

**Minutes for District 4 FICE Liaison Committee Meeting**  
**Friday, August 26, 2016, 3:00 PM**

**1. Action Items from June 2016 Meeting**

- a. *None.*

**2. Statewide Liaison Committee Activities**

- a. *New consultant evaluation system to be rolled out in Jan 2017 – FICE has commented on performance scoring inconsistencies between the Districts. The new system will email the grades directly to the Consultant (will bypass Procurement). D4 Construction has developed scoring criteria and guidelines for CEI hybrid contracts with input from the Consultant CEI PM's on each of the existing hybrid CEI contracts in the district. The FDOT Construction PM's have been educated on the use of the guidelines and the revised scoring criteria will be used for the first time this current evaluation cycle. This revised scoring criteria and evaluation guidelines will be presented at the September DCE meeting for possible use by other districts. The overall CEI scoring criteria is also going through a scoring re-evaluation. D4 is developing additional guidance for consistency in scoring on design contracts, nothing final yet.*
- b. *Update to Survey & Mapping Classifications – FICE provided comments. D4 has provided Central Office feedback.*
- c. *Task Force Formed to review FDOT Design Manual – 6 individuals from FICE firms are involved the process. FDOT is providing training for the FICE Review Team to be held September 7, 2016 in the D5 office. FICE is just in the initial stages of the review.*
- d. *Travel Time Policy – FICE has provided comments. This is still being worked out for geotechnical and survey services. Also, the Turnpike and Central Office has not been worked yet.*
- e. *3-D Plans – FICE task Force headed by Nick Benedico. Still working out the CEI aspects. Some contractors are generating their own 3-D models. Gerry O'Reilly will check if there any edicts regarding 3-D at the next Executive Committee meeting.*

**3. New FDOT Issues:**

- a. *FDOT Implementation of DocuSign – this was implemented on August 15, 2016. When using DocuSign system the following needs to be considered:*
  - 1) *Ability to attach documents.*
  - 2) *Do not split pages – it will break the seal.*
  - 3) *Free text – type name, title.*
- b. *The Inspector General's Office has determined that the Errors and Omissions (E&O) process has not been followed thoroughly. It has been recommended that*

*the E&O recovery be administered by Central Office, via the Office of the Chief Engineer.*

- c. D4 End of Year Performance Report – 1) graded out very well, 2) quality was noted as the highest priority, 3) missed a couple of lettings due to quantity errors.*
- d. The WAVE Project is moving forward. FDOT signed an agreement with Broward County and the OTA Board. An Industry Forum was held, with a letting date of July 2017 (the vehicle procurement will start July 2017 and the Design Build Team on August 2017). The Intent to Advertise has been posted. The CEI contract will be advertised prior to the Design Build contract. There will be special requirements for the CEI firms, such as expertise in electrification, rail, etc.)*
- e. The MPO voted to go with the COAT recommendation on the SW 10 Street extension from the Sawgrass Expressway to I-95. D4 is looking to expedite this project, therefore, may need to overlap the PD&E with the design. It currently has a planning level estimate of \$450 million. The project most likely will be a SEIR.*

#### **4. New FICE Issues:**

- a. Clarification on Debriefing Meetings with TRC for non-shortlisted firms. The FDOT procedures require that any meetings with more than one TRC member be held after the selection is announced. D4 has a preference to have Consultants meet with the any TRC member (together or individual) 72 hrs after the final selection of the procurement. Unsuccessful consultants cannot contact the TRC members directly during the cone of silence. Need to contact the Procurement office.*
- b. Large Electronic File Transfers from Consultant to FDOT. Currently FDOT uses OneDrive for sharing files or provide access through the FDOT FTA site. Both methods require invitation from a FDOT employee (typically the PM).*
- c. Staff classification/staff-hour distribution. Concessions may be made by FDOT if there isn't sufficient staffing available by the Consultant to provide necessary staffing categories (ex. Sr. Engineer).*
- d. Modified Special Provisions (MSPs) – There seems to be more utilization of MSPs. Comments from construction – sometimes the specs do not cover specific field situations, thus requiring the MSPs.*

#### **5. General Discussion**

- a. The next D4 FICE Liaison Meeting is scheduled for September 23, 2016, it was agreed that this meeting will be rescheduled to October 2016 or November 2016. Subsequently, the next meeting was scheduled for November 18, 2016 at 3 pm.*