

**District Construction Engineer's Meeting**  
**September 10, 2014**  
**10:00 AM – 5:00 PM**  
**Turnpike Headquarters**  
**Summary Notes**

**New/Recurring Business:**

**1) Attendees**

*Summary Notes: Those present are listed below:*

*D1: Jon Sands, Bill Jones, Brian Penny*

*D2: Carrie Stanbridge, Scott Lent*

*D3: Steve Potter*

*D4: Carolyn Gish, Francis Lewis*

*D5: John Tyler, Amy Scales, Mo Hassan, Jennifer Smith*

*D6: Mark Croft, Mario Cabrera*

*D7: Megan Arasteh, Greg Deese*

*TP: Pete Nissen, Bill Sears*

*CO: David Sadler, Rudy Powell, Amy Tootle, Alan Autry, Calvin Johnson,  
Paul Martin*

**2) CPR Issues (David Sadler/Rudy Powell)**

SCO will facilitate a discussion of CPR issues which have arisen since the previous meetings. Districts may bring forward any CPR issues which need to be addressed.

a. 'Factoring Companies' (David Sadler)

*Summary Notes: David highlighted an Industry trend toward the use of "Factoring" companies. Districts were requested to coordinate with SCO and OGC if they receive similar notices. (See attached example notification).*

b. Desk Review of Bids

*Summary Notes: DCE's were encouraged to obtain these reviews and provide them to Project Administration personnel.*

c. HR CPR

*Summary Notes: Discussed an issue raised during a recent Secretary webinar related to the number of projects assigned to PA/PO positions and or the number of PA/PO positions assigned to a single project. Districts were polled to gauge the number of projects assigned to a PA/PO position and the number of positions assigned to multiple PA/PO positions. Certain instances were noted where multiple PA/PO's may be assigned to a single project due to varying experience levels.*

### **3) Specification Updates (Sadler/Powell)**

SCO will provide an overview of recent Specification changes. Districts may propose specification changes.

<http://www2.dot.state.fl.us/SpecificationsEstimates/Development/IndustryReview.aspx>

*Summary Notes: Rudy provided an overview of various specifications currently out for Industry review. Districts were encouraged to review and comment as appropriate.*

### **4) CPAM Updates (David Sadler/Rudy Powell)**

SCO will provide an overview of recent CPAM changes. Districts may propose CPAM changes.

*Summary Notes: Rudy provided an update of recent changes to specific sections of CPAM (Refer to attached document for additional information). The group also discussed recent changes to CPAM 5.4 which addresses contract wage requirements and the number of employee interviews conducted.*

### **5) Process Reviews – Lessons Learned (David Sadler/Rudy Powell)**

SCO will present highlights of recently completed Process Reviews. Opportunities for improvements and best practices will be presented to the group.

*Summary Notes: Rudy provided an overview of process reviews recently completed by SCO. A project specific issue related to pile driving operations was discussed. Note that the FY 14/15 SCO Process Review Schedule is posted to the SCO website (Document is attached).*

### **6) Collaboration Services for Construction Contracts (David Sadler/Rudy Powell)**

Discuss an update on SCO's efforts related to Collaboration Services on Construction Projects.

*Summary Notes: Doug Martin provided a pre-recorded presentation giving an update of this topic (Refer to attached presentation). Rudy polled the group to establish a list of questions to be answered at future meetings. See list below:*

*Questions from the group.*

- 1. What are the top ten tasks identified?*
- 2. What training will be provided to end users?*
- 3. When will the training be provided?*

4. *Will PB provide training or support for trainers?*
5. *Will training be provided for digital signatures?*
6. *What is the status of the forms to accept the digital signatures?*
7. *Will there be a dropdown menu in Project Solve for all of the different forms?*
8. *What changes can be made once the initial setup in Project Solve is made?*
9. *What outreach with contractors has been performed?*
10. *Is a contractual requirement needed to do business this way?*
11. *What is the plan if a contractor elects to stay with paper?*
12. *What is the status of the digital signatures in offices that interact with construction during a contract such as design, materials, traffic ops, EMO?*
13. *What is the status of the purchase of tablet devices for Department personnel?*
14. *How will software updates be handled?*
15. *What is the status of processing monthly estimates using digital signatures with all of the attached documents?*
16. *What is the status of combining forms to simplify monthly estimates?*

## **7) Tape Recording Meetings (Carolyn Gish)**

Discuss tape recording meetings and direction in CPAM.

*Summary Notes: The group discussed previous direction related to the recording of and public notice requirements related to project specific meetings. It was noted that CPAM addresses this issue and that project specific meetings addressed in CPAM are not required to be noticed as public meetings.*

## **8) Lights on Temporary Traffic Control Devices (Rudy Powell)**

Discuss removal of lights from temporary traffic control devices (phased implementation), current / future specification and standard requirements.

