



Asset Maintenance Liaison Committee Meeting Minutes

Thursday, May 5 1:30-4:30 PM

<p>1. Welcome & Introductions</p>	<ul style="list-style-type: none"> • List of attendees attached
<p>2. Opening Remarks by Rudy Powell and Peter Loughlin</p>	<ul style="list-style-type: none"> • Rudy Thanked everyone for participation in FDOT Maintenance Conference, especially the panel discussions since they covered a wide range of topics and opinions. • Peter Appreciate the opportunity to be able to attend the FDOT Maintenance Conference
<p>3. Previous Meeting Minutes</p>	<ul style="list-style-type: none"> • No comments • Previous minutes attached
<p>2. Report from the Liaison Subcommittee</p>	<ul style="list-style-type: none"> • New Subcommittee Members Paul Staton from Broadspectrum will become an active member of the subcommittee, Chris Warren from ICA will be Alternate A and Bob Gorski from DBI will be Alternate B. A List of the subcommittee is attached. <p>If you have any issues for the subcommittee, please contact a member of the committee so the issues can be added to the agenda.</p> <ul style="list-style-type: none"> • Subcommittee meetings open to silent listeners Anyone who is interested in listening into the subcommittee calls may contact Mike Sprayberry for dial-in information. This would be helpful for Contract Managers and/or Project Managers to understand the partnering process between FDOT and Industry. There is a limited amount of lines, so approval is needed. • Performance Criteria for unwanted vegetation Jose Darsin – Unwanted vegetation on MSE walls & sound walls. Turnpike did a study including the new criteria alone and also as part of turf. If it was included, there was a drop in scores. <p>At DME meeting it was decided to combine the unwanted vegetation with turf starting July 1, 2016. No forgiveness for QAR for either Districts or Contractors.</p> <p>If it has been obviously sprayed, it should pass since the verbiage says “untreated.”</p> <ul style="list-style-type: none"> • Update on contract scope “other requirements” Committee reviewed all of the “Other Requirements” that are above and beyond standards. Recommendations to Central Office is attached. Fate One has been implemented, Fate Two is currently being worked on. Fate Four will be published. • Change in AMPER Current AMPER has will be changed to match the contract scope re: Violations for Dept. Policies, guides, etc. excluding technical proposal and another for Violations for technical proposal deviations. AMPER had divided these into 3 areas and has now been changed to only 2.

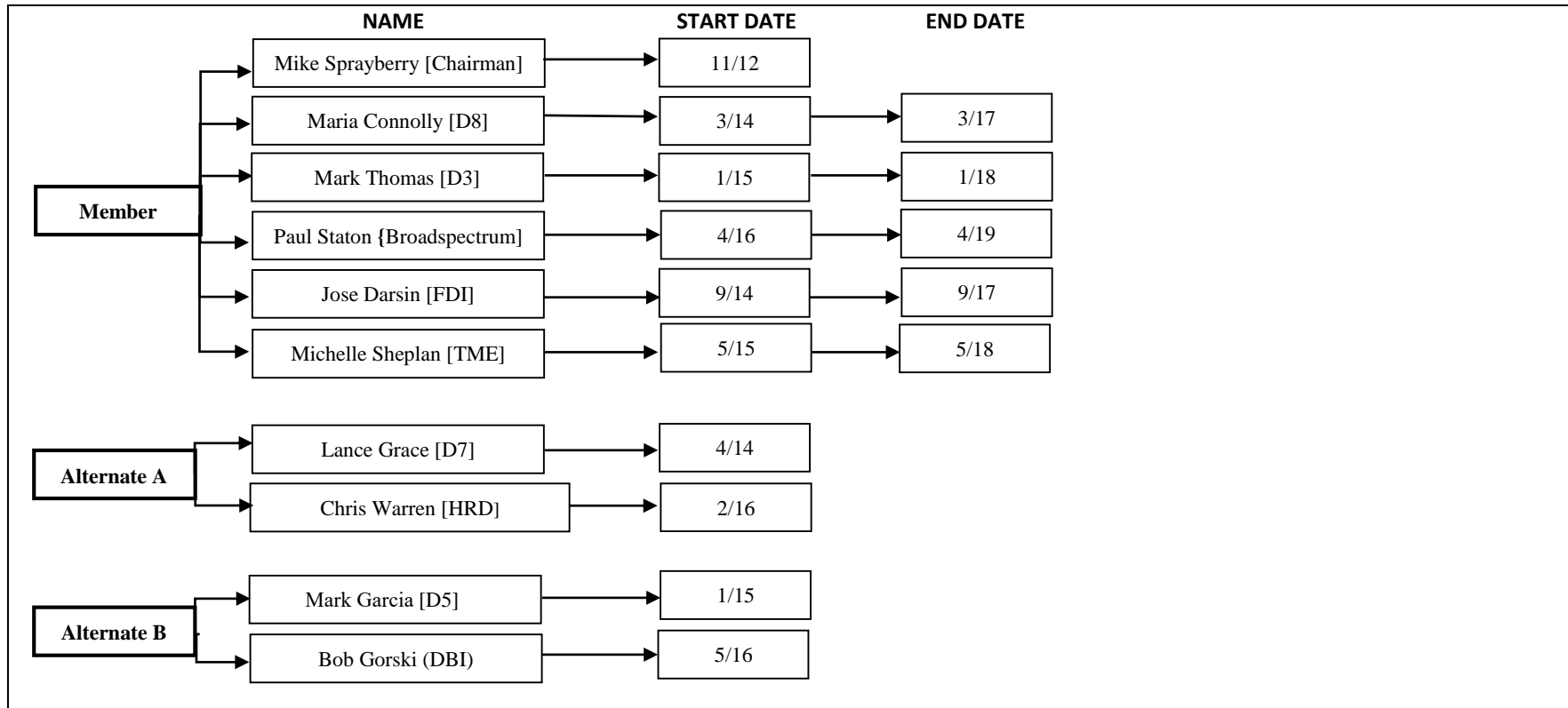
	<i>ACTION – Sprayberry to post subcommittee minutes on the OOM webpage.</i>
3. Ongoing/Upcoming Subcommittee discussions	<p>The following items are in discussion in the Subcommittee, please contact Subcommittee team members if you have input on any of the below:</p> <ul style="list-style-type: none"> ○ MRP Evaluation on non-traditional places (underpass, ramp & bridges) ○ “Blue Signs” identifying AM contractors ○ Safety Incentives ○ Per day deficiency deductions vs one and done & No time to cure ○ Non-MRP items that will take years to bring into spec, but have immediate performance measures
4. MRP	<ul style="list-style-type: none"> ● Updates on new criteria MRP Handbook has a lot of updates this year. A few items of importance: <ul style="list-style-type: none"> ○ Turf Condition changes discussed above ○ Misc. drainage - if grate is not functioning or missing, it will fail ○ Tree trimming – over roadway, lower than 14.5’ over roadway will fail ○ Litter – In areas with less than an 1/3 acre or no mowing, litter cannot exceed 1 cubic ft. ● 1-year trial on new criteria Industry is asking for a trial period to be in place to make sure everyone understands the impact on MRP with new criteria. Many times you don’t know the true impact until it is in place. MRP team performs a study and shares criteria with Industry to ask for feedback. Once a decision is made to implement the new criteria, it is past the study period. ● Communicating changes to Industry Some issues are brought up by the task team “on the fly,” but the MRP Task Team tries to keep everyone up to date. When information is shared with FDOT, Lance Grace will email to Peter to send to Industry. Spec office and Design office has a process set up to communicate changes. Changes posted on their website for industry review and also a blast email. Peter is receiving those emails. <p><i>ACTION – Specifications subscription email list – contact mailer. Rudy will find out about setting up the list for AMOTIA members.</i></p>
5. Lighting -Section 8.0 of Roadway and Roadside Maintenance Procedure #850-000-015	<p>DME’s had extensive discussion at the DME meeting. FDOT is not ready to move forward because there are many areas to still clarify and work out. How do you define consecutive lights? (Intent is to avoid darkness.) What is the proper timeframe for repair? How to address entire circuits being out? A big concern to FDOT is lights at pedestrian crosswalks.</p> <p>FDOT & Industry agree 30 days to repair is ok for a single light out. Shorter timeframe (10 days or less) for a circuit or 2 consecutive lights.</p> <p>FDOT will continue to work on the Procedure and will release a draft when finished.</p>
6. Periodic Repair in Bridge AM contracts	<p>New AM contracts have no cap on major bridge repair (NOT emergency repair) per structure, there is no limit to the liability. Cap placed on movable bridges, but not fixed. Major repairs can include almost any issue and repairs, such as substructure, can be very costly.</p> <p>No historical data to quantify what the risk may be. Information on bridges is not public record AND there is no way to vet over 200 bridges in the short procurement</p>

