



Construction Standards Committee
January 9th, 2026
 via Teams

X	Michele Britton		Tina Lakose		Christopher Pirnke		Tani Stafford
X	Terry Wright		Paki Perala	X	Russell Craven	X	Anne Fabrello-Streufert
	Dan Ireland	X	Lori McFarland	X	Diane Sheesley		William Wonch
X	Susan Holdener	X	Nicole Brockwell		Tina Nelson	X	Aubrey Collier
X	Sam Therres	X	Gina Loring	X	Kyle Potuzak		Jacki Doty

X = Present

**Note: black text is the agenda, red text is notes taken during the meeting.

Introductory Matters

- **Introductions/Individual updates**
 - Possible new Board Liaison - Theresa Smith from Kitsap County nominated
- **Meeting notes**
 - Comments/Questions on Previous Meeting Minutes
 - Adopt November meeting notes **adopted**
- **Review this Agenda**

Activities & Actions by other groups – for our information & action as appropriate

- **WSDOT LP – Michele & Will - Bulletin updated on FSBE/DBE earlier this week**
- **WSDOT/AGC Administration Team – Nicole B. - saving meeting notes on CSC Google Drive**
- **CM Committee –Paki/Terry - no update**
- **Fellow Spec Committee – Tani/Michele -** The Construction Materials Committee met on Dec 11, 2025. Steve Read will quit as the committee chair at the end of 2025, as he has retired. A new meeting has been scheduled for mid Feb 2026 to discuss succession, who will be the next chair and start the 2026 renumbering of gsp references.

- **APWA Report Article** - Nicole B. joined Knowledge Team, doing an article for July issue that will spotlight our committee in the National magazine

General/Miscellaneous Updates

- **Spring Conference Sessions Submitted and Approved**
 - Specifications 101
 - Dan and Nicole Presenting with Grace Garwin
 - Nicole to prepare slides and share with team for initial feedback
 - Nicole & Dan to meet and finalize slides after committee feedback and prep for a great presentation
 - Specifications Updates
 - Diane, Michele, and Sam submitted as presenters
 - Learning Objectives: Updates to Div 1-2, DBE & Apprentice updates, Construction Obligation/Admin
 - Session Title: Specifications Updates in Divisions 1 & 2 (can adjust if desired)
 - Presentation changes are due by the end of the month to be in published booklet/package for conference
 - Presenters to discuss goals/topics
 - Future Sessions?
 - CN Inspector geared towards training for specs - Discussion
 - Legal Update (as recommended by Chris)
 - Traffic Control update/refresh?
 - FHWA update: CFR (23 CFR 630 j & k) changed and requires all agencies to have a Work Zone (Positive Protection, use of Police Officers) policy by end of December
 - WSDOT working on their policy update but Local Programs wasn't notified, so local agencies will need their own policies
 - This update won't be ready for April conference
 - Recommend to subscribe to CFR updates here: <https://www.ecfr.gov/>, by creating an account and subscribing to updates in certain Titles (23, 29, 48, 49 are some examples)
 - LAG Manual paragraph/section will be updated to better describe the policy requirements
- **Statewide Training**
 - Assignments:
 - 1/29 Wenatchee – Dan and Nicole (maybe Russell?)
 - 2/3 Vancouver – Diane and Tina
 - 2/4 Everett – Gina and Sam, Anne
 - 2/5 Shoreline – Paki and Tani, Kyle
 - 2/5 Bremerton – Diane and Tina
 - 2/11 Olympia – Aubrey and Diane
 - 2/12 Spokane – Dan and Nicole (maybe Russell?)
 - 2/18 Sedro Woolley – Gina and Sam, Diane
 - 2/19 Redmond – Tani & Kyle & Paki
 - 2/25 University Place – Susan and Diane
 - 3/5 Kennewick – Dan and Nicole (maybe Russell?)

