AGENDA

Responsibility in Concrete Construction Committee

Marriott Tampa Waterside & Westin Harbour Island
Tampa, Florida

Sunday, April 3, 2011
2:00 P.M. – 5:00 P.M.
M-Meeting Room 6

MEMBERS

Jeffrey W. Coleman, Chair
Mark A. Campo, Staff Liaison

Dennis C. Ahal
Kenneth B. Bondy
Julie K. Buffenbarger
Boyd Clark
Beverly A. Garnant
Mohammad Iqbal
Cecil L. Jones
William M. Klorman
Jim E. Kretz
Colin Lobo
Kevin A. MacDonald
Thomas Malerk
W. Calvin McCall
Matthew A. Offenberg
Joseph C. Sanders
Michael J. Schneider
Eldon Tipping
Woodward L. Vogt
George R. Wargo

1.0 CALL TO ORDER AND INTRODUCTIONS

2.0 CHAIR’S OPENING REMARKS

3.0 APPROVAL OF MINUTES – Sunday, October 24, 2011, Pittsburgh, PA

4.0 MEMBERSHIP

5.0 COMMITTEE ACTIVITIES

5.1 RCC Committee Activity Report to the Board of Direction (see Attachment A)
5.2 Committee Assistance with TAC Review Process

A total of nine documents—including two mandatory-language Specifications & Code—were up for review during the Spring 2011 TAC document review cycle. Reviewers for these documents will discuss any responsibility issues that they commented on during the reviews.

5.3 Responsibility in Concrete Construction Document

Committee will review and discuss the completion and submission of the Responsibility in Concrete Construction document, requesting approval for distribution as a stand-alone document (see memo from Chair Coleman to the ACI Board of Direction, Attachment B).

6.0 NEW BUSINESS

6.1 Discussion on future Committee activities

7.0 ADJOURNMENT

ATTACHMENTS:
  Attachment A – RCC Activity Report to the Board of Direction
  Attachment B – Memo from Chair Coleman to the Board of Direction
Board Committee: Responsibility in Concrete Construction

Chair: Jeff Coleman

Staff Liaison: Mark Campo

Date: 2/21/11

BOARD COMMITTEE ACTIVITY REPORTS
(Including Advisory Committees and Task Groups)

In an effort to get Board committees to think strategically, the Board of Direction has requested that Board committee Chairs/Staff Liaisons provide a summary report on the five items listed below, including expected dates for completion, as appropriate.

1. **Committee’s Major Goals / Objectives for Next 12 Months** – (up to five, with expected target dates for completion)
   - Finalize the new responsibility document, “Responsibility in Concrete Design and Construction,” before the meeting in Tampa.
   - Submit the new responsibility document to the Board of Direction for approval.
   - Review ACI mandatory language documents and identify issues related to assignment of responsibility (as needed).

2. **Summary of Activities of Importance at Fall 2010 Convention – Pittsburgh**
   (highlight major items from last meeting minutes & action taken. Example: Examine viability of maintaining two ACI Journals—No consensus was reached, this item will be placed on the agenda for the next meeting)
   - Reviewed ballot results of completed Responsibility document (did not pass).
   - Worked to resolve all negative votes, so as to obtain a reasonable consensus on the document and prepare for its completion and submission to the Board of Direction.

3. **Intervening Actions Since Fall 2010 Convention – Pittsburgh**
   - Incorporated, with the assistance of ACI Staff, all changes to the document as discussed and approved in the Pittsburgh meeting.
   - Editorial task-group convened to incorporate all those allowed as “editorial” by their contributors. Additional section added to the document by Chair Coleman.
   - (Pending) Ballot final version of document before the Committee, in anticipation of submitting the document to the Board of Direction for approval.
4. **Summary of Anticipated Activities at Spring 2011 Convention – Tampa** 
   (i.e. highlight major items on current meeting agenda)
   - Review & discuss completion of the responsibility document and discuss preferred options for its publication; these options will be presented to the Board for direction & approval.

5. **Status of Outstanding Board Assignments**
   - The committee is proceeding with the ongoing review of mandatory-language documents for assignments of responsibility.
M E M O R A N D U M

To: ACI Board of Directors

From: Jeffrey W. Coleman, P.E., FACI, Attorney at Law
   Chairman, RCC Committee

Date: February 23, 2011

The ACI Committee on Responsibility in Concrete Construction was organized in 1987. RCC has published one document in the September, 1995 issue of Concrete International Magazine. The preamble to that document states:

The Board of Direction, American Concrete Institute, adopted the guidelines developed by the ACI Committee on Responsibility in Concrete Construction, in March, 1995. These guidelines have been written in non-mandatory language, but are intended to describe practical ways to handle responsibility and to help ACI technical committees prepare documents. Although it is not possible to cover all responsibility and authority issues in this short document, this document provides the principals that are relevant to situations not specifically addressed.

Over the years, the RCC Committee has continued to review ACI documents prepared by other committees to identify responsibility issues.

The RCC Committee has had as its goal the creation of a new and updated guide to responsibility in concrete construction. Work on that document started in earnest in 2008 and has been continuing to date.

By the spring of 2010, Version 1.6 of the current document (the Sixth Revision) was forwarded to TAC for review. Since RCC is a board committee, it is our understanding that we are not required to have TAC review the document; however, as a courtesy, we felt it appropriate that TAC at least provide input that the RCC Committee could consider. TAC returned 114 comments which were fully considered by a sub-committee of the RCC Committee. Many of those comments were helpful and incorporated into the document.

Prior to the Pittsburgh Convention, Version 1.7 of the RCC document (updated to include TAC comments) was put out to ballot to the RCC Committee. Substantive ballot
comments were considered and incorporated at the Pittsburgh Convention, and the modified document was approved by RCC at the Pittsburgh Convention, subject to incorporation of editorial comments. A task group consisting of Ken Bondy, Woody Vogt, Bill Klorman and Jeff Coleman, assisted by ACI staff member, Mark Campo, was appointed to consider and incorporate editorial comments and place the document into final form. The document presented to the Board is the final version (Revision 1.12), entitled *Responsibility in Concrete Construction, a Report by the ACI Responsibility in Concrete Construction Committee*.

**Action requested:** The RCC Committee requests that the ACI Board of Directors approve the current RCC document for publication as a separate ACI document.