

Asset Maintenance (AM) Liaison Committee Meeting Minutes
For
April 26, 2011 (11:30 am – 4:00 pm)

Opening: Introductions were made around the room.

Participants: Bob Kosoy, Chris Webb, Mike Heffinger, Rudy Garcia, Peter Loughlin, Jose Darsin, Michelle Sheplan, John McPherson, Chuck Henningsgaard, David Sumner, Matt Ehrenzeller, Tim Lattner, Mike Sprayberry, Cleo Marsh, Bob Gorski, Dayton Burlarley-Hyland, Jim Conroy, Jose Quintana, Derrick Jenkins , Troy Dover & Jennifer Perry

Old Business:

1. Update on AMPER & AMPER version 1.2 Discussed

- a) The following changes were made for AMPER version 1.2:
- Updated Version Number to version 1.2
 - On Sheet 1 (Sec 1, 2, 3 Detail Sheet), Review type (3) corrected several misspelled words. (2-22-2010)
 - Added new "AM Summary Sheet" which summarizes the score and provides signature blocks for approval
 - Added password protection for entire workbook (worksheets already protected)
 - On "Performance Evaluation Report" sheet, changed formulas in Sec I and Sec III to reflect "error" rather than "100" if Compliance Indicators are not yet complete
 - On "Performance Evaluation Report" sheet, fixed bug where the upper right check boxes were RED if the FINAL SCORE was an error - now the boxes only turn RED when none of the three checkboxes are checked
 - On "Performance Evaluation Report" sheet, changed name of "FINAL CONTRACTOR PERFORMANCE SCORE" to "SEMI-ANNUAL CONTRACTOR PERFORMANCE SCORE"
 - On "Performance Evaluation Report" sheet, added many more various edit checks so that SEMI-ANNUAL Score now is red more often if there is some error on the sheet
 - On "Performance Evaluation Report" sheet, removed the 2-point "Bonus" which was not really ever a bonus – now Section V is straight division
 - On "Performance Evaluation Report" sheet, added data validation tests to several cells to restrict only to numbers within appropriate ranges
 - On "Performance Evaluation Report" sheet, hid more formula cells with password protection
- b) All changes went into effect January 1st.
- c) All old AMPERs will be converted. Old scores will be put into new format.
- d) Group agreed that AMPER was good for scoring now but some in industry were concerned with how this tool would be used for future contracts and bidding purposes.

2. MRP Ratings for less than 3 rating periods

- a) Several options for averaging various numbers of cycles for the beginning and the end of a contract were discussed. These options are needed whenever a contract start date does not coincide with a Fiscal Year (within a month or so of July 1).
- b) Preferred Options were narrowed down to:

- i. Contract Beginning: 1st 3 cycles, even if crossing FY boundary, will be combined to form an annual score for contract FY 1, then contract FY 2 will use the normal 3 periods for that FY, even if 1 or 2 of those periods were already used for contract FY 1. This same process will be used for Contract Ending.
 - ii. Contract Beginning: All MRP cycles (will be 4 or 5 cycles depending of contract start date) for first two contract FYs will be combined for an annual score covering first partial year and first full year or contract. This same process will be used for Contract Ending.
- c) Cleo (Marsh) had another idea involving weighting of scores – Cleo (Marsh) is to send Mike (Sprayberry) written summary his idea compared with other two presented at the meeting.

3. Rest Area Inspection Task Team

- a) Tim (Allen) not available for update.
- b) It was stated that there would be initial training available for this procedure once it was finalized.

4. Recycling Update

- a) There is a general effort to recycle but worried that there is some recyclables being thrown away.
- b) Tim (Lattner) to revisit this issue with new Secretary. There may be enforcement in future for compliance.

5. Best-Value Performance –Based Contracts Update

- a) District 1: Best-Value Thermo Contract
 - i. Pre-bid held, 13 plan packages sent out, 10 Contractors present at pre-bid.

6. Statewide Maintenance Conference Update

- a) There will not be one.
- b) Peter (Loughlin) mentioned that there is a meeting for AMOTIA planned for September 28th-30th in Orlando and that it would be a good time for the AM liaison Committee to meet prior to that meeting, possibly on Tuesday, September 28th.

7. Tracking of 2nd Requests to Locate Utilities

- a) This was an industry item brought up at an earlier meeting.
- b) Industries Contractors are to send instances of locate request abuse to Mike (Sprayberry), who will track and send instances of repeat locate request abusers to One Call authorities.

