

FDOT District 4/ACEC FL Liaison Committee Meeting Summary Notes

Friday, November 17, 2023, 3:00 PM

Below find the summary notes from the subject FDOT D4/ACEC FL Liaison quarterly meeting. The agenda items are in black below and the summary notes and action items (bold) are in red font.

1) Update topics from most recent statewide ACEC/CO Relations Committee Meeting and regular coordination with CO leadership

- Preparation for legislative session and how to address 5-year work program funding matters
- Considerations being given to hosting the PM conference and Transportation Conference back-to-back at same venue, sometime in late May 2024 **Back to back in the same week seems like a big commitment of time. Keeping the two events 1-2 weeks apart would be recommended by D4 and the D4 Liaison committee.**
- OM/CDAF adjustment conversations continue but no decisions. Possibility of applying CDAF and holding rates fixed for 3-years, not 5-years per current practice. **ACEC FL and CO have set up a working group to address this issue. It includes representatives from the Districts.**
- CO mentioned possibility of incorporating a new pre-qualification category for Public Involvement. Not clear what the certifications would be (equivalent to PE, PSM, etc.)
- Pavement Only Projects.
 - A focus due to 17% increase year over year material costs, plus increased costs due to spike in lane mileage needs statewide
 - Safety and Community Priorities to be considered as appropriate. Not blanket approach to eliminate and only do mill/resurface asphalt
 - Impact on D4 WP? – **D4 leadership noted that they have tried to minimize the reduction in scope and have mostly kept the 3R program intact (including safety related components of work), despite the 20-25% increase in asphalt and other materials. They have had to use District funds to make up the gap in some cases.**
- Stormwater Rule with increased burden to provide Nitrogen and Phosphorous treatment still working its way through system. Rule making is on-going.
- Moving Florida Forward
 - Quarterly Updates/announcements expected
 - Emphasis on PDB being watched and coordination with industry ongoing

2) New FDOT D4 Topics (including follow up on items from prior meetings):

- a) The FDOT Compass (SB)
 - 1) Public outreach materials – **The District leadership requested that the industry incorporate talking points of the FDOT compass in the public outreach materials**

and discussions. It was noted that the elements of the compass affect most, if not all, project in some fashion or another, so using the language and terminology from the compass talking points is a priority for the District and State.

- 2) **Consultant industry engagement** – would like a representative to sit on Katie safety meeting; provide input from industry or experience and disseminate information to industry.
 - 3) **Steve Braun added this item: Work force development** – Wants to see ACEC support work force development, high schools, colleges, internships. Pointed to the AASHTO/CO partnership program for roadway (grades 5-8) and Bridge (Grades 9-12) as an example of where Industry can get involved with the Districts and local schools/students. It was discussed that companies can donate a bridge kit for just under \$1K. D4 recently hosted a training session for D4 area High School teachers, and the opportunities are there for industry to support the initiative.
 - 4) **The topic of ACEC being a conduit to communicate with industry at large was discussed.** It was noted by the ACEC team that ACEC maintains lists of member companies and member representatives, but not all consultants within member companies are members, and not all professional consultant companies are members of ACEC. While the topics discussed at the liaison committee meetings are broadly shared with ACEC member firms and leadership at the 150+ participant quarterly Transportation Committee meetings, that is not a guarantee that the information discussed will make it to all consultants doing work for FDOT. ACEC is an all-volunteer organization, both in terms of companies and of personnel participation. It was noted that the distribution of the meeting notes on the D4 website (link here: [FDOT ACEC-FL Liaison Committee Meeting Minutes](#)) could also be provided by PSU to the Department maintained list of consultants, that would include consultants that are not ACEC members.
- b) **Moving Florida Forward update (SB) -**
 - c) **Consultant fees/cost increases** – D4 will be reviewing fee estimates. When construction material costs go up, the consultant costs do not necessarily go up proportionately (Design Fee as a % of Construction Cost).
 - d) **Consultant Acquisition Timeframe** – there are challenges with the time frame. D4 is looking for suggestions on how to improve the process. Average is currently 4.37 months. District Average max time expectation is 5-months, for all projects. It was discussed that for more complex projects 6-months may be more realistic. It was also noted that when the District selects multiple projects from a single advertisement, the procurement time for the project used to select can be quicker than the time it would take to prepare a refined scope and new fee proposal for the project that was not evaluated as part of the procurement process. Anson Sonnett will use this feedback to discuss with his counterparts.
 - e) **3D Design for all projects with cross sections** – Right now D4 gives consultants a choice if they want to use 3D design. However, D4 is considering making a push for more 3D

projects. Identification of projects that are expected to be constructed using machine automation is obviously a significant factor on when full 3D design should be applied.