	<p>timeframe. Also, inspection reports show quite a bit of deferred maintenance that is now turned over to AM.</p> <p>Industry has issue bidding contracts with unlimited liability and also creates a bidding issue where some contractors are bidding a significant amount of risk and some are not so the bids can be significantly varied. Risk is beyond annual contract value.</p> <p>Industry is in the business of taking risk, but there have to be some parameters in place. Industry has risk committees, financial partners, bonding agencies, etc. that look at the risks in the contracts to decide whether to bid or not.</p>
<p>7. Bridge Insurance</p>	<p>The AM boilerplate is confusing and gives a false sense of insurance on bridges. The only structures that have insurance are on tolled facilities, to protect against loss of revenue. A list of bridges that have insurance is attached.</p> <p><i>ACTION – Subcommittee to look at Bridge Insurance language in boilerplate to make it more clear.</i></p>
<p>8. Encroachment Area Agreements for Florida Gas Transmission</p>	<p>New Spec for use in maintenance, memo that will eventually become procedure. If you are going to be doing these 5 activities, then you must contract FGT 48 hours before you work and they must be onsite to watch you work unless they decline. A website with a list of all encroachment areas in the state. The website to see the locations is http://www.dot.state.fl.us/programmanagement/utilities/FGT-Encroach-Agreements.shtm</p>
<p>9. Traffic Operations Work Orders</p>	<p>Discussed in DME meeting that some of Industry seems resistant to do Traffic Ops Work Orders and does not do it in a timely manner. Does Industry welcome the Traffic Ops work orders or would we rather not have it as part of the contract?</p> <p>Industry likes Traffic Ops work orders. NO need to remove from contracts.</p> <p>District Five – It is very important to be able to assign Traffic Ops Work Orders to AM contractors since they can be completed faster & more efficiently by private industry. Not an option to pull out of the contract.</p> <p>Timeliness – Contract Managers need to put timeliness into each work order to complete.</p> <p>District Three – Puts 45 day timeline in Traffic Ops work orders. They also have a push button traffic ops contract outside of the AM contract. If the Traffic Ops work order exceeds the AM cap they can have the Push Button Contractor perform the work. District Three encourages AM contractors to bid on these contracts in the areas where they have contracts.</p> <p>Is there a threshold for when the Traffic Ops Work Orders requires a work order or change order? D7 says it's a work order whether 1 sign or 200 signs. If it comes from Traffic Ops, it's a work order.</p> <p>Needs to be a partnership between FDOT and Industry on sign projects that are extensive.</p> <p><i>ACTION – Subcommittee to discuss narrowing the options for Traffic Ops work orders, as well as clarify language and process, in future contracts to ensure consistency across Districts.</i></p>

<p>10. Bold Landscaping Contract Timelines</p>	<p>Some Bold Landscaping areas are coming to the end of the warrantee period. When will the maintenance contracts be let for these?</p> <p>There is a standard scope for performance based maintenance of the Bold Landscaping.</p> <p>Once its out of its establishment period who will maintain if there is no separate contract in place? FDOT is making efforts to ensure contracts are in place.</p> <p>District Four will have a gap in coverage. To solve this issue, in District 7, a short term contract was let to bridge that gap until the Bold Landscaping Maintenance contract is let.</p> <p>At this time OOM (Office of Maintenance) does not want to include Bold Landscaping maintenance in AM contracts.</p> <p>Turnpike contracts will be performance based with a best value process, similar to AM RFP process.</p>
<p>11. ATSSA Letter Concerning Roadway Striping</p>	<p>AMOTIA has reciprocity agreements with ATSSA and has had a great relationship in the past that they hope to continue in the future. Peter will be discussing with ATSSA Executive Director.</p> <p>AMOTIA supports the use of more quantitative measurement method for pavement markings in MRP. But, the email provided has a few glaring issues:</p> <ul style="list-style-type: none"> ○ Conclusion has been stated prior to the request for hard data. The first paragraph states, "...our chapter is very concerned with the poor condition of pavement markings on Asset Management (AM) roadways here in Florida." The second paragraph asks for "...“hard data” that we can present to support our position..." ○ Issue exists on AM Roadways. How do they know which roadways are AM and FDOT and what difference who maintains the roadways if they want the same controls in place to measure pavement markings? AMOTIA supports the quantitative measures used on ALL roadways within the state. ○ Letter came from material suppliers and/or striping contractors <p>OOM does not plan to respond back since the letter was distributed via email list and not directly to OOM. OOM has met with ATSSA in the past about this issue. ATSSA says they have been asked to put down paint in small sections by AM contractors, in expectation of MRP falling in that area. ATSSA is not happy they are being hired to put down paint and not thermo. OOM has asked for hard data from ATSSA to show the issue and has not received, to date, any data.</p> <p>OOM position is that AM contract is performance based and contractors can choose paint or thermo as long as it meets MRP.</p> <p>Materials Office has a Pavement Marking Management System, which includes measurement by a mobile reflectometer. This information is provided to all districts by county. The system can help to provide work needs for FDOT and industry can also use to determine their work needs.</p> <p>FDOT is looking at pedestrian safety in regards to striping.</p>

