

**Meeting Notes for the District 4 FICE Liaison Committee Meeting  
Friday, October 13, 2017, 3:00 PM**

**Action Items from the June 2017 Meeting**

- a.* CEI Topics. **The increasing CEI costs are now statewide issue, currently being discussed by the FICE CEI Subcommittee. Other CEI topics discussed include: 1) FDOT is currently reviewing combining design and CEI on SRAP, SCOP and CIGP contracts. SCRAP is currently not available in D 4, 2) all new CEI contracts are using loaded rates, 3) MOT Review by the CEI, 4) inspector down time allowable on hybrid contracts (this topic is still being discussed in Central Office), 5) 3-D CEI issues – currently being used by some contractors on grading operations and to compute final quantities, 6) the allowable percent of staff hours allowed for Senior Project Engineer, typically 10%-20% of the project staff hours.**
  - b.* Engineering v. non-engineering work effort on design/PD&E contracts - D4 rule of thumb for engineering v. non-engineering work effort on design/PD&E contracts. We generally shoot for 40% engineering and 60% non-engineering on an average design project and a 50/50 split on an average PDE study. **There was consideration given by D4 staff to allow greater than a 40% PE/60% non-PE distribution for the project staff hours. It suggested having a 50%-50% split as a starting point, but it will vary, pending project complexity. This will apply to both design and PD&E contracts.**
  - c.* Issuing ERC after expiration date (issued as word document) - impacts to project schedules. **D4 staff went back and checked the frequency of past due ERC entries and there were some that came in late, but typically not more than one week late. It is difficult to avoid late comments. Late comments are typically coming from D4 Construction, but they usually provide the most meaningful comments. It was also noted that the timely response from the Designer needs to be addressed as well. District Construction maintains a database that tracks plans review times. Of 110 projects reviewed by construction in the last year, 100 were on time or early. The average review time for all projects was 3 days early. There were 10 projects which averaged 6 days late.**
  - d.* Review time on typical section packages, design variances/exceptions and pavement design packages. **It was reported that D4 is caught up with reviewing typical sections and design variances. The goal is to have two weeks turnaround time.**
- 1. Statewide Liaison Committee Activities**

    - a.* Questions in Interviews relating to Cost Control - FDOT to add Preamble: Pursuant to the Federal Brooks Act, and Section 287.055, price may not be an evaluation criterion during the advertisement and selection phase for

professional services procurements. Consultants are prohibited from including references to their proposed professional services fees or indirect rates in interviews and oral presentations. Inclusion of professional services cost data (average rates of staff, contract cost fees, overhead rates, etc.) in your interview/oral presentation responses may cause your firm to be non-responsive. **It was reiterated that cost savings related to professional services not be referenced in letter of response, proposals, presentations and project interviews. It was also noted that D4 will recommend that project interview scoring will take into consideration reading scripts at project interviews. This will be addressed in the project interview pre-amble. Per RFP requirement: Consultants are permitted to refer to paper notepads or index cards with notes during their interviews.**

- b. FDOT/FICE Task Team to Discuss Consultant Grades – met at the Design Conference; open to suggestions. **The Task Team met at the May 2017 Transportation Conference, more to come on this topic.**
  - c. FICE Task Team to Discuss FDOT Standard Job Classes – Task Team met via teleconference on August 24, 2017. Recommendations will be discussed at the next FICE Transportation Committee, October 10, 2017. **The recommendations were deferred to the January 9, 2018 ACEC FL Transportation Committee meeting.**
- 2. New FDOT Issues:**
- a. Pen and ink change was made to Policy No. 001-375-030, Compensation for Consultant Travel Time on Professional Services Agreements (attached).
  - b. New DBE goal was established: 10.65%. **It was noted that for reserved projects under the Business Developing Initiative, the responding consultant and/or subconsultant needs to be a SBE at the time of contract execution.**  
  
Minor update to Handbook Negotiation Manual: A CEI Senior Landscape Inspector classification was added.
  - c. Digital Signature Requirements.
  - e. NEPA Assignment Audit update. **There is a 6-month review currently underway. D4 was not chosen for the audit this year. The audit will be checking for: 1) compliance, 2) efficiency and timeliness, 3) QA/QC, 4) training.**
  - f. Idea of adding Scope language (and assigning staff hours) for the RW Review Meetings. **D4 feels that this is an important activity (meeting(s)) and will consider adding staff hours for the Consultant to participate in this activity.**

- g. Any topics from FICE for us to raise at the DDE/DCPME meeting. **D4 is soliciting topics from their Consultants that they would like discussed at the DDE and DCPME meetings.**
- h. Resolutions for off-system projects needed prior to NTP. **Resolution must be approved by City or County Commission. FDOT will not begin a design project prior to City or County Commission approval. These are being communicated to the locals via the MPO.**
- i. Innovators idea about publishing ATCs. We can defer this to next meeting, since CO is still looking into this further. **Deferred to the next meeting.**

**3. New Local FICE Issues:**

- a. District 4 Consultant Project Forum - Update.  
**D4 will be scheduling a Consultant Forum – half day.**  
**Possible dates considered: January 23 or 30, 2018**  
**February 13 or 15, 2018**  
**D4 is soliciting agenda items from their Consultants.**
- b. Inspectors not being paid either half or the entire day on rainy days (Hybrid Contracts). **See CEI topics above.**

**4. General Discussion**