

FDOT/FICE Liaison Committee Meeting
Tuesday, March 27, 2012
1:30pm- 3:00pm
Central Office Burns bldg, Executive Conference Room
Tallahassee, FL
MINUTES

- A. **Briefing on D2-D3 Regional Meeting** – The meeting was successful and well attended. The next regional meeting is D5-Turnpike July 12th in the Turkey Lake auditorium.
- B. **Legislative/Transportation Bill Summary** – Brian Blanchard will send out the bullet points Secretary Prasad discussed in his presentation to the D2-D3 Regional Meeting in the morning. Bills to change CCNA were not approved.
- C. **Design-Build Process:**
- a. No D/B projects have been awarded under the new 2-step process yet. The first ones will be awarded next month. More results will be known for the next Liaison Committee meeting.
 - b. Carla Perry will distribute a checklist CO developed to help guide the 2-step procurement process.
 - c. Training has been provided to likely TRC members in the 2-step design build procurement method. Slides used in the training are on the Construction website:
<http://www.dot.state.fl.us/construction/DesignBuild/DBGeneral/GeneralInfoMain.shtm>
 - d. It was pointed out that ATC evaluators need to communicate with TRC members on the quality of ATC proposals. TRC members have scored D/B firms lower because the TRC reviewer didn't like what was being proposed. However, the ATC proposed by the D/B firm was approved by the ATC evaluators. FDOT noted TRC members are encouraged to attend ATC meetings.
- D. **Stipends on Design-Build** – FDOT noted there is a lot of discussion ongoing about paying stipends. There has been no change in policy nor is a change planned at this time. Any future change will need to address the fact there are no longer shortlists.
- E. **Appropriate Expense Rate for On-premises Consultant Employees:** Discuss Proposed policy. FICE has reviewed the proposed language and made recommendations. The proposed language will be shared with FICE once more for review before incorporating in the Negotiations Handbook.
- F. **Design-build Plans/ Submittal Task Force:** The last Task Force meeting focused on updating the submittal requirements for D/B low bid proposal. The proposal may be reduced to as little as a few pages. FDOT staff noted that D/B low bid method will only be used very sparingly (i.e. when time is very critical and there isn't time for a longer procurement process). It is FDOT's intent to use the 2-step process for procurement. The 2-step process is using the updated proposal requirements the Task Force developed for scored D/B proposals.
- G. **CPR Items:** Construction and Design Offices have CPR websites for CEI and Design.
- a. **Design RFP Consistency:** FICE Task Force is developing recommendations for criteria based on project type and size to be applied across all Districts. FICE will try to have recommendations for the next Liaison Committee Meeting.

- b. **CITS billing practices:** At last meeting, FICE noted some districts are taking many weeks to get projects and/or supplements set up in CITS. FDOT was to discuss internally and report findings to FICE.
 - i. Carla Perry discussed this with District Procurement staff via e-mail. There are many reasons why there may be a delay in setting up CITS. Ryan Forrestel is to provide details as to what the problems are and provide input to Carla.
 - c. **New Marketing Policy:** The new policy has been posted on the FDOT website. There is no feedback yet.
 - d. **FDOT email addresses:** The State has partially converted FDOT email address which is causing confusion. Conversion is on hold with no date for completion of the conversion.
- H. **Rate Adjustment Scenarios:** FICE provided suggested minor revisions to the proposed language. There was confusion how the language would apply to contracts that were delayed or extended to beyond 5 years. CO will review and revise the language.
- I. **Major Bridge Prequalification:** There is a gap in the prequalification requirements relative to 4.2. Possible solutions included creating a new work group or change ads to read "4.2.1 or 4.2.2 or 4.2.3". Duane Brautigam, David Sadler, and Carla Perry will review and address.
- J. **Annual FICE-FDOT Meeting:** May 23-24. Tom Byron will provide a list of FDOT staff approved to attend the meeting (5 from each district). Development of the agenda is well underway.
- K. **Staff Hour Estimate Task Team:** Ryan Forrestel indicated the RoadwayTask Team is meeting via conference call every other Wednesday from 1 to 4. Participation by FDOT and FICE members has been strong. Progress has been steady but slow. Other task teams have not started yet. Brian Blanchard indicated the task team could meet face to face.
- L. **CEI- Use of Average Wage Rate Data (Use of Proposed Unloaded vs. Negotiated Unloaded Statistics):** Secretary Prasad indicated to use the proposed unloaded rates. Actual pay rates are to be paid, within quartile values. It is appropriate to look at one year worth of data when looking at historical rates.
- M. **Use of Firewall Agreements:** The Firewall Agreements will only be used on P3 projects. It was noted that the PD&E firm is not conflicted out from pursuing the design phase of the project.
- N. **DBE Commitment Report:** The DBE numbers are good through the first 5 months of the fiscal year, 11.68% combined. A new system is being developed where consultants and contractors will enter DBE commitments and actual payments into the system. It was noted that DBE commitments for Local Agency Program professional services contracts are not counted in the firm's DBE grades. Consultants need to consider this when reviewing their DBE percentages calculated by FDOT.
- O. **2011 Recommendations from the Florida Government Efficiency Task Force:** FDOT has no intention of implementing the recommendations relative to CCNA because CCNA was not modified by the Legislature.