. Please note that UDBE's must be certified prior to time of submittal.

Federal Aid #		County		Contract #	
If listing items by hours, or by lump sum amounts, please provide calculations to substantiate the quantities listed.					
Bid Item	Item Description	Unit of Measure	Unit Price	Quantity	Total Per Item
			\$		\$
			\$		\$
			\$		\$
			\$		\$

Bidder		Name/Title (please print)	
Address		Signature	
Phone	Fax		
Email		Date	

*Optional Field

PART B: TO BE COMPLETED BY THE UDBE TRUCKING FIRM

Note: DBE/UDBE trucking firm participation may only be credited as DBE/UDBE participation for the value of the hauling services, not for the materials being hauled unless the trucking firm is also recognized as a supplier and approved for this project as a regular dealer.

- Type of Material expected to be hauled? _____
- Number of fully operational trucks expected to be used on this project? _____
 _____ Tractor/trailers: _____ Dump trucks: _____
- Number of trucks and trailers owned by the UDBE that will be used on this project? _____
 _____ Tractor/trailers: _____ Dump trucks: _____
- Number of trucks and trailers leased by the UDBE that will be used on this project? _____
 _____ Tractor/trailers: _____ Dump trucks: _____

UDBE Firm Name		Name/Title (please print)	
Certification Number		Signature	
Address			
Phone	Fax	Date	
Email			

Instruction to Bidder: The Bidder shall complete and submit the Underutilized Disadvantaged Business Enterprise (UDBE) Trucking Credit Form in accordance with Section 1-02.9 of the Contract.



Underutilized Disadvantaged Business Enterprise (UDBE) Trucking Credit Form

INSTRUCTIONS

Please note – All Fields are required

PART A: TO BE COMPLETED BY THE BIDDER

Federal Aid:

County: Specify the County where the project will take place.

Contract #: Specify the Project Contract Number which can be found in the Engineer's estimate bid check report.

Bid Item: Provide the Bid Item Number (as it appears in the engineer's estimate bid check report) for which trucking services will be utilized.

Item Description: Provide description of the bid item (as it appears in the engineer's estimate bid check report) for which trucking will be utilized.

Unit Price: Provide the price/unit and specify the type of unit used.

Quantity: Provide the estimated quantity that will require trucking service.

Total Per Item: Provide the estimated total amount that will require trucking services.

Bidder: In this section, provide the bidder's legal name, title, Business address, Phone and email.

The bidder's representative signature is required in addition to the date the form was signed.

PART B: TO BE COMPLETED BY THE UDBE TRUCKING FIRM

Question 1: Specify type of material that will be hauled (i.e. Sand, HMA, gravel)

Question 2: Specify the total number of operational trucks that will be used on the project.

Question 3: Specify the total number of operational trucks and trailers owned by the UDBE that will be used on the project.

Question 4: Specify the total number of operational trucks and trailers leased by the UDBE that will be used on the project.

UDBE Firm: In this section, provide the UDBE Firm's legal name, UDBE Firm's representative legal name and title, certification Number (Found in the firm's OMWBE Profile page in the OMWBE directory), Business address, Phone, fax and email.

The UDBE Firm's representative signature is required in addition to the date the form was signed.



**Underutilized Disadvantaged Business
Enterprise (UDBE) Written
Confirmation Document**

See Contract Provisions: *UDBE Document Submittal Requirements*
Disadvantaged Business Enterprise Participation

THIS FORM SHALL ONLY BE SUBMITTED TO A UDBE THAT IS LISTED ON THE CONTRACTOR'S UNDERUTILIZED DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION CERTIFICATION.
THE CONTRACTOR SHALL COMPLETE PART A PRIOR TO SENDING TO THE UDBE.

PART A: To be completed by the bidder

The entries below shall be consistent with what is shown on the Bidder's Underutilized Disadvantaged Business Enterprise Utilization Certification. Failure to do so will result in Bid rejection.

Contract Title: _____

Bidder's Business Name: _____

UDBE's Business Name: _____

Description of UDBE's Work: _____

Dollar Amount to be Applied Towards UDBE Goal: _____

Dollar Amount to be Subcontracted to UDBE*: _____
*Optional Field

PART B: To be completed by the Underutilized Disadvantaged Business Enterprise

As an authorized representative of the Underutilized Disadvantaged Business Enterprise, I confirm that we have been contacted by the Bidder with regard to the referenced project for the purpose of performing the Work described above. If the Bidder is awarded the Contract, we will enter into an agreement with the Bidder to participate in the project consistent with the information provided in Part A of this form.

