

District 4/ACEC FL Liaison Committee Meeting Notes
Friday, July 10, 2020, 3:00 PM

1) Action Items from the January 2020 Meeting

i) Provide feedback from virtual Q&A's and Presentations

An update to statewide virtual Q&A and presentations was provided. It was noted that several of the virtual presentations/Q&A's were successful. Few meetings had some minor issues such as internet interruptions, poor sound quality etc.

2) Statewide Liaison Committee Activities – Quarterly updates

CEI update

- a) Lump Sum contracts
- b) Groupings of projects
- c) Cell Phones billed as Direct Project Costs vs Audited Direct Expense Rate (current method)
- d) Efficiencies in CEI Costs
- e) ACEC CEI/Contractor Relations Committee

Randy Scott Provided the general update about the CEI on the topics listed above. During the discussions of grouping/efficiency on CEI contracts, Paul Lampley mentioned that they are making every effort to group projects in D4 for the CEI advertisement so that Sr. Project Engineer can be more productive/billable. Paul also indicated that promotions of CEI staff on the project is "OK" if there is a position available on that project.

New FDOT Issues:

Procurement:

i) Oral Presentations (page turn meetings). Consider the following:

Presenter computer must have a camera.

The camera will stay on during the presentation.

TRC members' camera will be on. Presenters will discuss each slide. However, they will not display the slides.

FDOT TRC members receives a copy before the presentation.

If the schedule allows, Procurement will schedule a mock presentation with each shortlisted firm.

Presenters will be asked to rotate their cameras to demonstrate their surroundings.

Jessica provided the general overview of the process for the virtual presentations and Q&A.

ii) AFP deadline. Selected consultants are required to submit their AFP and staff hours 10 days after final selection. Some Consultants are asking for extensions and this impacts the schedule. Shortlisted firms need to plan for this deadline ahead of time. District 4 is advertising the date the AFP is due.

Jessica emphasized the schedule for AFP. Due to the shortened procurement process it is important for the consultants to meet the AFP deadlines.

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

a) Construction Hand off Meeting - part of design or post design

This topic was discussed at length without any conclusion. Gerry asked John and Matt to discuss this internally and will provide some guidance to FDOT PM's and consultants or during next meeting.

b) Invoicing 100% after letting

During previous meetings District had provided guidance on invoicing expectations regarding billing 98% after the production and then 100% after the letting. There have been few instances where Some FDOT PM's have only allowed 95% billing after production. Rudy mentioned that these limits of 98% after production could be significant withholding on a bigger size contract.

4) General Discussion

Discussion of the Utilities coordination responsibilities between Production (Utilities Office) or the Operations Centers. There is an opportunity to more clearly define roles especially related to utility relocation coordination after Production.

Gerry provided the update on the status of budget and the shortfall due to COVID 19. Central office is currently evaluating the impacts for next few FY's. We should have more clarity over the next 3-4 months.