

A G E N D A

APWA Div 1 Subcommittee

Thursday March 9, 2006 - 10:00 AM

City of Auburn

- 1. Welcome – Introductions**
- 2. Review of Agenda**
- 3. Select note taker**
- 4. Reports**
 - Meeting report from January 12, 2006
 - Minimum Bid Traffic Control – Approval?
- 5. Follow-Up Items from January 12, 2006**
- 6. WSDOT - Fuel Cost adjustment for Force Account**
- 7. 1-07.18 Public Liability and Property Damage Insurance**
 - Update from team meeting from February 17, 2006
- 8. 1-09.9 Payments**
 - Review of draft
- 9. Topics for Future Meetings**
- 10. Meetings in 2006**

<u>Date</u>	<u>Location</u>
March 29, 2006	Spring Conf Vancouver
May 11, 2006	TBD
September 14, 2006	TBD
October 11, 2006	Fall Conf Wenatchee
November 9, 2006	TBD

APWA STANDARD SPECIFICATIONS

Div 1 Subcommittee

Report from Subcommittee Meeting March 9, 2006

The following attended the March 9, 2006 meeting conducted at the City of Auburn:

Elizabeth Alzeer	City of Seattle
Jerry Brais	King County DOT Roads Div
Ingrid Gaub	City of Auburn
Tim Hedges	The Transpo Group
Gretchen Johnson	KBA, Inc.
Lori McFarland	Otak, Inc.
John Marsh	City of Seattle
Dave Mounts	WSDOT – H&LP
Tamara Nack	Gray & Osborne, Inc.
Kristina Nelson	City of Tacoma
Doug Stanley	City of Seattle

Handouts:

1. Agenda
2. Meeting report from January 12, 2006
3. WSDOT Fuel Adjustment for Force Account
4. 1-08.5 Time for Completion
5. Questions/Comments for consideration by the Committee
6. Rough draft of proposed Local Agency GSP – City of Tukwila

A. Standard Business

1. Kristina welcomed the committee and introductions were made around the table.
2. Agenda for today was reviewed and approved (handout 1).
3. Kristina Nelson will take notes.

B. Reports

1. Meeting report from January 12, 2006 was approved (handout 2).
2. *Minimum Bid Traffic Control – Approved and Posted.* Final revision was submitted to WSDOT/H&LP on January 24 – Approved and added to the website on March 6, 2006. Listed as a January 23, 2006 APWA GSP.
3. *Increased and Decreased Quantities (1-04.6) – FHWA Approval ?* David Mounts reports that FHWA didn't approve of the GSPs, due to the fill-ins being too open-ended. Per Dave: "If specification was written so that that it ties down the amount, say any item with a value of \$10,000 or in this day and age \$25,000 will not be classified as an item for evaluation of increased and decreased quantities may make it work". So should we revisit or resubmit this? **Kristina will talk with Cathy Nicholas at FHWA.**
4. *Website - Div 1 webpage on the APWA Chapter website.* Melissa has provided an outline and needs additional information – copies of meeting reports and an

introduction. **Suggestion was made to create a mission statement. Lori McFarland volunteered to work on a mission statement.**

C. WSDOT – Fuel Cost Adjustment for Force Account - Handout 3

Kristina presented the fuel cost adjustment that had been discussed at the AGC/WSDOT AdminTeam. The item moved forward quickly and the new rates are effective March 1 – July 15, 2006. As provided, this adjustment doesn't need a Change Order. An issue was raised with access to the Blue Book and if H&LP could help local agencies. Many don't have it as the subscription is very expensive. H&LP doesn't have the access. Local agencies can contact the local WSDOT Construction Offices for the information.

D. 1-07.18 Public Liability and Property Damage Insurance

The Task Force met on February 17th with representation from Redmond, Seattle, Vancouver and Everett. Peter Camp had made contact with a contractor insurance broker and invited, Jeffrey Skeels with Parker, Smith & Feek. Mr. Skeels participated and provided valuable input. Gretchen is finalizing the document. There will be a basic insurance Specification for all jobs with fill-ins for 'extras'. Revised requirement for subcontractor, prime will be responsible for collecting their certificates.

