

ASSET MAINTENANCE LIAISON COMMITTEE MEETING MINUTES (December 3, 2008)

Attendees: Sharon Harris (District 1), Cleo Marsh (District 4), Tim Lattner (Office of Maintenance), Todd Hammerle (District 5), Jimmy Rodgers (District 3), Jose Quintana (Turnpike), Jim Hannigan (District 2), Rick Sulzer (Jorgensen), Michelle Sheplan (Transfield Services), Bob Gorski (DBI), David Rader (ICA), Derrick Jenkins (ICA), Laura Porter (FL Drawbridge), John Matthews (FL Drawbridge), Jose Darsin (Transfield Services), Robert Bourdon (CAB), Shelton Ryals (Retro-Refted), Mike Sprayberry (Office of Maintenance)

1) Introductions

2) Responsibility for Stolen Copper from Asset Maintenance (AM) Contracts.

Background- Copper ground wire theft is a current concern in all Districts.

The District or the Asset Maintenance Contractor (AMC) is responsible for ensuring that the lights, signs, signalization, etc. are performing appropriately. This includes replacement of the wire if removed. The District or the AMC may want to consider installing anti-theft devices or employ other methods depending on what they feel the risk of vandalism is in their area. This is a judgment call by the responsible party but could become very costly if steps are not taken to prevent this act of vandalism before it takes place.

Comments/Concerns- The AMC indicated they are aware that they are responsible to take appropriate measure to replace stolen wire and/or prevent thefts for their areas of coverage. Many have already taken action. Several ideas were discussed by the group. Including:

- Replacing copper wire with aluminum wire
- Work with Law Enforcement.
- Install patent bolt heads
- All parties were encourage to Share ideas

Action Item- The Office of Maintenance (OOM) will continue to monitor and look for ways to improve system. Legislation is also in place that may help fight the problem by targeting the copper receiving businesses.

3) District 5 up-coming AM Contract.

Background- All District 5 maintained State Roads in Osceola County, excluding Interstate 4 (I-4) and all I-4 ramps, and the selected Brevard County State Roads. Contract will include utilization on Department of Corrections (DOC) crews (Florida Department of Transportation (FDOT) will pay DOC for labor). Contract will also include unique feature where only guardrails, handrail and attenuators are to be maintained for an entire area outside or regular contract limits.

4) Rest Area Task Team.

- Objectives - Establish a statewide standard for evaluation of Rest Area condition, much like the current Maintenance Rating Program (MRP) criteria. Also begin to develop a Rest Area procedure covering all security & maintenance requirements currently covered by scopes of services and other procedures.
- Desired Results- Consistent, dependable statewide grading/evaluation of all Rest Areas.

Action Item- The OOM shall keep Districts/AMC updated on proposed revisions and continue to share progress reports.

5) Informational signs on AM Contracts- Signs showing AMC name, phone #, etc.

Background- Design Standards has added an option to allow Construction to install signs with their names. OOM wants to know if AMC desire the same thing.

Comments/Concerns- Concerns were expressed about overlapping contracts causing traveling public confusion about who to call. There were some Districts slightly for or against using ID signs, but in general, the AMCs and most Districts were indifferent on the topic. Suggestions include using a system like 511 or *FHP to give a standard call number to public. Most agreed if a standard number existing that was auto directed to appropriate parties, this would be desirable.

Action Item- OOM will look into the capabilities of 511 or a *DOT for “auto-direct to correct maintaining agency”.

6) Update on Asset Maintenance Grading Plan (AMGP).

- Grading formula responses and discussion
- Bridge Section still in development – the Team will discuss system proposed including if we should have a more standard bridge Quality Assurance (QA) sheet/checklist. The goal is we simply want to “tally up” what the Districts already do onto the summary sheet – we do not want to create any additional inspection/QA work for Districts.
- Discussion on 100% compliance of indicators, or is some lesser % ok? Discuss concept that many of the compliance indicators are “there if you need them” but there is no requirement to focus on any if you don’t feel the need.

Background- A Task Team was formed to address the issue of developing a statewide AM grading form.

Comments/Concerns- OOM updated committee on the progress. The AM Liaison Committee wants to keep compliance indicators at 100% or at least match up with the performance standards in the contracts. Thus far, everyone seems to be pleased with the formulation, calculations, and results from the AMGP. There was a suggestion that the 5 blank items under Section 1, other requirements be submitted for review and approval by OOM. This issue will be discussed by AMGP Task Team.

Action Item- The OOM shall keep Districts/AMC updated on proposed revisions and continue to share progress reports.

7) Third Party Letters.

Background- OOM has developed a letter authorizing the AMC to pursue and collect reimbursement from responsible third parties for expenses incurred by repairing damage and/or maintaining traffic at location(s) and within timeframes described by the contract referenced above. According to Central Legal, current procedure does not need to be changed – FDOT and AMC are currently allowed to collect for just Maintenance of Traffic (MOT). However, some Districts still think we should amend procedure to be perfectly clear.

Action Item- The OOM will delegate to the Districts the task of distributing the letters as soon as Legal gives approval to wording in the form letter. OOM will look into amending procedure to be clear on collection for MOT and to amend the current dollar limit. It was suggested the procedure remain optional to collect with no minimum dollar limit.

8) 3rd Party Reimbursements/Crash Reports.

Background- The AMC and FDOT are experiencing a considerable backlog of these since Florida Highway Patrol (FHP) went to a paperless crash report.

Comments/Concerns- FHP has a data base with full attributes, but Districts/AMC are not allowed to access for searches, etc. Hummingbird is used by department but its searchable attributes are not what we need.

Action Item- The OOM will research the issue and look into developing a process so the FHP reports are readily available.

9.) Update on improvements to the MRP SharePoint.

Background- OOM presented some updates to the MRP SharePoint System, including:

- Ability to input Bonus Characteristic points (for characteristics with less than 10 sample points) will be implemented soon so that SharePoint will include these points in score calculations.
- Archive file can now (within the week) generate old MRP reports, annual or specific periods.
- Working on charting mechanism for Archive file where trends can be studied for Overall MRP, Element MRP, or individual characteristics

- Possible revision to saving process due to weird security glitch in Excel 2007. We may remove protection from deleting/moving sheets. For now we will make no changes and will stay in Excel 2003 format. We will continue to work on a solution to convert to 2007.

Comments/Concerns- The group wants a change in procedure to allow a characteristic to have less than 10 MRP points if mutually agreed by FDOT & AMC.

Action Item- OOM will look into doing changing procedure to allow more flexibility on the minimum 10 points rule. OOM will continue to modify/improve SharePoint.

10.) Performance Based Contracting.

Background- OOM is in currently developing a new Performance Based Contract Scope Generation System (A copy of the AM Scope Customization System). Also, this new process will require procedures allowing the Districts to use the Request for Proposal (RFP) method for non-AM, performance-based contracts.

Comments/Concerns- Some Districts wants to continue using the low bid method. The current plan is to allow Districts the option to low-bid or use RFP.

Action Item- OOM will continue development of the system and revisions to allow RFP methods. OOM will keep the Districts/AMC updated of progress.

11.) Discussion.

Logo Signs- Districts and AMCs were informed that they will need to take over the logo sign program temporarily starting January 1, 2009. The takeover should last six months. No new logos will need to be installed – only existing ones maintained or removed.

[UPDATE] – Since the meeting, OOM has learned that results of legislation will determine when the temporary period ends, but for now it looks like September 1, 2009. Also, we will be required to install new logos, if needed.

Action Item- None

12.) Next Meeting Date.

March 12, 2009 from 1:00 to 5:00 in Orlando