
ACEC/ITD Liaison Committee Meeting Minutes
July 26, 2023 - 3:00 pm
ITD HQ, C1 American Falls Conference Room
Minutes

ATTENDEES: (All In-person)

Monica Crider (MC-ITD), Mohsen Amirmojahedi (MA-ITD), Blake Rindlisbacher (BR-ITD), Ronnie Winks (RW-ITD), Justin Walker (JW-ACEC), Paul Wasser (PW-ACEC), Heather Carroll (HC-ACEC), Ryan Olsen (RO-ACEC), Paul Ashton (PA-ACEC)

Old Business

1. TECM Update-Amy S (MC-ITD reported)

Design RFPs are complete; only CE&I RFPs upcoming – ITD to update RFP Forecast Friday.

Contractor Update Webinar scheduled for Aug. 3 at 8:00 am lead by Brad Wolfinger (see ITD website under Resources and MyContractor); Shawna King to give overview.

ACEC asked about the next bond sale, but MC-ITD wasn't sure when.

2. Status of Quarterly Forecast Update, Closed RFPs, Evaluation Distribution, MC-ITD

ITD has started sharing proposal evaluation forms. An update to the RFP Forecast is planned for Friday.

It was mentioned that the Closed Solicitation list is not updated very often, or at least, irregularly. ITD to try to update more regularly.

3. Wage escalation policy change update, MC-ITD

ITD staff discussed internally about changing wage escalation policy and consensus was to leave policy as is.

ACEC reiterated that Not to Exceed amount doesn't change and having different wage rates for different multi-year projects can become an accounting challenge in certain scenarios.

Discussed State employee compensation challenges. ACEC to reach out to lobbyist, Jeremy Chu, to see if ACEC can help the State to improve compensation.

ACEC to prepare letter/email to explain benefits to ITD and consultants for allowing wage escalation. ITD to consider how to use.

- Since payrolls are automated, why are payrolls checked with every pay app
Probably a FAR requirement. Some ACEC firms send Cert Wage Rates with each invoice.

4. Increases to Consultant Term Agreement limits policy change update, JW-ACEC

- \$100k direct select limit

ITD staff considering

ACEC National reviewed FAR and found Fed limit is \$250K or an established State limit, if lower than the FHWA limit. IDAPA 38.05.01.011 establishes the State small purchasing limit AND that limit was increased in April per 041 AG procedures (PW to send info to MC) from \$100k to \$150k. ITD should be able to legally increase limit to \$150k with a policy change.

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- RFI limits
 - RFP limits
 - Term agreement limits

ITD is re-branding the “direct select” process to the “modified RFI”; ITD staff will need to identify at least 3 consultants from the ITD Term Agreement as part of their internal process and then proceed with one consultant to develop a scope of work and negotiated fee.

Making progress on limits but not ready to take to ITD Board yet.

5. CAU (Contract Administration) Manual Committee Update (Davey J/Horrocks & Arthur T/Jacobs), HC-ACEC

ACEC submitted 2 names to ITD to serve on the committee.

Committee met a few weeks ago. No update yet but hoping to finish by end of August.

- Update on ITD standard scope of work (two trial projects)

Draft Standard SOW outline has been shared with ITD staff. Only used once so far by one firm on LHTAC project.

Encourage consultants to use the outline to gain traction. ACEC to consider at next membership meeting. ACEC will distribute to members.

6. Encourage broader use of the ITD-771 and 2359 forms by ITD PMs to provide feedback to consultants.

ITD working to improve implementation; 771 has comment box already but consultants not able to see it.

ACEC expressed importance for consultants to receive feedback so we can make changes, if needed.

ITD staff worried form would be used inconsistently (some PMs extra critical, others easier going)

ITD staff will consider using Adobe Sign for evaluations to make process more convenient and user-friendly.

7. DBE requirements update (list for CEI firms) – RW-ITD

For now, CE&I projects will have 0% DBE requirement.

Only two firms meet requirements, and both are out of State.

Contact Ronnie for questions.

New Business

1. Update to Environmental Services Categories for Term Agreement (Ester C-ITD)

Group understaffed– no progress made (move to Parking Lot).

Parking Lot

1. ACEC National initiative for lump sum (LS) contracting – Bryan F. Gathering some case studies and talking points from ACEC national.

Misc Item: ITD asked if consultants are preparing As-Builts – general response was no.

Name**Consultant Organization**

Tim Blair	J-U-B
Dave Butzier	AECOM
Paul Wasser	Schnabel
Bryan Foote	Horrocks
Bill Russell	Ardurra
Justin Walker	Keller Associates
Ryan Olsen	Terracon
Heather Carroll	Jacobs
Paul Ashton	Parametrix