- Role of WSDOT LP in Trainings
 - Pre-meeting scheduled with team this month (1/14) and will give presentation so they can learn and raise questions; they will also be there to network
- Expectations - \$200 class budget
- Stickers: Two Options - Do we want to order both? Just one? - Order both
 - How to get these to all trainers? mail
- LPE and Room sponsor gifts
 - Amazon Options
 - Edible Gift/consumable?
 - APWA swag? - Diane to ask Theresa to help with access to WA Chapter swag
- Powerpoint Review - Ideas for making training interactive?
 - Share some ideas if you have any
- General Training Topics
 - Notes are in the slides, but if you want to add some, share with the committee
 - 3 or 4 people giving each training may be easier to help break it up and help with answering questions
 - Budget
 - \$2000 for mileage and \$2000 for food (total)
 - Can bill mileage (not travel time) to training locations (so long as it isn't all the way across the state)
 - Rooms that cost to book, invoice to APWA
 - Send expenses to Theresa
 - If a committee member wants to attend a session they aren't presenting, register for the class to make sure everyone has a seat. Can bill mileage (only).
- Tied Bids - Discussion?
 - 1-03.1(1) Identical Bid Totals
 - Specification interpretation
 - Interpretation: is it the intent of this spec that Agencies are checking licensure? Or is the spec language referencing WA DOL registration is intended only to clarify the company name used for alphabetical ordering when drawing slips for identical bids, not to require agencies to verify licensure prior to award.
 - Tina L - I believe the intent was to specify how the alphabetic order was established, I do not believe we need that sentence, just change to "Bidders shall draw in alphabetical order."
 - Concern about ambiguity
 - The language could be misinterpreted or inconsistently applied by agencies, particularly in scenarios involving identical bids and bidder eligibility.
 - Whether clarification is needed
 - One position is that no changes are necessary since the spec mirrors standard specifications and has FHWA approval. Tina L - has this come up as an issue? Spec is not new.
 - Another view is that clarification may be helpful, potentially through guidance, training materials, or discussion, rather than modifying the spec text

- Remove “by the name of the firm as registered with the Washington State Department of Licensing.” from the GSP.
- **Small committee to look at insurance GSP**
 - Volunteers? Any Risk Managers from your agency who might be interested?
 - Probably best managed by a consultant under a new contract
- **Website Updates**
 - Link to state-wide training to be added
 - Spring conference sessions
 - New chair members (Kate to do today)
- **RTF file Issues (if time allows)**
 - Some agencies are having issues opening .RTF files and e-mailing. Any one else experiencing this? Any workarounds?
 - RTF files are blocked by some agency/consultant IT policies, so links are preferred to make sure everyone receives them
 - Request is for email updates to be sent with a link instead of the attached files (also ensures the most recent file is accessed rather than the version emailed).
 - Changing file type may need an update with WSDOT’s PSE Word Program software: if we change file type, will it still work?
 - Michele to work with Rebecca Howe to work with Mats Lab
 - Committee preference is to use a file type that is different from other GSP types (WSDOT vs project vs Region), might need to in order for PSE Work to grab the correct file in the correct folder
 - PSE Word Maco - FAQ Single pager

Specifications

- **Recently Updated:**
 - 1-02.9 Option A Delivery of Proposal - Minor formatting/terminology changes
 - 1-02.9 Option B Delivery of Proposal - Minor formatting/terminology changes
 - 1-02.9 Option C Delivery of Proposal - Minor formatting/terminology changes
 - 1-02.9 Option D Delivery of Proposal - Minor formatting/terminology changes
 - 1-02.13 Irregular proposal - Removed references to WSDOT Form Numbers
 - 1-07.11 Option A Requirements for Non Discrimination - Deleted
 - 1-07.11 Option C Requirements for Non Discrimination - Deleted
- **Ready/Sent for FHWA Approval**
 - **Specs submitted: did any Div 2 (renamed from Div 1) get submitted? Tina L**
 - 1-02.5 Proposal Forms
 - 1-02.6 Option C Subcontractor’s List
 - 1-02.6 Option D Subcontractor’s List (New)
 - 1-02.9 Qualification of Bidders
 - 1-02.10 Withdrawing, Revising, or Supplementing Proposal
 - 1-03.3 Option A Execution of Contract
 - 1-07.9(5) Option A Required Documents
 - 1-07.9(5) Option B Required Documents

