

**Meeting Notes for the District 4/ACEC FL Liaison Committee Meeting
Friday, July 13, 2018, 3:00 PM**

1. Action Items from the April 2018 Meeting

a. None

2. Statewide Liaison Committee Activities

a. Job Classification Task Team – ACEC FL recommendations –

*i. Design Positions – deferred to the October 2018 ACEC FL Transportation Committee meeting, pending discussion with the Task Team. The intent is to better define management versus technical staff. There will be a commentary on staff distribution. **To be discussed at the October 2018 meeting.***

*b. CCD Golf Outings – D2 and D3 recently held a joint outing. **To check on details. Nothing is planned in D4 for now.***

*c. D1 is holding a 15-minute mandatory TRC meetings prior to the LOR submittal. The LOR is to address items discussed at the TRC meeting. **D4 is not planning to adopt this procedure.***

*d. D7 reported that they are having major issues with quantity related issues on the plans, which have resulted in delayed lettings due to the numerous RFIs during the bidding phase. **It was agreed that Consultants should focus on better QC with an emphasis on quantity computation.***

*e. CEI Issues – 1) D3 and D5 reported that they are receiving very few CEI LORs - **D4 is not experiencing this issue,** 2) MOT inspections incl. CPAM chapter 9.1, DCE memo 16-18, ACEC-FL recommended action plan – **the CEI will be held accountable for MOT set up (if there is blatant negligence, they will be removed from the project). It was noted that this needs to be added to the specs. The CEI grade will reflect on how this activity is handled,** 3) Due to FDOT's poor performance grade with documenting Traffic Control Devices, Central Office is having the CEI document and certify MOT forms , 4) ACEC will be recommending that these be filled out by the Sr. Inspector versus the PA or SPE, 5) Over qualified staff - **D4 will allow higher level staff, but the PM will determine whether the individual brings value to the contract, D4 requested specific examples,** 6) It was reported that CEI fees are no longer on the rise and are stabilizing.*

f. The use of drones in Project Presentations – Central Office is seeking input from local Districts on this issue.

- g.* The ACEC FL PD&E Subcommittee is currently preparing statewide standards to standardize scope of services and staff hour for projects following the SWAT process (see attachment). **For information.**
- h.* New E & O Procedures – 1) Cost/Benefit has been added, 2) the FDOT Design PM makes the final determination for E & O culpability. **For information.**
- i.* PM Training – ACEC FL in collaboration with FDOT will draft a proposal to Central Office to resume PM Training, which held several years. The ACEC FL Production Subcommittee will take the lead. The trainers will be made up of Consultants and FDOT personnel. **Currently being offered to FDOT staff only. Two sessions have been held.**
- j.* A new Structures task team will be formed, originally it will part of the ACEC FL Production Committee. **This is being structured specifically for the ACEC FL Transportation Committee (bridges, box culverts, retaining walls, overhead sign structures, mast arms, etc.).**
- k.* A suggestion was made to add 10 minutes to the Project Interviews in addition to the 45 minutes Q & A portion of the interview. The additional 10 minutes will be used to address clarifications. This will require a revision to current FDOT Procurement Procedures. **The D4 Liaison Committee does not endorse this practice.**
- l.* Next Regional Meeting – D4, D6, FTE (D6 to host). **For information.**

3. New FDOT Issues:

- a.* Consultant staff in FDOT offices:
 - The employee welfare after a hurricane and reporting back to work (not in our Everbridge lists to call them). **Intended for FDOT employees only.**
 - Hiring of FDOT staff and when is reasonable to expect to place them in a District 4 office. **D4 does not feel it is appropriate to utilize a former FDOT employee to work as in-house consultant, there is a 2-year waiting period. This is an old policy.**
- b.* Discuss concerns we have with the time it takes to replace imbedded consultants. **Untimely responses for providing in-house staffing. In some cases, it has taken up to 4 months to provide. This has been very problematic. D4 will look at this unfavorably in the Consultant grade and on future selections.**
- c.* Feedback on the Design Expo. I will have an opportunity to give input to CO at my next meeting. **Consultants please provide input, directed to Steve Braun.**

- d. Consultants need to be mindful of the following statement included in the Letter of Response form: “By submittal of this letter the Consultant certifies that all information provided in the letter is true and accurate. **The Consultant further certifies that staff proposed are currently employed by the firm(s) identified, or the Consultant shall provide a statement indicating when staff will become employed by the identified firm(s).**” **Having an employee show up in two different consultant teams has been occurring in both design and CEI. It was requested for consultants to comply with the above highlighted sentence. It is preferred that the employment not be conditional upon contract selection. It is not currently being enforced.**
 - e. Payroll registers supporting proposed salaries need to be current and should display the following information about the employee: name of employee, date, date range (pay period), hours (regular and overtime), gross pay, deductions, taxes withheld, and net pay. A payroll register is not a payroll summary, monthly projection, payroll forecast, or certified pay rate. Confidential information may be redacted. **For information.**
 - f. Greater accountability of consultant staff (generally CEI but this applies to all our functions) in meeting department goals. Ex. QARs, time goals, money goals response to RFIs, plans revisions in construction, etc. **This is a collaboration between design and construction. Have better awareness of unforeseen conditions. Poor performance may lead to consideration for hold back the 5% QC payment and/or not allow the design consultant to continue with the Post Design Services.**
 - g. Consultants providing qualified staff on contracts. **Consultants have been offering unqualified staff due to shortage in staffing.**
4. **New Local ACEC FL Issues:**
- a. Inconsistencies in determining Cost Control factor.
5. **General Discussion**