Name (printed): _____

Signature: _____

Title: _____

Address: _____ Date: _____

MONTHLY RETAINAGE REPORTING

Prime Contractor: _____

Contract Name: _____

Contract Number: _____ Month/Year of Report: _____

Overview:

As a condition of receiving federal financial assistance, the Washington State Department of Transportation, is required to ensure prime contractors provide prompt and full return of retainage to subcontractors within ten days after the subcontractors work is satisfactorily completed. To ensure WSDOT is monitoring return of retainage, this form is due 15 business days after the end of each month.

Subcontractor Name	Start Date	End Date	Percent Complete	Retainage Withheld (Y/N)	Monthly Amount of Retainage (\$)	Total Amount of Retainage (\$)	Retainage Released Date	Amount Withheld (\$)	Remarks

If you have additional subcontractors, which you are withholding retainage from, please complete additional forms. If you are not withholding retainage from any subcontractors, please list their name above and note no retainage withheld.

Print Name Signature Date

Form Instructions

Subcontractor Name: Enter the name of each subcontractor performing work on the contract.

Start Date: Enter the date the subcontractor began work on the contract.

End Date: Enter the date the subcontractor work on the contract ends or the anticipated date it will end.

Percent Complete: Enter the percentage of contract work completed by the subcontractor as of the date of this form.

Retainage Withheld: Type Y for yes, retainage is being withheld. Type N for no, retainage is not being withheld.

Monthly Amount of Retainage: Enter the dollar amount of retainage being withheld for the month being reported on this form.

Total Amount of Retainage: Enter the total dollar amount of retainage being withheld from the subcontractor since their work began.

Retainage Release Date: Enter the date the retainage has been released to the subcontractor. If not released during the month of reporting on this form, leave blank.

Amount Withheld: Enter any dollar amount of retainage that was not released to the subcontractor.

Remarks: Enter relevant comments.

DBE Truck Unit Listing Log

Contract No.		Project Name:		Prime Contractor:
Company Name	DBE Cert No.	USDOT Truck No.	License Plate No.	Primary DBE Lease/Own Information (if applicable)
				COA UDBE Leased: <input type="checkbox"/> or Owned: <input type="checkbox"/> Leased Non COA DBE: <input type="checkbox"/> Leased Non-DBE Truck Leasing Company: <input type="checkbox"/>
				COA DBE Leased: <input type="checkbox"/> or Owned: <input type="checkbox"/> Leased Non COA DBE: <input type="checkbox"/> Leased Non-DBE Truck Leasing Company: <input type="checkbox"/>
				COA DBE Leased: <input type="checkbox"/> or Owned: <input type="checkbox"/> Leased Non COA DBE: <input type="checkbox"/> Leased Non-DBE Truck Leasing Company: <input type="checkbox"/>
				COA DBE Leased: <input type="checkbox"/> or Owned: <input type="checkbox"/> Leased Non COA DBE: <input type="checkbox"/> Leased Non-DBE Truck Leasing Company: <input type="checkbox"/>
				COA DBE Leased: <input type="checkbox"/> or Owned: <input type="checkbox"/> Leased Non COA DBE: <input type="checkbox"/> Leased Non-DBE Truck Leasing Company: <input type="checkbox"/>
				COA DBE Leased: <input type="checkbox"/> or Owned: <input type="checkbox"/> Leased Non COA DBE: <input type="checkbox"/> Leased Non-DBE Truck Leasing Company: <input type="checkbox"/>
				COA DBE Leased: <input type="checkbox"/> or Owned: <input type="checkbox"/> Leased Non COA DBE: <input type="checkbox"/> Leased Non-DBE Truck Leasing Company: <input type="checkbox"/>
				COA DBE Leased: <input type="checkbox"/> or Owned: <input type="checkbox"/> Leased Non COA DBE: <input type="checkbox"/> Leased Non-DBE Truck Leasing Company: <input type="checkbox"/>
				COA DBE Leased: <input type="checkbox"/> or Owned: <input type="checkbox"/> Leased Non COA DBE: <input type="checkbox"/> Leased Non-DBE Truck Leasing Company: <input type="checkbox"/>
Prime Contractor		Business Address		Business Phone No.

