

**Quarterly Meeting of the
Center for Job Order Contracting Excellence**

Location: Atlanta, Georgia

October 21-22, 1999

Thursday, October 21, 1999

Attendance

Barrick	Rich	Allied Surety
Jayne	Ken	Applied Innovative Management
Kashiwagi	Dean	Arizona State University
Kline	Clay	AssetWorks
Crum	Tom	Brown & Root Services, Inc.
Hudson	Ken	Brown & Root Services, Inc.
Jones	Onzie	Brown & Root Services, Inc.
Wells	Bill	Brown & Root Services, Inc.
Benton	Rich	Centennial Contractors
Sweetser	Bill	Centennial Contractors
Sanford	Michael	Fulton County, GA
Norcott	Mark	PI Construction
Shannon	Jim	PI Construction
Coffey	Robert	The Gordian Group
Greene	Keith	The Gordian Group
Artis	Fred	Williams-Russell & Johnson, Inc.
Pinkerd	David	Williams-Russell & Johnson, Inc.

Business Meeting:

1. The meeting was called to order by Bill Sweetser at approximately 1:15 p.m.
2. The July 1999 quarterly meeting minutes were reviewed and approved without change by consensus.
3. It was agreed that the next quarterly meeting would take place at Arizona State University, Tempe, AZ (January 24-26, 2000). The meeting location and hotel information will be arranged by CJE staff. It will start with a working dinner Monday evening, followed by an all-day Tuesday Planning Session to schedule the annual meeting locations and purposes. At this meeting a vote will be taken on the frequency of future business meetings. All members are encouraged to come prepared with proposed association/organization meetings that would be fruitful for CJE to have correlated meetings.

4. An educational seminar on Wednesday is subject to the availability of arranging speakers. Bill Sweetser agreed to contact a source at Intel, alternatively a speaker from Motorola or the Council of Educational Facility Planners International (CEFPI) will be approached. A decision whether sufficient speakers are available and the viability of a seminar will be determined within 2 weeks.
5. A meeting at Chicago, Illinois on April 18-19, 2000 was tentatively scheduled (to be confirmed at the January Planning Session). The focus will be on "Best Practices for JOC." Robert Coffey agreed to prepare a draft agenda including speakers from the University of Illinois, United Airlines, and Dean Kashiwagi.

Committee Chairpersons' Reports on Action Items

Education Committee

1. The publication status of Dr. Kashiwagi's submitted article titled *The History and Performance of the JOC Construction Delivery System (1994-1998)* is unknown.
2. An extensive discussion was conducted on the purpose of Rich Barrick's article. It was decided to change the focus so the audience would be owners, with suggested titles of "What Facility Owners Need to Know About Bonding IDIQ Contracts" or "Is Your Bond Valid?" It was suggested to have it submitted for publication to the National Contract Management Association. An outline is to be ready for next meeting.
3. 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.
4. Ken Jayne provided an overview of some efforts to educate facility owners about the benefits of performance-based JOCs. He mentioned recent overtures on behalf of CJE to the State of Maryland Schools, Baltimore Regional Productivity Council, Department of Energy, Smithsonian Institution and the Washington Sanitary Sewer Council. CJE will also be manning a booth in conjunction with Centennial Contractors Enterprises, Inc at the CEFPI annual convention to be held in Baltimore, MD November 1-4, 1999.
5. Ken Jayne proposed, and it was accepted by consensus that the following ground rules apply to any educational efforts being **undertaken in the name of CJE**:
 - A. No contractor/consultant specific selling
 - B. Inform the Education Committee Chair (in advance if at all possible)
 - C. Any CJE member can benefit from the results of the effort
6. A recent Department of Defense publication titled *A Guide to Collection and Use of Past Performance Information*, dated May 1999 is available at the following website: <http://www.acq.osd.mil/ar/doc/ppiguide.pdf>.

Member Benefits Action Items

1. A proposed Owner Survey was handed out for review in the meeting packet. Members are requested to review and come prepared to vote on acceptance at the January 2000 meeting. Recommendations for changes should be sent via E-mail to Robert Coffey (rcoffey@gordian-group.com) who will coordinate any necessary revisions prior to the January 2000 meeting.
2. Until further notice, no more newsletters will be produced due to financial restrictions and lack of input from members. The CJE website contains the last two issues published.