8. Rest Area Phones/Call boxes Update

- a) Every rest area has to have either a pay phone or a call box.
- b) Detailed report is to be sent in to Mike (Sprayberry) on number of phones/call boxes and locations.
- c) Derrick (Jenkins) will have report sent in by June 1st on majority of rest areas.

New Business:

1. AMPER Final Score Calculations

- a) Several options were presented to determine an end-of-contract final contractor performance score:

- i. Simple Average of all AMPERs during contract.
 - ii. Weighted AMPER Scores (low-to-hi method)
 - iii. Weighted AMPER Scores (hi-low-hi method).
 - iv. A Variation of a Median Score (Throw out highest and lowest scores with simple average for remaining scores).
- b. Consensus was reached to choose option iv: A Variation of a Median Score (Throw out the highest and lowest scores and average the remaining scores).

2. End of Contract Transition Period

- a. Office of Maintenance (OOM) proposes during the last year of the contract there would be a special inspection with AM contractor to view project with possibly some type of contract security retainer.
- b. If the proposal moves forward, OOM is to develop a modification internally for all new AM contracts and send to the AM Industry for review. OOM stated it would only amend new contracts.
- c. If the proposal moves forward, Industry asked that the RFP explain the requirement that a transition plan has to be submitted.
- d. After some discussion, Industry suggested that in lieu of establishing the proposed End-of-Contract-Transition-Period process, bidders would instead be required to place an End of Contract Transition plan in their proposal. The proposal grade would be affected by the quality of their plan. Mast at the meeting liked this idea as it is simple, easy to track, and straightforward. Tim (Latter) to think about this and report at next meeting.
- e. Other – Mike (Sprayberry) stated he would like to see specific language in proposals from Contractors as to how they are different from competition – how the Contractors will separated themselves from the competition and what they plan to do above and beyond contract requirements. It was suggested to limit proposals to 15 pages plus a 2 page resume that allows the AM contractor to describe their unique abilities.

3. MRP and Roadway Safety

- a. DBI presented a PowerPoint presentation that showed several areas where they were required to work with District MRP crews in relatively close quarters to the traffic without any protection. They were told that if it was unsafe to leave that point, come back later and setup proper MOT.

4. 3rd Party Crash Reports

- a. Derrick (Jenkins) introduced a new/old problem with the ability to get FHP crash reports in a timely fashion. FHPs new crash report in Oct. 2010 changed the way data was kept and distributed and AM Contractors were only given 30 minutes to retrieve thousands of crash reports. OOM stated they would look into a longer time period to retrieve data. Tim (Lattner) was to get with Safety office.

5. New Surety Bond language

- a. Recently there was new surety bond language added to the Surety Bond form. This was suggested by the Surety Bond Insurance Industry but apparently some insurance agencies were not notified of the change by their own industry group. This issue has since been settled.

6. Performance-Based Contract Theory/Concepts

- a. OOM stated they feel too much FDOT administration is being applied towards AM contracts and that minimum contract administration should be applied to these contracts.

- b. Comments from some District related that higher management is directing that this amount of administration be used.
- c. OOM suggested they need to re-address this with the District Secretaries.
- d. Peter (Loughlin) stated that this could be a side discussion at the AMOTIA meeting if FDOT attends.
- e. Mike (Sprayberry) suggested if discussion does not take place at the AMOTIA meeting then another meeting would be needed to develop a consensus among the AM Liaison Committee and then address or invite others to further discuss the concepts.

7. Industry Concerns with QAR Rating Forms and Rating Process

- a. This was in regards to Section I of the AMPER and the 1.3 scoring accelerator. As a contractor missed more QA requirements his score started to diminish exponentially. Industry was split on what this accelerator number should be.
- b. Mike (Sprayberry) attempted to explain the logic of the acceleration component of the formula. The idea is that a few things wrong or failing to meet performance standards is understandable (and forgivable) and results in staying above the magic score of 70. But as more and more things are found out of compliance, the issue becomes less about just making a few mistakes and moves into reflecting a serious problem with performance. He stated he previously sent an analysis of this formula to AMOTIA and to others in industry for review.

8. Discussion on the Formation of Joint Department/Industry Task Force to Review and Suggest Improvements to Standard Asset Maintenance Specifications

- a. OOM stated they would work any changes to these through industry or AM Liaison Committee meetings.

9. Additional Topics & Next Meeting

- a. There were no other topics presented.
- b. It was suggested that our next meeting be held in conjunction with the AMOTIA Meeting in Orlando, FL around Sept. 28th. Also stated in # 6. Peter (Loughlin) stated he would develop a formal invitation to the OOM, the AM Liaison Committee and FDOT.
- c. Meeting was adjourned at 4:15 pm.