Design Build/Construction Management Review Board
Meeting Minutes
July 20, 2006
DGS Training Room, 9:30 a.m.

Present: Paul Proto, Chairman
Ahmed Hassan
Carolyn Langelotti
Cheri Hainer
Sharon Scott
Rich Sliwoski, Ex Officio
Steve Owens, Office of Attorney General
Mike Coppa, DGS/BCOM
Rhonda Bishton, DGS/DEB

Next meeting: TBA

I. Call to Order

The meeting was called to order at 9:42 a.m. by Chairman Paul Proto, a quorum was present. The Chairman gave a brief history of Board activity to date and introductions were made by all present.

II. City of Alexandria Consideration for One Time Certification to Enter into Design Build/Construction Management Projects – 10:00 a.m.

The City of Alexandria appeared before the Board requesting One Time Certification to enter into Design Build/Construction Management Contracts (for non-school projects). The package presented included the approved City of Alexandria Ordinance (approved by this Board in March 2006) along with statistics supporting the criteria for one time certification. Including city population estimated at 140,000 and a listing of primary departments within the city, consisting of experienced and qualified personnel, including General Services, Procurement and Transportation/Environmental Departments.

The Board asked a question about a key piece of information missing from submittal, that piece being the procedures for managing and executing DB/CM projects

and is there documented experience on DB/CM projects completed by the City of Alexandria?

The City responded that their Ordinance did contain procedures for DB/CM project and they did have personnel on staff with prior experience with DB/CM projects, however they City had not performed any such projects to date. The proposed project for using DB or CM is the DASH Bus Facilities, which is in schematic design phase and will be performed with Urban Funds through VDOT, with a Public Hearing scheduled for September.

Another question from the Board was asked regarding the Ordinance not defining an Evaluation Committee for DB/CM Contracts by the City.

The response from the City was that the Department Head is the driving force on the Evaluation Committee, with the Director of Procurement having final authority.

A final question from the Board concerned what forms and documents the City uses for construction projects.

The City responded that the forms that are used were developed by and for the City of Alexandria.

It was suggested by the Board that the City review the Commonwealth of Virginia's Construction Documents as a guideline or model for any adaptations of future forms or documents.

Having no further questions from the Board the Chairman called for a motion from the floor to approve the One Time Certification to enter into DB/CM contracts by the City of Alexandria as requested. A motion was made by Ms. Carrie Langelotti to approve the request as presented. Mr. Ahmed Hassan seconded the motion. The Chairman called for a vote of the Board, all were in favor and approval of One Time Certification to enter into DB/CM contracts by the City of Alexandria was granted.

III. Presentation of Loudon County for One Time Certification for DB/CM Contracting; 10:30 a.m.

Loudon County appeared before the Board requesting One Time Certification to enter into Design Build/Construction Management Contracts (non-school projects). The package presented included the Resolution adopted by the Board of Supervisors of Loudon County, a 2005 County population estimate of 242,000 and processes developed by Loudon County for managing DB/CM projects. Also presented were resumes of staff experienced and qualified to execute and manage DB/CM projects. Loudon County uses the Commonwealth of Virginia's General Conditions as their General Conditions for construction projects.

After brief discussion, there was a call for a motion from the floor to approve the One Time Certification to enter into DB/CM contracts by Loudon County. A motion was made by Mr. Ahmed Hassan to approve the request as presented. Ms. Carrie Langelotti seconded the motion. The Chairman called for a vote, all were in favor and approval of One Time Certification to enter into DB/CM contracts by Loudon County was granted.

IV. Presentation of City of Virginia Beach for One Time Certification for DB/CM Contracting; 11:00 a. m.

The City of Virginia Beach appeared before the Board requesting One Time Certification to enter into Design Build/Construction Management Contracts (non-school projects). The package presented included the Resolution adopted by the City Council City of Virginia Beach in November 2001, which includes procedures for management of DB/CM projects by the City of Virginia Beach. The City of Virginia Beach has received previous approval from this Board for a DB/CM project (December 2001). Also included was evidence of City staff experienced and qualified to execute and manage DB/CM projects. The City of Virginia uses the Commonwealth of Virginia's General Conditions as their General Conditions for construction projects and the Commonwealth's construction forms as their construction forms.

There being no questions or discussion from the Board the Chairman called for a motion from the Board approve the One Time Certification to enter into DB/CM contracts by the City of Virginia Beach. A motion was made by Ms. Cheri Hainer to approve the request as presented. Mr. Rich Sliwoski seconded the motion. The Chairman called for a vote, all were in favor and approval of One Time Certification to enter into DB/CM contracts by the City of Virginia Beach was granted.

There being no further business before the Board the Chairman adjourned the meeting at 11:48 a.m.

These minutes respectfully submitted by: Rhonda M. Bishton
Executive Administrative Assistant
Division of Engineering & Buildings

Approval: Paul N. Proto, Chairman