

Meeting Minutes for the District 4 FICE Liaison Committee Meeting
Friday, November 18, 2016, 3:00 PM

1. Action Items from June 2016 Meeting

- a. *Posting the August 2016 Meeting Notes – FDOT provided comments at the Nov 18, 2016 meeting. FICE will incorporate the comments and once approved, they will be posted on the D4 FTP site.*

2. Statewide Liaison Committee Activities

- a. *Status of Consultant Marketing Procedure – any documents presented during the pre-advertisement marketing meeting with the TRC must be left behind – The new procedure is pending approval from the FDOT Executive Committee. It was noted that D4 prefers that the material presented also be provided in an electronic format.*

- b. *Task Force Formed to review FDOT Design Manual – the first set of FICE comments were provided on October 17, 2016 – It was reported that a Complete Streets Handbook will precede the FDOT Design Manual. Once the Complete Streets Handbook is finalized, it will be incorporated into the Design Manual. A Complete Streets review committee has been formed; it is made up of the Assistant Secretary, Chief Engineer and the D4 Secretary. The Complete Streets Handbook is scheduled to be completed in June 2017. The committee is currently seeking input from the state MPOs, different public agencies and from the FDOT Districts. The Design Manual is due to be completed by December 2017.*

- c. *New Professional Services grading system – the new evaluation system will be web based and more intuitive. Scheduled for rollout January 2017. Professional services and primes and subconsultants on a contract will be graded. FICE has formed a Task Team to address Consultant Grading – it will be performance based grading. The new system has the ability to change grading parameters. It was noted that grades vary from district to district. For D4 the TRC looks at grading at their level but not by the Selection Committee. When asked by the Selection Committee, the TRC and others give their experience with firms but do not refer to consultant grades. Design-Build projects are another issue. Grades are presented in the review package format. Gerry O'Reilly reiterated at the Selection Committee meetings the issue of discussion is focused on how consultants being considered for a project are performing but they do not refer to grades as there is too much subjectivity in the numbers. The TRC members do discuss consultant performance with other Project Managers to better understand performance.*

- d. *3-D Plans – All project by July 2017. 16 FICE reps on the FDOT Task Force (Design and CEI). There are monthly teleconferences to address: 1) change to staff hour guidelines, 2) deliverables. No procedures have been established for QC – it was reported that 3-D Plans are trending towards selecting the appropriate project for implementation. FDOT is currently seeking input from FTBA and FICE. The current July 2017 implementation date may be relaxed. D4 will choose projects for 3-D implementation on a case by case basis.*

- e. *Use of unaltered aerial boards – consultants may mark and draw on the unaltered aerial – the Consultant may mark up the unaltered aerial during the project interview as needed.*

f. New Standard Professional Services Agreement provisions – 1) Scrutinized Companies, 2) Notice of consultant ceasing work on FDOT project. VPN access is the base issue – terminating access/cut off at that point.

g. Negotiation clarification – when firm does not have sufficient staff to meet all Job classifications required for a project – D4 indicated that it can be flexible when classifying personnel in the AFP.

3. New FDOT Issues:

a. Addition of revised survey job classifications in the Handbook Negotiation Manual and AFP – new classifications for surveyors are now available in the AFP drop down menu.

4. New Local FICE Issues:

a. Latest on quality control from industry as it relates to D4 – is the quality of plans submittal improving? – No significant improvements have been noticed. The PASS scores are slightly up from the past couple of years. It was noted that the average PASS scores for D4 projects is approximately 35. D4's goal is to have a PASS score of less than 15. It was noted that there was a correlation between the project's PASS score and the project's performance during construction, with projects with good PASS scores performing well during construction. The PASS score applies to Design-Bid-Build projects only. D4 Construction noted that recent projects have had fewer problems during construction. It was noted that D4 takes note of Consultants with issues in their plans. Note that PASS scores are a D4 element only and links those Consultants with issues in their plans to problem projects with constructability issues.

5. General Discussion

a. FDOT to schedule the next meeting for either late January 2017 or early February 2017.