**City of San Antonio/Engineering Consultants (CECC) Meeting with the City of San Antonio**September 27, 2022 \* 1:00 p.m. \* City Tower

**Meeting Minutes**

Attendees:

City of San Antonio (CoSA) – Razi Hosseini, Luis Maltos, Richard Grochowski

ACEC San Antonio (ACEC SA) – Roberto Erazo (LJA), Mark Medina (Moreno Cardenas), Naomi Miller (ACEC SA)

1. **Introductions**
2. **Topics**
* Committee
	+ **Purpose** – To maintain an efficient and useful dialogue between ACEC SA, comprised of 99 San Antonio area firms and the City of San Antonio.
	+ **Structure** – Large and small firms.
	+ **Who to attend**? – Razi Hosseini from CoSA and department heads depending on issues being discussed at meetings. ACEC SA CECC will develop agenda/topics and provide to CoSA (Razi, CC: Luis Maltos and Janie Garcia) so they may provide their feedback and determine which department heads should be at each meeting.
	+ **Meeting Frequency** – Quarterly or as needed if certain topics need to be discussed, including for planning of Annual Seminar. First meeting should be scheduled for late November 2022 after bond contracts are awarded. (Naomi to reach out to Janie to schedule.)
	+ **Sharing Information** – Chapter Meetings.
* 2023 Seminar Date – All agreed late January/early February would be good timing.
	+ Venue – The Annual ACEC/PEPP Seminar will be held again at the Norris Conference Center. (Naomi to contact Norris and coordinate with PEPP.)
	+ Topics
		- Update on 2017 and 2022 bond projects.
		- Inflation and supply chain issues affecting construction costs.
		- Improving project delivery. (Need to look into forming a panel.)
		- Quality of work and timely responses from the engineering consultant community.
		- QC/QA on process execution and during construction.
		- Improving survey information.
		- Improving subconsultant coordination from Prime Consultants.
		- Utility coordination with partnering entities (SAWS and CPS). Discuss lessons learned.
		- Incorporating green infrastructure and sustainable designs.
		- Seminar to include an hour for ethics.
1. **New Topics / Initiatives**
* Razi mentioned there were some additional monies obtained for the Bond Projects. Did not go into specifics.
* We invited the city to participate in the John Geddie training. (Naomi to send invitation to Janie Garcia and group.)
* Follow up on previous discussion regarding defining project scopes.
	+ City to work on developing and defining better scope of works.
	+ Provide alternative solutions to the city to bring project back to budget.
	+ Consultant has the option to run their own estimate during negotiations to present to the city for discussion.
	+ City cannot increase the construction administration services portion of the contract.
	+ City implored the consultants to bring up issues to the city ASAP and to rely on their inspectors and construction team to resolve them. Currently proceeding with shifting 5% from design fee into construction to total 15%.
	+ City also believes the fees awarded for the Bond Projects exceed industry standard.