<p>12. Sweeping - BMAP Commitments</p>	<p>Historically maintenance has looked at sweeping as an aesthetic item and it is not measured very well in the performance standards. FDOT has committed to a BMAP Target for each District – get rid of X amount of nitrates - so they do not drain into the storm system. OOM doesn't want to put percentages and/or goals onto AM contractors, but wants Industry to work in good faith as team with FDOT to contribute to the District goals.</p> <p>Spec says to track how much is collected. Industry needs to report accurately and completely.</p>
<p>13. General Discussion</p>	<ul style="list-style-type: none"> • Turnpike, Zone 4 will be releasing a Performance Based ITS maintenance contract Zone 4 in May. It will be a Best Value RFP process. • OOM looking for Feedback from conference <ul style="list-style-type: none"> ○ Maintenance Conference would have been a great opportunity to hand out awards to both FDOT and Industry. <ul style="list-style-type: none"> ▪ AMOTIA plans to do this at Annual Conference ○ Coffee during breaks – can only do if FDOT not in name of conference ○ More discussions/roundtables/debates, less presentations ○ Email evaluation forms to attendees ○ Good participation by Industry, 33% of participants <ul style="list-style-type: none"> ▪ Make sure presentations are not only for FDOT or not only for Industry ○ Lessons Learned, best practices would be good additions ○ Some of the presentations were very basic ○ Add ½ day onto the conference to incorporate AM forum agenda instead of having 8 separate AM forums ○ Need safety presentations in future conferences, safety briefing at the beginning of each meeting • AMOTIA Conference Sept 28-30 in Dallas, Texas • Crash Reports – not allowed to get FHP reports prior to 60 days. Active investigation reports cannot be sent out until 60 days. There are exceptions. Turnpike worked with Turnpike FHP to get them names of AM contractor representatives who are authorized to receive reports. <p>FDOT Crash Report is a distribution email list that includes a summary of reports, populated by FHP, the day after the crash occurs. Sprayberry also receives emails from TR Track System which includes reports from crashes on state roads.</p> <p><i>ACTION - Get in touch with Sprayberry if you want to be added to the FHP crash report and TR Track System email distribution list.</i></p>
<p>14. Date, place and host for next full Liaison Committee Meeting</p>	<ul style="list-style-type: none"> • DME meeting Oct 4th-5th • FDOT Liaison meeting Thursday, October 6th, 9am at Turkey Lake Turnpike Office <p><i>ACTION – Need industry host for next Liaison meeting.</i></p>

FDOT/AM Liaison Subcommittee



From: Jim Kelly [<mailto:jim.kelly@atssa.com>]
Sent: Thursday, April 28, 2016 11:10 AM
To: Florida ATSSA Chapter <atssainfo@atssa.com>
Subject: Florida ATSSA Chapter: Request for Assistance

Dear Florida ATSSA Members,

As most of you are aware, our chapter is very concerned with the poor condition of pavement markings on Asset Management (AM) roadways here in Florida. We have been trying for some time to get the FDOT to replace the current MRP evaluation process with a more quantitative Mobile Reflectometer based process.

To date, we have been unsuccessful, but we are not going to stop our efforts. In an attempt to come up with some “hard data” that we can present to support our position, we need our membership’s help. We’d like to identify as many “problem” areas as possible on state roadways.

Therefore, whenever you or your employees are travelling on poorly marked (either striping and/or RPM’s) state roadways (with focus on interstate and limited access), please make note of the roadway #, direction of travel, limits (by mile marker if possible), and description of problem.

Once collected, please email the data to Scott Walls or Kirt Guidry for compilation. Once compiled, we are going to cross reference the poorly marked roads with the data in the FDOT Pavement Marking Management System. By doing this, we hope to get a better understanding of what reflectivity levels correspond to visually “poor” markings.

Thanks for your help in this project.

swalls@akcainc.com
kguidry@crowthermo.com

Sincerely,
Scott Walls
Florida Chapter of ATSSA – Pavement Marking Committee Chairman

8.0 All highway lighting (~~high mast, standard, under deck, sign~~) located within the Department's right of way, shall be ~~monitored~~ surveyed quarterly. Lighting outages shall be reported for each lighting type and roadway system (~~limited access and arterial~~) for each ~~contract / local agreement area~~ and cost center area. All deficiencies found under a local agreement area shall be reported to the maintaining agency for corrective action. ~~These highway lighting systems shall meet the following requirements:~~

Commented [AT1]: Would we like to separate out local agreements or just have the reports done by cost center.

~~a.~~ Lighting outages shall not exceed 10% for any lighting type (~~high mast, standard, under deck, sign~~) or roadway system (~~interstate, toll, turnpike, and primary~~); and

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~~8.1~~ Lighting outages identified during the Department's monitoring cycle survey or reported by others shall be repaired within 30 days. No single light shall remain out for two consecutive quarters survey cycles, unless it can be demonstrated that the light is not operational for a different defect/condition than what caused the outage during the first quarterly previous survey.

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~~8.2~~ Lighting outages identified during the Department's survey or reported by others at lighted intersections with pedestrian crosswalks shall be repaired within ten days.

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~~b.~~ ~~8.3~~ No If more than two (2) consecutive lighting lights are outages within the same lighting type, shall repair all outages within ten days.-

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~~c.a.~~ ~~Lighting outages identified during the department's monitoring cycle or by others shall be repaired within 30 days. No single light shall remain out for two consecutive quarters, unless it can demonstrate the light is not operational for a different defect/condition than what caused the outage during the first quarterly survey.~~

8.14 High Mast Lighting, shall be inspected annually, from the date of the last inspection performed. Each District shall develop a management plan and checklist for the lowering and inspection of all high mast lighting. The inspection results shall be documented in writing using the check list. An example of a minimum checklist requirements is located on the Office of Maintenance share point site, roadway operations, documents <http://www.dot.state.fl.us/statemaintenanceoffice/divisions.shtm#RoadwayOperations>

<http://cosharepoint.dot.state.fl.us/sites/maintenance/roadway/Shared%20Documents/Forms/AllItems.aspx>

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- ~~8.2~~—Vegetation shall be maintained to prevent blockage, obstructs, or interferes with any standard luminaire type highway lighting which would prevent it illuminating the roadway as originally intended.
- ~~8.0~~—All highway lighting located within the Department's right of way, shall be monitored quarterly. Lighting outages shall be reported for each lighting type and roadway system for each contract / local agreement area and cost center area. All deficiencies found under a local agreement area shall be reported to the maintaining agency for corrective action. These highway lighting systems shall meet the following requirement:
- Lighting outages shall not exceed 10% for any lighting type (high mast, standard, under deck, sign) or roadway system (interstate, toll, turnpike, and primary)
- ~~8.1~~—Lighting outages identified during the department's monitoring cycle or by others shall be repaired within 30 days. No single light shall remain out for two consecutive quarters, unless it can demonstrate the light is not operational for a different defect/condition than what caused the outage during the first quarterly survey.
- ~~8.2~~—Any reported lighting outages at pedestrian crosswalks or more than two (2) consecutive lighting outages within the same lighting type shall remain out for more than seven (7) days.
- ~~8.3~~—High Mast Lighting, shall be inspected annually, from the date of the last inspection performed. Each District shall develop a management plan and checklist for the lowering and inspection of all high mast lighting. The inspection results shall be documented in writing using the check list. An example of a

minimum checklist requirements is located on the Office of Maintenance share point site, roadway operations, documents
<http://www.dot.state.fl.us/statemaintenanceoffice/divisions.shtm#RoadwayOperations>



