

Minutes from the December 12, 2016 FDOT-FICE Liaison Committee Meeting (video conference)

December 12, 2016

1:00- 2:30PM

Location: Burns Building, Executive Conference Room

Minutes from meeting

- A. Demo of new Consultant Evaluation Application- FDOT Procurement provided a live demonstration of the application in System Test. The new more intuitive web based CE application replaces an older mainframe system. The system is easy to navigate, allows for grading of prequalified subs who perform advertised work types, as well as Design Build contract grading. Project Managers are prompted to grade via email notifications from the system. The Go-Live date is December 20, 2016. Since the application needs to be in place for ten years, it was built with the ability to modify the grading scale and change grading criteria. The current grading scale is 1 through 5. The new system can be rescaled, with new criteria and weightings.
- B. Task team to address Consultant Grading- The Department and FICE formed a task team to address Consultant grading. The task team will be composed of both Department and consultant representatives. FICE to provide 5 names for Task Team members, and FDOT will provide the same. Their objective will be to develop new consultant evaluation criteria that is more objective and performance based, similar to CPPR. Also the intent is to provide more separation on grades, to add value to the grading process.
- C. Regional Meetings- Regional Meetings will be held every 6 months, instead of quarterly. Since District Liaison meetings are being regularly held, the timeframe between Regional Meetings is acceptable.
- D. Updates from Transportation Committee- No new updates, as of December 12th.
- E. Status of updates to Marketing Procedure- The procedure is in the process of being updated, to clarify that materials presented during marketing meetings are subject to public records law. There was discussion about requiring consultant to provide an electronic record of materials. All documentation left by the Consultant with the Department shall be provided in an electronic format. The procedure is in the review cycle at FDOT.
- F. Compensation for Consultant Travel Time on Professional Services Agreements Policy- FICE had no comments. The procedure is in the FDOT Forms & Procedures review cycle, for internal review.
- G. District Liaison Committee activities- The District Liaison Committees meet quarterly. New members were introduced.
- H. Aerial Boards for oral presentations- FICE requested to provide recommendations to the Department on this topic.
- I. 3 D Plans- July 2017 transition plan. Evaluating which projects it makes sense to use.

- J. Task Team to Review FDOT Design Manual-A significant portion has been reviewed by Production Subcommittee.
- K. Electronic contracting- FDOT is using DocuSign for electronic signing of contracts, contract amendments, and some task work orders. No issues are being experienced by consultants, some of who are familiar with the application.