

District 4/ACEC FL Liaison Committee Meeting Minutes
Friday, January 8, 2021, 3:00 PM

1) Action Items from the October 2020 Meeting

N/A

2) Statewide Liaison Committee Activities – Quarterly updates

N/A – next meeting is January 19th

New FDOT Issues:

(Issues from October meeting that were not discussed)

i) Current status of New contracts and supplemental amendments

District provided guidance on the status of current TWO's/amendment request approval processing. Due to the stoppage, there has been a backlog of almost 90+ TWO's that are being processed. It is anticipated that all TWO's will be processed by first week of February.

John Olson indicated that if this delay has impacted project schedules, please discuss this with District PM to develop a mitigation plan.

ii) Contract Expiration

Jessica Rubio indicated that several design contracts expired due to the lack of Design PM's and Consultant's monitoring of contract expiration dates. That created several payment issues for the consultants and FDOT.

Moving forward, as per the D4 practices, all consultant PM's must track contract expiration dates and send the time extension request at least three months in advance to their District PM. Contract expiration will be considered as part of consultant grades.

Paul Lampley mentioned that for all DW and CSC contracts, to make sure that they have approval for amount encumbrances every year.

b) 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 on non-complex projects.

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

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

Jessica Rubio mentioned that they are still getting errors in AFP's for staff classifications especially for Principal Engineer and Chief Engineer. The negotiations handbook has clear guidance and she requested to clearly classify your staff into

appropriate category:

Class	Job Class Typical Definitions
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).
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 .
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.
Engineer 1	PE (or if registered in another state, the ability to obtain registration in the State of Florida within six months) w/ 0 years of post registration experience
Engineer 2	PE (or if registered in another state, the ability to obtain registration in the State of Florida within six months) w/ 5+ years of post registration experience

3) **New Local ACEC FL Issues:**

a) Status of District work program/ Consultant Acquisition Plan D4 CAP FY 22

Jessica provided the brief update on the status. . Jessica indicated that she will send out the final draft to all consultants by January 25th.

Gerry mentioned that the RRR program is picking up. He also mentioned that D4 will no longer be advertising off-system projects for all counties within District limits. All those projects will now be done by local City/County. There may be few exceptions where local agencies need FDOT’s experience to manage and deliver those contracts.

Gerry and Robert mentioned that District will be grouping several projects for advertisement as there are more than 30 RRR project in the upcoming CAP. They plan to group 2-3 projects together, shortlist and then award multiple contracts from one advertisement.

b) D4 Consultant Forum

Robert Bostian provided the update on the upcoming D4 consultant forum. It is planned for a ½ day virtual event on Thursday March 25th, 2021. Gerry mentioned the need to identify several important topics to discuss at the forum.

Robert and John requested we provide some topics from industry for this upcoming forum.

John Olson also indicated that they are planning a virtual "3D Symposium" during the upcoming months. He also provided a symposium flyer for mass mailing to all consultants. District 4 is looking for presentations on 3D from the consultants.

Rudy Gotmare indicated that he will mention the upcoming forum and 3D Symposium in his report to ACEC Statewide Transportation Committee Meeting on January 19th.

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.

This may have been an isolated incident. QC has always been 5% and there are no plans to change that.

- d) Virtual interviews and presentations; FDOT Procurement Lead showing the countdown clock on GoToMeeting for interviews and presentations, for 5-minute question review, 45-minute interview, and 10-minute post interview follow up. Same for 45-minute presentation.

Jessica mentioned that they were struggling to show the clock during the presentations and interviews. However, they have provided 2-minute, 5-minute warnings during the Q&A's.

- e) Consultant participation and openness for longlist, shortlist, and final selection meetings
Gerry indicated that these meetings are public meetings and consultants can attend them.

- f) LOR "Other Considerations" (if a team chooses to include them) being used as part of oral interview "Other Considerations" scoring

Jessica mentioned that this may have been an isolated incident and they were not aware of the contract where that had happened.

- g) CEI update from Statewide Committee

Randy asked about status of the Lump Sum (LS) CEI project and wanted to know if D4 will be advertising more LS projects.

Matt indicated that the current project went well. They have some lessons learned from the first pilot LS project and they will be revising some contract /scope language on the upcoming LS contracts.

We also discussed a recent email from FDOT regarding staff working out of class in a lower class. Negotiation Handbook currently indicates that an out of class person should be negotiated at 50% of the classification rate. Ex., a Sr. PE working as a Project Administrator would be capped at 50% of the Project Administrator classification rate. Group agreed this needed some clarification. Gerry agreed to discuss with Central Office.

4) General Discussion