Asset Maintenance (AM) Liaison Committee Meeting Minutes

Wednesday, September 30th, 2015

Hosted by the Florida Department of Transportation (FDOT)

“Masters E” Meeting Room, Sawgrass Marriott, Ponte Vedra Beach, Florida

2:00pm – 5:00pm

1. Introductions
2. Previous Meeting Minutes
3. Establish Membership and Bylaws
4. Report of Recommendations from the Liaison Subcommittee



Recommendations
to Liaison September

- **New Subcommittee Members**
 - OK
- **Safety incentive for AM Contractors**
 - Put incentive idea back on Agenda, even if low priority topic.
 - Some idea:
 - 5% for exceeding performance measures (Texas)
 - Based on results from QA/QC program
 - Reduced crashes data for projects
- **“Announced” Rest Inspection Areas done by AM Contractor**
 - OK
- **Determine a standard amount of risk cap in Emergency Section**
 - OK
 - FDOT will gather folks to make the decision possible and get information from Industry
 - Different Bids idea from Jim (one Bid for each Risk Cap value)

- **Discuss certain MRP shortcomings**
 - Subcommittee is to take on this topic and categorize the issues
- **Present recommendation thus far for fates of “Other Requirements” topics**
 - This item was interrupted by members expressing concerns that this is the first time that many had seen some of these complex topics, and it was difficult to make decisions on the topics without a thorough review. This prompted the following new requirement: Send questions, issues and topics to be discussed at the Liaison meeting at some time before the meeting occurs. Send Report of Recommendations and Report of Ongoing Topics from Subcommittee for review before Liaison meeting.

5. Presentation of Ongoing Subcommittee Topics



Subcommittee
MINUTES M35 2015-

6. AM Project Management consistency across FDOT PM

- Rudy says need specifics to fix problem. Send specifics and OOM can help.

7. Adjustment of RFPs to enable AM contractors to fix known issues that could result in substantial deductions (Bob Gorski)

- Could this be an opportunity for an incentive?

8. 5% to 3 % Economic Impact change status

9. AMPER 2.1 Changes – required for all periods ending on/after 1-1-2016

10. Are Contractors able to lower high lights en masse before storm events?

- No issue to comply, given enough time.

11. Are Contractors able to establish one-way evacuation routes?

- A single route yes, multiple could be impossible. Rudy stated we need reinforcement that AMC are able to successfully lower high-mast lights and if can establish evacuation routes as needed.

12. Landscape maintenance and AM Contracts

13. Division 1 Specs (AM Attachment II) update

14. Contract length – program early to work toward longer contracts

15. Is it time to revise the RFP to keep Tech Proposal fresh?

16. Clarify AMPER submittal / review process – ensure Contracts are notified of rights

17. RFP Bidder presentations and/or Q&A sessions

- Design-build does 30 min. controlled meeting for page turn of proposals

18. Roundtable/Open Mic/General Discussion

19. Date, place and Host for next full Liaison Committee Meeting

- Industry will host next meeting. Planned to be combined with DME & Maintenance Conference in May.

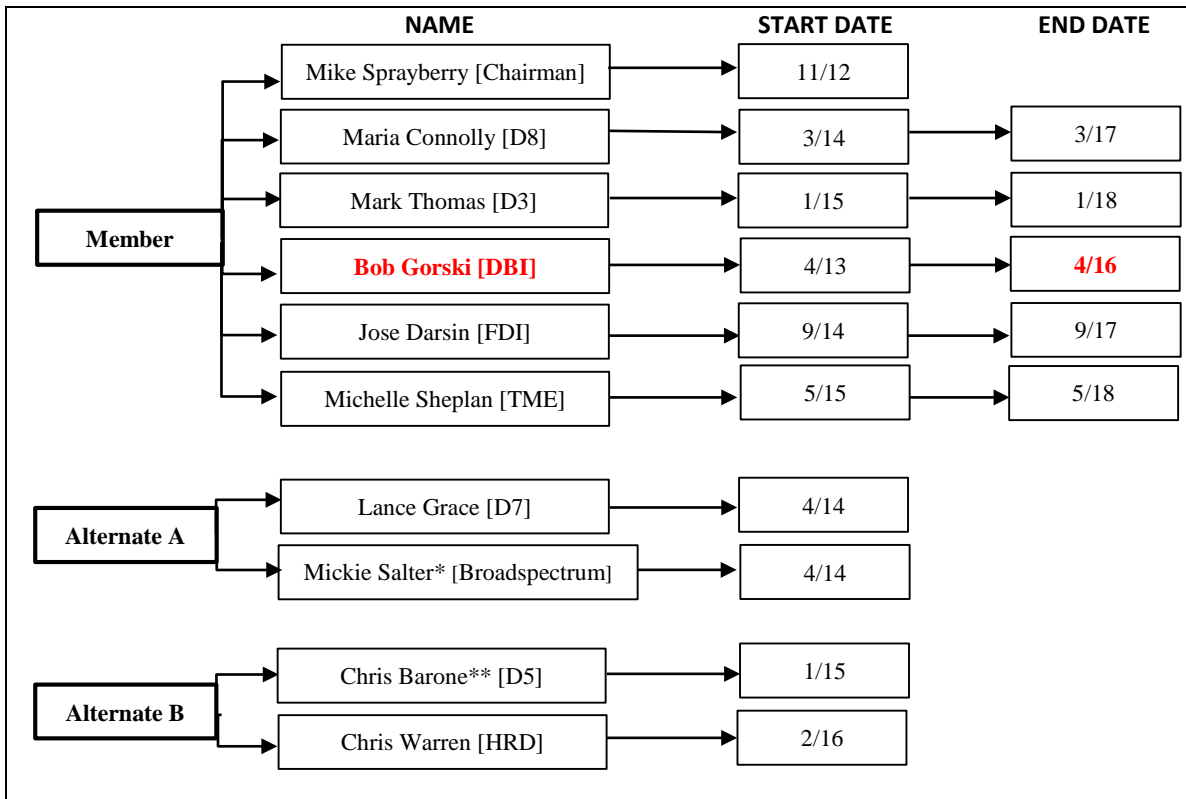
Team Purpose:

Members are to review, research, analyze, and discuss topics associated with the Department's Asset Maintenance Program. The Team will develop recommendations and make decisions for Program improvement or change.

