

**Agenda for the District 4/ACEC FL Liaison Committee Meeting  
Wednesday, June 12, 2019, 3:00 PM**

**1) Action Items from the January 11, 2019 Meeting**

- a) *Use of D4 equipment during presentations*
  - (i) *What happens if there is a “technical issue” during the presentation*
  - (ii) *Will someone from D4 - IT be available for help*
  - (iii) *ACEC did not want to submit presentations a day in advance*

*Following to the comments made by Transportation Committee, D4 indicated that PSU will work with the consultants if there are any technical issues during the presentations. It was also discussed that the consultants doing the presentation should bring HDMI cables. Also, a “pdf” copy of the presentation should be emailed an hour before the start of the consultant presentations, as stated in the Request for Proposal.*

- b) *Can senior PE be deleted off project if a SPA is on the job? (Paul Lampley)*  
*To be discussed during next meeting*

**2) Statewide Liaison Committee Activities**

- a) *PM Training in D2*

*D4 had sent some staff for the PM training provided by Central Office. There are no plans of conducting training in D4*

- b) *Residuals – How does each Districts look at during the shortlist process (state wide or per District)*

*The selection committee does look at the past two years awards in D4. If there are projects of significant impacts (mega projects) then they will evaluate the workloads for the consultants in adjacent districts/statewide. Look at a bigger picture. D4 does ask TRC members to look at the availability of the proposed team.*

- c) *Interview Q&A and 10 minutes follow up*  
*No updates/directions from central office on this issue.*

- d) *CEI Issues*

- 1) *75th%Q – Removal of AFP during the negotiations because of over qualifications*  
*Topic was tabled for next meeting*

- e) *DBE/SBE Subcommittee –*

*Firms graduating from the BDI program had to withdraw from the shortlist as they may lose the BDI qualifications before the contract is negotiated and ready for signatures. This issue is currently being evaluated by the central office.*

*f) ACEC FL Transportation Conference – May 29-30, 2019*

*The conference was successful and well attended. Panel discussions on the last day were not well received. May need to start looking into an alternate to the panel discussions.*

*g) Transportation Expo – June 3-5, 2019*

### **3) New FDOT Issues:**

#### **Design:**

- a) Initiatives to Address Loss of Institutional Knowledge
  - i. Recruitment Strategies
  - ii. Professional Development
    - ❖ D4/Regional CADD Users Group
    - ❖ Training Opportunities / Workshops
- b) 3D Design Expectations

*Steve Braun indicated that D4 would like a partnership with the consultants by creating a “D4 CADD User Group” and start conducting a monthly or quarterly training sessions for 3D design. District will host ½ day sessions.*

*Paul Lampley mentioned that there may be some guidelines coming from FHWA for the 3D model and how that can relate to construction.*

#### **Procurement:**

- a) PDA implementation date is end of August, 2019
- b) Small firms:
  - BDI reserved projects: Implementation of a process for verifying small business status of Prime and subconsultants before contract execution. EEO office will perform a random sampling and review 3-year tax information after contract selection. Standard Note 7 of the advertisement is revised.

*Jessica Rubio provided the brief overview of the proposed changes to the BDI reserve projects and guidance on the geotechnical staffing designations. Please see some of the language below.*

- The notarized affidavit form was revised to include the following statement:

The undersigned hereby authorize(s) and request(s) any person, firm or corporation to furnish any pertinent information requested by the State of Florida Department of Transportation deemed necessary to verify the statements made in this affidavit or regarding the ability, standing and general reputation of the Proposer. I declare, under penalty of perjury, that the information provided above and any supporting documents are true and accurate to the best of my knowledge. By submittal of the Affidavit certification, you are affirming that your firm meets the definition for a small business, pursuant to s. 337.027, F.S. It is the responsibility of the owner/authorized representative to inform the Department within 30 days of any change that would affect your small business eligibility, including average gross revenues over the prior three years exceeding the small business size threshold. Changes that would affect eligibility should be communicated to [smallbusiness@dot.state.fl.us](mailto:smallbusiness@dot.state.fl.us). This certification is good for one year or until your firm exceeds the small business threshold, whichever is earlier. To ensure regulatory compliance and accountability for the Business Development Initiative program, firms agree to furnish any pertinent information to verify the statements in this Small Business Affidavit Certification, upon request by the Department. If financial documents are not timely provided within 10 business days, or financial documents do not confirm small business eligibility, the Department reserves the right to revoke this small business certification.

- c) Geotechnical:
  - i) Geotechnical test rates will be benchmarked at the proposed average rate included in the “Table 6 Loaded Rates” report. After negotiations, geotechnical firms (or design firms completing the geotechnical portion of the AFP) need to use the “Negotiated” column in the Automated Fee Proposal (AFP) for the items that were benchmarked. This will allow the Department to keep accurate records of the proposed rates.
  - ii) Geotechnical and Materials Testing job classifications are consolidated in the Handbook manual. These rates start with “MAT”
  
- d) Consultants will be required to submit a one-page organizational chart or staffing chart together with the letter of response. The percentage of availability needs to be included.  
**Implementation: possibly in two months.**

*The organization chart and the availability issue were discussed. Liaison committee raised the concern over how TRC members evaluation of the “availability of the staff” as there may be several interpretations by TRC. John Olson proposed that he will discuss with his staff for consistency.*

- e) Advertisements: Consultants are to monitor the actual advertisements webpage for possible updates.
  
- f) New language included in the RFP:

## 5. Staffing Requirements:

After submittal of Letters and up through contract execution, proposed subconsultants/subcontractors/sub-vendors, teaming arrangements, or key staff of the Consultant cannot be changed or substituted except in instances of force majeure or in the event of circumstances that cannot reasonably be anticipated and/or are beyond the control of the prime consultant. In such cases, changes or substitutions are subject to the discretion of the Department, and cannot be made without written approval of the District Director or Central Office Director. After contract execution, subconsultant/subcontractor/sub-vendor, teaming arrangement, or key staff changes/substitutions require pre-approval of the Department's Project Manager before implementing. All qualification/certification requirements of the original advertisement shall govern, where applicable.

### 4) New Local ACEC FL Issues:

- a) Consultant Management – Invoice % complete (constructability completion billing 60% of the total LS amount or limiting amount)

*This was not a common occurrence but with few new project managers. John Olson will discuss with the staff.*

- b) Staff Distribution 40% PE's and 60% non-PE's

*The staff distribution during the negotiations has been discussed in the past but there are still few negotiations where FDOT is proposing max 40% of the total hours for PE's. this committee had agreed the discussion to start at 50% PE's and then moving forward. John Olson to discuss with his staff. He suggested that moving forward, the complexity of the project will be discussed first and then depending on the complexity, discussions for the PE v/s non-PE distribution staff hours will be done. Actual distribution could be more / less than the 50% mark.*

- c) NEPA Assignment – general industry opinion that the process is taking same or longer. What's D4's experience with NEPA assignments.

*It seems the Districts experience is very similar to the other districts.*

### 5) General Discussion

*Aniruddha Gotmare asked Gerry about D4's view about the success of this committee. Gerry indicated he thought it has been a very successful partnership and together we have resolved several consultant /FDOT issues.*