



Design Project
Dane County Stakeholder No. 20 Notes
Verona Road–Contract 1206-07-05/06/09
Wisconsin Department of Transportation (WisDOT)
May 1, 2013, 5 P.M.

Project: Verona Road Interchange, I.D. 1206-07-05/06/09

Strand Job No.: 1089.369

Meeting Location: Strand Associates, Inc.®, 910 West Wingra Drive, Madison, Wisconsin

Meeting Purpose: Dane County Stakeholder Meeting No. 20

Present and which group meeting they attended:

Joe Bunker–Business and Labor
Rochelle Codlyn–Labor
Alfonso Studesville–Business
Wyolanda Singleton–Business and Labor
Dorothy Krause–Labor
Katrina Feltes–Business and Labor
Paul Zimmer–Labor
John Odom–Business and Labor
Mary Watrud–Labor

In attendance by phone/Internet live meeting and which group meeting they attended:

Norman Davis–Business
Alicia Griffin–Business and Labor
Clay Tschillard–Labor
Marge Wood–Business and Labor
Brian Mitchell–Business
Julie Harkinson–Business
Michele Carter–Business and Labor

Meeting Handouts (provided via e-mail before the meeting)

- Meeting notes and presentations from April 2013 meeting
- Meeting Agenda

Discussion:

Action:

1. Labor Group Meeting (5 P.M.)
Welcome and Opening Remarks

The group was welcomed by Rochelle and brief introductions were given.

Michele reviewed the agenda items:

- a. Discuss progress of data collection for aspirational goals.
- b. Review workforce opportunities contract provision.

The group discussed the following aspirational goal numbers:

- a. Mary provided aspirational goal numbers for the YWCA, CWDA, and Operation Fresh Start.
- b. Marge provided aspirational goal numbers for the Tools for Tomorrow.
- c. Clay discussed the aspirational numbers for the electrical union. Clay noted the goals appear to be missing the carpenters.
- d. Michele reiterated the importance of having real numbers to approach agencies regarding this topic. She requested Rochelle update the table for use at the June meeting.



Discussion:

Action:

Michele discussed the workforce opportunities handout:

- a. Michele stated this is an optional specification to use in proposals. During the workforce opportunities workshop is a good time for the DBE office to discuss equity provisions. The workshop typically takes place before or after the preconstruction meeting for a project.
- b. Michele noted the preconstruction meeting for the Verona Road project will likely be in early to mid-June.
- c. Joe indicated the specification is not included in the first Verona Road let because the project is 100 percent state-funded.
- d. Michele requested Katrina discuss having a workforce opportunities meeting following the preconstruction meeting with the Region project staff. Katrina agreed to talk with the Region.
- e. Katrina asked for the purpose and goal of the workshop. Michele stated the workshop provides opportunities for contractors to hear from organizations that have a workforce that is ready, willing, and able to work.

Katrina will discuss a workforce opportunities workshop with the Region project staff.

2. Project Updates

Katrina provided project updates and exhibits (attached) for the I-39 project. Joe provided project updates and exhibits (attached) for the Verona Road project.

Katrina reminded the group about the Small Business Meeting that will be held May 3, 2012, at WisDOT's Madison office from 2 to 5 P.M.

3. Business Group Meeting (6:15 P.M.)

Michele discussed the agenda for the meeting.

- a. Review agenda for the Small Business Meeting.
- b. Discuss Verona Road mandatory Prebid Meeting.
- c. Review WisDOT's Highway Construction Contract Information (HCCI) web site for resources for small businesses.

Small Business meeting:

Rochelle stated the RSVPs for the meeting are lower than expected. She requested all attendees of this meeting send another request for small business contractors to attend the meeting.

a. Verona Road Mandatory Prebid Meeting

- (1) Rochelle shared the list of attendees to the meeting that occurred April 23, 2013. She noted only eight prime contractors attended the meeting. Julie asked whether the list could be sent to various small businesses. Rochelle stated the list could be sent and suggested small business firms contact the identified prime contractors.
- (2) Norman asked whether the future Verona Road projects will have a DBE hiring goal. Michele noted the projects will have DBE goals if they include federal funding. Joe noted federal funding is anticipated on several of the future Verona Road project lettings.
- (3) Alicia asked how WisDOT decides to have a mandatory Prebid Meeting for a project. Joe noted the meetings typically occur on larger dollar projects that include many nonstandard specifications.