3. CJE is referenced in the Year 2000 R.S. Means cost data in the yellow pages in the rear of the books.
4. It was decided that members will be invoiced twice by CJE before removal of their names from listed members on the website or brochures.

Administrative Action Items

1. Del-Jen has decided to no longer participate as a member. Concern about whether Chugach Management Services will remain a member in 2000.
2. Meetings have been standardized. Dates for 2000 will be decided at the Planning Session in January at ASU.
3. Contact information in a confidential database maintained at CJE will no longer be pursued.
4. Dean Kashiwagi will create a budget for Year 2000 to be reviewed in January and will assist in determining what initiatives can be pursued during the year.
5. Dean Kashiwagi requested members bring to the January meeting their dues payments, after receipt of an invoice to be sent by CJE.

1. Additional Old Business

None

New Business

Due to Del-Jen no longer actively participating as a member, the position of Industry Chair for 2000 was vacant. By acclamation, Bill Sweetser agreed to continue to serve as Industry Chair for another term (i.e., Year 2000). Dave Pinkerd was elected to be the Industry Chair - Elect, to serve as Chair in 2001.

The business meeting adjourned at approximately 5:10 p.m. and reconvened at Pittypat's Porch for a group dinner.

Friday, October 22, 1999

The agenda was followed with 39 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
October 21-22, 1999
Atlanta, GA

Thursday, October 21, 1999

(Venue: Williams-Russell and Johnson, 771 Spring Street, N.W., Atlanta, GA)

- 1:00 pm-5.00 pm Business Meeting
- Review and Acceptance of Previous Meeting's Minutes
 - Next Meeting Details
 - Tempe, Arizona; January 2000.
 - Report of Committee Chairperson's on Action Items
 - Education Committee
 - Member Benefits Committee
 - Administrative Committee
 - Additional Old Business
 - CJE Finances
 - Survey response and questionnaire
- 6:30 pm-9:00 pm Dinner for CJE Members and Guests
Pittypat's Porch, 25 International Blvd. NW, Atlanta 404/525-8228
(Nearest MARTA is Peachtree Center Station)

Friday, October 22, 1999

(Venue: Empire Room, James H. "Sloppy" Floyd Building, Atlanta, GA)

(Nearest MARTA is Georgia State Station which is located below the Floyd Building)

- 8:00 am Atlanta Public Schools and their New Job Order Contract
- Valerie Thomas, Acting Director of Facilities Services, Atlanta Public Schools
- 9:00 am Fulton County and their Job Order Contracting Experience

- Mike Sanford, Fulton County

10:00 am Performance-Based Contracting

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

11:00 am The Gordian Group's Services to the Job Order Contracting Market

- Robert Coffey, The Gordian Group Inc.

