

Center for Job Order Contracting Excellence (CJE)
PBSRG - Arizona State University
Quarterly Meeting
Location: Seattle Washington
October 14-15, 1998

Wednesday, October 14, 1998

Attendance

Dean Kashiwagi	ASU-PBSRG
Lisa Gibson	ASU-PBSRG
Onzie Jones	Brown & Root Services
Rich Benton	Centennial Contractors Enterprises, Inc.
Bill Sweetser	Centennial Contractors Enterprises, Inc.
Shelley Cramer	Chugach Management
Jim Hutton	Chugach Management
Rex Shaver	DEL-JEN, Inc.
Kurt Ludwig	DEL-JEN, Inc.
Robert Coffey	The Gordian Group
James Shannon	PI Construction
Ken Jayne	Applied Innovation Management

Bill Sweetser opened the meeting at 1:20 p.m. and conducted the following tasks.

- The question of non-members attending the private dinner was unanimously approved.
- The importance of the Clearinghouse issue was mentioned, and how valuable the information is.
- The fact that 80-85% of JOC subcontracts are being awarded to small businesses.
- The point was made that an Educational Association has lots of opportunities to educate people on the JOC/CJE program.
- Continuing concern about TOC with multiple contracts under it; the example of Fort Bragg.
- Agreed to putting the Clearinghouse on the website with password protection, and giving the password to the members.

FORMAL AGENDA

- Introductions were made.
- The minutes from the last meeting were approved unanimously by voice vote.
- Looking for approval on the CJE brochure in order to send to the printers.
- Need for members to respond to the meeting flyers so the attendance list, name tags, and meeting room accommodations can be made.
- Next meeting details:
 - ◆ To have it in Phoenix
 - ◆ To have it concurrent with CEFPI (Phoenix Contact Tom Kube) chapter meeting. (Group targeted at K-12 education in the US & Canada, but representatives of other Countries

and Universities also attend). CEFPI has the technical side and we need to attempt to tie Arizona State University with CEFPI (leadership). CEFPI is already in with the School of Architecture and wants in with Engineering. CEFPI has elected President, Executive Director and Members of the Board. Ken Jayne to call CEFPI to arrange. Decide on date after confirmation with CEFPI - tentatively January 14 & 15, 1999.

- Second quarter meeting to be held in conjunction with the Society of American Military Engineers National Training Conference being held at Houston, April 1999. Suggestion was to have an evening dinner meeting April 5, followed by an all-day series of meetings April 6. Conference is 6-9 April 1999.
- The announcement of Dade County School District meeting for contractor pre-qualification
- Arizona State University is going to use a JOC with some limits. The Arizona State University solicitation meeting is dependent on a yet to be developed time schedule, so having it a determinant for the next meeting isn't feasible.
- Consider two levels of membership, or a probation period.

Committee Chairpersons' Reports on Action Items (An updated Action Items List is Attachment 2)

Education Committee

- Action item #1: Definition of a Performing Contractor completed.
- Action item #2: Dean's article was handed out for review. Revisions to be submitted to Dean by October 30, 1998. Possible locations to publish it are:
 - ◆ The Military Engineer (SAME bi-monthly publication).
 - ◆ Facility Management deadline is 1 February 1999.
 - ◆ Cost Engineering
 - ◆ ASCE's Journal of Management Engineering has a 2 year backlog for reviewed articles, so not currently viable
- Jim Shannon to report to Dean in 3 weeks about APPA publication information.
- Onzie Jones will find out about NCMA publication
- Are there any other journals? We will wait on CEFPI.
- Robert Coffey mentioned a past Civil Engineering article. Will fax 1992 article by Patrick Murphy to anyone interested.
- Action item #3: The JOC presentation is complete and available on CD-ROM. It will be continually updated as new and more current information becomes available. May not be perfect, but is available in Power Point format. Do we want to copyright it? We need more case studies and photographs to enhance the presentation.
- Action item #4: Bill Sweetser will call Rich Barrick to check status.
- Add action item #5 to solicit more case studies with photos (360 dpi minimum)

Member Benefits Action Items

- Action item #1: Review the numbers, especially dollars. After finalization, issue a press release with results comparing performance-based contractors to non-performance-based contractors. Check the data used in line 5 of the draft survey results.
- Action item #1b: Completed.

- Action item #1c: Lisa to distribute to members for review and return by 31 October.
- Action item #1d: Change item to be “Send letters to responding JOC sites of 1998 with survey results and CJE brochure.
- Add action item #1e: Review annual facility owner survey questions at January meeting. Consider asking about change orders.
- Action Item #2: Ken Jayne asked for expressions of availability by next meeting. Display materials will need to be reviewed at January meeting. Ken has already obtained a booth and will display CJE material.
- Action item #3: Members will review and provide revisions by October 23. Suggestion for future issues is to highlight a contractor.
- Action item #4: Every two weeks as a minimum frequency. Action item to password protect and place on website. Show who was awarded contract.
- Action item #5: Completed.
- Members agreed on the brochure with a few changes suggested by Robert Coffey. Arizona State University will print and have available for use. ** Beneco keep listed as a member as they haven’t resigned yet.
- Ken Jayne suggested an in depth study, face to face as an alternative to the current survey. Discuss it at next meeting. Could be done by a “Ziad capacity” person who is looking for a thesis topic.

