

District 4/ACEC FL Liaison Committee Meeting Minutes
Friday, October 9, 2020, 3:00 PM

1) Action Items from the July 2020 Meeting

i) Construction Hand off meeting (design v/s post design)

District provided guidance for the construction hand off meetings. It will be part of the post design services and as such will be included in the post design fee estimate. If the meeting is requested before the letting, then it will be decided on case by case basis. Robert Bostian will also discuss this with his PMs at the District.

ii) Invoicing 98% after production and 100% after letting

Robert Bostian to bring this topic again with his PMs. Consultants to bill 98% after the production complete and 100% after letting and District PMs to approve invoices accordingly.

2) Statewide Liaison Committee Activities – Quarterly updates

a) **Lessons learned from pandemic**

i) **Virtual meetings v/s in person meetings (opening the FDOT offices)**

Gerry indicated that safety is the biggest concern for all FDOT. District is going to bring back FDOT staff and some embedded consultants. This process is going to be slow and organized. Currently, there are 16 % to 19% staff are physically working from the FDOT offices. The Districts goal is to get to approximately 25% of staff in the District Office in our first step based on the course of pandemic and how its working in our Office (subsequent to the meeting we have moved to Step 2 approximately 35%).

Gerry asked the liaison team about what meetings consultant industry think are beneficial to have in person. He also mentioned that if we think there is a need for in person meeting on any project, please contact John Olson and/or Robert Bostian and they will make the decision on that request.

We plan on future marketing meeting being virtual for the time being Virtual meetings have been successful. FDOT also noted that consultants are able to bring more staff than before.

Steve Braun asked about conducting virtual “general marketing presentations”. Jessica indicated that since the pandemic, all those presentations were put on the sidelines as they used to be in-person. Jessica will send out the notifications and start scheduling them as virtual presentations if consultants are interested. If consultants are interested, they should contact the Professional Service Unit.

ii) **Procurement timeline**

The procurement timeline was discussed. Jessica mentioned that their goal is to provide the shortlisted firms at least two weeks plus one day for all upcoming Q&As and presentations

3) New FDOT Issues:

a) The Annual LRE Update Cycle – QC of LRE Submittals

John Olson mentioned that for the upcoming LRE update cycle, all consultants need to check and re-check the LRE's for their project. More than 40% of the LRE's submitted by the consultants were rejected/sent back with comments as there were errors and the required checks were not done.

Gerry asked if there are any lessons learned from the previous LRE update session and if they were shared with the staff and consultants. John mentioned that yes, they are shared with consultant at LRE update sessions.

Steve Braun inquired about D4 consultant forum. Robert Bostian mentioned that he along with Rudy Gotmare were looking for the dates and topics during January- February of 2021 but then with COVID it got put on the side. He will look into some dates for a virtual forum.

b) Funding Constraints

i. Statewide team on streamlining design

Rudy Gotmare provided the update from the statewide liaison meeting and discussed some of cost control efforts suggested by Tim Lattner. Steve Braun and John Olson have been involved in the statewide team and the District is implementing some of the recommendations into new and current contracts.

ii. New contracts and supplemental amendments

The Work Program allocation has not yet been received, but the Department is expecting a significant reduction. The District is looking closely at new contracts, task work orders and supplemental agreements. Be efficient. Continue with public engagement(virtual). Revisit project scope. Reduce level of traffic control plan.

c) CEI lump sum and negotiated lump sum contracts

Jobs coming in under contract time. Contractors seem happy. Central Office entertaining pilot project for LS contracts with a traditional negotiation process vs. using a percentage of the overall construction contract.

d) Understanding of the Principal Engineer job classification.

Most firms seem to propose this classification even when they are sub-consultant. There is no expectation of this classification being proposed for non-complex projects

e) Understand the difference between production vs technical staff (Chief Engineer vs Senior Engineer) job classifications.

See definitions from the Negotiations Manual:

Class	Job Class Typical Definitions
Chief Engineer 1	PE (or if registered in another state, the ability to obtain registration in the State of Florida within six months) w/ 15+ years of post registration experience. Consultant proposes if individual is in a technical discipline oversight role.
Chief Engineer 2	PE (or if registered in another state, the ability to obtain registration in the State of Florida within six months) w/ 25+ years of post registration experience. Consultant proposes if individual is in a technical discipline oversight role.
Principal Engineer	PE (or if registered in another state, the ability to obtain registration in the State of Florida within six months) w/ 20+ years of post registration experience. Consultant proposes if individual is in an enterprise oversight role (over resources and team).
Senior Engineer 1	PE (or if registered in another state, the ability to obtain registration in the State of Florida within six months) w/ 10+ years of post registration experience. Individual is not discipline lead- in production role.
Senior Engineer 2	PE (or if registered in another state, the ability to obtain registration in the State of Florida within six months) w/ 20+ years of post registration experience. Individual is not discipline lead- in production role.

Items tabled for next meeting:

Percent of hours distributed to the Chief Engineer (technical lead) job classification

New Local ACEC FL Issues:

- a. Status of District work program/ Consultant Acquisition Plan due to financial shortfall
- b. Statewide cost control measures on current and upcoming projects. Central office initiative
- c. Quality Control % on a project. Usually 5% of the hours but on most recent project 3% was offered
- d. Returning of unused funds from Districtwide contracts even though the contract life has not expired
- e. Feedback from on how virtual interviews and presentations are going
- f. Consultant participation and openness for long list, shortlist, and final selection meetings
- g. CEI update from statewide committee