



DISTRICT DIX
QUARTERLY FICE LIAISON COMMITTEE MEETING

DATE: July 25, 2017

TIME: 1:00 PM

LOCATION: EXECUTIVE CONFERENCE ROOM

Attendees:

- Jim Wolfe – District Six Secretary
- Harold Desdunes – District Six Director of Transportation Development
- Rudy Garcia – Director of Transportation Operations
- Catrina Wilson – District Six Procurement Manager
- Mark Moshier – Keith & Schnars
- Bob Carballo – Stantec
- Robert Behar – R.J Behar
- John Bolton - BPA

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1. Travel Policy:
 - a. No updates from Central Office. Still in draft format.
 2. 3-D Plans:
 - a. Should be done by a case-by-case basis.
 - b. Turnpike is utilizing 3-D plans for their projects.
 - c. Still having issues with the software.
 - d. It is okay to use for smaller project; however with larger projects can run into an issue.
 - e. Storyboarding can be utilized to determine what the model will look like.
 3. Dissemination of Information – District Marketing Website (D4) last meeting minutes:
 - a. Discussed the link for D4 pertaining to their meeting notes.
 - b. Send email to all FICE Liaison members when minute notes have been posted to the D6 marketing website.
 - c. Include Agenda to the invites for all D6 FICE Liaison meetings.
 4. Staff Reclassification by PSU for the purpose of matching a job classification:
 - a. There are some concerns that some Districts are having the Consultants change some job classifications to other positions.
 - b. Example of this would be the Chief Engineer job classification. If the individual proposed has 20 years of experience and is proposed as a Sr. Engineer, FDOT guidelines are having them change them to a Chief Engineer, etc. Even though they have 20 years of experience, their pay does not represent that of a Chief Engineer.
 - c. This would skew the numbers for these job classifications that are being changed.
 - d. Issue with this change is that even though these individuals have 20 years of experience does not mean they can perform as a Chief Engineer.
 - e. D6 has not experienced any issues with staff reclassification.
 - f. There is a task team in place to look into this matter.



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5. Published Fee Schedules:
 - a. If the Audit Letter states published fee schedule on File, Procurement will have to use what is listed on file. The Consultant cannot use a fee schedule that is different than what is on file. They would have to submit the new fee schedule to Central Office for approval.
 - b. Operating Margin Adjustment (CDAF):
 - i. If an Amendment is done to contract by six or more months, CDAF shall be applied to the contract as per the table listed in the negotiations handbook.
 - ii. After 5 years, Consultants can update their rates by submitting a new audit package
6. Some regions are using SPE's at 10% and 20% capacity on large scale projects:
 - a. Discussion on what percentage is needed to monitor a CEI contract properly? FICE proposes major projects to provide SPE's at 100%. District 6 is providing SPE's at 100% for major projects. Other Districts are proposing SPE's, in some cases at 10%, which is not considered enough for the SPE to properly manage the CEI contract.
 - b. Discussed what percent should it be for a less complex job, 10%? Minor projects such as milling and resurfacing can utilize a SPE part-time. Although, suggested FDOT consider combine projects to manage smaller projects more cost effectively.
7. CEI Cost Increasing Trends:
 - a. Discussed increasing CEI cost percentage with respect to construction cost. The trend has been increasing although need to review all the factors to determine a valid reason.
8. District Rejecting Inspectors:
 - a. On hybrid projects in some districts inspectors have been rejected.
 - b. Need to have all certification and match the services listed in the Scope of Services or they we be rejected and moved to another job classification until they have the certifications needed.
 - c. The inspector qualifications should match the assignment. For example: If the assignment is for a Sr. Roadway Inspector, the CTQP Concrete Level 2 certification should not be a requirement for approval, if no concrete is required on the project.
9. Member Rotation:
 - a. Have no issue as of right now. As long as the FICE committee members represents the community.
 - b. Believe FICE should be nominating the committee members.
10. Follow-up
 - a. New AFP is being piloted to other Districts for testing. Should be up and running before the end of the year.
 - b. When amendments are done on contracts CDAF points may apply. Contract will need to be reviewed.
 - c. Still have not seen any advertisements with the language "Complex Projects". Should be classified complex to the exemption on rates.



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- d. Negotiations handbook has been updated to included new job classifications for CEI and Permit costs for professional services contracts can now be reimbursed as a separate direct charge on the contract.
 - e. Some Districts presented to Central Office an alternative way in procuring a contract. Central office is looking into this. As of right now, District 6 is following the current acquisition process.
11. Open Discussion:
- a. Consultant Marketing Meetings:
 - i. Discussed what documents to leave behind.
 - ii. PM's not sure what documents should be left behind in these meetings.
 - iii. Turnpike does a general marketing meeting with time slots.
 - b. Interview and Presentation Notes:
 - i. Consultants are allowed to bring and read from their notes.
 - ii. It is up to the FDOT PM to score accordingly when consultants read from their notes.
 - iii. FDOT PM's should take the time to write down good reasons on why the scored the way they did.
 - iv. It was suggested to continue training for FDOT PM's on how to evaluate Consultants interviews and presentations.
 - c. Renting/leasing of Field office is done through a Professional Services Contract.