

**AMOTIA LIAISON SUBCOMMITTEE MEETING
AGENDA and MINUTES**

**Friday, August 31, 2018
9:30 AM- 11:30 AM**

GoToMeeting

1. **9:30- 9:35 Introductions and Agenda Review (Rudy Powell).**
2. **9:35 to 9:50 Vegetation on Fences (Jon Heller).** Discuss the status of the MRP study being performed by the MRP Task Team using the proposed criteria.

“Vegetation covering more than 2/3 (67%) of the wire mesh between two posts as measured from the natural ground, to the top of the fence fabric.”

Notes: The study will be performed in period 1 of FY 18/19. The first period ends October. Preliminary results show about a 20 point drop in the northern parts of the state. The southern parts of the state have had contracts with existing language regarding vegetation on fences. The results of the study will be shared with the DMEs at the November DME meeting and then with AMOTIA.

3. **9:50 to 10:00 Asset Maintenance RFP, Scope, and Division I (Jean Ducher).** The latest versions of these documents were posted mid-August for use on all new AM procurements.

Notes: Documents were posted for use on August 15, 2018.

4. **10:00 to 10:15 District 4 Asset Maintenance Forum held August 21 (Morteza Alian).** Discuss the use of an “Industry Forum” for upcoming projects.

Notes: A1A/ US1 Broward, Palm Beach, Martin, and St. Lucie counties. The Industry Forum would include a project overview followed by meetings with industry teams- October 2018. The Industry Forum will be noticed thru the Procurement Office.

District 4 will provide notices of future D4 AM Forums and the project specific Industry Forum to AMOTIA (Peter Loughlin).

What is the intent? Discuss the scope of work and receive input from industry. The Department may make changes to the scope of work based on industry feedback.

Industry is supportive of the concept of the Industry Forum for larger projects.

5. **10:15 to 10:30 Changes in Key Personnel (Rudy Powell).** Discuss drafting language in the scope to address changes in key personnel. The DMEs discussed at the August DME Meeting- about a 50-50 split. Evaluating and scoring proposed staff is an option. How does evaluating and scoring proposed staff impact this discussion? What is industry's perspective? What is the Department's perspective?

Notes:

Industry's perspective. Change is inevitable. The AM contractor is invested and will address any staffing changes to ensure the performance requirements are continued to be met. Review the RFP optional criteria to determine if any clarifications are needed.

Department's perspective. Change is inevitable but need comparable replacement.

Rudy to review and provide direction by the October Liaison Meeting.

6. **10:30 to 10:45 Per Day Deductions (Rudy Powell).** The task is to change per day deductions to one-and-done deductions or establish a cap. What is the status of this activity?

Notes: A sub-subcommittee prepared a document with proposed changes and submitted to OOM about a month +- ago. The sub-subcommittee will review the document a final time and then submit to Rudy. Rudy will then share with the entire subcommittee for review and comment. The end result may be changes to the AM Standard Scope of Services with next revision cycle.

7. **10:45 to 11:00 Question and Answer Sessions (Rudy Powell).** Discuss holding a Question and Answer Session, similar to what is held for Design-Build Procurements. Where does the subcommittee stand on this question? There is a note to discuss at a DME meeting. There appears to be no resolution.

Notes: Industry and Department is overall supportive of holding Q and A Sessions. There are pros and cons. If implemented, it should be an option. Rudy to get feedback from the other TRC members on the D3 contract. To be discussed further.

8. **11:00 to 11:30 Open Discussion (All).** Identify future topics for discussion.

Notes:

- Development of Structure Performance Measures. Aran Lessard is leading this effort. What is the status of this effort? Aran to provide update at the next meeting.
- Can the subcommittee meet during the AMOTIA Conference? Try to meet the Monday before the conference from 1:00- 2:30.

- Rudy needs feedback from the subcommittee on decisions made since the last Liaison Meeting in June 2018. These decisions will be reported to the Liaison Committee during the meeting in October. Rudy to send notes and minutes of previous meetings to the subcommittee.
- Review of the Liability and Cap Structure. Chris Warren.