

District 4 FICE Liaison Committee Meeting Minutes
Friday, January 22, 2016, 2:00 PM

1. Action Items from August 2015 Meeting

- a. *None*

2. Statewide Liaison Committee Activities

- a. Use of 75th Percentile for CEI- *Federal rules allows FDOT to bench mark. This is a topic that is continuously discussed at the statewide FICE meeting. The District 4 CEI costs have been steadily going up. Related to this issue, Gerry O'Reilly mentioned that District 4 is reviewing their CEI costs and comparing District 4 costs to other Districts. The initial review seems to indicate that District 4's costs are higher. The District is continuing its research.*
- b. Small Business Strategies– *Discussed the determination of Consultants letter grade for DBE participation and which method to be utilized by the FDOT. Six methods have been proposed and each one generates a different letter grade. Central Office is looking at changing the methodology for the DBE grades. The preferred method is to use the "2014-2015 data from the Equal Opportunity Compliance (EOC) system for all active contracts & actual expenditures for all task work order contracts (districtwide, continuing contracts and GECs)".*
- c. Monitoring of Structures, PPM Ch. 34 – *It is not an issue in District 4. There is a concern from many FICE firms with respect to the liability for this new requirement.*
- d. Interview vs. Presentation Preferences – *The FICE Transportation Committee voted to remove any limitations on what electronic devices should be allowed at a presentation. This will impact the cost and it will be reflected in overhead and impacts on smaller firms. This will be a further discussion issue with FICE and Carla Perry.*

3. FDOT Issues:

- a. Discuss requirements for Job classifications of proposed consultant staff in the Automated Fee Proposal – *Some firms are not classifying staff per the Negotiations Handbook. This is not being enforced statewide, varying from District to District.*
- b. Discuss recent changes to the points distribution in scoring CEI contract letters of response and upcoming training scheduled in January and March for the TRC members assigned to CEI contract procurements. *A handout was provided outlining the different CEI scoring methods depending on the project type. The*

proposed scoring applies to District 4 only. Central Office has approved the scoring.

- c. Adding non-engineering services to an existing professional services contract. *Florida Statute 287.057 will not allow adding non-engineering services to existing professional services contracts, any non-engineering services must be identified and included as part of the original contract.*
- d. Discuss the Department's underutilized work group effort. *The underutilized Work Groups for FY 2016/17 for all the districts are attached. This can be found on the Procurement Home page under Advertisements, Current Advertisements and then the write-up and links in Note 8. Jessica Rubio, PSU, noted that one of the shortlisting consideration factors is teaming arrangements and the District 4 Selection Committee reviews this closely. Consultants need to be aware of what FDOT is looking for. It is expected that Consultant Teams properly identify their under-utilized sub consultants in their LOR. DBE Letter Grades are not reviewed as part of the shortlisting however, firms support of the DBE program on the advertised contract is one of the items considered at shortlisting*

4. FICE Issues:

- a. The SWAT process and how being reflected in PD&E contract scopes and advertisements varies from District to District. What is statewide direction, etc. in this regard? *FICE members noted that not all Districts are following the SWAT process. The State has developed 3 options on how to structure new PD&E contracts, 1) PD&E/Design advertised together under one contract, 2) PD&E with Design as optional services and 3) two separate contracts with or without a gap between ads (the District 4 preferred method is two separate contracts with a gap between the ads). PD&E interviews will address consultant's knowledge of the SWAT process. There are SWAT teams in every district with the focus on delivering PD&E projects faster. Advance work can be undertaken prior to the PD&E contract execution to provide information (like survey, geotechnical, traffic, modeling) through districtwide contracts so that this is all in hand when the PD&E contracts kick off. At this point any conflicts for firms to pursue if working on the PD&E contract will be made in accordance with the approved Conflict Procedure through requests to the District Secretary. It was noted that delivery of PD&E projects on schedule is now one of the DS measurements on their scorecards. It was also noted that if a project can qualify for a SEIR, then the District is likely to only utilize state funds and pursue a SEIR. For District 4 there will be more emphasis in the interview process on acceleration of projects and the SWAT process.*
- b. Project CEI budget changes during the planned advertisement phase. It was reported that on a recent CEI pursuit the budget was reduced 30% from Monday

to Friday when the ad came out. As we all know we assemble our staff and subs based on the posted budget and of course quality of available staff. It occurs more in CEI contracts. This is because the initial budget is based on % construction cost. As the project evolves the construction contract duration may change and the budgets change accordingly. The CTE memo is used to finalize the CEI budget. District 4 will look to address this issue.

- c. CEI Procurement Scoring Criteria (see attachment) Courtney Drummond explained the difference in the scoring criteria for the three types of contracts in the attachment and how these vary by category and why the difference. One point he noted, and reflected in the attachment, for CEI Inspector Only Contracts (Hybrids) the critical elements are contract management and methodology plus QC.
- d. Discuss how to address compensation for scope changes near end of the project and not delay "Production Complete". No legal way to address this. Advanced Authorizations are no longer allowed. It was noted that if these issues come up that they be brought up to John Olson or Stacy Miller.
- e. Post Design Services not keeping the EOR due to high rate. District 4 was not aware of this and will have Consultant Management look into this.
- f. Roster make up/additions It was reported that Dave Rivera will be stepping down as chair and from the committee. It was left up to FICE to come back with a FICE roster recommendation. The only request from FDOT was to ensure that the roster makeup include a member from CEI, mid-size firm, small/DBE firm and large firm. FICE has a caveat that to participate in the liaison group you must be active in the statewide FICE Transportation Committee and FDOT requested that it not be a recent retiree/departure from FDOT.