*Summary Notes: Rudy provided an update on status and phased implementation of department policies related to the removal of lights from traffic control devices. Below is a summary of the department's implementation plan. It was noted that the department will not approve requests from contractors to remove lights from traffic control devices on projects let before the implementation schedule noted below.*

*Phase 1: Lights on temporary barrier walls were removed and barrier delineators added beginning with July 2014 lettings. SCO has not approved requests by contractors to implement this change on contracts*

*let prior to July 2014 due to the phased implementation of removal of lights and this will be followed for the remaining phases.*

*Phase 2: An independent firm not affiliated with the prime contractor will be responsible for maintaining new or cleaning channelizing devices such as drums, cones, vertical panels, barricades, tubular markers, and longitudinal channelizing devices deployed in the work zone beginning with July 2015 lettings. This is a six month overlap with Phase 3.*

*Phase 3: Lights on temporary channelizing devices and signs will be removed and prohibited from use beginning January 2016 lettings.*

### **9) MOT Administrator Duties (Rudy Powell)**

Discuss MOT Administrator duties and how it could potentially impact current processes/procedures.

#### *Summary Notes:*

##### *MOT Training Update*

- There will be no changes to Basic MOT Training for flaggers. Changes to flagger training were proposed but after much discussion, no changes were made to how flaggers are currently trained. Article 105-8.4 of the Specifications has not changed and continues to require the Worksite Traffic Supervisor or others approved by the Department (i.e. Providers) to provide training for flaggers. A flagger training video has been posted on the SCO website that may be used by Worksite Traffic Supervisors or other approved flagger trainers. The video is not mandatory, but is an available resource.*
- MOT Committee meeting held August 28, 2014. The committee discussed MOT training and specifically the Maintenance of Traffic Training Procedure. This procedure will be posted on the Forms and Procedures website for review in October and is planned to be finalized the first of November.*
- A database of individuals who have completed the Intermediate and Advanced training will be created. This database will be similar to the CTQP database.*
- A standardized deadline every 5 years for recertification of Intermediate and Advanced training is being discussed by the committee. Send feedback to Stefanie Maxwell.*
- Contact Stefanie Maxwell for more detailed information or submit comments/ questions on the procedure through the online review.*

### **10) Flagger Training/Certification (Rudy Powell)**

Discuss Flagger Training/Certification.

*Summary Notes: Items 9 and 10 were discussed currently. Refer to the notes above for information.*

### **11) Project Suite Enterprise Edition (David Sadler)**

Discuss PSEE and what is required of Construction Personnel.

*Summary Notes: This item was discussed as a “walk-on” item during the joint DMRE/DCE meeting held on the same date. Refer to the summary notes from that meeting for information.*

### **12) Final Estimates Updates (Amy Tootle)**

- Discuss requirements for projects without a comp book.  
*Summary Notes: The group discussed implementation of the departments initiative to no longer provide a computation manual as part of the deliverable received from design. Issues discussed were how to address on project caught in the development pipeline and implementation on projects where as-builts are currently being developed prior to the use of the system used to develop electronic as-built plans.*
- Update on the implementation of Blue Beam software used to prepare as-built plans.  
*Summary Notes: Amy provided an update on the rollout of Blue Beam software that will be used to prepare electronic as-built plans. Issues discussed were: cost of software license, district license holders, and future use of ADOBE.*
- Delegation of Signature Authority for 21A Form.  
*Summary Notes: Amy discussed a project specific issue where a company’s President delegated signature authority of this and other contract documents to others within the company. It was noted that the departments manuals and procedures would be reviewed and needed changes made to address this situation.*

### **13) CEI Selections from ELORs (John Tyler)**

Discuss CEI Selections from Expanded LORs. ([Refer to attached document](#)). How often are District’s getting more than 8 LORs to evaluate? Discuss an Alternative process: i.e. Consensus scoring or PM ranking of LORs and TRC evaluates the top XXX firms.

*Summary Notes: John Tyler presented information related to recent trends experienced in District 5 along with the various selection methods currently*

*allowed by the Professional Services/Procurement office's procedures. Districts were polled to determine how these various options are being used.*

**14) Landscape Contracts in Site Manager (John Tyler)**

Discuss Landscape Contracts – Proposal for “Type L” contracts in Site Manager.

*Summary Notes: Discussed a proposal to classify landscape projects using a new SiteManager contract type. It was noted that the programming and administration of landscape project should be handled as outlined in the various memorandums which have been issued addressing these process on these types of contracts. No changes to SiteManager will be pursued.*

**15) Time and Cost Performance Measures (John Tyler)**

Discuss BDI projects and if BDI projects should be reported separately from non-BDI projects.

