

# Memorandum

## City of Lawrence

### City Manager's Office

**TO:** Chuck Soules

**FROM:** Mark Thiel

**CC:**

**DATE:** March 27, 2012

**RE:** City Manager's Report – 4<sup>th</sup> Annual Stakeholder's meeting – Public Works

On February 17, 2012 Public Works held its 4<sup>th</sup> annual stakeholders meeting. This annual meeting is set for the purpose of getting our stakeholders together with city staff to review the past years construction projects, discuss proposed specification changes, summarize upcoming projects and have a general discussion about the process.

The main goal of this meeting is to allow all stakeholders the ability to participate in the process, provide input and to strengthen our partnership. Ultimately the community wins when we foster strong relationships with our consultants, vendors, contractors and other city staff.

This year we proposed changes to three of our standard specifications, had general discussion about "the project process", discussed issues related to construction activities and provided an overview of our 2012 projects along with basic timelines. (See the attached agenda)

This meeting continues to be strongly supported and attended. Recently the city auditor discussed this meeting in an audit summary of the pavement management program as a key part of our program. We continue to receive positive feedback from all those involved.

Attachment

# **2012 Stake Holder Annual Review Meeting**

**2/17/2011**

**9:00 AM to 11:00 AM**

**City of Lawrence Indoor Aquatics Center**

1. Introduction
  - Introductions
    - City staff
  - Year in review
    - 2011 as-built map
    - Pavement management program progress presentation
2. Design Items & Specification Items
  - Section 2000 Concrete
  - Section 1800 Pavement Management
  - Section 1400 Concrete Pavement
  - Residential driveway / sidewalk concrete (not city funded)
3. General discussion
  - Submittals and submittal registers
  - Must start work by dates
  - City crews setting the standard
  - Consolidation of specifications and standard details in one book
  - Project numbers on all correspondences
  - Other items
4. Construction Items
  - Traffic control maintenance
  - Man hole, valve adjustment timing
  - Property owner notifications
  - Communications between city and contractors
  - "Portable restrooms" on the job
  - Flagman – MUTCD trained
  - Concrete cure time vs. loading with traffic
  - Asphalt lay down operations (continuous paving)
  - Concrete street patching – rebar size and placement
  - Erosion control
5. 2012 Projects
6. Closing