

**District 4/ACEC FL Liaison Committee Meeting Minutes**  
**Friday, April 9, 2021, 3:00 PM**

**1) Action Items from the January 2021 Meeting**

N/A

**2) Statewide Liaison Committee Activities – Quarterly updates**

- i) Additional funding from various federal actions/stimulus – Will Watts and Courtney Drummond asked ACEC leadership whether the industry would be prepared to help advance projects.
- ii) 3D /ORD Training – CO starting with 50 participants in first session. Over 200 consultants expressed interest. This session will be held virtually.
- iii) Single Designee Shortlisting – Some Districts have contemplated this approach. ACEC membership does not see how this would work out well. ACEC prefers to maintain a three member TRC approach. CO allowing the Districts flexibility to consider this approach.
- iv) Upcoming Transportation Conference May 26-27 at Hyatt Regency, Orlando – Date confirmed and all in person. New location on I-Drive (no longer at OIA). This new venue will enable social distancing.

**New FDOT Topics:**

- a) Operations GEC – D4 is looking to go to a new GEC, with advertisement in August and execution by March or April 2022. The GEC would meet all services required by consultants under Transportation Operations. D4 would have an industry forum in summer 2021. Work would include staff augmentation. Allow Department to combine some of the 20+ contracts the Operations Centers have today, with consolidation of contracts via the GEC. Staff losses leading to the need to consider this approach. Transportation Development will look for a GEC for all services provided by consultants as well, anticipated for FY 2023. The exact scope that would be included in both GECs are still being evaluated.
- b) Project Advancements / Streamlining – D4 has submitted a diverse and large list of projects to CO for potential advancement under the Advance Production Projects APP program. Now waiting on confirmation as to which will potentially be moved in. As far as streamlining, the District is part of statewide efforts for disciplines such as Design, PD&E, and Right of Way, seeking ways to streamline processes for schedule acceleration. Ideas from industry are welcomed. The district is concerned with backfilling an equal dollar amount that is advanced.
- c) D-4 Consultant Forum update – scheduled for May 12, likely 830 AM to 1230 PM. Currently have 12-topics with a variety of topics. Construction could participate, specifically from a lesson learned perspective of projects that have been completed recently (top lessons learned). Another topic would be virtual public meetings. Topics on project delivery as well, to improve final production steps for specs, estimates, and other items that cause problems leading Design phase to Production. R/W topics will also be on the agenda.
- d) The District is having major issues with the quality of the documents received from consultants (primarily Design firms). A quality review must be performed on all documents before submitting to the Department. Here are some examples of the current issues:
  - 1. Fee estimates – use of incorrect correct rates/job classifications.
  - 2. Actual expenses - firms are not providing 2 quotes to support the proposed expenses in task work order or providing “paid receipts” to support the invoices.

3. Consultants are taking too long to address the issues brought up by the coordinators. Industry asked to prioritize these topics and avoid mistakes. The mistakes delay the program and affect the ability of contract writers to meet their schedule commitments. Thoughts are being given in the district to incorporate these errors as part of the consultant evaluation process. These mistakes are creating a backlog on the contractual work.

- e) Public meetings: members of the public should mute their microphones while attending public meetings to minimize disruptions. Jessica requested that industry be aware of the need to be on mute if they call into any public meetings, such as selection meetings. Consultants shall request the call-in number at least 24 hours in advance of the meeting, excluding weekends and Holidays. The request for teleconference line must be emailed to: [d4.profserv@dot.state.fl.us](mailto:d4.profserv@dot.state.fl.us) Jessica pointed out that industry should be aware of the importance to send the requests on time and also to use the correct email address.
- f) Procurement forms: the latest versions of the forms (including the AFP) must be downloaded from the Department's forms library. Procurement is receiving older versions of the forms as part of the consultant's submittals (certification packages). Jessica asked that this matter be emphasized with industry. The subconsultant list form, including for DBEs, should be prioritized by the firms. Ensure the latest forms are used.
- g) Business Initiative reserved projects: when responding to the Department's BDI reserved projects, Consultants are encouraged to verify the small business status of their subconsultants prior to submitting the LOR and monitor it during the open procurement. Jessica reminded the group that BDI has to be all small businesses.

### 3) New Local ACEC FL Topics:

- a) 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 indicated that consultants had to monitor the time using their own computers. Jessica will request that PSU do the 5-minute warning, but the responsibility is on the consultant. Also, a countdown timer does not work for virtual meetings, because consultants take over the screen.
- b) Shortlisting – It was discussed how D4 reviews the consultants' residual fees when during the short list project. The group discussed the preference of ACEC is to separate design and construction.
- c) CEI update from statewide committee -
  - i) The voluntary acceleration concept was discussed. D4 has provided Central Office with 2 potential pilot projects.
  - ii) D4 has completed one Lump Sum Contract and will complete another soon. They have had success with the lump sum projects and plan on using this delivery method the FY.
  - iii) The request was made for D4 to continue to consider inspector aide positions on all CEI projects. Inspector aides are a great way to bring new entry level inspectors into the field. Paul noted that FDOT was favorable to this approach and had heard similar positive feedback related to this program.
- d) D4 Forum – District Secretary/ Directors/ DCPME perspective on shortlisting – Consultant asked that FDOT leadership provide guidance on how D4 views TRC versus SC roles on selection, as part of the agenda for the forum. It was agreed that this topic would not be included on the agenda because the situations are always different, and the committees are following the FDOT procedures for both TRC and SC.

e) D4 is looking for more balanced LORs from consultants by showing 50% technical issues and 50% project management. Robert explained that there was not a specific formula being followed by the TRC when evaluating LORs for items such as technical versus project management. Robert noted that some projects may have higher need for PM activities and as such it would be normal for those LORs to have higher emphasis on PM tasks. It was also noted that relevant experience of the prime, subconsultants, and proposed personnel factored into the review of the LORs, per the standard list of items to include in an LOR (FDOT procurement advertisement website). The district would like to avoid using percentages to stay away from utilizing a formula but rather is looked at case by case basis. Suggest to consultants to spend the time in the proper places to overcome project knowledge and share the right experience in the LOR. The distribution may vary depending on the project and/or the team for that matter.

#### 4) General Discussion

ACEC D4 Liaison Committee Updates presented by the Committee at the start of the meeting:

- Rudy Gotmare is stepping off the committee after this meeting.
- Will Suero is taking the role of Liaison Committee Chair beginning with the July 2021 meeting
- Manny Then will be stepping off the committee after the July 2021 meeting
- Morteza Alian and Karina Enrico are joining the committee and participated in the April 9<sup>th</sup> meeting as part of the committee transition. They will begin their membership terms at the July 2021 meeting.

**FDOT Participants:** Robert Bostian, Steve Braun, Marr Carlock, Paul Lampley John Olson, Gerry O'Reilly, Jessica Rubio

**ACEC Participants:** Morteza Alian, Karina Enrico, Rudy Gotmare, Randall Scott, Will Suero, Manny Then

**Upcoming Liaison meetings:** July 9, 2021  
October 8, 2021