Team Rules:

1. Discussion issues and agenda topics may come from any source and be brought to the subcommittee by a Team member.
2. The Subcommittee will meet monthly.
3. Before each Liaison Committee Meeting, the Team will prepare a summary document of the status of all issues discussed since the last Liaison Committee Meeting. This summary document will be circulated via e-mail to the frequent Liaison members prior to the Liaison meeting where the summary document will be discussed.
4. The Subcommittee shall be composed of the FDOT State Contracts Administrator (currently Mike Sprayberry) as lifetime Chairman plus 5 Team members (two from FDOT, three from industry). Team Member factions (Industry and FDOT) shall serve on the Subcommittee for a maximum of 3 years. Alternate Member factions have no term limit as an Alternate. FDOT members must be employed by FDOT and industry members must be employed by a company that has at least one active AM contract in Florida.
5. Each faction will assign a primary and secondary Alternate Member to step in for absent Members when needed. Alternates may attend the Subcommittee Meetings as silent participants.
6. Agendas will be circulated to the Alternates and all Members at least 48 hours before the meeting. Minutes will be circulated to the Alternates and all Members within 1 week of the end of the meeting.
7. If a Subcommittee Member plans to be absent from a Subcommittee Meeting, the Member must first attempt to contact an official Alternate Member of same faction as a replacement. If no alternate is available, the absent Member may send a delegate of his/her choosing. If no replacement has been identified by the time the meeting starts (or the Member was an unexpected no-show), a silent listening Alternate of either faction may substitute if available.

8. The Subcommittee has the authority to assemble task teams and sub-subcommittees that report to this Subcommittee and may assign tasks and projects to these bodies.
9. The rights to Membership and Alternate seats are held by Companies/Districts, not the individuals named. Thus, if an individual voluntarily resigns, that individual's Company/District may select another individual from same Company/District as a replacement to finish out the term of that seat. This does not apply if the individual is dismissed from the Subcommittee or reaches seat term limit; in that case, the Company/District loses their seat. Dismissal decisions shall be at FDOT Director of Maintenance and AMOTIA Director levels.



*Mickie Salter sat in for Alternate A Scott Carter who will be permanently replaced by Paul Staton.

**Chris Barone sat in for Alternate B Mark Garcia.

This month is DBI's last meeting before term expiration. Bob will contact Peter for new Alternate B. Industry will discuss at their meeting next week.

Discussion Topics

1. Discuss Two Documents in preparation for Liaison (covers M37-M43):



Recommendations
to Liaison May 5 201

- a. Recommendations to Subcommittee**
- b. Report of Ongoing Activities (effectively, these M43 Minutes)**

2. Discuss project of revised Asset Maintenance Division 1 (Attachment II) and revised Asset Maintenance Scope of Services.

Scope and AM Div 1 is finalized and TOC corrected. TOPIC COMPLETE; REMOVE FROM AGENDA.

Notes from previous meetings:

Someone noted we need to add Section 6 to Table of Contents.

3. “Encroachment Area” Agreement for Florida Gas Transmission (FGT)

Memorandum to be presented and approved at DME meeting next week. It is short and simple and effectively says check to see if going to work within Encroachment Area, and if so, contact FGT 48 hours before wanting to work and don't start until FGT is on site or tells us to proceed without them. TOPIC COMPLETE; REMOVE FROM AGENDA.

Notes from previous meetings:

Utilities completed a Website that will list or link to all of the existing FGT Encroachment Areas (Area). The Website is located here:

<http://www.dot.state.fl.us/programmanagement/utilities/FGT-Encroach-Agreements.shtm>

And here is the revised standard Construction Spec:

<http://www.dot.state.fl.us/programmanagement/Implemented/Workbooks/JulWorkbook2016/Files/SP0071105FGT.pdf>

FDOT needs to decide if this is good enough for maintenance contracts or we need to create a maintenance one. Regardless, this spec will NOT exist in the AM Div 1 package. AM (and in-house forces) will be governed by the proposed Memorandum.

If needed, be sure the proposed maintenance spec is sent to Districts for review and comments while being developed.

Be sure to consider permits when writing the Memo/Procedure.

The 48-hour notice could affect timeliness requirements required by AM Contracts.

4. Call for Presentations/Panel Discussions/Debates from Industry. Discuss possible topics and ideas.

Panel finalized. Moderators have been named as David Rader of HDR|ICA for Panel #1 and Chuck Henningsgaard of Jorgensen for Panel #2. TOPIC COMPLETE; REMOVE FROM AGENDA.

Notes from previous meetings:

Panel #1 - What makes PBMC unique and effective (Discuss what they are and the most successful way to administer and perform on AM Contracts)

- Kelley Hall from D4
- Jose Darsin, FDI
- Mike McCammon from D5
- Michelle Sheplan, TME

Panel #2 - How we have overcome challenges in AM Contracts (Discuss real-world challenges and solutions and situations and success)

- Stephen Hunt from D3
- Paul Staton, Broadspectrum
- Sharon Harris from D1
- Alex DeMarco, DBI

5. Review of Assignments

ACTIVITY 1 (Priority 3): The Team needs to research options related to evaluating MRP on non-traditional places (underpasses, bridges, ramps). Need to analyze if this could be done in normal way or with safer windshield-type surveys. Also, study if we should rely on points to fall randomly on these areas by simply including the areas within the population pool, or have a specific routine that generates X points in these areas.

Mike to summarize performance data from TX and send summary and full doc to team for review.

No progress.

ACTIVITY 2: Do we need a different Chairman process? Maybe possibly have a rotating or assignable chairman where Sprayberry is more of an overseer/moderator. Also, do we need Impeachment / replacement clause to dismiss a member?

No discussion.

Notes from previous meetings:

Further discussion at DME meeting indicated the topic should not be only about Chairman, but apply to any member.

Some Chairman ideas presented:

- Chairman/overseer must be FDOT person.
- Maybe a rotation cycle where the most senior member rotates to Chairman when chairman term ends.
- Maybe make most senior member a Vice-chair of sorts. **Sprayberry to speak with Rudy about this idea.**

As for other team members, dismissal decision should be at the levels of FDOT Director of Maintenance and AMOTIA Director. This keeps this Team out of politics of such a necessary dismissal. This new rule has been added to rules above.

ACTIVITY 3: Discuss what do with the results of MRP shortcomings.



Summary of MRP
Shortcomings - Discus

The Team has now discussed all items – **Mike prepare final report and close.**

Mike also to recommend a few items to this Team that might need to go to MRP Team.

No progress.

ACTIVITY 4: It may be beneficial to have FDOT Contract Administrators occasionally sit in on the Subcommittee meetings. Maybe one person per call and they are only there to listen. The Subcommittee Meetings are a great example of the collaboration between FDOT and Industry that should also happen at the project level.

Team decided ok to have listeners. We will set up a system where folks know they can request to listen from chairman. Number approved is line capacity minus 10 minus buffer of 2 or so. First come first serve. They must be silent listeners.

Make this a DECISION to Liaison

Notes from previous meetings:

Ideas:

- Maybe make this “sit-in” as part of a training plan for FDOT/Industry partnership that may be having some challenges in partnering.
- Maybe invite one guest listener each meeting? If so how choose?
- Maybe have guest listeners once per year (or so) with lots of people invited?
- Maybe have one guest listener from each faction per meeting invited at the company/District level and it cycles?
- Maybe just handle on a case-by-case basis?

