

**Quarterly Meeting of the  
Center for Job Order Contracting Excellence**  
Location: Bechtel Conference Center, ASCE Headquarters  
July 22-23, 1999

**Thursday, July 22, 1999**

**Attendance**

Jayne	Ken	Applied Innovative Management
Kashiwagi	Dean	Arizona State University
Kline	Clay	AssetWorks
Benton	Rich	Centennial Contractors
Sweetser	Bill	Centennial Contractors
Ludwig	Kurt	Del-Jen
Hoover	Allan	Estimating Systems
Moore	Michael	RS Means-Consulting Services
Coffey	Robert	The Gordian Group
Pinker	David	Williams, Russell & Johnson

**Work Session:**

1. The meeting was called to order by Bill Sweetser at approximately 1:15 p.m.
2. The April 1999 quarterly meeting minutes were reviewed and approved by consensus.
3. It was agreed that the next quarterly meeting would take place in Atlanta, Georgia (October 21-22, 1999). The meeting location, agenda and hotel information will be arranged by Robert Coffey, assisted by Dave Pinker. Consideration should be given to having a "JOC Fair" with opportunities for CJE members to man a table and distribute information about their services to those attending. Dean agreed to attempt to arrange use of a meeting room in the State Building with suggestions of presentations from Fulton County, MARTA and Atlanta Public Schools. Bill Sweetser agreed to contact Jack Hodge of NASA-Goddard Space Flight Center to see if available to make a presentation.
4. The January meeting was scheduled for January 25 - 26, 2000 at Arizona State University.

**Committee Chairpersons' Reports on Action Items**

**Education Committee**

1. Dr. Kashiwagi's article titled *The History and Performance of the JOC Construction Delivery System (1994-1998)* was mailed to Cost Engineering Magazine for possible publication in the October or December 1999 issue.
2. Clay Kline has sent an article about JOC to the APPA publication.

3. Provide copies of articles to CJE in electronic format so they can place on the website.
4. The rough draft/questionnaire on the bonding education-write up has been prepared by Rich Barrick. His research is still on-going and is waiting for the feedback from CJE contractors' bonding companies.
5. In order to enhance the JOC presentation, all CJE members are continuously encouraged to submit more case studies and photographs to Ken Jayne and CJE.

### **Member Benefits Action Items**

1. The action item of compiling a general database of facility owners was eliminated as no members provided the necessary information to CJE.
2. Robert Coffey, Jim Shannon and Clayton Kline are still refining the annual facility owner survey questions. A draft set of questions were distributed for review and discussed. A consensus was reached that a question should be added that will determine if delivery/task orders are being competed.
3. A draft copy of the Newsletter was distributed for review. [The newsletter has been completed on July 29<sup>th</sup>, 1999]. All CJE members will be mailed the current issue for further distribution.
4. Syed Raza has been providing a clearinghouse of upcoming JOC bids to all members twice a month. This action item will be on-going till further notice. A comment was made to ensure The Gordian Group solicitations are included in the listing.
5. Michael Moore of R.S. Means reported that CJE will be mentioned in the yellow pages at the back of the Year 2000 Estimating books.

### **Administrative Action Items**

1. The format for a confidential database with contact information was e-mailed to members. Each member's contact information will not be disclosed to any other member without his/her permission. CJE is currently awaiting members to mail or fax their point of contacts.
2. The action item to audio teleconference business meetings was eliminated due to cost.
3. The current CJE newsletter will be mailed out as soon as the CJE members provide a complete physical address for each of their contacts.
4. The CJE "budget" dated July 16, 1999 was distributed and reviewed. Detailed discussion followed with a decision to not renew membership in the Contract Services Association to save funds. It was also agreed by unanimous vote to increase the Consultant member dues by \$500 annually, and not require their membership in the Alliance for Construction Excellence (ACE). Contractor members will continue to be required to be a concurrent member of ACE.
5. Bill Sweester agreed to call the delinquent dues paying contractor members and inform them that they cannot participate in the annual facility owner survey unless dues are current. Clay Kline agreed to contact Northside ISD and University of Texas Health Sciences about their delinquent dues status.
6. It was agreed that CJE needs to formally invoice members for dues with a due date.
7. The CJE website was updated and is continuously refined to allow easier and quicker access to popular items.
8. The committee established in the last quarterly meeting is in the process of definitizing the criteria to be a "Certified Performance Based JOC Contractor. This is an on going action item.

9. **Additional Old Business**

The new point of contacts from ASU will be Jamie Conner, Ziad Al Sharmani, Syed Raza and Ahsan Ahmad.

### **New Business**

1. It was decided to form a transition committee of Bill Sweester, Ken Jayne and Rex Shaver to plan the transition of the Industry Chair and next year's meeting sites.
2. Ken Jayne suggested a Facility Owner be elected a Co-Chair. This matter was not resolved given the paucity of Facility Owners attending the business meeting.