This has really been a concerted effort with a great Task Force of expertise from all areas of interest.

E. 1-08.5 Time For Completion - Handout 4

A proposal to revise the language to allow the Contractor 10 days before commencing work, but days on the contract would start when the contractor does commence work. Tamara Nack will revise based on discussion and bring to the next meeting.

F. Questions/Comments – Handout 5

1-01.3 Definitions (APWA GSP)

The definitions for "Substantial Completion Date", "Physical Completion Date" and "Completion Date" are provided in this GSP are the same as the WSDOT Standard Specifications. Since the definitions are the same should they be repeated in the GSP?

The committee doesn't recall why they were listed here – maybe to cover it all in one location. We will remove them. Gretchen will remove as part of an edit/revise/clean-up document that she is working on.

Contract Completion Date

I would like clarification on "Contract Completion Date" which is defined, in the APWA GSP, as "The date by which the work is contractually required to be physically completed". Does this definition contradict section 1-08.5 APWA GSP which states "If substantial completion has been granted and all the authorized working days have been used, charging of working days will cease."?

Contract completion date vs. Completion Date. Gretchen thinks that this is included here because it ties to something else, but wasn't sure, maybe it needs to be moved. Requires more research.

Additional Definition

Add a definition for "Standard Specifications" – Washington State Department of Transportation Standard Specifications for Road, Bridge, and Municipal Construction, M 41-10, 2006 edition.

The consensus of the committee was to NOT add this definition.

1-04.2 Coordination of Contract Documents, Plans, Special Provisions, Specification, and Addenda.

Consider revising #3. "Special Provisions". (Deleting the reference to APWA GSP) Both WSDOT and APWA have GSP. 1-01.3 defines "Special Provisions" – Supplemental specifications and modifications to the standard specifications and the amendments to the standard specifications that apply to an individual project.

Item 5 and 6 both reference the Standard Specifications. If Standard Specification definition is provided in 1-01.3 then definition does not need to be provided in #5 or 6.

The consensus of the committee was to leave it as is. Some agencies will put GSPs separate from Special Provisions – the book comes last at all times.

Clarity in Underlining within APWA GSPs

A colleague was preparing a contract using the APWA GSP and it was not clear why portions of some GSPs were unlined. Would it be of any benefit to include a statement that underlined segments are the revised portions to the Standard Specifications?

The introduction on the GSP website under: "How to use the GSP" explains the underlining.

G. Calendar Days – continue from last time - Handout 6

Gretchen suggested to look through other divisions, is calendar days used elsewhere? How about business days?? Tim Hedges volunteered to take a look at this.

WSDOT doesn't like Calendar Days because of weather arguments. How to deal with abnormally unsuitable weather? Can this be tied to something? Tamara has a sample for using historic data in contracts. She will send this to Gretchen.

H. Topics for Future meetings

This list contains old and new requests:

1. Disposals – John Marsh
2. Are there Pierce County standards that would be useful for other agencies?
Kristina asked Jackie Spears to bring Pierce County's Div 1 to the committee.
3. Insurance Spec for small projects. Is the City of Seattle using one/preparing one, and if so how is it working/going?
4. Sales Tax
5. Calendar Day GSP

I. Future Meetings

May 11, 2006

September 14, 2006

October 11, 2006 APWA Fall Conference Wenatchee

November 9, 2006

Kristina closed the meeting and thanked Ingrid for hosting the meeting and volunteering to host the next meeting.

