

**Final Estimates - Technical Review Team (FETRT)  
Meeting Minutes March 25, 2014  
605 Suwannee Street, Tallahassee, Florida  
Teleconference phone number (850) 414-4976**

FE TRT Attendees: Amy Tootle, Chairman of the FETRT, and members Sherry Valdes (CO), (via phone) David Bradford (D3), Scott Sikorsky (D1) and Barbara Espino-Perez (D6).

Guests: Susan Robeson, the SCO Training Coordinator, Scott Tison (CTT) and Chris LeDew (CTT) via phone was Stacy White (A & SW Consultants, Inc.)

The meeting began at 9:31 AM. The following agenda items were discussed:

- 1) **Public Comments:** No comments
- 2) **Proposed Instructors for Final Estimates Level II Training Course:**
  1. **Proposed Instructor from A & S W Consultants, Inc.**  
Mr. George W. Tedder. III, PE

**a) Instructor Review**

After review of the proposed instructor's credentials and experiences, the TRT committee unanimously agreed Mr. Tedder did not demonstrate he had enough valuable Final Estimates experience in his career, to feel comfortable he would be a qualified FE Level II instructor.

**b) Recommendation**

As a result of discussion and after review of the proposed instructor, we recommend disapproval of Mr. Tedder as an instructor of the Final Estimates level II Training Course.

**c) Instructors Contact Information:**

Mr. George W. Tedder. III. P.E.  
55 Inlet Harbor Road  
Ponce Inlet, FL 32127  
Phone: (386) 788-9899  
Cell: (352) 4949931  
Email: [GTedder@ASWConsultants.com](mailto:GTedder@ASWConsultants.com)

### **(3) Proposed Provider of the Final Estimates Level II Training Course**

#### **A & SW Consultants, Inc.**

##### **1. Provider Review**

After a review of the provider's submitted application, the TRT agreed the proposed facilities and equipment were sufficient. It was determined though A&SW Consultants Inc. lacked an approved instructor for the FE Level II Training Course.

##### **2. Recommendations**

As a result of discussion and after a review of the provider's submitted application, a unanimous recommendation of disapproval as a provider for the Final Estimates Level II Training course was made for A & SW Consultants, Inc., based upon their lack of an approved FE Level II instructor.

##### **3. Provider Contact Information**

A & S W Consultants, Inc.  
55 Inlet Harbor Road  
Ponce Inlet, Florida 32127  
Phone No.: (386) 788-9899  
Email: SWhite@ASWConsultants.com

### **(4) Future Revisions to FE Level 2 Exams**

#### **A) Discussion**

- Amy Tootle discussed that the FE level II exam is in need of revisions/updates, etc. The team discussed this issue with positive comments.
- Susan Robeson reminded the team regarding security issues with exams and that exams are not made public and to have questions sent via file transfer or CDs via inner office carrier mail.

#### **Action Item:**

Amy Tootle will compile the questions, send the questions to the team for review, and set up a follow up meeting to discuss comments/changes. The target due date for FE Level II exam over haul will be July 31, 2014. The team all agreed on the time table.

(5) **Discuss use of FDOT Facilities for Proctoring Exams and or Instructor led classes**

- **Amy Tootle** stated that the Construction Training Qualifications Manual (CTQM) states you can use FDOT facilities for proctoring exams and for instructor led classes.
- **Susan Robeson** mentioned an old Construction Office memo, likely when Ananth Prasad was the head of the SCO, which states the same thing and is not expired. There is no new guidance since this memo. In D-3, for example, a request to use the FDOT facility would go through the District Construction Training Coordinator (DCTA) and the Director of training. The DCTA would work out the price breakout for FDOT employees.
- **Barbara Espino Perez:** understands that having FDOT employees use the FDOT facilities would eliminate travel and cost, however, at D-6, these facilities (auditoriums, meeting conference rooms) come with a premium cost (the rooms are in so much demand at D-6 for so many other meetings and events) that it would take a lot of determination, time and effort on the DCTA or whomever needs to do the booking of these rooms. The DCTA should not negotiate with the provider on this issue. There should be a standard price, all across the board fee and to be Consistent, Predictable & Repeatable (CPR).
- **Amy Tootle** agrees that the cost of the facility for FDOT employees taking an exam or class should be removed, if FDOT facilities are used.
- **Susan Robeson:** Is going to make this a DCTA meeting agenda item at the next DCTA meeting. Some FDOT Districts are already against the idea of having vendors take over some of their rooms. Upon their next meeting, they will set a parameter, remove the current memo, introduce a new memo with new requirements, and run this by the Legal Department for their approval and update the CTQM. Susan will make sure Barbara Espino is notified on the next DCTA meeting so that she may attend to discuss the issues.
- **Amy Tootle** and team members agree that there should be a set of parameters, and that it has to be CPR.
- **Stacy White:** said that some Districts agree to get a 10% discount for each FDOT employee when using an FDOT facility.
- **Scott Sikorsky:** also agrees with Barbara. There should be a significant cost saving for FDOT employees. D1 uses operation

Center Training Rooms. He agrees that we need to keep this up and set parameters for a cost discount.

- **Scott Tison:** had a question regarding other entities such as MOT. What about the other providers (excluding CTQP), would it be a broad application for other entities?
  - **Susan Robeson** answered that she will get with the legal Department and since in 2016 the FDOT technicians will no longer be employees within the Department, we will have much less FDOT employees needing these CTQP courses, therefore less training.

**Action Item:**

Susan Robeson is to get back to the FE team with resolution from the Legal Department.

There were no other comments on this issue.

**(6) Amy asks if there are any other questions to be discussed.**

- **Stacy White** asks about the resubmission of the instructor resume.
  - **Susan Robeson answered that it should be resubmitted to her, then it would go to Amy Tootle and the team for another approval meeting.**

There were no other questions.

Meeting adjourned at 10:05 AM