The afternoon session adjourned at approximately 5:30pm and reconvened at Clyde's of Tyson Corners for a group dinner.

### **Friday, July 23, 1999**

*The agenda was followed with 34 individuals in attendance. See attachment two for the listing of attendees.*

#### Attachments

1. Agenda
2. Listing of Attendees
3. CJE Action Item List

**Agenda**  
**Center for Job Order Contracting Excellence**  
July 22 -23, 1999.  
Bechtel Conference Center, ASCE World Headquarters  
Reston, VA.

**Thursday, July 22, 1999**

- 1:00 – 5:00 Business Meeting
- Review and Acceptance of Previous Meeting's Minutes
  - Next Meeting Details
    - ◆ Atlanta, GA; October 1999.
    - ◆ Tempe, AZ; January 2000.
  - Report of Committee Chairperson's on Action Items
    - ◆ Education Committee
    - ◆ Member Benefits Committee
    - ◆ Administrative Committee
  - Additional Old Business
    - ◆ CJE Finances
    - ◆ How to Develop More Non-Federal JOC's
- 6:30-8:00 Dinner for CJE Members and Guests  
Clyde's of Tysons Corner, 8332 Leesburg Pike, Vienna, VA (703/734-1901)

**Friday, July 23, 1999**

- 8:00 – 8:45 National Institutes of Health Delivery Order Contracting Experience
- George Williams, P.E., Deputy Director for Design Construction and Alterations Branch
  
  - 8:45- 9:30 The Aberdeen Proving Ground Job Order Contracting Experience and Integration of Design
  - Robin Hoory, P.E., Chief of Contracts Branch, Engineering and Construction Division
  - Fil Kimbal, Contracting Officer for APG Job Order Contract
- 9:30-10:00 Break

10:00-11:00 Performance-Based Contracting

- Dean Kashiwagi, Ph.D., P.E., Arizona State University.

11:00- 12:00 Estimation for Job Order Contracting with the New PULSAR 4.0.

- Alan Hoover, Sales Manager, Estimating Systems, Inc.

## CJE Meeting Attendees

*July 23, 1999*

<u>Name</u>	<u>Organization</u>	<u>Phone Number</u>	<u>Fax Number</u>
1. Ken Jayne	Applied Innovative Management	713/964-6720	713/622-5513
2. Dean Kashiwagi	Arizona State University	480/965-4273	480/965-4371
3. Clay Kline	AssetWorks	210/301-1768	210/301-0299
4. Mike Wilkens	AssetWorks	703/777-7964	703/771-3888
5. Kevin Wimsatt	Bold Concepts	301/212-4127	301/212-4182
6. Palmer Arnold	Brown & Root Services	301/907-8870	301/907-8874
7. Onzie Jones	Brown & Root Services	13/260-3207	713/260-3291
8. Tom Truby	Brown & Root Services	301/907-8870	301/907-8874
9. Debra Dowden-Crockett	Centennial Contractors	703/287-3054	703/287-0009
10. Rich Benton	Centennial Contractors	703/287-3044	703/287-0009
11. Bill Sweetser	Centennial Contractors	703/287-3040	703/287-0012
12. Tom Hullen	Centennial Contractors	410/297-6790	410/297-6794
13. Virginia Anderson	Centennial Contractors	703/287-3057	703/287-0018
14. Stan Hilton	Centennial Contractors	703/610-3085	703/287-0009
15. Kurt Ludwig	Del-Jen	931/552-0515	931/552-3588
16. Ernie Edgar	Dickstein, Shapiro, Morin & Oshinsky	202/775-4795	202/887-0689
17. Allan Hoover	Estimating Systems	800-967-8572	508-428-3573
18. David Hall	Housing Authority of Baltimore City	410/396-1570	410/547-1937
19. Patrick Pat	Housing Authority of Baltimore City	410/396-1570	410/547-1937
20. David Cotts	Independent Consultant	703/971-8094	703/922-3789
21. George Williams	National Institutes of Health	301/496-3193	301/496-0401
22. Robin Vasa	National Zoological Park	202/673-4773	202/673-4923
23. Michelle Kayon	National Zoological Park	202/673-4773	202/473-4923
24. Jay Willems	R&R International	410/272-1001	410/272-9103
25. Michael Moore	RS Means-Consulting Services	800-448-8182 Ext. 745	781/585-7466

<b>Name</b>	<b>Organization</b>	<b>Phone Number</b>	<b>Fax Number</b>
26. Patrick McCall	Rutgers University	732/445-3112 Ext. 601	732/445-5949
27. Greg Scott	Rutgers University	732/445-3112 Ext. 601	732/445-5949
28. Robert Coffey	The Gordian Group	800-874-2291	864/233-9100
29. Fil Kimball	US Army, Aberdeen Proving Ground	410/278-2373	410/278-2458
30. Robin Hoory	US Army, Aberdeen Proving Ground	410/306-1182	410/306-1165
31. Michael Sly	US Army, Fort Lee	804/734-4506	804/734-5095
32. Dan Korolyshial	US Army, Ft Eustis	757/878-3190 Ext. 260	757/878-2860
33. Lu Lillie	US Army Corps of Engineers	703/428-7616	703/428-6197
34. David Pinkerd	Williams, Russell & Johnson	404/853-6820	404/607-8890

