

NC State University HUB Advisory Committee Meeting
Primrose Conference Room
November 19, 2002
12 – 2 p.m.
MINUTES

Advisory Committee Members Present:

External: Ivey Daughtridge
Jessie Callis
Kenneth Martin
Kenneth Johnson
Mike Clark

Internal: Ted Devens
Bob Fraser
Mike Harwood
Charlie Lefler
Marvin Williams
Carol Woodyard

Committee Support Staff:

Linda Chavis, HUB Construction Program Office Assistant

Additional Attendees:

Kevin Kirkhart, Bovis Lend Lease, Inc.
Bruce Knight, Centex Construction Co.
Lew Myers

Advisory Committee Members Not Present (Excused):

External: Willie Stewart

After lunch, Carol Woodyard asked if there were any corrections or additions to the September 24th minutes. There were none, and the minutes were approved.

Kevin Kirkhart gave an update on Contractor's Course. Courses will be provided without fee for volunteer faculty.

Promotion: Data Base, Centex Data Base, mail out brochures to every HUB Department in the state, six sided brochures and registration forms.

Kevin Kirkhart will establish content, faculty, create mailing pieces, mailing list and location. Classes will start the second and fourth Tuesday in January. The dates for classes are:

- January 14 and 28
- February 11 and 25
- March 11 and 25

Alice Warren will check on space for 40 to 50 people at the McKimmon Center, the cost of cookies and sodas. Suggested to link all with the web site, registration on line or in person at the McKimmon Center.

Kevin Kirkhart suggested waiving the fee and charging \$20.00 per class or \$100.00 for all six courses. Giving out 4 inch binders and each time they come to class have a new insert.

Kenneth Martin suggested opening up to other campuses of the HUB about the courses and the Design and Architect groups get the same information of the courses.

Ivey Daughtridge agreed on the cost for the courses, stating that if you charge the blue-collar workers any more than that it would not be successful.

Kevin Kirkhart stated having a mixture of gender, race, and team members to create topics and agendas.

Bruce Knight suggested bringing people in from each of the organizations for topics and introductions.

Kevin Kirkhart gave an update on the CVM Wet Lab Project HUB Participation, Early Site Package results and Contractor follow up. Kevin brought in a CVM report of the qualified CVM Wet Lab Building Bidders. Of the 201 bid packages, 36 were African American, 16 Women, 3 others own.

Marvin Williams pointed out that, of the entire 24 qualified contractors, only 9 contractors submitted bids. Marvin followed up with the contractors to find out why they did not bid. There were several responses.

- Confusion whether Bonding was required
- Too busy at the time of bid
- Getting the work done within that time frame
- Too many contractors in a package
- Competition with other larger contractors

Kenneth Johnson had pre-qualification questions and concerns about 1st and 2nd Teer Informal Projects and giving specific work to certain construction firms. It was established that none of the accusations were true; \$300,000 or less is informal.

Ed Rudio had meet with Bob Fraser, Carol Woodyard and Marvin Williams wanting to know why they could not get pre-qualified for a certain portion of work. The job was for \$1,500,000. Ed was asked to provide his bonding capacity. Waiting for a reply from him. Marvin Williams will give a call to all the qualified bidders for the Lab building and encourage them to bid and find out what we can do to help.

Kenneth Johnson wanted to know what tangible measurable outcome you anticipate, or what the difference going to be, in terms of utilization after the courses are finished?

Charles Leffler explained that this is what was decided from the surveys.

Ivey Daughtridg mentioned that the minority contractors had to make it happen, for them getting an education, proper training and responding to bid requests.

Bruce Knight gave an update on the University Apartment Project. He handed out tracking sheets to use as a call sheet. He also handed out forms for the pre-qualification review sheet. The closing date for pre-qualification for the University Apartment is December 10, 2002. The advertisement review bid package stage will start December 12, 2002. December 18 or 19, 2002 we will have the pre-bid conference. Letters will be sent out 21 days prior to bid date.

Bruce Knight is generating a list of all 2nd Tier subcontractors inviting all to our pre-bid conference. They will meet and talk with pre-qualified 1st Tier subcontractors to increase participation.

Bruce Knight explained the pre-qualification package and fax cover sheet.

Lew Myers stated that we should concentrate on an aggressive out reach for the most qualified to do the work.

Bruce Knight gave information on the safety of the contractors. For every subcontractor that is recommended to the University, but not to become a 1st Tier, forms will be completed to explain why. Record keeping communication for every subcontractor disqualified bonding, workload and liens on projects. Use OSHA web site to get information on subcontractor's safety record and violations.

Marvin Williams reported of recent Formal Projects awarded to the Partners III Centennial Campus. Participation was 18% overall, 17.3% of that was female, 0.7% African American. We had a meeting with the contractor to express our concerns relative to the African American participation on this project. The contractor committed to us to increase African American participation on the project and gave reports and information to keep on file. (Shelco)

Marvin Williams gave statistics on the year as overall 15.1% on projects, 12.7% female, and 2.4% African American.

Ted Devens gave an update of HUB participation on informal projects, today we are at 28%, female 22.2%, African American 4.9%, Asian 1.1%. For our competitive HUB contractors on an average 533 invitations, we made that many phone calls, 88 of those were the HUB's, 16½ % invitation ratio.

Mike Harwood gave updates on Designer selection and gave out copies of information regarding the upcoming Designers advertisements. An update should be on the web site. There is a sizeable amount of work to be selected.

Mike Harwood stated that firms listed for all submittals included a short listing of HUB firms. Since the beginning of the year only one project has been out of state, that was a renovation of library, all others have been in state.

Lew Myers will encourage sub-designers to be on the team. He suggested to also include in your list those HUB professional service firms that are on the database.

Mike Harwood explained the 10 basic criteria for selection of design firms.

Kenneth Martin was more concerned with teaming as a good approach to increasing HUB designer participation.

The HUB Advisory Committee's next scheduled meeting is January 21, 2002.