CJE Meeting Attendees

October 22, 1999

<u>Name</u>	<u>Organization</u>	<u>Phone Number</u>	<u>Fax Number</u>
1. Rich Barrick	Allied Surety	972/490-3393	972/490-7475
2. Ken Jayne	Applied Innovative Management	713/964-6720	713/622-5513
3. Dean Kashiwagi	Arizona State University	480/965-4273	480/965-4371
4. Clay Kline	AssetWorks	210/301-1701	210/301-0299
5. Valerie Thomas	Atlanta Public Schools		
6. George S. Harkness, Jr.	Atlanta Public Schools	404/827-8404	
7. Onzie Jones	Brown & Root Services	713/260-3207	713/260-3291
8. Bill Wells	Brown & Root Services	404/377-6440	404/317-6810
9. Tom Crum	Brown & Root Services	713/260-8465	713/260-3711
10. Debra Dowden-Crockett	Centennial Contractors Enterprises, Inc.	703/287-3054	703/287-0009
11. Rich Benton	Centennial Contractors Enterprises, Inc.	703/287-3044	703/287-0009
12. Bill Sweetser	Centennial Contractors Enterprises, Inc.	703/287-3040	703/287-0012
13. Joe Matthews	Centennial Contractors Enterprises, Inc.	202/473-5235	202/522-2045
14. David Cotts	David G. Cotts Facility Management Consulting	703/971-8094	703/922-3789
15. Elgin Mathis	Dekalb County Schools	770/934-3610	770/934-7840
16. Gerald Bowen	Dekalb County Schools	770/934-6810	770/934-0514
17. Mike Cunningham	Dekalb County Schools	770/934-6810	770/934-0514
18. Stan Pritchett	Dekalb County Schools	770/934-6810	770/934-0514
19. Jackie Steele	Dekalb County Schools	770/934-6810	770/934-7840
20. Larry Ladner	Dekalb County Schools	770/934-6810	770/934-0514
21. Robert Cox	Dekalb County Schools	770/934-6810	770/934-0514
22. Yolanda Brown	Dekalb County Schools	770/934-3610	770/934-7840
23. Michael R. Sanford	Fulton County Public Buildings & Grounds Dept.	404/505-5734	404/505-5735
24. Bernard J. McMullen	Fulton County Public Buildings & Grounds Dept.	404/730-5911	404/730-7106
25. Dan Sullivan	Fulton County Public Buildings & Grounds Dept.	404/505-5736	404/505-5735
26. Robert Coffey	The Gordian Group	800-874-2291	864/233-9100
27. Keith Greene	The Gordian Group	800/874-2291	864/233-9100
28. Gary Hoovestal	Greenway Enterprises, Inc.	406/458-9411	406/458-6516
29. Nabil J. Tarazi	MARTA	404/848-5732	404/848-5503
30. Ross Bogan	MARTA	404/848-4578	404/848-4020
31. Jim Shannon	PI Construction Corporation	512/918-1161	512/918-1165
32. Mark Norcutt	PI Construction Corporation	512/918-1161	512/918-1167
33. Keith Dunn	Prime Contractors, Inc.	770/949-1930	770/920-8688
34. Roy Owens	Roca Houston	713/527-9222	713/527-8333
35. Steven D. Coffey	Satellite Services, Inc.	906/228-6492	906/226-3997

<u>Name</u>	<u>Organization</u>	<u>Phone Number</u>	<u>Fax Number</u>
36. David Pinkerd	Williams-Russell & Johnson, Inc.	404/853-6820	404/607-8890
37. Mr. Johnson	Williams-Russell & Johnson, Inc.	404/853-6840	404/607-8890
38. John Crumpy	Williams-Russell & Johnson, Inc.	404/853-6840	404/607-8890
39. Pamela Williams	Williams-Russell & Johnson, Inc.	404/853-6840	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

Member Benefits Committee

Chair: Dave Pinkerd: 404/853-6820
 Williams-Russell and Johnson, Inc.
 Members: Rich Benton - Centennial Contractors

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. 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 better understanding of requirement. Audience is facility owners. Suggest publication by NCMA. Have an outline for review by Jan 2000 meeting.
3. Obtain more case studies and photographs to enhance JOC presentation.	All	On-going	Provide to Ken Jayne and CJE.

Action Item	Responsibility	Promised Completion Date	Comments
<u>Member Benefits Action Items</u>			
1. Revise annual facility owner survey questions.	Robert Coffey, Jim Shannon and Clayton Kline	On-going	Members review proposed revisions. Vote on acceptance of revision at Jan 2000 meeting. Recommendations for changes to Robert Coffey.
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 and Syed Raza	On hold.	Until finances improve and input received from members, no further Newsletters will be prepared.
4. Insert a reference to CJE in the R.S. Means estimating books.	R.S. Means	Completed	In the yellow pages of Year 2000 editions.
<u>Administrative Action Items</u>			
1. To increase membership.	All	On-going	Remove from list of members non-dues paying firms after sending of two invoices.
2. To decide future business meeting format and seminars; coordinate dates.	All	Jan 2000	Meeting dates for 2000 will be decided at January 2000 Planning Session.
3. To present the Year 2000 CJE budget	Dean Kashiwagi	Jan 2000	Year 2000 budget needed.
4. To update CJE website regularly.	Syed Raza and Suketu Partiwala	On-going	
5. To Identify and prepare list of conferences and seminars where CJE might give presentations.	All	Jan 2000	To be decided at Jan 2000 Planning Session which to attend.

Action Item	Responsibility	Promised Completion Date	Comments
6. Send invoices for Year 2000 dues.	Dean Kashiwagi	Before Jan 2000 meeting	Members are to come to Jan 2000 meeting with dues. Any contractor firm not paying dues will not be a participant in annual survey.