## **CJE ACTION ITEMS LIST**

### Education Committee

Chair: Ken Jayne: 713/964-6720  
Applied Innovative Management, Inc.  
Members: Rich Barrick - Allied Surety  
Robert Coffey - The Gordian Group  
Lynn Thompson - The Gordian Group

### Member Benefits Committee

Chair: Dave Pinkerd: 404/853-6820  
Members: Rich Benton - Centennial Contractors  
Ziad Al Sharmani- ASU

### Administrative Committee

Chair: Bill Sweetser: 703/287-3040  
Centennial Contractors  
Members: Rich Benton

Action Item	Responsibility	Promised Completion Date	Comments
<b><u>Education Action Items</u></b> 1. To publish article comparing pros and cons of JOC/TOC/SOC.	Dean Kashiwagi	Dependent on publisher	Dr. Kashiwagi's JOC article was mailed to Cost Engineering for publication.
2. To prepare an education write-up on bonding to be posted on the Internet after the consent of the members.	Rich Barrick	On-going	Rich Barrick has prepared the rough draft/questionnaire on the bonding education-write up. His research is still on going and is waiting for the feedback from CJE contractors' bonding companies.

Action Item	Responsibility	Promised Completion Date	Comments
3. Obtain more case studies and photographs to enhance JOC presentation.	All	On-going	Provide to Ken Jayne and CJE.
<b><u>Member Benefits Action Items</u></b>			
1. Review annual facility owner survey questions.	Robert Coffey, Jim Shannon and Clayton Kline	On-going	The annual facility owner survey questions are still being refined by Robert Coffey, Jim Shannon, and Clayton Kline. Focus should remain on clarifying and adding questions if appropriate so trend analysis can continue.
2. Work to establish relationships with industry.	All	On-going	Distribute CJE Book, Brochure, Newsletter, Point Papers and make presentations to bring more facility owners to the quarterly meeting
3. To write and distribute newsletter regularly.	Ziad Al Sharmani, Syed Raza, Ahsan Ahmad	Next issue distributed by October meeting	All CJE members will be mailed the current issue for further industry distribution.
4. Operate a clearinghouse of upcoming JOC bids and provide to members biweekly.	Syed Raza	On-going	Ensure The Gordian Group solicitations are included.
5. Insert a reference to CJE in the R.S. Means estimating books.	Michael Moore	Year 2000 editions	Expect a reference in the yellow pages.
<b><u>Administrative Action Items</u></b>			
1. To increase membership.	All	On-going	
2. To standardize future business meeting format and seminars; coordinate dates.	Bill Sweetser	On-going	Next meeting in Atlanta, Georgia October 21-22, 1999. Following meeting at ASU January 25-26, 2000.

Action Item	Responsibility	Promised Completion Date	Comments
3. To input contact information in confidential database.	Ziad Al Sharmani, Syed Raza	On-going	The format for confidential database with contact information was e-mailed to members. Each member's contact information will not be disclosed to any other member without his/her permission. CJE is currently awaiting members to mail or fax their point of contacts.
4. To present the 1999 CJE budget	Ziad Al Sharmani	Next meeting	1999 current expenses and income were reviewed. A proper budget is still required.
5. To mail the current CJE newsletter.	Ziad Al Sharmani, Syed Raza, Ahsan Ahmad	On-going	The current CJE newsletter will be mailed out as soon as the CJE members provide a complete physical address for each of their contacts.
6. To update CJE website regularly.	Syed Raza, Suketu Partiwala	On-going	
7. To definitize the "Certified Performance Based Contractor" criteria	Bob Newberry	On-going	Assistance from Ken Jayne and Rex Shaver.
8. To Identify and prepare list of conferences and seminars where CJE might give presentations.	Ziad Al Sharmani, Syed Raza, Ahsan Ahmad		Volunteers will be solicited to attend and use the Ken Jayne prepared presentation to potentially expand the market.
9. Contact members delinquent in paying dues.	Bill Sweester, Dean Kashiwagi, Clay Kline	Before September when surveys are sent.	Dean Kashiwagi will have CJE send a follow-up invoice to delinquent members with a due date. Bill Sweetser will contact delinquent contractors and Clay Kline will contact Northside ISD and University of Texas Health Sciences.
10. Transition committee plans year 2000 meeting sites and discusses transition to new Industry Chair.	Bill Sweester, Ken Jayne, Rex Shaver	Before next meeting	