

District 4/ACEC FL Liaison Committee Meeting Notes
Friday, January 11, 2019, 3:00 PM

1. Action Items from the January 11, 2019 Meeting

- a. *FLUG registration refund follow-up*
Follow-up with FLUG indicated that there is not enough money to refund. This issue is closed.
- b. *FICE Transportation Awards v/s Annual Conference awards*
Bob explained that the two awards are independent of each other and went over the process and timings of the awards. Since there is some confusion, Rick suggested that FICE develop a simple guide as to: type of the awards; who initiates the awards; what's required; and the timeline for the submittal process. FICE will then send this guide out to all Districts.
- c. *Project Manager classification requirements for Planning, PD&E projects*
As per the suggestion, this issue was discussed at the January ACEC meeting and it was further evaluated by the Job Class Task Team. The Task team will further evaluate this later. The latest Negotiations Handbook and the updated job classifications are available on the FDOT website.

2. Statewide Liaison Committee Activities

- a. *Consultant Grading – Task team Meeting Nov. 13, 2018*
Still defining the 1-5 ratings. Team meeting next week.
- b. *3-D Plans – Turnpike to continue to move forward with 3D plans efforts*
Turnpike is the only district moving forward for all projects. All others on a case-by-case basis, where appropriate.
- c. *CEI Issues*
 - 1) *75% quartile – Removal of AFP during the negotiations because of over qualifications*
For CEI staffing plans – one staff hour estimate being used; if wearing several hats, Procurement could establish a lower job classification using the average rate included in the Wage Rate report. The invoice should reflect the job classification in which the person is performing the services. If the position is combined in hours but paid out/billed in two categories, then split the hours.
While this topic was being discussed, Gerry indicated that D4 is spending more for the final design projects and D4 is currently looking into evaluating how they can reduce some scope of work and develop

processes that can bring down design cost. It was discussed that several small jobs and off system work are skewing the numbers.

2) *Can Senior PE be deleted off project if a SPA is on the job?*

This will be further discussed with Paul.

3) *Inspector Aides allowed.*

4) *FDOT requires staff hour estimates to be submitted with proposals during Procurement. However, TRCs are using these for scoring. TRC are making comments on the scoring sheets*

Jessica indicated that TRC members are to use the staff hours in terms of understanding of the scope.

d. *DBE/SBE Subcommittee*

No issues

e. *ACEC FL Transportation Conference – May 29-30, 2019*

f. *Transportation Expo – June 3-5, 2019*

g. *Next Regional Meeting – D4, D6, FTE (D6 to host – February 28, 2019)*

Maximum 2 people per firm, including presenters

3. New FDOT Issues:

a. **Design:** *Updated changes to the current FDOT job classification proposed by ACEC. This was discussed at the November meeting*

Discussed during the early part of the meeting

b. *Use of 50% quartile (vs. other percentages) as measuring stick for the cost control*
It was noted that D4 always evaluates the cost control effort percent based on the 50% quartile. For highly complex projects, a higher percentage could be considered.

c. *Minimum expectations for the equipment's supplied by FDOT for selection presentations (screens, projectors, monitors, etc.) – are the Districts providing what you need?*

FDOT providing all the equipment such as screens, projectors, etc. is good idea. It was further discussed that some of this language could be added to the RFP for clarity. Some discussion followed on the best approach and how to safeguard for a technical malfunction. If there is a malfunction, it still falls on the Consultant. We are now required to e-mail a copy of the presentation to

d4.profserv@dot.state.fl.us in advance. In addition, a jump drive is provided by consultant. Preferable that consultants bring their own HDMI cable and laptop for the presentations, and own jump drive. The laptop can be connected into the monitors in the meeting room (equipment could vary based on the room. This will be discussed at the scope meeting) or the consultant's projector can be used.

d. *New Format for LOR – previously said available January 2019 – The Department moved the release of the PDA to May 2019*

Noted

e. *During an open procurement, Department will only allow replacement of key staff when the person leaves the company*

There was some discussion regarding CEI projects. It was discussed that sometimes the same staff are proposed on two different proposals not knowing who is going to win the project.

f. *LOR, presentations or interviews: do not include/mention any references to cost savings/price related to the project being procured*

D4 most recently had few occurrences where cost savings related to staffing, etc. were discussed in the letter of response.

g. **Construction- Lighting:** *the lighting system on many of our projects is aging and maintained by the locals. We need a concerted effort during design and construction to assure the system is functional prior to construction starting and maintained during the construction per specification 7-11. This continues to be critical issue for our customers.*

It was noted that during the design process, designers need to document the exiting lighting conditions in the design report and follow-up with the status updates during the life of design. Also, need to work with the maintenance staff to notify them if it's not working. CEI staff will also conduct a pre-construction survey to document the condition of the lighting system.

4. New Local ACEC FL Issues:

a. *Procurement – project getting canceled after the selection*

This is not a common issue in D4. Recent experience on one project was because the required resolution from a municipality was not attained for an off-system project and the project will now be handled by the County. Based on this experience, D4 will require the resolutions for off-system project prior to the consultant acquisition advertisement to avoid canceling the procurement after selection”.

5. **General Discussion**

a. *Impact of federal government shutdown*

Not a problem so far. Do not work beyond authorized amounts; closely monitor your expenditures. FDOT built the Tentative Work Program based on the Roll Forward issue being resolved!