Administrative Action Items

- Action item #1: Need to send out a letter of welcome to new CJE members.
- Action item #2: Next meeting in January and then in April at Houston.
- Action item #3: Approved by those in attendance that no formal CJE Bylaws would be developed and that CJE would take action based on a vote of one member, one vote (with advance proxy available for those not attending meeting).
- Add Action item #4: Ken Jayne agreed to prepare a point paper for facility owners on how CJE can help you.
- Add Action item #5: Audio Conference business meeting. Lisa will check on capability at Arizona State University.

Additional Old Business

- James Shannon suggested a survey if multiple award contracts are working? Is it good or not?
- A suggestion was made to have a graduate student compile a booklet on the allowability of JOC under each state’s laws.

Update on Dade County School System Procurement of JOC Services

- Maximum of 2 contracts; 1 large, 1 small
- Tentative scheduling is

27 October	2.5-3 hours PBPS presentation
17 October	JOC contractors interested criteria
1 December	Pre-bid meeting Mandatory
? January	Short list selection, site supervisors interviewed, run PBSRG model

New Business

- Detrimental Federal rulemaking. Recent Federal directives to set-aside all future procurements in SIC 1541 and 1542 for US Army and US Navy work. PI, Chugach, and Team are small businesses and could benefit.
- Small disadvantaged businesses get a pricing advantage.
- Rich wants feedback from small contractors if set-asides are detrimental to a performance-based approach. Is it an issue?
- A suggestion was made to develop a mentor program – new members under old members mentor new companies/transition them into a CJE member.
- Bill Sweetser reported on TOC as not working as well as JOC jobs. Owner trying to approach in same manner as JOC, but requirements for detailed scope of work to allow a true comparison makes it costlier for the owner and slower in response. Cost is up for TOC. Willing to open books to Dean for information.

The CJE members adjourned, to regroup for dinner to continue discussion of items of mutual concern.

Thursday, October 15, 1998

The agenda was followed with 45 individuals in attendance. See Attachment 1 for the listing of attendees.

Attachments

1. Listing of Attendees
2. CJE Action Items List

Listing of Attendees - 15 October 1998

No.	Name	Company	Phone	Fax
1	Ken Jayne	Applied Innovative Management, Inc.	713-964-6720	713-622-5513
2	Dean Kashiwagi	ASU	602-965-4273	602-965-4371
3	Lisa Gibson	ASU	602-965-4273	602-965-4371
4	David Pinkerd	Brown & Root Services	713-260-3247	713-260-3291
5	Joe Williams	Brown & Root Services	713-260-????	713-260-3291
6	Onzie Jones	Brown & Root Services	713-260-3207	713-260-3291
7	Bill Sweetser	Centennial Contractors Enterprises, Inc.	703-287-3040	703-287-0012
8	Jack Waschitz	Centennial Contractors Enterprises, Inc.	703-287-3040	703-287-0012
9	Rich Benton	Centennial Contractors Enterprises, Inc.	703-287-3044	703-287-0009
10	Mark Bailey	Centennial Contractors Enterprises, Inc.	253-912-1910	253-912-1950
11	Travis Gilliland	Centennial Contractors Enterprises, Inc.	253-912-1910	253-912-1950
12	Schelly Cramer	Chugach Management Services, Inc.	907-261-0477	907-261-0337
13	Jim Anderson	Chugach Management Services, Inc.	907-261-0477	907-261-0337
14	Rex Shaver	DEL-JEN, Inc.	931-552-0515	931-552-3588
15	James Shannon	PI Construction Corporation	770-428-2238	770-428-2245
16	Robert Coffey	The Gordian Group, Inc.	864-467-9333	864-233-9100
17	Sharon McBride	Absher Construction Company	253-845-9544	253-841-0925
18	Curtis M Anderson	Air System Engineering, Inc.	253-572-9484	253-383-6337
19	Michael Edward Smith	Anderson Koch & Smith, PS Inc.	206-623-6832	206-682-3484
20	John P Ahlers	Barokas & Martin	206-621-1871	206-621-9907
21	Randall R Steichen	Bogle & Gates	206-682-5151	206-621-2660
22	Alan Coburn	CENPS-PM-PM	206-764-6849	206-764-6518
23	Gene Scott	US Army Corps of Engineers	206-764-3480	206-764-6872
24	Walt Norko, P.E.	HQ, USACE	202-761-1265	202-761-4783
25	Holly Ulfers	Hurley, Atkins, & Stewart	206-682-5656	206-682-8494
26	David McLaughlin	MS General Inc.	253-770-9292	253-770-6001
27	Kevin McLaughlin	MS General Inc.	253-770-9292	253-770-6001
28	Dennis Evans	U.S. Coast Guard	206-220-7422	206-220-7372
29	Doug Holen	University of Washington	206-221-4267	206-616-7428
30	Sharon Griffin	University of Washington	206-543-5828	206-685-3686
31	Cheryl Anderson	US Army Corps of Engineers, Seattle District	206-764-3478	
32	Frank Mulcahy	NAS Whidbey Island/Asst. Public Works Officer	360-257-3348	360-257-5175
33	Jeff Miller	NAS Whidbey Island	360-257-3348	360-257-5175
34	Rino Balatbat	The Evergreen State College		
35	Rodney Eng	City of Seattle	206-684-8241	
36	Jim Hutton	Chugach Management Services, Inc.		
37	Rory Woolsey	DEL-JEN, Inc.		
38	Kurt Ludwig	DEL-JEN, Inc.		
39	Stan Uhlig	DEL-JEN, Inc.		
40	Dave Forsyth	Hurley, Atkins & Stewart		
41	Mary Dobbs	Hurley, Atkins & Stewart		
42	Anita Repenich	U.S. Coast Guard		
43	John Templin	University of Washington		
44	George Nishi	University of Washington		
45	Matt Stefanak	University of Washington		