WisDOT will organize an orientation meeting for the DBE firms from WisDOT's SW Region.



Discussion:

Action:

b. WisDOT's HCCI Website

- (1) Rochelle showed the group how to get to the site through the Internet. The web site link is <http://roadwaystandards.dot.wi.gov/hcci/>
- (2) This site can be used by small businesses to find eligible contractors for the upcoming construction projects.
- (3) Julie asked whether there is a one-page guide on how to navigate the web site. Rochelle stated that was a great idea and asked that Julie prepare the summary.
- (4) Brian stated the web site is an excellent resource for DBE forms for all of WisDOT's construction information.

Julie will prepare a one-page summary for navigating the HCCI web site.

4. Announcements

The June meeting will NOT be webcast as the facilities at Strand Associates, Inc.[®] are booked for that evening. The meeting will be by teleconference only.

The meeting adjourned at approximately 7 P.M.

If there are any additions or comments on these minutes, please call (608) 251-4843 or e-mail Joe.

Prepared by Joe Bunker and Wyolanda Singleton and respectfully submitted to all participants and invitees.

c: All Participants and Invitees



**Dane County Stakeholder Committee
Focus: Verona Rd & I-39/90 Projects**

May 1, 2013
5:00 PM - 7:00 PM

WEBCAST

{In Person at Strand Associates (Optional)}

AGENDA

Labor

5:00p.m.

- 1) Roll Call
- 2) Review Agenda
- 3) Discuss Progress of Data collection for Aspirational Labor Goal (Committee Members et.al)

Refer to "Data Collection for Aspirational Goal Worksheet"

- 4) Review Workforce Opportunities Contract Provision

6:00 – 6:15 General Project Updates

Business

6:15p.m

- 1) Review Agenda
- 2) Review reservations for Small Business Orientation
- 3) Review Attendee List for Mandatory Pre-Bid Meeting
- 4) Using HCCI to locate Eligible Contractors

Future Meeting Schedule

June 5, 2013 (Webcast)

DATA COLLECTION for LABOR ASPIRATIONAL GOAL WORKSHEET

Ready, Willing & Able Construction Workers (People of Color and Females)

Ready, Willing & Able Construction Workers (All Construction Workers)

Data Collection Exercise:

- ✚ Request numbers representing their overall pool of ready, willing and able members or participants.
- ✚ Ask that the data be segregated to account for minority, women demographics
- ✚ Ultimately interested in the contact information for their pool of candidates

NOTE: USDOL Minority Labor Goals: **Dane County 2.2%, Rock County 3.1%; Female Labor Goal 6.9%**

2013 Data Requests:

Workforce Resources				
COMMUNITY BASED ORGANIZATIONS				
	Minority	Female	Non-minority	TOTAL
YWCA of Madison (TrANS):	114	22	56	192
CWDA:				
• <i>Operation Fresh Start</i>	11	4	5	20
• <i>START</i>	51	10	8	69
• <i>Tools for Tomorrow</i>				
• <i>CTI</i>				
SCHOOL SYSTEMS				
MATC	78	90	490	658
Blackhawk Technical College	27	18	190	235
Sun Prairie Diesel School				
Department of Public Information <i>(for high schools with construction specialties in Dane County)</i>	11	9	141	161
GOVERNMENT AGENCIES				
Bureau of Apprenticeship Standards	33	23	230	286
Workforce Investment Board (WIA) Job Centers	13	13	13	39
Veterans Affairs				
Department of Corrections				
CONSTRUCTION UNIONS				
Carpenters				
Cement Masons				
Construction Laborers (Local 464)	148	22	416	586
Electrical	8	4	83	95
Ironworkers	6	0	36	42
Operating Engineers	12	0	362	374
TOTAL	504	211	1947	2662

41. Work Force Opportunities.

After contract award, attend the Work Force Opportunities workshop. The workshop will take place on the same day and be in the same location as the pre-construction meeting.