ACTIVITY 5 (Priority 2): The Team has developed, and Liaison has approved, performance criteria for unwanted vegetation (covering vegetation on walls as well as pavement joints and other places vegetation should not grow). Maria is to sponsor a submittal to MRP Review Team for consideration of implementation as a part of MRP review criteria. The sequence of plan priority: A) MRP Team makes changes to accommodate our request, or B) Modify procedure such that FDOT and AM Contractors following same requirements & rules, or C) add only in AM Contract language.



UNWANTED
VEGETATION CHARA



Unwanted
Vegetation, MRP CH

Keep topic active to present results of DME/Liaison next week.

Notes from previous meetings:

Sprayberry presented the plan to the Team: The likely path will be to mix in the new Unwanted Vegetation MRP standard into Turf Condition MRP Characteristic. This was not directly studied, and the plan is not to. This will be presented at the DME meeting next week and will go forward unless major opposition.

Industry further indicated this could be a major impact beyond (different) than they bid, and they are quite concerned.

Sprayberry suggested that we may look at the possibility of waiving MRP deduction related to Unwanted Vegetation for 1 year since this was not studied. This can be looking into further as data is obtained.

DMEs met and are trying to decide between have new Characteristic and start now, or do another study and mix this characteristic in with Turf Condition Characteristic.

Industry prefers mix with Turf and do new study. The Team had no further comment.

ACTIVITY 6 (Priority 1): Sprayberry is to analyze and condense the “other” requirements used by Districts on AM Contracts and present a report to the Team. First step is to prioritize. We should try to have 16 analyzed by next Liaison. For these recommendations, vet through AMOTIA (2 week review timeframe) before sending recommendation to Liaison.



All Districts - Other Contractual Requirem

Remaining item of business is development of standard option language for Fate 2s.

Notes from previous meetings:

All FATE 1s have been placed in Scope that was sent out for review (except the MRP one which will be located in the Options, yet still appear in all AM contracts). Mike met with Rudy and all FATE 4s kept their status as we will not be allowing these topics to be placed into AM Contracts.

Fate determinations were completed by this Team and have been presented to DMEs. Feedback from DMEs is shown below in Excel fill and will be discussed. We need to determine implementation plans and specifics to modifying language.



Review of All Districts - Other Cor



AM Other Cont Req FATES w DME input

Team, agrees exact wording from #8 MRP Points goes into scope. Other changes/note from original document are shown here:



Other Contractual Requirements - FATE

ACTIVITY 7: Discuss standard AM Scope Performance Measures related to meeting policies and procedures and Tech Proposals. Also discuss related evaluation of performance on the AMPER.

Await results from DME/Liaison.

Notes from previous meetings:

Discuss specifically what AMPER means by “non-RFP & non-Scope Docs” and the intent of “Mark this Indicator "Does Not Meet" even if the deficiency is reflected elsewhere in this AMPER”.

After discussion, the Team is proposing to change the AMPER language to what is red-lined below.

AM Scope language:

DEPARTMENT POLICIES AND PROCEDURES		
Deficiency Identification	Time Allowed/Criteria	Deduction
Violation of any Department procedures, policies, guides, or other contract document, excluding Technical Proposal	Immediately upon discovery of violation	\$1,000 per occurrence of violation
CONTRACTOR’S TECHNICAL PROPOSAL		
Deficiency Identification	Time Allowed/Criteria	Deduction
Deviating from any promises, guarantees, statements, claims, or other assurances made within the Contractor’s original Technical Proposal	Immediately upon discovery of deviation	\$5,000 per occurrence of deviation

AMPER Language:

TECHNICAL PROPOSAL COMPLIANCE

3	Contractor has adhered to all claims, promises, statements, guarantees and other assurances submitted in the Contractor's technical proposal.
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COMPLIANCE WITH RFP, & SCOPE OF SERVICES, & ALL CONTRACT DOCUMENTS (except Technical Proposal)

3

Contractor is in compliance with all RFP, ~~and~~ Scope of Services, Procedures, Specs, Manuals, Handbooks, and other Contracts Documents ~~contract requirements or approved modifications.~~ If the deficiency was procedure-related, Mmark this Indicator "Does Not Meet" even if the deficiency is reflected elsewhere in this AMPER.

COMPLIANCE WITH NON-RFP & NON-SCOPE CONTRACT DOCUMENTS

3

~~Contractor has followed and is compliance with all Procedures, Specs, Manuals, Handbooks, and other Contracts Documents. Mark this Indicator "Does Not Meet" even if the deficiency is reflected elsewhere in this AMPER.~~

Sprayberry will circulate this proposed AMPER change at DME meeting to get opinions and suggested action. We will present DME discussion to this Team in April meeting and also discuss when the change is to be made (release a new AMPER or wait until next scheduled release).

ACTIVITY 8: Sprayberry will investigate a possible Fed program involving sponsorship of interstates in researching is we can install "Blue Sign" indentifying "FDOT" and the AMC maintaining the road, along with contact numbers for AMC. Sprayberry to report on why would these signs be different than constriction signs that identify the contractor. Sharon warned that when speaking with Traffic Ops, do not use the phrase or call it "sponsorship" when talking about the "Blue Signs" indentifying Maintenance responsibility.

I-75/Alligator alley (on D1 west side) has had a sign like this (with a phone #) for more than 7 years. DBI spoke with Sharon (D1) early on about this idea. Check with Sharon. Check D4 presentation.

Notes from previous meetings:

Jim called, but Sprayberry has not yet gotten back in touch. Jim is having difficulty getting prices, so Todd suggested Sprayberry ask for ballpark figures.

Bob spoke with Todd & IT department about the *FHP concept. There is a big cost difference to do 3 digit instead of 4 digit. Bob will get Jim from IT (vice president) to call Sprayberry to discuss.

ACTIVITY 9 (Low Priority): Incentive for Open Roads policy/opening lanes faster/maybe lanes usage reports.

Notes from previous meetings:

Some ideas from Liaison:

- 5% bonus for exceeding performance measures (Texas)
- Base incentives on results from QA/QC program
- Base incentives on data reflecting reduced crashes for completed projects

Jose presented his paper on RISC for AM and gave a great summary. Maria indicated working great on Turnpike. Mark thought difficult to control this since FHP controls when we are allowed to clear lanes. Incentive must be large to even consider. Overall does not seem feasible, but will keep open for future ideas.

Brainstorming Ideas:

- Apply to timeliness of Guardrail and anything safety that has a time factor.
- Maybe apply a better-than-minimum MRP bonus for just the safety items like striping, RPMs, guardrail.
- Apply for increased response times for incidents – RISK has incentives for Opening Roads.

ACTIVITY 10: Sprayberry is to look through the AM Scope for performance measures that have per day deductions based on timeliness and convert to one-and-done deducts, or propose a change so that time is not counted for the period between when the Contractor claims work is complete and when the DOT discovers the work is not correct or complete (currently the clock runs straight through from claimed completion to DOT discovery). We may not need a change in cases where contractor can control such risk by performing work promptly, early, or proactively.