*Upon Request all Lease Agreements Shall be made available, in accordance with the special Provisions

I CERTIFY THAT THE ABOVE INFORMATION IS COMPLETE AND CORRECT, AND COMMIT TO INFORMING THE CONTRACT AGENCY IN WRITING OF ANY CHANGES PRIOR TO THE TRUCK(S) SHOWING UP ON THE PROJECT

Contractor Representative Signature	Title	Date
-------------------------------------	-------	------

Instructions for DBE Truck Unit Listing Log

Company Name: Provide the UDBE Trucking Company Name

DBE Cert No: Provide the UDBE Company Certification Number (Found in the firm's OMWBE Profile page in the OMWBE directory).

USDOT Truck No.: Provide the USDOT Truck No.

License Plate No.: Provide the License Plate No for the truck used on the project.

Primary DBE Lease/Own Information: Specify if the truck used on the project is leased or owned.

Prime Contractor: Please provide the Prime Contractor Business Name, Address and Phone No.

The Prime Contractor Representative's signature is required in addition to their title and the date this form was signed.



ADMINISTRATION TEAM June 14, 2019 Sign In Sheet

Attending	Name	Representing	Office Phone	Cell Phone	Email
JB	Jerry Brais	King County	206-477-3614	425-681-7489	jerry.brais@kingcounty.gov
MB	Jay Byrd	1 Alliance Geomatics	425-502-8171	425-628-0643	Jay.byrd@1-alliance.com
CR	Corey Christensen	KLB Const.	425-297-9313	206-949-3569	corevc@klbconstruction.com
	John Cichosz	Sykos, LLC		360-907-9632	johnc@svkosllc.com
	Brandon Dully	Guy F. Atkinson		206-786-1244	Brandon.Dully@atkn.com
	Jeret Garcia	Valley Electric	360-840-3222	425-322-7415	jeretg@velectric.com
	Quinn Golden	GRANITE INC.	425-551-3100	425-328-7257	Quinn.golden@gcinc.com
MPH	Mike Hall	Tucci & Sons	253-922-6676	253.377.6204	mph@tucciandsons.com
CH	C.J. Handforth	IMCO			chandforth@imcoconstruction.com
PH	Bryant Helvey	GRAHAM		206-718-7266	bryanth@grahamus.com
	Jeff Horton	FHWA	360-753-9411		Jeff.Horton@dot.gov
TPK	Jon Keeth	WSDOT HQ	360-705-7827		KeethJ@WSDOT.WA.GOV
	Earl Key	WSDOT OEO	360-705-7095		Keve@wsdot.wa.gov
	Dewayne Matlock	WSDOT HQ	360-705-7830		MatlocD@wsdot.wa.gov
KRM	Kyle McKeon	WSDOT LP	360-705-7375		Mckeonk@wsdot.wa.gov
WINN	Tina Nelson	APWA Div 1 (Kitsap County)	360-337-4891	360-265-8310	knelson@co.kitsap.wa.us
MS	Mark Scoccolo	SCI Infrastructure	206-242-0633	206-730-5289	mark@scinfrastructure.com
g	Gaius Sanoy	WSDOT OR	253-365-6710		SanoyG@wsdot.wa.gov
	Chad Simonson	WSDOT ER	509-324-6252	509-844-6485	Simonsc@wsdot.wa.gov
SS	Shane Spahr	WSDOT NWR	360-848-7103 360-757-5856		shane.spahr@wsdot.wa.gov
	Denys Tak	WSDOT HQ	360-705-7833	360-269-5007	denys.tak@wsdot.wa.gov
CS	Chris Tams	WSDOT, SWR	360-905-2005	360-624-6202	Tamsc@wsdot.wa.gov
	Phil Wallace	Kiewit Infrastructure Group		206-793-5663	Phil.Wallace@kiewit.com
GTW	Greg Waugh	Max J. Kunev Const.	509-535-0651	206-730-9964	GregW@MaxKunev.com
	Kevin Waligorski	WSDOT NCR	509-667-2861		WaligoK@wsdot.wa.gov
	Jon Deffenbacher	WSDOT HQ	360-705-7820		DeffenJ@wsdot.wa.gov

ADMINISTRATION TEAM

Minutes

Date: June 14, 2019

Time: 9:00 AM to 12:00 PM

WSDOT Fife Project Office

6610 16th Street E., Suite A

Fife, WA 98424

OPEN MEETING

- Notes from Last Meeting – It was noted that minutes have not been distributed, yet.