The Work Force Opportunities workshop will provide a venue for contractors to have meaningful dialogue with Transportation Alliance for New Solutions (TrANS) providers regarding the hiring of TrANS graduates. Reference ASP-1 for additional information regarding TrANS. The prime contractor and the 3 largest subcontractors according to let value of work shall provide staff with hiring authority to participate in a job-matching session during this workshop. Workshop participants will, at a minimum:

- Review contractor hiring processes for general labor positions.
- Listen to a presentation provided by TrANS providers regarding the TrANS training program, including details regarding how contractors can hire TrANS graduates.
- Review TrANS graduate availability for working on the project.
- Meet one-on-one for two minutes with each TrANS graduate in attendance at the meeting.

42. Freeway Lighting Systems – WISDOT Owned Systems.

The following modifications are made to standard specifications and standard detail drawings as they apply to state-owned highway lighting.

Append standard spec 651.2 with the following:

For materials to be furnished by the department or returned to the department, deliveries or pick-ups shall be scheduled three working days in advance so as to occur during normal business hours Monday through Thursday. Contact Mr. Mike Prebish at (414) 266-1170.

State Electrical Shop, 935 South 60th Street, West Allis and in Wauwatosa, Milwaukee County.

Append standard spec 651.3.1 with the following:

The department does not employ a load dispatcher and has no intent to do so. Each electrical worker is responsible for his own protection from automatic switching and from switching by others. Conform to lock-out and tag-out rules that apply in the industry. Tags shall be signed and dated, and include the name of the contractor. If possible, clear lock-outs and tag-outs by the end of the work day. If not possible, notify the engineer.

Region PRECONSTRUCTION GUIDELINES

PRECONSTRUCTION GUIDELINES

The following guidelines should be addressed at all Preconstruction Conferences. These guidelines are the result of the Contract and Construction Improvement Committee (CCIC) meetings, agreed to by the Department of Transportation and the construction industry, to help solve decision making in the field.

The Preconstruction Guidelines consist of the following topics:

- Weekly Construction Meetings
- Chain of Communications and Timeliness for Decision Making
- Guidelines for Processing of paperwork on Projects without Disputes

You are encouraged to fill in as much information in the Chain of Communication Guideline forms for yourself, as well as your subcontractors, **prior to the preconstruction meeting.**

WEEKLY CONSTRUCTION MEETINGS

The need for weekly construction meetings will be as specified in the contract special provisions or as mutually agreed upon by WisDOT and the prime contractor. The regularity and location of the meetings should be decided by both parties at the preconstruction meeting.

The following is a list of possible attendees:

- WISDOT field personnel
- Prime contractor representatives
- Subcontractor representatives
- Utility representatives
- Municipal representatives
- Consultant representatives

Prime contractor and project manager will set the agenda, which may include the following:

- Traffic control and safety
- Utilities problems
- Scheduling conflicts
- Prime contractor and subcontractor issues
- WISDOT and consultant issues
- Resolved and unresolved issues (old business as well as other issues identified at the start of the meeting)

Region PRECONSTRUCTION GUIDELINES

CHAIN of COMMUNICATION and TIMELINESS for DECISION MAKING

<u>Prime Contractor</u>	<u>WISDOT And/or Consultant</u>	<u>Time Lapse from Notification</u>
Foreman: Decision _____ _____	Project Field Engineer _____ _____	Immediate decision
Superintendent: _____ _____	Project Manager: _____ _____	Immediate or one day for decision
Superintendent: _____ _____	Project Development Supervisor _____ _____	Immediate or one day for decision or response
Prime Contractor's Main Office _____ _____ _____	Project Development Chief _____ _____ _____	Two days for a decision or response

Region's Soils Engineer (name/tel. no.) _____
 Region's Utility Coordinator (name/tel. no.) _____

- List names, telephone numbers, fax numbers
- Timetables may be changed or altered if mutually agreed upon
- See next page for subcontractor's chain of communication if applicable

Region PRECONSTRUCTION GUIDELINES

GUIDELINES for PROCESSING PAPERWORK On PROJECTS WITHOUT DISPUTES

Intermediate Estimate Payments

Progress payments will be made in accordance with Subsection 109.6.2 of the Standard Specifications.