Meeting adjourned

MEMORANDUM

Date: January 24, 2006
To: David Mounts, WSDOT – H&LP
From: APWA Division 1 Subcommittee
Subject: Proposed Local Agency GSPs

The APWA Div 1 Subcommittee respectfully requests that the following Local Agency GSPs be considered for approval to be used on FHWA-funded projects. We also request that these GSPs be posted on the website, upon FHWA approval. If not approved by the FHWA we request that the GSPs be posted with the language “May not be used on FHWA-funded projects.”

1-02.6, 1-10.5(1) and 1-10.5(2) are new APWA GSPs. Underlined text should stay underlined – shows what’s different from the WSDOT Std. Specs. On the website, please put “**New**” over at the right margin on the Index page, for 2 months, then remove that callout.

1-03.1 is a revision to an existing APWA GSP. **The red text shows what is changing this time around, just for your information** – please convert it to black text before putting on the website, but keep it underlined. Then, all underlines will show what’s different from the WSDOT Std. Specs. Please put “**Revised**” over at the right margin on the Index page, for 2 months, then remove that callout.

This is what we would like to see on the website for the Division 1 Index page:

- | | | |
|--------|---|----------------|
| 1-02.6 | Preparation of Proposal
(Jan. 23, 2006)
Use when you require a minimum bid amount for a Proposal item.
If used, you must identify the minimum bid amount under the bid item in the Proposal.
If used, also use 1-03.1. | New |
| 1-03.1 | Consideration of Bids
(Jan. 23, 2006)
Use when you require a minimum bid amount for a Proposal item.
If used, also use 1-02.6 | Revised |

- 1-10.5(1) **Lump Sum Bid for Project (No Unit Items)** **New**
(Jan. 23, 2006)
Use when you require a minimum bid for this pay item. If used, you must also identify the minimum bid amount under the bid item in the Proposal.
If used, also use 1-02.6 and 1-03.1
1 fill-in
- 1-10.5(2) **Item Bids with Lump Sum for Incidentals** **New**
(Jan. 11, 2006)
Use when you require minimum bids for the pay items listed. If used, you must also identify the minimum bid amount under the bid item in the Proposal.
If used, also use 1-02.6 and 1-03.1
2 fill-ins

Below are our proposed GSPs:

1-02.6 Preparation of Proposal
(January 23, 2006 APWA GSP)

Supplement the second paragraph with the following:

4. If a minimum bid amount has been established for any item, the unit price must equal or exceed the minimum amount stated.

1-03.1 Consideration of Bids
(January 23, 2006 APWA GSP)

Revise the first paragraph to read:

After opening and reading proposals, the Contracting Agency will check them for correctness of extensions of the prices per unit and the total price. If a discrepancy exists between the price per unit and the extended amount of any bid item, the price per unit will control. If a minimum bid amount has been established for any item and the bidder's unit or lump sum price is less than the minimum specified amount, the Contracting Agency will unilaterally revise the unit or lump sum price, to the minimum specified amount and recalculate the extension. The total of extensions, corrected where necessary, including sales taxes where applicable and such additives and/or alternates as selected by the Contracting Agency, will be used by the Contracting Agency for award purposes and to fix the Awarded Contract Price amount and the amount of the contract bond.

1-10.5(1) Lump Sum Bid for Project (No Unit Items)
(January 23, 2006 APWA GSP)

Revise the pay item name to read:

“Project Temporary Traffic Control, min. Bid \$ \$\$1\$\$”, lump sum.

1-10.5(2) Item Bids with Lump Sum for Incidentals
(January 23, 2006 APWA GSP)

Revise the names of the second and third pay items to read:

“Flaggers and Spotters, min. Bid \$ \$\$1\$\$, per hour”.

“Other Traffic Control Labor, min. Bid \$ \$\$2\$\$, per hour”.

We appreciate your time and commitment to our subcommittee.

If you have any questions or need additional information, please don't hesitate to contact me at (253) 591-5787, or via e-mail at knelson@cityoftacoma.org

Sincerely,

Kristina B. Nelson
Chair, APWA Div 1 Subcommittee

c: APWA Div 1 Subcommittee Members