*Summary Notes: Discussed a proposal to separately report BDI project cost and time as part of the departments measures when reported to the Florida Transportation Commission. It was noted that no change in reporting requirements will be made. Discussed several project specific issues related to contractor performance on BDI contracts.*

**16) Project Oversight Positions (John Tyler)**

Discuss Project Oversight Positions. How many POs have been hired from outside the Department? How many have been experienced construction professionals? Has the new salary attracted personnel from CEI firms?

*Summary Notes: This item was discussed during the joint DMRE/DCE meeting held on the same date. Refer to the summary notes from that meeting for information.*

**17) House Bill 7175 (Carrie Stanbridge)**

Discuss proposed house bill regarding qualifications. (Refer to attached document)

*Summary Notes: Raised awareness of statutory changes identified in the attached document which became effective 07/01/2014.*

**18) Engineers Field Office (Rudy Powell)**

Discuss issues with the use of a Field Office Pay Item on projects with Original Contract duration less than 180 days. (Refer to attached document)

*Summary Notes: Discussed current utilization practices related to the (contractor provided) Engineers Field Office pay item. It was noted that the departments increased utilization of Hybrid CCEI contracts is increasing the use of this item. Project location, work operation time periods (i.e. night work) and scope are driving the decisions to relative to the use of this item.*

#### **19) Pre-bid Q&A (Rudy Powell)**

Discuss issues with timeliness of questions and responses being posted to the website.

*Summary Notes: Discussed concerns raised by Industry relative to the timing of when questions and responses are posted to the online prebid Q&A website. Districts reported that they are experiencing delays on the part of the Design PM and/or EOR who are providing the answers to questions which are sent to them. SCO will take this concern up with the Office of Design (perhaps through the M-Team) to determine if this should be addressed in the PPM, Project Management Handbook, and/or Design Scope of Services documents. It was noted that changes will be made to the prebid Q&A system which will allow questions to be posted to the site immediately upon submission. SCO will take the lead on making this change.*

#### **20) Cost Savings Initiatives on Design-Build Projects (Pete Nissen)**

Discuss various Cost Saving Initiative scenarios on Design-Build Projects.

*Summary Notes: Discussed use of design approaches from those non-selected DB firms not receiving a stipend along with project specific scenarios resulting in CSI's and credits.*

#### **21) DRB Meeting Frequency (Pete Nissen)**

Discuss DRB meeting frequency.

*Summary Notes: Discussed project specific instances of resistance from DRB's when the Department and Contractor agree to reduce the DRB meeting frequency. Also discussed a request from project specific DRB members for hearing preparation. David relayed information about DRB performance issues on specific projects.*

#### **22) Feedback on Design-Build (Rudy Powell)**

Questions / comments / suggestions on Design-Build Projects.

*Summary Notes: Rudy solicited feedback from the group related to the following DB items:*

*CSI evaluation, Timing of CSI proposal meetings, DBE goals, Page Turn Meetings, Early Works, DB Procedure, Rule, Guidelines, DB Workshops, Issue Escalation Process, and overall Best Practices in Design-Build.*

### **23) Bond Exoneration Request (Carrie Stanbridge)**

Discuss Bond Exoneration Requests ([Refer to attached document](#))

*Summary Notes: Raised awareness of recent requests submitted to the department. Refer to the attached document as an example.*

### **WALK-ON ITEMS:**

#### **A. FDOT acceptance of results from contractor 3D, Robotic Total Station results vs. stringline measurements (David Sadler)**

*Summary Notes: David provided an update on current and future technological advances in these areas vs current department specification requirements. It was noted that SCO is currently working on an initiative to create Developmental Specifications to be used on pilot projects where these technologies will be used. It was also noted that the CCEI scope of services documents will need to be revised.*

#### **B. FDOT Specifications Update Webinar (Rudy Powell)**

Update the audience on the January 2015 eBook and Workbook for all lettings starting January 2015

Reserve your Webinar seat now at:

<https://www2.gotomeeting.com/register/292590634>

Date: Wednesday, September 17, 2014

Time: 9:00 AM – 11:00 AM EDT

*Summary Notes: Raised awareness of this upcoming training opportunity.*

#### **C. Updated CPAM 5.4 Contract Wage Requirements (John Tyler)**

*Summary Notes: This item was discussed as part of Item 4 above.*

#### **D. Vehicle Affidavits – (David Sadler)**

*Summary Notes: David raised awareness of recent statutory changes addressing vehicle affidavit requirements.*

**E. CPPR/Letter of Concern – (David Sadler)**

*Summary Notes: David discussed project specific instances related to CPPR administration and Letters of Concern being issued to contractor experiencing performance issues.*

**Next DCE Meeting – October 27, 2014**

Submit agenda items to Alan Autry by October 17, 2014.