Final Estimate Payments

Semi-final estimate and final payment will be made in accordance with Subsection 109.7 of the Standard Specifications.

- The semi-final (or tentative final) estimate will be submitted to the contractor after final acceptance of the project, receipt of document submittals and materials test reports, and Region Review.
- Prime contractor returns semi-final to WisDOT within 30 calendar days of receiving the semi-final estimate.
- The prime contractor will receive the final payment within 1 year after WisDOT receives the semi-final.

Control of Materials

- Contractor shall provide materials conforming to the contract. Materials submittals will be done in accordance with Section 106 of the Standard Specifications.

Update of Contractor's Work Schedule

- Timing of updates of contractor progress schedules will be as stated in Subsection 108.4 of the Standard Specifications.
- Working Day Reports should be provided and printed out weekly.



Jan 25, 2010

Dear Contractor,

I am surveying your interest in participating in an event that would bring together Department of Transportation Prime contractors and TrANS graduates. The purpose of this event is to provide a forum where contractors working with DOT, can meet a variety laborer candidates one-on-one to expand their career network and to potentially forge future employment or contracting relationships. Your participation will proactively facilitate good faith effort allowing participants to market themselves and their expertise to you.

The event will tentatively take place between February and March during which time, we will host similar workshops for DBE construction and consultant firms. Your feedback and the number of interested respondents will determine location, duration, and format of this contracting workshop.

Please let me know if a representative from your company, who is responsible for hiring and/or EEO, will be interested or available in participating. Please confirm your interest with a phone call to 414-438-4585 or email at no later than February 6th.

Once I receive feedback from all of the Prime contractors I will send you information on the location, date and time of the event.

Regards,

WisDOT Labor Development
414-438-4585

Speed Networking Invitation

Letter from Prime Contractor to its Subcontractors

We will be conducting a new process called "Speed Networking". This is a golden opportunity for you to see many MTrANS graduates in a short amount of time. There will be 20 contractor representatives and 40 MTrANS graduates. You will spend 5 minutes with each interviewing them and/or helping them to understand what it takes to be successful in the industry.

You can interview them for the Marquette Project or other openings you may have. Even if you are not hiring, please give these people an opportunity to practice interviewing and share your knowledge of the industry, who knows you may find a wonderful employee on the other side of the table.

The event will last 4 hours in the afternoon with breaks. The time goes fast because each person only comes to you for 5 minutes. (Remember these people come with a \$5.00 reimbursement on each hour they work on a qualified project and most are also eligible for apprenticeship)

This event is sponsored by the DOT and will be held at their offices at the AMTRAK station downtown. Each contractor representative will be paid \$180 for expenses to attend. Since we need 20 people to make this work we need firm commitments and larger contract holders please send more than one person. I might suggest a foreman or a field supervisor might benefit from the experience also or anyone connected with hiring or mentoring new employees. This is also a good way of demonstrating Good Faith Efforts and helping to promote our industry with the local community. It is a WIN -WIN for everyone.

The DOT would like to hold this event the week of February 20th. Please email me back, no later than February 1, with how many will be representing your company and which day of the week is best to hold this event. We will pick the day based on the majority. If I have sent this to you in error and there is someone else in your company that this is more appropriate for them to address, please forward to them as soon as possible.

I am also in the process of developing a simple monthly report for submittal to the DOT for the participation in events such as above. When completed and approved I will forward to each subcontractor for use.

Thank you and I look forward to hearing from you in the near future.

Prime Contractor Representative



Agenda
Pre-Bid Meeting
Verona Road Construction
Contract 1206-00-72, 1206-07-77/81/83
Region Office
April 23, 2013, 1 P.M.

*Proposal #8
May 2013 Letting*

1. Project Information

- a. Staff Introductions (Design and Construction).
- b. Project Overview & Description.
- c. Project let date May 14, 2013.
- d. Project completion date July 25, 2014.

2. Plan and Proposal

- a. Work areas, interim completion dates, and liquidated damages.
- b. Lane closure times and assessments.
- c. Building removals - asbestos reports, coordination with habitat for humanity.
- d. Contaminated materials - materials handling plan.
- e. Utilities.
- f. Sample panels and coordination of form liners and stain colors.

3. Questions and Answers