

SEA-MW

STRUCTURAL ENGINEERS ASSOCIATION OF METROPOLITAN WASHINGTON

2022-2023 Board of Directors

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YMG Chair:	Christian Parker, PE



Meeting Minutes - #227

December 14, 2022

In-Person Meeting
Seasons 52 – McLean, VA

Meeting Agenda:



6:30 PM – Business meeting called to order by Michael Zajac

7:00 PM – Presentation: Managing Risk During The Construction Administration Phase / Death By 1000 RFIs

8:30 PM - Adjourn

Meeting Minutes - #227

December 14, 2022



Item 1: October 2022 Main Organization meeting minutes unanimously approved.

Item 2 - Financial Committee:

- MO balance - \$90,300.
- YMG balance - \$6,600.

Item 3 - NCSEA: Michael Zajac

- National Board member group wants to visit SEA-MW in spring 2023

Item 4 - Awards and Gala Committee:

- 2023 Gala will be February 25, 2023
- The Venue is St. Francis Hall (similar to 2020 format)
- Project finalists will be announced before the end of the year

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Item 5 - Communications Committee: Joe Spaziani

- No update.

Item 6 - Code Committee: Dave Smith

- Submit concerns/issues/topics to committee

Item 7 - SE3: Jen Greenawalt

- Last Happy Hour next week
- January meeting will be a collaboration of the YMG and BoD
- Book club kicks off in January
- Krissia presented the SE3 trivia results:
 - winner #1 – Bill McLain
 - winner #2 – Rose Rodriguez
 - winner #3 – Maria Parker



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December 14, 2022 Program:

Managing Risk During The Construction Administration Phase / Death By 1000 RFIs

SPEAKERS:

- Jonathan Shoemaker – Lee/Shoemaker
- Matthew Daw – Simpson, Gumpertz, & Heger
- Lauren Martin – Ames & Gough

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December 14, 2022**



December 14, 2022 Program:

Managing Risk During The Construction Administration Phase / Death By 1000 RFIs

PROGRAM HIGHLIGHTS:

- Membership submitted questions prior to the meeting that were read and responded to by the panel.
- Lots of good questions and the following is a summary of some of the key takeaways:
 - Follow Division 1 of specs and requirements of Construction Documents (don't be a push over or set a bad precedent at the beginning of the project)
 - RFIs:
 - Respond as fast as possible, but don't prioritize contractor/response time versus standard of care as this could lead to more RFIs/issues/delays.
 - Typical RFI turnaround time is 5 days but confirm based on Contract/Construction Documents.

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December 14, 2022 Program:

Managing Risk During The Construction Administration Phase / Death By 1000 RFIs

PROGRAM HIGHLIGHTS (continued):

- RFIs (continued):
 - Make the contractor clarify poorly written RFIs or clarify your understanding of the facts in the response and attach additional documentation, photos, emails, etc. for reference.
- Maintain your own log of shop drawings and RFIs
- Run BIM clash detection before submission to contractor
- Add a clause in contract for risk associates with early submission packages
- Make the contractor follow substitution process and not use the RFI or shop drawing process for this
- The floor was opened up for Q&A

Program concludes at 8:52 PM.

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