DISCUSSION TOPICS:

- Old Business
 - **Review Action Items** – saved until the end of the meeting.
 - **Mentor Protégé program** standing item
 - It was mentioned that this is now a jointly-led program with Sound Transit called the “Capacity Building Mentorship Program”.
 - **Revise Notice Standard Spec’s** - update
 - Greg and Jon D. agreed to review the final draft and resolve comments on June 25 after the Lead Team meeting.
 - **DRB Specs and Process** -
 - Jon K mentioned that the subcommittee met today prior to this meeting to discuss the process for soliciting and selecting DRB candidates to be on the “pre-approved roster”
 - Everyone agreed that they would be interested in reading the DRB specification again. Jon K agreed to send it out again.
 - **Project Closeout Flow Chart** – It was agreed that this would be on the agenda for September.
 - Greg would get the flowchart sent out prior to the September meeting.
 - **UDBE Updates**
 - The new requirements went live June 3.
 - Suggestions were made including inserting a Bid Item for DBE Monitoring and offering electronic forms so they can be expanded for DBEs with lots of bid items. Jon D said that UDBE forms can be offered electronically, but IT is still making sure the forms are stable.
 - Jon D asked AGC members whether a Daily Truck Log could be filled out by them showing how much work was done by UDBE trucks. The AGC members agreed that they already get that information, but there was some discussion about who the right person to certify it is – the UDBE or the Prime.

- **Revised Liquidated Damages Calc. Update – Jon K.**
 - The revised calculation was presented to the group. See attached PowerPoint.
 - Tina Nelson said they would have to discuss this and determine whether Local Agencies would incorporate.
- **Sick Leave**
 - Greg said that the sick leave usage is tracking at about 2% currently.
 - Jon D said that the specification has not yet been revised, but will be and the next step includes issuing a Construction Bulletin.
 - The question of Paid Family Leave came up. It was mentioned that this would be included in the markups for wages similar to taxes/insurance.
- **Admin Fees on Escalation Items**
 - Mark S introduced this topic. He said that currently, escalation items such as steel and fuel compensate for the cost of the increase to the Contractor, but not for the administrative costs to run the money through their books. These costs would include B&O tax and bond. He proposed a 2.5% markup on escalation payments.
 - Mark also clarified that this markup should be applied to all adjustment items that increase the amount of revenue.
 - Jon K stated that the escalation is primarily the Contractor's to estimate and that they could make adjustments to their bid to account for these expenses. He also stated that the escalation provisions are not meant to compensate for all costs in all scenarios, but just to address some of the fluctuations. The Contractor still has to price the work accordingly.
- **Certified Inspector Program**
 - Greg said that Phil Wallace and Denys were the leads on this item and they were modeling their MOU similarly to the one with DOE for CESCL training. He said that Phil or Denys could provide an update on next steps.
- **New Business**
 - **Proposed New Member** – Greg mentioned that Tim Hayner (Cascade) asked about rejoining the team. Greg said that Tim was a member of the team previously and was an active member. It was agreed to take it to the Lead Team for a vote.
 - **Federal Small Business Enterprise**
 - Jon D introduced this topic and said that WSDOT is targeting August for implementing a Federal SBE program. This will not be a Condition of Award program, but the same sanctions will apply as the UDBE.
 - There was discussion about how this would work with the UDBE program. Jon D said he didn't think that projects would have both UDBE goals and FSBE goals at first.

- There were also questions about counting and certification criteria. Jon said he would ask OEO to provide those answers as soon as they are available.
- There was also some concerns about bid shopping and questions whether there was outreach happening to expand the availability of FSBE firms.
- **Electronic Bidding vs. Max Available Funds**
 - Jon D said that Connecting Washington line item projects currently are capped at a maximum price and therefore an upset price is being included in the Contracts. The electronic bidding program reveals all bids, even those over the upset amount and therefore it has not been used for these projects. The group was asked whether this was a concern.
 - The Contractors agreed the benefits of the E-bid outweighed revealing bids. They acknowledged that bidders could abstain from submitting bids over the upset amount.
- **Maintenance of the Facility**
 - Jon D introduced the topic. He asked the team whether the requirements for maintenance of the facilities (Section 1-07.23) were clear. The group agreed they could be clearer and would work on this topic in subsequent meetings.

