

Final Estimates - Technical Review Team (TRT) Meeting Minutes March 17, 2005 Meeting in Tallahassee, Florida

Present were David Chason, Chairman, and TRT team members; John Burnette, Eddy Wilson, Barbara Espino-Perez, Dennis Barber, and Sherry Valdez. Also present was Sandy Greenwood (University of Florida CTQP).

The meeting began at 9:00 AM. The following items were discussed.

David asked that we all should be familiar with Chapter 10 of procedure no. 700-000-001 which is the Construction Training and Qualification Manual (CTQM). We were to become familiar with the minimum Instructor and Provider requirements. David asked if we had any questions concerning this Chapter.

David handed out a copy of the Agenda (this was also published on the Construction website inviting the public to attend the meeting.)

1. First on the Agenda, “Discussion of recommendations for pending requests for approval as CTQP Final Estimates Training Instructors and Providers”.

- A. (i) Proposed Provider:** Tampa Bay Engineering (TBE) Group
Proposed Training Courses to be presented
Final Estimates Level II
Final Estimates Level II Refresher

- (ii) Proposed Instructors for TBE:**
For Final Estimates Level II Course
1. Kurt Ostensen
2. Alan Weeks

- For Final Estimates Level II Refresher Course
1. Kurt Ostensen
2. Alan Weeks

(iii) Instructor Review

1. Kurt Ostensen: After reading through the qualifications, a unanimous recommendation of approval was made on Mr. Ostensen as Instructor for the Final Estimates Level II course and the Final Estimates Level II Refresher course.
2. Alan Weeks: After reading through the qualifications, a unanimous recommendation of approval was made on Mr. Weeks as Instructor for the Final Estimates Level II course and the Final Estimates Level II Refresher course.

(iv) Provider Review

After a review of the provider's submitted facilities and equipment, a unanimous recommendation of approval as a provider for the Final Estimates Level II course and the Final Estimates Level II Refresher course was made on TBE pending approval by the SCTA of at least one of TBE's proposed instructors for the Final Estimates Level II course and the Final Estimates Level II Refresher course.

B. (i) Proposed Provider: University of Florida (UF)

Proposed Training Courses to be presented

Final Estimates Level II

Final Estimates Level II Refresher

(ii) Proposed Instructors for UF:

For Final Estimates Level II Course

1. Melinda Rainwater
2. Kurt Ostensen
3. Alan Weeks
4. Pirooz Borojerdi
5. Alaa El Halwagy

For Final Estimates Level II Refresher Course

1. Melinda Rainwater
2. Kurt Ostensen
3. Alan Weeks
4. Pirooz Borojerdi
5. Alaa El Halwagy

(iii) Instructor Review

1. Melinda Rainwater: After reading through the qualifications, a unanimous recommendation of approval was made on Ms. Rainwater as instructor for the Final Estimates Level II and the Final Estimates Level II Refresher Training Courses.
2. Kurt Ostensen: After reading through the qualifications, a unanimous recommendation of approval was made on Mr. Ostensen as instructor for the Final Estimates Level II and the Final Estimates Level II Refresher Training Courses pending completion of his application request with UF (a cover sheet with the necessary information was missing based on the procedures).
3. Alan Weeks: After reading through the qualifications, a unanimous recommendation of approval was made on Mr. Weeks as instructor for the Final Estimates Level II and the Final Estimates Level II Refresher Training Courses pending completion of his application request with UF (a cover sheet with the necessary information was missing based on the procedures).

4. Pirooz Borojerdi: After reading through the qualifications, a unanimous recommendation of disapproval was made on Mr. Borojerdi as instructor for the Final Estimates Level II and the Final Estimates Level II Training Courses for lack of experience in Final Estimates and Final Estimates Training.
5. Alaa El Halwagy: After reading through the qualifications, a three vote against and 2 votes for Mr. El Halwagy was made. The majority votes of the TRT prevail, so a recommendation to disapprove Mr. El Halwagy was made as instructor for the Final Estimates Level II and the Final Estimates Level II Refresher Training Courses. However a motion was taken to see if Mr. El Halwagy could be used as a Secondary Instructor. All were in favor and a unanimous recommendation was made to approve Mr. El Halwagy as a Secondary Instructor for the above training courses pending a dry run. Since that time new information has come to light which will prevent Mr. El Halwagy from being approved. (see Amendment to the minutes shown below)

(iv) Provider Review

After a review of the provider's submitted facilities and equipment a unanimous recommendation of approval as a provider for the Final Estimates Level II course and the Final Estimates Level II Refresher course was made on UF pending approval by the SCTA of at least one of UF's proposed instructors for the Final Estimates Level II course and the Final Estimates Level II Refresher course and pending resolution of the following issues:

- Issue1. UF must submit a business contact email address, a contact person's name, and a phone number.
- Issue2. UF shall not present courses as an independent provider under this approval authority until July 1st 2005.

Amendment to the minutes:

On # 5 Secondary Instructor: After receiving further clarification to the Department's interpretation of the lack of a future need for Secondary Instructors for the CTQP, the decision was made that a Secondary Instructor be removed from the procedure. This will be clarified in a construction memo.

C. (i) Proposed Provider: Metric Engineering

Proposed Training Courses to be presented
 Final Estimates Level II
 Final Estimates Level II Refresher

(ii) Proposed Instructors for Metric Engineering:

For Final Estimates Level II Course

1. Darrel Burnette
2. Akrivoula (Vivi) Kavadas

For Final Estimates Level II Refresher Course

1. Darrel Burnette
2. Akrivoula (Vivi) Kavadas

(iii) Instructor Review

1. Darrel Burnette: After reading through the qualifications, a unanimous recommendation of disapproval was made on Mr. Burnette as instructor for the Final Estimates Level II and the Final Estimates Level II Refresher Training Courses for lack of experience in Final Estimates and Final Estimates Training.
2. Akrivoula (Vivi) Kavadas: Ms. Kavadas' package was not submitted for Instructor recommendation approval (the instructor's package for Metric Engineering was missing for Ms. Kavadas).

(iv) Provider Review:

After a review of the provider's submitted facilities and equipment, a unanimous recommendation of approval as a provider for the Final Estimates Level II course and the Final Estimates Level II Refresher course was made on Metric Engineering pending approval by the SCTA of at least one of Metric Engineering's proposed instructors for the Final Estimates Level II course and the Final Estimates Level II Refresher course.

2. The third item on the Agenda was "Discussion of recommendations for acceptance and approval of the walk through of the CTQP Final Estimates Level II Refresher Course Material".

The TRT reviewed the submittal and made a few more recommended changes. The team unanimously recommended approval of the material pending completion of the recommended changes to the FE Level II Refresher Course by the TBE Group.

3. The fourth and last item on the agenda was "Discussion of recommendations for acceptance of the submittal of the CTQP Final Estimates Level 2 refresher Course Material".

The TRT members have reviewed the material. The team unanimously recommended approval of the material pending completion of the previously requested changes. When this is accomplished, David Chason will send a letter recommending approval of this material to Yvonne Collins.

Meeting adjourned at 11:15 AM.