3) Local ACEC FL Topics (including follow up on items from prior meetings):

- f) Update from D4 on Safety Committee participation (October 10 and November 7, 2023 the most recent meetings) – John Ceretta has participated in the last several meetings on behalf of ACEC - **The District asked that participation by industry lead to two-way communication by individuals with specific interest and focus/knowledge in safety matters.**
- g) Debrief and feedback on September 13th Consultant Forum – **shared positive feedback. The ability to participate on time certain, using MS TEAMS, was seen as a big positive. Anson indicated that he will have the presentations recorded for future meetings. He is considering having them twice per year.**
- h) Timing for approval of Invoices and Progress Reports –
 - 1) Invoice and Progress Report approvals are not always handled in a timely fashion. There have been instances of 2-3 months delay, for approval of the progress report. -
 - 2) Consultants usually submit the draft invoice in CITS but do not hit “Submit” until the FDOT PM agrees with the MPR and draft invoice. However, submitting in CITS triggers the clock as shown in the guidelines manual excerpt here, so perhaps the advance MPR/draft invoice approval should be revisited, and consultants should officially submit in CITS with the draft progress report: **D4 to reinforce timelines for their own PMs to provide MPR feedback. It is not a good idea to submit in CITS until the MPR review is complete and any comments have been addressed. That has been the protocol and it will continue to be.**

F. The Consultant should be aware of the following time frames. Upon receipt, the Department has five (5) working days to inspect and approve the goods and services, unless the Agreement specifies otherwise. The Department has 20 days to deliver a request for payment (voucher) to the Department of Financial Services. The 20 days are measured from the latter of the date the invoice is received or the goods or services are received, inspected and approved.

- i) ORD/OBD crashing – consultants are having a continuing issue with time spent on software crashing – has D4 heard about this issue? Has in-house design encountered this issue? **The District was not aware of significant concerns with ORD/OBD in this fashion.**
- j) Bringing back Mutual Gains Training (to be rebranded as “Collaborative Negotiations”) being discussed between ACEC and CO (Carla Perry) – looking for feedback from FDOT D4 PMs and leadership/management, related to the need and benefit of the training. D5, D6, and D7, and possibly others, have already indicated an interest in it. Would

potentially benefit D4 PSU, D4 PMs, and consultant PMs. Kereisha Ottey noted that the Central Office Organization Development team was working with the District Procurement Office managers/supervisors to develop the curriculum and course for this, and that it is expected to be provided statewide. It was agreed by all, that this training will be helpful, especially since it has been so long since the previous version of Mutual Gains, and industry as well as FDOT has so many relatively new PMs.

- k) D4-D6 Regional ACEC meeting to be held on March 14, 2024 (FDOT D4 Auditorium, 830 AM to 1230 PM) – Agenda from last regional meeting sent before our meeting.

Information based on recent D5/FTE regional meeting:

- 1) Meeting theme (the Compass was the theme of the D5/FTE meeting) -
 - 2) Meeting format – presentations, panels, interactive, audience participation, etc.
 - 3) Meeting participants/presenters from FDOT (District and/or CO)
 - 4) Other suggestions or ideas? Anson Sonnett is the D4 representative working with ACEC D4/D6 representatives and he will provide D4 feedback on topics.
- l) Follow up on topic of submittals by teams as prime and sub, with flip of prime, for same contract – no concerns from D4 if the industry chooses to make this decision.
- m) New members coming in for Q2 and Q4 meetings in 2024 (Randy and Will terming out) -

4) General Discussion:

- a) Next Meeting date/time: January 26, 2024 (2024 invites to be coordinated with Alia Chanel). Coordinate the meetings to be 3-4 weeks prior to the statewide ACEC Transportation Committee meetings as much as possible.

2024 ACEC Transportation Committee Meetings (statewide):

- February 6, 2024 (Orlando)
- April 16, 2024 (Jacksonville)
- July 16, 2024 (Tampa)
- October 2024 (date/location tbd)

2024 D4 ACEC Liaison Committee Meetings (as scheduled)

- January 26, 2024
- March 29, 2024
- June 21, 2024
- September 27, 2024
- Will Suero worked with Alia Chanel after the meeting to adjust the schedule for the 2024 D4/ACEC meetings to have them occur approximately 3-weeks prior to each of the statewide ACEC Transportation Committee meetings, so that the meeting notes could be provided to the full Transportation Committee. The

dates for the D4 meetings above reflect having the liaison committee meetings prior to the statewide Transportation Committee meetings in 2024.

Participants (Invitees shown, attendees in Bold):

- FDOT –**Steve Braun, Matt Carlock, Deborah Ihsan, John Krane, Paul Lampley, John Olson, Kereisha Ottey, Anson Sonnett**
- ACEC – **Morteza Alian, Karina Enrico, Coriann Salas, Randy Scott, and Will Suero**