



DISTRICT SIX
QUARTERLY FICE LIAISON COMMITTEE MEETING

DATE: MARCH 28, 2017

TIME: 9:00 AM

LOCATION: EXECUTIVE CONFERENCE ROOM

Attendees:

- Jim Wolfe – District Six Secretary
 - Harold Desdunes – District Six Director of Transportation Development
 - Brian Arena District Six Transportation Support Manager
 - 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. D6 Survey Monkey Results for Consultants:
 - a. February 29, 2016 was the last time discussions were done pertaining to the Survey Monkey The feedback received from the engineering firms were positive feedback
 2. Dissemination of Information – Local Liaison:
 - a. Jim Wolfe would like to have minutes taking for the Quarterly District 6 FICE Liaison committee Meeting and post to our FTP Marketing website.
 3. CEI 75% Quartile:
 - a. This topic is an ongoing discussion between FDOT and the Consultants.
 - b. CEI contract should be using actual unloaded rates for the 75% quartile.
 - c. Would like to have the 75% quartile remove from all CEI contracts. Would like to have it not Capped.
 - d. In advertisements/SOS DOT Project Managers should state whether or not a CEI contract is Complex to help determine how a Consultant should proceed in setting up his team.
 - e. Justification is needed from the DOT Construction Office to go over the 75% quartile.
 4. DocuSign:
 - a. No issues with this application. Seems majority of the District is using contract numbers for their access code.
 5. Update from PSU Conference
 - a. Conference was held in January 26th and the 27th.
 - i. Talked about the Published Fee schedule
 - ii. 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. Accelerated plans has not done a lot of these. Park n ride is something we are looking into to get down.



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- 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. Travel Policy:
 - a. Travel Policy is still at draft version.
7. 3-D Plans:
 - a. It is not mandatory. It is left to the District to decide which projects will use 3D.
 - b. District 6 is not quite there yet. There are some issues with the software and equipment.
 - c. They intent for 3D projects are for construction purposes
 - d. Ideal 3D projects; earthwork, widening, etc.
8. District Liaison Committee Activities:
 - a. Discussion was made to have quarterly meetings. Next meeting will be held on July 25, 2017.
9. Open Discussion
 - a. Lump Sum vs. Limiting amount (time charge not to exceed) – Have to review timesheets for this type for time charge not to exceed.
 - b. Reviewed the agenda and notes from the FDOT-FICE Liaison Committee Meeting (video-conference) held December 12, 2016.
 - c. New grading system - there is a new task force made-up from each District and 4 from FICE has been selected. We understand this is just design not CEI. This is due to the fact that all grades for Consultants are starting to look the same.
 - d. Errors and Omission – Design Consultants should be present when there are questions/or solutions regarding design errors. Engineer of Record should be involved in the initial and final negotiations for any supplemental agreement.
 - e. Liaison meeting should be done quarterly. Next meeting will be held on July.
 - f. Discussion regarding use of Districtwide contracts for subconsultants on a Design contract: Have no control of the subconsultant if there is an issue.
 - g. Discussion regarding Special Project Notes were removed from signal spec. MSP approved by central office decided on this. They really need to have this back. Assumed that it was covered under the Miami Dade County specs. MSP still have to be approved by Tallahassee. Let them know about the problems having.

(Send power-point along with minute notes)