5. Next Meeting

In two months to be schedule by FDOT.

Under-utilized Work Groups Table
FY 16/17

Under- utilized Work Group	District 1	District 2	District 3	District 4	District 5	District 6	District 7	Turnpike	Central Office
Group2 Project Development and Environmental Studies	-	-	-	-	-	-	-	-	-
Group3 Roadway Design	UNDER-UTILIZED WORK GROUP	-	UNDER-UTILIZED WORK GROUP	UNDER-UTILIZED WORK GROUP	-	-	-	UNDER-UTILIZED WORK GROUP	UNDER-UTILIZED WORK GROUP
Group4 Bridge Design	UNDER-UTILIZED WORK GROUP	-	UNDER-UTILIZED WORK GROUP	UNDER-UTILIZED WORK GROUP	UNDER-UTILIZED WORK GROUP	UNDER-UTILIZED WORK GROUP	UNDER-UTILIZED WORK GROUP	UNDER-UTILIZED WORK GROUP	UNDER-UTILIZED WORK GROUP
Group5 Bridge Inspection	UNDER-UTILIZED WORK GROUP	-	-	UNDER-UTILIZED WORK GROUP	UNDER-UTILIZED WORK GROUP	-	-	-	-
Group6 Traffic Engineering & Operations Studies	-	UNDER-UTILIZED WORK GROUP	-	-	-	-	-	-	UNDER-UTILIZED WORK GROUP
Group7 Traffic Operations Design	-	-	-	UNDER-UTILIZED WORK GROUP	-	-	-	-	UNDER-UTILIZED WORK GROUP
Group8 Surveying & Mapping	-	-	-	-	-	-	-	-	UNDER-UTILIZED WORK GROUP
Group9 Soil Exploration, Materials Testing, and Foundations	-	-	-	-	-	-	-	-	UNDER-UTILIZED WORK GROUP
Group10 Construction Engineering Inspection	UNDER-UTILIZED WORK GROUP	UNDER-UTILIZED WORK GROUP	UNDER-UTILIZED WORK GROUP	-	-	-	UNDER-UTILIZED WORK GROUP :	-	UNDER-UTILIZED WORK GROUP
Group13 Planning	-	UNDER-UTILIZED WORK GROUP	UNDER-UTILIZED WORK GROUP	-	UNDER-UTILIZED WORK GROUP	-	-	UNDER-UTILIZED WORK GROUP	UNDER-UTILIZED WORK GROUP

Under-utilized Work Groups Table
FY 16/17

Under- utilized Work Group	District 1	District 2	District 3	District 4	District 5	District 6	District 7	Turnpike	Central Office
Group14 Architect	-	-	-	-	-	-	-	-	-
Group15 Landscape Architect	-	-	UNDER-UTILIZED WORK GROUP	-	UNDER-UTILIZED WORK GROUP	-	UNDER-UTILIZED WORK GROUP	-	UNDER-UTILIZED WORK GROUP
Group21 Acquisition, Negotiation, Closing, and Order of Taking	-	-	-	-	-	-	-	-	-
Group22 Acquisition Business Damage Estimate Review	-	-	-	-	-	-	-	-	-
Group24 Acquisition Relocation Assistance	-	-	-	-	-	-	-	-	-
Group25 Right of Way Clearing & Leasing	-	-	-	-	-	-	-	-	-

CEI Procurement Scoring Criteria

Standard CEI Contract

Awareness of and approach to project issues (30)

Understanding of project's intent and scope, technical aspects, challenges and key milestones (10)

Understanding of issues that may impact stakeholders, project time and budget, and the ability to resolve these issues. (15)

Innovative problem solving techniques (5)

Construction Project Management and Administration (20)

Approach to accomplishing the management, administration, and coordination aspects of the project. (8)

Knowledge and experience with project documentation. (8)

Optimization of project schedule and budget (4)

Project Staffing (35)

Proposed staffing qualifications, experience , and availability (25)

Staff's experience and past performance on similar projects (10)

CEI Contract Management (15)

Approach to managing the CEI budget (5)

Approach to CEI quality control (5)

Communication abilities (5)

CEI Inspector Only Contract

Awareness of Contract Issues (15)

Understanding of the contract's scope and challenges. Familiar with the hybrid projects in the District's work plan, and how to provide services for these contracts. (15)

Approach to Contract Management (45)

Approach to managing, accounting, and control of funds on a task work order contract (20)

Approach to managing the task work order process. (15)

Quality control of CCEI personnel, including monitoring staff performance, and how this is managed across potential subconsultants (10)

Approach to Staffing Needs (40)

The firm's process plan/methodology of providing qualified staff required for jobs (25)

Potential availability of staff and geographical coverage (10)

The Consultant CEI Engineer and their support staff's qualifications and experience on similar assignments. (5)

Districtwide CEI Contract

Awareness of contract issues (20)

Understanding of the contract's scope and challenges. Demonstrates knowledge of the task work order process, the District's needs to support office staff, and the need to support or augment various FDOT or CCEI staff to accomplish project duties. (20)

Approach to Contract Management (45)

Approach to managing, accounting, and control of funds on a task work order contract (20)

Approach to managing the task work order process. (15)

Quality control of CCEI personnel, including monitoring staff performance, and how this is managed across potential subconsultants (10)

Approach to Staffing Needs (35)

The firm's process plan/methodology of providing qualified staff required for jobs (15)

Potential availability of staff. (10)

The Consultant CEI Engineer and their support staff's qualifications and experience on similar assignments. (10)