- 1-07.18 Public Liability and Property Damage Insurance
- 1-09.9 Option B Payments

- **In review/development:**

- 1-02.Opt 1 Bid Procedures and Conditions
 - Not a high priority. Will require a sub committee with a legal representative.
- 1-02.1 Qualification of Bidders
 - Proposed Revision to clarify that RCW 39.04.350(1)(b-g) are required always and (1)(a) as applicable
 - Needs Committee Review
 - **Include in meeting next week (see 1-02.6)**
- 1-02.6 -Opt A and C
 - **Opt C and Opt D sent to FHWA in December; committee to have follow-up meeting to confirm the options reference the correct RCW/CFR and form**
 - Michele, Gina, Russell, Nicole, Diane, Sam
- 1-03.1(1) Identical Bid Totals
 - **Approved by committee, ready to be cleaned up and formatted; intent not changed so doesn't need to go to FHWA**
 - **Provide track changes version to Michele**
- 1-05.7 Nonconforming Work
 - Needs Committee Review
 - **Use and review the Clean 1-05.7(1) version**
 - **Proposed changes pull existing APWA GSP into the new 2026 spec book format**
 - **Approved by committee.**
 - **Russ to fix formatting.**
- 1-05.18 Record Drawings
 - Draft changes of instructions:
 - Record Drawings
(March 8, 2013)
May be used on FHWA funded projects.
Use when you wish the Contractor to markup and prepare Final Record Drawings and submit in paper copy. Include this bid item for each schedule it applies to. [Tina L - what bid item? GSP and instructions don't specify a bid item name](#)
 - 1 fill-in – Minimum Bid; suggest from \$5,000 to \$50,000 depending on project size
 - **Add to next meeting**
- 1-06.1(4) Option A Fabrication Inspection Expense
 - Need Will's concurrence
 - **On hold until we can coord w/Will**
- 1-06.2(2) (New) Statistical Evaluation of Materials for Acceptance
 - Instructions to read. Use this GSP when HMA will be evaluated and accepted with Nonstatistical Evaluation. Must use with APWA 5-04.
 - **On hold**

- 1-07.1(6) Unmanned Aircraft Systems
 - New Section based off White House Guidance and FHWA recommendation to include in contracts
 - Aviation helped with drafting this GSP
 - Michele to publish with ***** while it is being reviewed by FHWA
 - Approved by committee
- 1-08.1(1) (New) General
 - Uniformed police officer
 - Needs Committee Review
 - Committee Approved.
 - Needs changes accepted/finalized.
- 1-08.6 Suspension of Work
 - Need Committee Review.
 - Add to next meeting
- 1-09.13 Claims Resolution
 - Need Committee Review.
 - Add to next meeting
- 2-04.3(4)B Other Traffic Control Labor
 - Adds Uniformed police officer to 2-04.3(B)
 - Needs Committee Review
 - Change to UPO
 - Michele to talk with Patricia Crane about prompt pay with State Patrol and if any part of 1-08.1(7) should apply to UPOs.
 - Approved by committee
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APWA Index/Log file:

- Check In APWA Index Files? Make sure all references line up
- Index & Log of Changes - Tracked Changes/Monthly Update?

New Business (as time allows)

Future meetings

Date Time Location

Review action items, remove those complete, add new ones and who is taking over some of the on-going for membership that has left committee

Action Items			
Who	Sec. #	Issue	Due
On-going Tasks			

Diane Dan		Administer Google Docs site, and help with access and editing problems
Sam?		Coordinate with MRSC to post sample contract/bidding documents.
?		Work w/WSDOT and APWA Board on memorializing cooperation agreement, deciding parameters of the cooperation, etc.
?		Incoming notices from agencies regarding Div. 1 changes
Diane		Help users who have problems with our APWA GSP format – usually when using the PSE Word program.
Sam		Setting up meeting for 1-02.6 -Opt A and C
Michele		Set up meeting for PSE Program/File Types
Nicole		Order stickers