Action Items from Previous Meeting:

<u>Task #</u>	<u>Description</u>	<u>Ball in Court</u>	<u>Target Date</u>
1.1	Resolve comments and get Revised Notice Specification ready to issue	Greg M, Denys	June 25
2	Submit feedback/data on sick leave usage; submit in March to Greg	Contractors	Done/Close
2.1	Reassess sick leave usage March/April 2020	AGC	March 2020
3	Share specifications, when available, on Dynamic Work Zone Systems	Jon	September 2019

4	Project Closeout Flowchart review to determine whether update is needed	Greg, Jon K	Done/Closed
4.1	Send out project closeout flowchart prior to next meeting	Greg	Prior to Sept meeting
5	Update on AGC/CWA Status	Corey	Next meeting
6	Get DRB Spec Update	Jon K	Done/Closed
6.1	Send out revised DRB Specification	Jon K	Prior to Sept meeting
7	Share sample Liquidated Damage calculations when available	Jon K, Greg M, Barb	Done/Closed
8	Invite L&I to attend fall meeting to discuss Certified Payroll system	Jon D.	Prior to Sept meeting
9	Contractor Certified Inspector Training	Denys, Phil, Greg	In progress, update as needed.
10	Look into setting up a collaboration site for review and comment of documents	All	Report back at next meeting
11	Get more info on upcoming FSBE program including Certification Criteria and counting participation	Earl/Jackie/OEO	TBD

DRB Subcommittee

Date: June 14, 2019
Time: 8:00 a.m. to 9:00 a.m.
WSDOT Fife Project Office
6610 16th Street E., Suite A
Fife, WA 98424

PRE-READ ASSIGNMENTS:

- **The revised following were sent out prior to the meeting for review:**
 - Revised DRB Specification
 - Three Party Agreement Form
 - Draft Advertisement/Solicitation

ATTENDANCE:

In Attendance	Name	Representing
	Dewayne Matlock	WSDOT HQ Construction
Yes	Greg Waugh	Max J. Kuney Construction
Yes	Kyle McKeon	WSDOT LP
Yes	Kristina Nelson	APWA Div 1./Kitsap County
Yes	Gaius Sanoy	WSDOT Olympic Region
	Brandon Dully	Guy F. Atkinson
Yes	Jeff Anderson (alternate for Brandon Dully)	Guy F. Atkinson
	Chad Simonson	WSDOT Eastern Region
	John Cicohosz	Sykos, LLC
Yes	Jon Deffenbacher	WSDOT HQ Construction
Yes	Jon Keeth (alternate for Dewayne Matlock)	WSDOT HQ Construction
	CJ Handforth	IMCO
	Denys Tak	WSDOT HQ Construction

OPEN MEETING

- **Purpose Statement:**

- Jon Keeth stated that the purpose of this meeting was to reconvene the subcommittee that will be responsible for managing the solicitation and selection process for the “preapproved roster” of DRB members which is part of the new specification that will be included in the 2020 specification

REVIEW OF SURVEY:

- **Q1. Respondents**

- 5 WSDOT/Local Agency responses, 2 AGC responses

- **Q2. Which items to include on WSDOT DRB webpage**

- In addition to the list included in the survey, the majority of the subcommittee agreed that the applications and resumes should be available publicly. It was noted that the solicitation would need to include this to the applicants.
- It was suggested that DRB “success stories” could be shared on the website.
- The subcommittee recommended a short bio be included as part of the application form so the project teams could review the list efficiently
- Local agencies would also like a statement on the webpage stating that the DRB page is for use by local agencies as well

- **Q3. How often should applications be reviewed?**

- The subcommittee preferred to vote in-person and review applications once per year.
- The subcommittee preferred to require each DRB candidate to resubmit an updated application each year to keep the applications up-to-date and evaluate inactive applicants

- **Q4. Maximum number on approved list?**

- The consensus was that there should be no limit, but that the focus should be on coming up with clear and consistent evaluation criteria and that inactive members should be removed

- **Q5. If limiting to a max, how to manage?**

- The subcommittee did not want to limit the number on the roster

- **Q6. Should a candidate be removed if not used within a certain amount of time?**

- The subcommittee agreed that applications would be submitted each year and reassessed each year. Inactive DRB members would be sorted out through that process.

- **Q7. Should every candidate that meets the minimum requirements be on the roster?**

- The consensus was that the subcommittee would generate a criteria for evaluation and those applicants that meet that criteria would be included. The subcommittee agreed to continue working on this immediately.

- **Other discussion**

- The subcommittee agreed to work on by-laws/rules that they would abide by which would address scoring criteria, voting rules, and a general mission statement to guide them.

Action Items:

<u>Task #</u>	<u>Description</u>	<u>Ball in Court</u>	<u>Target Date</u>
1	Create a beta version of the DRB website including mission statement	Jon K/All	
2	Revise solicitation to make it clear that resumes and applications will be public	Jon K	
3	Link the solicitation on the AGC website	Greg W.	TBD
4	Draft up Charter/By-laws and send out for subcommittee review	Jon K, Jon D, Greg W.	TBD