

ACEC/ITD Liaison Committee

Quarterly Meeting Notes

ATTENDEES:

Monica Crider/ITD	Tracy Ellwein/HDR
Mike Cram/ITD	Jim Porter/JUB
Beau Hansen/ITD	Bryan Foote / Horrocks
Bill Russell/T-O Engineers	Rex Hansen/American Geo.
Jason Giard/FHWA	Justin Walker / Keller
Vance Henry / Lochner	Di Cole / ITD
Wendy Terlizzi / ITD	John Bilderback / ITD
Holly McClure / ITD	

ABSENT: Ryan Olsen/Terracon; Paul Wasser / Strata

PREPARED BY: Bryan Foote and Tracy Ellwein

MEETING DATE: May 21, 2018

The agenda for this meeting focused on the following topics:

Old Business

1. WAQTC certifications/training and reciprocity requirements. – Bryan

Update on the Feb 22 meeting. Attendees: John Bilderback, John Stone, Rich Kinder, Kyle Holman, Bryan Foote and Garth Newman. - Discussed progress from this subcommittee. The subcommittee needs to have a follow up meeting to finalize streamlining recommendations to be made back to the ITD/ACEC committee. Bryan Foote with Horrocks Engineers will work with Rich Kinder at HDR to schedule this follow up meeting of the subcommittee to finalize recommendations.

2. ITD Program Delivery Conference – April 2-4. Tracy/Bill/Mike

Feedback from ITD and ACEC – Discussed the ACEC panel which was held at the ITD Project Delivery Conference in April. The feedback was mixed. Some ITD attendees felt that a few of the ACEC panel members were to “scripted” and were merely reading a pre-prepared responses and some said their needed to be more time for the Q&A. The social afterward was well attended. ACEC committed to work with ITD and future panel members on a format if this is done again at a future project development conference.

3. New CADD standards coming – Mike

Beau Hansen has new CADD standards in works. New guide book anticipated April 1, 2018. – Beau Hansen discussed the recent CADD Standards Guide update. The update was mainly focused on enhancing compatibility with Projectwise. There were no substantive changes to ITD's CADD standards, line types, styles, borders, etc. ITD's standard sheets have not changed since 2004. Jason Giard stated that FHWA will be reviewing this update. Beau Hansen also stated that the new OpenRoads software update will be released next week. The update will be posted in the "Knowledge Library" on Projectwise. The update will eliminate scale factors by changing from a 1:40 scale to a "true scale".

4. New Conflict of Interest policies coming – Mike

ITD is moving toward allowing the same firm to perform both design and CE&I on the same project. – ITD has developed a draft conflict of interest policy to implement this new practice. FHWA is currently reviewing the draft policy and it will be released to consultants soon.

- 5. Specifications Update - Jason.** Spec book update in April. A question was asked about how will this impact on-going projects? Monica stated that this needs to be coordinated with the roll-out schedule. Suggestion was made that this be an effective date, and that it be the same each year. This will be another significant change, similar to 2017. Need guidance from ITD on effective date. Is this for projects pre-final design? – ITD and FHWA updated the group on the status of the specifications update. ITD is still working on coordinating the new bid items with Estimator. A target date of July 1st, 2018 has been set as the implementation date for the new specification update.

New Business

- 1. HQ Environmental Manager update – Mike** - Wendy Terlizzi was introduced to the group as ITD's new Environmental Manager. Wendy came to ITD from ADOT and has a strong stormwater quality background.
- 2. RFPs require a short turn around, like 3 weeks, and the selection process is taking 6+ weeks. This can impact firm's decision on pursuing other work until selection is made, any possibility to shorten the selection process? – Tracy** – Tracy discussed some of the complications that overly long selection processes cause to

consultants. Staff committed in the RFP are essentially tied up and not available for other RFPs until a selection has been announced. This will often limit a firm's ability to propose on new RFPs during a prolonged selection process. Holly McClure discussed some of the issues driving this longer time are larger selection committees (now minimum of 5 instead of 3) and more variety of staff including staff from other districts. ACEC would like ITD to look for ways to have the selection process to a similar timeframe as the duration to submit the RFP by the consultant in the future if possible.

3. Discussion on the RFP selection process – Jim – The ACEC group discuss the variety of comments on the scoring matrix and asked how ITD approaches the selection committees, especially with the diversity of staff experience. Mike Cram and Holy McClure updated the committee on the ITD selection process as follows:

- 1) Check general RFP requirements
- 2) Have Office of Civil Rights check to verify the DBE goals stated in the RFP are met
- 3) Conduct a short meeting with the selection committee to discuss the project and schedule for proposal review
- 4) Individual review and scoring
- 5) Meeting of the selection committee to discuss any scoring discrepancies and make final selection

4. What formulae is ITD using to determine percentage of DBE participation on specific projects? – Bill – Di Cole with ITD Civil Rights reviewed how the DBE goals are set for each project. The scope of work and current DBEs listed on the website are evaluated. They do not have an ability to evaluate capacity of an individual DBE firm. The statewide goal is 8.3%. The maximum DBE goal on any specific project will be no higher than 15%. This process is still new and ITD is exploring how other states are implementing it. ITD will look at modifying the RFP requirements for Criteria 1 -

Company Experience to not require prime proposers to show the same references and project experience as other subs to economize on proposal space requirements.

ACEC asked how the DBE commitment will be measured on projects vs the commitment made in the proposals. ITD said they will track the DBE goals through the B2GNow system and the expectation is the proposal commitment will be fulfilled. ACEC asked about scope being cut during negotiations that could be DBE tasks and how will that be handled if the proposal commitment cannot be held. ITD said they will review that through the negotiations process and good faith effort.

- 5. As ITD meets their goal of two years' worth of projects on the shelf, what is the plan for updating plans/specs/estimate projects before going to advertisement to accommodate increasing costs? – Jim/Rex –** Table this item until next meeting
- 6. Will the RFP forecasts be updated soon and in what interval? – Bryan –** ACEC thanked ITD for recently implementing the RFP forecast. Monica Crider will ask for updates from the districts. Would like to see this updated quarterly.
- 7. Invoicing formats/consistency –** ITD is looking for 5 consultants to test the new electronic 771 form on. ACEC will solicit some volunteer firms for ITD to use to test the 771.

Parking lot

1. ACEC National initiative for lump sum (LS) contracting – Bryan/Vance. Gathering some case studies and talking points from ACEC national.
2. Update on when the new ITD-771 and 2359 forms will be implemented.
3. Update to the design manual to comply with current project timelines and FHWA guidance
 - a. Kevin is working on a design manual update with an update by July 2018.