Notes from previous meetings:

Jose suggests we look at the “per occurrence/no time to cure” concept to see if it’s fair.

ACTIVITY 11: Analyze the possibility of a “startup mode” at contract beginning where we give AM Contractors an opportunity to get rolling/mobilized. This would be linked to no or reduced deductions for certain specific performance measures/activities at the very beginning of contract.

Of the issues detailed below, the #2 issue (non-MRP performance measures) is by far most concerning. MRP not such big deal.

Bob sent existing baseline idea text from VA/GA/TX.

Notes from previous meetings:

There are two issues here: 1) MRP is terrible at start of contract and there is no time to bring up to standard within one year to avoid deducts. 2) There are specific non-MRPish items that will take a few years to fix, but have immediate performance measures. Some notes on each issue:

- 1) Current procedure handles slightly in cases of offset MRP (can't do full 3 MRP cycles in the Fiscal Year), but no accommodation for poor baseline scores or for if all 3 MRP periods can be done. One idea is to compare failing scores to the pre-contract baseline to see if improvement of x% (or whatever) was made. Another is to just waive first year deducts and retainage.
- 2) Top idea is to do it like a recent AMC that outlined a known problem and the scope required that a target or standard must be met within a certain timeframe (3 years or 5 years or similar).

Michelle stated that she liked the #2 idea above as it was used in a recent AMC.

Bob volunteered to get existing baseline idea text from VA & maybe GA & maybe TX and provide to Mike to circulate before next meeting.

Jose suggested an incentive idea for when 5 year timeframe is required, yet AMC does it in 2.

Not a good idea to give two years to get things in order - they at least need to show/demonstrate they are trying to get things in order.

Presented idea of waive all deducts for year 1 and in exchange, all deducts are double in last year. Very little response/comment on that idea. At least one industry did not like. An idea like this may tie into Activity 12 (handover requirement)

Good example is invasive species – give a planned time to resolve rather than expect it all done on day one. Mark suggests go ahead and levy all deducts as normal (as retainage) but offer a way to get refunded if complete by certain time.

Bob points out there are many things that could be substandard on day 1 that could result in substantial deducts.

Mike suggest maybe put section in RFP for bidders to give times to fix know issues, and this could be evaluated/rewarded by Tech Proposal evaluators.

Jose suggests this can be an incentive opportunity.

ACTIVITY 12: Analyze the concept of including an end of AM contract transition plan which may include a required end of contract condition state. This has been analyzed/discussed twice before with “do nothing” results. We will start by reviewing the old end-of-contract plan we had previously written.

No discussion.

Notes from previous meetings:

Mike sent old idea to the Team via e-mail.

ACTIVITY 13 (low priority): Resolve the issue of AM Contractors' responsibilities concerning special events. How can FDOT fairly create the requirements than AMC must "clean up" or "make especially aesthetically pleasing" or "perform extra cycles" in advance of special events or "handle MOT & execution" during the events?

Input from a citizen: "Deduction of \$500 per mile for any section of roadway where grass is higher than 15 inches during a National Holiday weekend"

Notes from previous meetings:

The Team agreed that we should add this discussion as Activity 2 (now 13), but somewhat low priority. The issue is broken into two issues:

- a) Recurring, scheduled, know events. Examples include Bike Week, Spring Break, Strawberry Festival, and Jazz Festival.
- b) Unexpected, non-recurring, short time to prep event. Examples include Superbowl, Political Conferences, VIP Visits, and Campaign Speeches.

Mark mentioned AIMS (Authorized Imperative Maintenance Services) idea that has yet to be discussed / vetted. He briefly described the AIMS idea to the group. Basically it is a way for FDOT to pay AMC for something not really included in Scope, but we need to do it (like special event prep). Some of industry on Team expressed a like of the idea. Mike express some concern of possibility of it not being used properly/appropriately (like paying AMC for something that they should be doing anyway). Maria expressed concern that without this AIMS idea, it is hard for AMC to predict/bid events for next 7-10 years. Mark circulated the write-up of the AIMS idea to the Team.

Area's Special Events to ensure that the asset is presentable (Superbowl or other Local Government/Department special events) - not MRP issue, but may be issue with AM – for recurring type events, OOM will recommend to Districts to try to spell out in contract how event prep will be handled best they can. For special events, to be discussed.

6. Roundtable / Open Discussion

Maria sent pics of ID sign.

Where do we stand on QA/QC? That was a Fate 2. Mark Thomas rewrite/improvement of QA/QC language – says language is written, but table still in works. Mark will send draft language to Team for comments.

Some have noted inaccuracies of published Future Project list. Make accuracy and completeness of this document very important. Mention at DME meeting.

7. Next Subcommittee Meeting

Next Subcommittee meeting is on Friday, May 27th @ 9:30 am via GoToMeeting/Teleconference. (850) 414-4971 PIN: 268411

8. Next Liaison Committee Meeting

Both the Liaison and DME meetings will be held May to coincide with the 2016 Maintenance Conference.

DME is May 2 & 3

Maintenance Conference is May 4 & 5

Liaison in May 5 from 1-5 pm (Hillsborough/Pinellas Room). This and all future Liaison Meetings to be developed, hosted, conducted, and documented by Industry. This meeting is being hosted by Michelle Sheplan of TME.

DoubleTree by Hilton Hotel at the Entrance to Universal Orlando

5780 Major Blvd., Orlando, FL 32819
T: 1 407-351-1000

Hotel Contact:

Tami L. Gonzalez Convention Services Manager
Direct (407) 206-8194
Mobile (407) 953-9064

AV Contact:

Jay Taylor, Director of Event Technology, PSAV®
Office: 407-352-4280

9. Next AMOTIA Meeting

The next AMOTIA meeting in Texas (Sept 28,29,30) will NOT be combined with Liaison meeting and DME meeting. Those will be held separately in Florida.

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<u>Requirement</u>	<u>Summary</u>	<u>Fate</u>
District Lane Closure Policy & Procedure	-	4 This topic will be stated and associated language is FORBIDDEN in all AM contracts.
MRP Points	In addition to mainline roadways, the MRP points can also fall on bridges, on/off ramps, interchanges, perimeter roads, service roads, elevated sections of roadways/structures, and any other roadway section within the maintenance boundaries.	1 Standard language to be included in all future AM Contracts.
MRP on Bridges	Contractors are expected to extensively clean the bridges and connecting roads and artillery structures. Failure to meet the performance requirements will result in either a 2,500.00 or 1,000.00 fine per location.	4 This topic will be stated and associated language is FORBIDDEN in all AM contracts.
Vegetation & Aesthetics Criteria (Option I)	<p>\$500 per pit or pod fine for vegetation that exceeds 24 inches in height excluding allowable seed stalks.</p> <p>\$500 fine for all vegetation criteria's pertaining to the heights exceeding anywhere from 6inches to 1 ft.</p>	<p>2 Standard language that will be an included selectable option for future AM contracts.</p> <p>4 This topic will be stated and associated language is FORBIDDEN in all AM contracts.</p>
Enhanced Mowing & Landscaping (Option II)	<p>Maintain an individual characteristic rating of 90 or better.</p> <p>\$500 fine anytime mowing height within fence limits exceeds 24".</p> <p>\$500 fine anytime mowing height exceeds 18", or a dead/leaning tree is discovered.</p>	<p>3 Topic is left as "Other Contract Requirement"</p> <p>2 Standard language that will be included as a selectable option for future AM contracts</p> <p>4 This topic will be stated and associated language is FORBIDDEN in all AM contracts.</p>
Guardrails, Attenuators & Signs	\$500-\$1000 Fine for the contractors inability to perform accurate inspections and provide necessary repairs.	4 This topic will be stated and associated language is FORBIDDEN in all AM contracts.

