

District 4 ACEC FL Liaison Committee Meeting Notes
Friday, April 13, 2018, 3:00 PM

1. Action Items from the January 2018 Meeting

a. *None*

2. Statewide Liaison Committee Activities

a. Job Classification Task Team – ACEC FL recommendations –

i. FDOT uses resumes for defining job classes, ACEC FL recommending resumes plus org chart (has been vetted and agreed to by Central Office). **There was a concern that the data base may be distorted when having a person in multiple roles.**

ii. 1) Chief vs Principal Engineer – adding Principal Engineer 15+ years experience and Chief Engineer 15+ years and 20+ years experience. Three levels for PM 3 - 20+ years, PM 2 - 10+ years, PM 1 - 5+ years. Add Sr. Engineer 20+ years. These different tiers are to be used for negotiating the Operating Margin. **The definition of PM should include the years of experience as PM.**

iii. Provide definition of complex vs. non-complex project (use the Negotiation Handbook definitions). **D4 is considering using the complex vs. non-complex definition by plan component.**

b. Task Team – Staff Hour estimates on SWAT projects – on-going, have added designers to the Task Team. **D4 projects currently follow the SWAT process and therefore do not differentiate.**

c. CEI Issues – 1) CEI Evaluations, 2) Hybrid Contracts (rain days, maximum size contracts, increased use on larger contracts) – **Currently occurred in D7, 3) Request for the Consultant Engineer to review contract schedules or claim, but allowing time to be charged for the review – There is currently no budget available for a Consulting Engineer (PE) to be able to charge time to a project. D4 in favor of compensating a Consultant Engineer for reviewing construction schedules and claims. 4) 3-D Design – on going – D4 requesting input on what components in the plans are best suited for 3-D. 5) MOT Certification Forms – This topic will be discussed a later date with Central Office (David Sadler).**

d. Staffing and Org Chart Standardization – **The FDOT website provides definition on what is allowed:** <http://www.fdot.gov/procurement/SubmittalExamples.shtm>

e. Standard Contract language change – **Effective on all new contracts.**

f. Lodging fee change – **Maximum \$150 is allowed.**

- g. The use of drones in Project Presentations – use federal and state guidelines for drone usage. **Drones are allowed once the work has been awarded. Clarification is needed from Central office for consistency.**
 - h. Consultant recruitment practices – **It is highly discouraged to have Consultants who provide services on FDOT premises actively recruit FDOT employees. FDOT will take action against this practice. However, FDOT employees are allowed to initiate contact with Consultants for employment opportunities outside business hours.**
3. **New FDOT Issues:**
- a. D4 CADD User Group – example of establishing a team of designers (FDOT and Consultants) to exchange ideas, best practices and develop training forums – **FDOT Central Office is looking to partner with ACEC FL for training courses. Looking at having FDOT/Consultant collaboration on future training opportunities.**
 - b. Emphasis on PD&E and RW Schedules – in the spirit of expediting project delivery I would like to emphasize to the industry that there needs to be a stronger commitment to meeting these schedules. – **D4 looking to expedite project delivery with an increased emphasis on right of way (RW) schedules and LDCA dates. Requests for moving public hearings and LDCA dates will require strong justifications and measures to be taken to avoid moving these dates. PD&E teams should proactively anticipate and address project issues that may potentially impact project schedules, improve communications at regular progress meetings, and assign resources to mitigate negative float. It was noted that 75% of the projects with right of way (RW) acquisition have a RW schedule with 24 month duration. Projects that require more than 24 month RW duration will require the approval of the DDE and Program Management Administrator. It was noted that early coordination with Construction and RW / Legal need to be scheduled in order to avoid RW schedule delays. The RW Review Meetings have been successful in reducing RW schedules.**
 - c. Feedback on the D4 Consultant Forum – **Generally positive feedback was provided.**
 - d. Letter of Response: Prime Consultant to include the subconsultant's name as it reads in the prequalification letter – **Firms are not identifying the subconsultant's full name in the project matrix.**

- e. District 4 approach to the Alternate Selection process – **Looking to utilize on DW Contracts, recently included DW Materials Lab Contracts, DW Drainage, DW Design**
- f. CEI - Increase focus on finishing construction projects on time utilizing the tools that are already in place such as non-pursuit of work and LDs. Jobs finishing late undermine the Department’s credibility and impact the public. FHWA is scrutinizing cost overruns for CEI and MOT for projects that do not finish within contract time - **This initiative will help with keeping CEI costs down as well. D4 is currently trying to meet this year’s FTC goal, however, there are currently 4 projects, which are impacting in achieving the goal. The focus is on construction time.**

4. New Local ACEC FL Issues:

- a. Alternate Selection Methods – D4’s Proposed Plan – **See item 3b.**
- b. Definition of Complex Project deviating from Negotiation Handbook – **D4 will look into this.**
- c. PE vs. Non-PE distribution for the project staff hours. Recent negotiations still using the 40%-60% distribution – **this is tied to project complexity, however, it was noted the 40-60 distribution is being used as a starting point in negotiations.**
- d. Project Management (PM) staff hours for prime consultant on DW Miscellaneous Design Contracts – **D4 allows PM hours for contract maintenance. Invoicing related issues do not qualify for PM staff hours and therefore, will not be allowed for billing purposes. The Department does not compensate consultants to prepare invoices, timesheets or to discuss performance issues with the Department.**
- e. Cost control factors –
 - i. Staff classifications impacts
 - ii. Inconsistency in determining cost control factor (varies project to project).
This depends on the complexity of the project, the need of specialized staff, staff hours distribution, burdened salary rates without operating margin compared to the Department’s salary database, overall concessions given by the Department or the Consultant during negotiations, and the negotiator’s approach. Per Negotiations Handbook, there is no standard operating margin.
- f. It has been noted that Task Work Orders and Amendments for some contracts are not being entered in CITS in a timely manner, as well as, rates or

classifications are not being entered correctly in CITS resulting on delaying the invoice process. This is happening with the Districtwide Projects where we have different work orders at the time and Design projects where we have various fee schedules – **It was noted that this is a result of lack in staffing, staff turnover and errors to contract amendments.**

- g. Consultant Evaluations are now being done by Group Type. Is it possible to request or access the Evaluations with the contract's overall grade? – **Not available to Consultants, it is available to FDOT.** Also how frequently are the evaluations being distributed? **No longer being distributed.**
 - h. Posting of LORs on-line for Design and PD&E, they are currently posted for CEI projects – **This can be handled through a Public Reports request.**
5. **General Discussion**
Next D4/D6/FTE Regional Meeting will be held in October 2018; with D6 as the host.