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: 713/260-3247

Brown & Root Services

Members: Rich Benton - Centennial Contractors

Lisa Gibson - ASU

Administrative Committee

Chair: Bill Sweetser: 703/287-3040

Centennial Contractors

Members: Rich Benton

Action Item	Responsibility	Promised Completion Date	Comments
<u>Education Action Items</u>			
1. Develop a definition of a performing contractor.	Rich Barrick	Completed	Include in newsletter and upcoming revision of annual book.
2. Prepare article comparing pros and cons of JOC/TOC/SOC.	Dean Kashiwagi	?	Draft distributed with comments requested from members due 10/30/98.
3. Create a JOC presentation to be given to facility owners.	Ken Jayne	Completed	Available for use now by members.
4. Prepare an education write-up on bonding to be posted on the Internet.	Rich Barrick	Later	Bill Sweetser to call Rich Barrick to ascertain status.
5. Obtain more case studies and photographs to enhance JOC presentation.	All	On-going	

Action Item	Responsibility	Promised Completion Date	Comments
<u>Member Benefits Action Items</u> 1. Develop a comparison of CJE and non-CJE performance lines. PBSRG will gather more data on non-CJE members.	Lisa Gibson	10/31/98	Need to finalize gathering all 1998 data to make comparison. Issue press release publicizing results.
a. Gather data on all known JOC sites and differentiate between performance-based awards and low-bid awards.		Completed	Need to differentiate between performance-based awards and low-bid awards.
b. Match sites with POC's and mailing addresses.		Completed	
c. Distribute database in EXCEL or ACCESS format for review by members.	Lisa Gibson	10/31/98	Members to review and correct. Return to ASU by date TBD.
d. Send letters to responding JOC sites 1998 with survey results and CJE brochure.	Lisa Gibson	?	
e. Review annual facility owner survey questions.	All	Next meeting	Consider asking about change orders.
2. Work to establish relationships with industry.	All	Next meeting	Communicate to Ken Jayne availability to man exhibit space at SAME National Conference to be held at Houston, TX April 6-9, 1999. Review CJE exhibit material.
3. Write and distribute newsletter regularly.	Lisa Gibson	10/31/98	Member comments back by 10/23/98.

Action Item	Responsibility	Promised Completion Date	Comments
4. Operate a clearinghouse of upcoming JOC bids and provide to members.	Lisa Gibson	Bi-weekly	Being distributed by fax or E-mail. Put information into a database and track who receives award.
5. Post the map of JOC sites on CJE website. No contractor names or expiration dates are to be included.	Lisa Gibson	Completed	
<u>Administrative Action Items</u>			
1. Increase membership.	All	On-going	Up-to-date brochure now available for use. Send welcome letter to new CJE members.
2. Standardize future business meeting format and seminars; coordinate dates.	Bill Sweetser	On-going	Next meeting January 14-15, 1999. Following meeting at Houston, April 5-6, 1999.
3. Review CJE Bylaws.	Rich Benton	Completed	Dean Kashiwagi's suggestion on voting rights contained in minutes of July 20, 1998 business meeting was approved.
4. Prepare a point paper for facility owners on how CJE can help them.	Ken Jayne	?	
5. Have business meeting available as an audio teleconference to members who cannot attend.	Lisa Gibson	Next meeting	