Exotic Invasive Plant Species Eradication	<p>D1 Option: \$100 fine per day per 1000 ft² for anytime an exotic plant is found within contractors limits.</p> <p>D3 Option: \$2000 fine per occurrence if the contractors fail to comply with the District's Vegetation plan within the 5 day grace period.</p>	<p>1 Standard language to be included in all future AM Contracts.</p>
Fence Maintenance	\$500 fine if unable to maintain the area of vegetation within 10-15' pf the fence or of the mowing height exceeds 24".	
Highmast Light Maintenance	Once per year the Department will require that the Contractor lowers and raises one high mast light assembly. A fee ranging from \$500-10,000 will be administered if the contractor is unable to successfully meet the requirement after two attempts.	<p>2 Standard language that will be included as a selectable option for future AM contracts.</p>
Drainage Structure Maintenance	<p>\$5,000 fine for flooding due to blockage of pipe.</p> <p>\$500 fine for the contractors failure to replace frames and grates.</p>	<p>1 Standard language to be included in all future AM Contracts.</p> <p>4 This topic will be stated and associated language is FORBIDDEN in all AM contracts.</p>
Enhanced Highway Lighting	The contractor will maintain the highway lighting system on the corridors by including lights that are located on local roads, on and off ramps, service roads, frontage roads associated with the highway system.	<p>2 Standard language that will be included as a selectable option for future AM contracts.</p>
Enhanced Customer Service Performance Criteria	\$500 fine per issued regarding a valid/verified customer complaint regarding the contractor.	<p>4 This topic will be stated and associated language is FORBIDDEN in all AM contracts.</p>
D3 Quality Management Language		
Permit Inspection Process	\$1000 fine will be issued for the contractors failure to perform timely permit inspections or their failure to provide permit inspection documents.	<p>2 Standard language that will be included as a selectable option for future AM contracts.</p>
Rules, Regulations & Laws (NPDES/MS4/Environmental Permits)	The Contractor shall become familiar with and comply with all Federal, State, and Local Rules and Regulations including but not limited to all environmental laws, rules, and regulations.	<p>4 This topic will be stated and associated language is FORBIDDEN in all AM contracts.</p>

Accumulation of Debris on Bridge Decks	A \$2,500 fine per location will be issued to contractors who fail to ensure that all bridges, service roads and arterial roadways are properly swept and cleaned.	4 This topic will be stated and associated language is FORBIDDEN in all AM contracts.
Lighting Utility Locates	All Department-owned highway lighting conduits/circuits shall be located by the contractor within 48 hours of being requested. Failure to do so will result in a \$500 fine per request.	4 This topic will be stated and associated language is FORBIDDEN in all AM contracts.
Warranty Reporting	The contractor is responsible for monitoring the condition for all warranted material and should notify the department immediately of any failures or signs of distress to the warranted feature.	4 This topic will be stated and associated language is FORBIDDEN in all AM contracts.
Sign Database	The contractor shall complete the Department's sign installation and maintenance form for work and submit the form to the Department on a monthly basis.	4 This topic will be stated and associated language is FORBIDDEN in all AM contracts.
Illegal Habitation of R/W	Actively identify and remove, with the assistance of local law enforcement if necessary, trespassers from the Department's right of way.	4 This topic will be stated and associated language is FORBIDDEN in all AM contracts.
Traffic Incident Management (TIM)	Actively participate with the Department's traffic incident management (TIM) team for the region; including meetings, committees, initiatives, presentations, post-incident debriefing, and fulfillment of mission objectives.	2 Standard language that will be included as a selectable option for future AM contracts.
Work Within Construction Projects	Perform contract responsibilities within the limits of construction projects throughout the duration of construction projects.	4 This topic will be stated and associated language is FORBIDDEN in all AM contracts.
Non-Permitted Signs	Remove all non-permitted advertising/political signs located within the Department's right of way, including signs posted on the Department's fencing, immediately upon discovery.	2 Standard language that will be included as a selectable option for future AM contracts.
Other Emergency	In any emergency or for any hazard, the contractor shall mitigate against further damages to Department assets.	4 This topic will be stated and associated language is FORBIDDEN in all AM contracts.
Contractor's Organization Chart and On-Call-Calendar	Provide an after- hours emergency number(s) so that a Contractor's representative can be reached 24 hours per day.	1 Standard language to be included in all future AM Contracts.

Emergency Response	Respond and be on site within one (1) hour to all emergency calls from the Department or Agency described by the Department as having authority to call the Contractor.	2 Standard language that will be included as a selectable option for future AM contracts.
Incident Response Reporting	Collect and report required incident data in a format acceptable to the Department. Include time contractor is notified, time contractor arrives, indication of lanes/shoulders blocked, level of incident, FHP incident #, response and clearance times.	3 Topic is left as "Other Contract Requirement"
Maintenance Maps Update	Complete and update the Maintenance Maps throughout the life of this contract. A progress-set submittal is due eight (8) months after beginning contract which will demonstrate to the Department the manner and progress of this task.	3 Topic is left as "Other Contract Requirement"
Enhanced Permits Coordination, Processing, Administration & Inspection	Submit complete and accurate permit packages to the District Permit Office for approval.	2 Standard language that will be included as a selectable option for future AM contracts.
MSE Wall Maintenance	A \$1,000 fine will be issued per day per location for the contractors failure to replace or repair damaged MSE walls.	1 Standard language to be included in all future AM Contracts.
Project Design Document Reviews	A \$500 fine will be issued for the contractors failure to participate in any design review.	4 This topic will be stated and associated language is FORBIDDEN in all AM contracts.
Construction Project Responsibilities & Inspections	Continue to remain responsible for all roadway characteristics that are not part of the construction work activities throughout the duration of all active construction projects.	3 Topic is left as "Other Contract Requirement"
Use of Department Property & Buildings	The Contractor may use its own facilities, but the Florida Department of Transportation (Department) will make available to the Contractor use of the Department's Operation Center located at 3100 Overseas Highway, Marathon, FL 33050.	3 Topic is left as "Other Contract Requirement"
Utility Bills & Invoice Payments	A \$10,000 fine will be issued per occurrence for failure to submit to the Department yearly account information.	3 Topic is left as "Other Contract Requirement"