

**ACEC/ITD Liaison Committee**  
**Quarterly Meeting Notes**  
**February 12, 2019**

**ATTENDEES:** Tracy Ellwein/HDR  
Brian Foote/Horrocks  
Ryan Olsen/Terracon  
Jim Porter/J-U-B  
Travis McGarth/ITD  
Paul Wasser/Strata  
John Bilderback/ITD  
Mike Santi/ITD  
Kerby Kirkham/ITD  
Rex Hansen/American Geo

Jared Holyoak /ITD  
Kevin Sablan/ITD  
Mike Cram/ITD  
Ester Ceja/ITD  
Liz Healey/ITD  
Russ Rivera/ITD  
Bill Russell/T-O Engineers  
Justin Walker/Keller Associates  
Monica Crider/ITD

**ABSENT:** Vance Henry/Lochner

**PREPARED BY:** Paul Wasser – Strata, Inc.

The agenda for this meeting focused on the following topics:

**OLD BUSINESS**

1. **DCG meeting feedback from Fall 2018**

ACEC asked if there will be another DCG. ITD said most likely, but don't know when. D2 is the planned location. John Bilderback championing.

2. **WAQTC certifications/training and reciprocity requirements**

Issue: Summary of qualified testing and inspectors – no way to get around WAQTC. How do we provide more opportunities? Summary of program noted: AGC has not provided any support to staffing proctors or oversight engineers; no sessions provided in Nov-Dec 2019 and Jan 2019 because ITD staff positions working with WAQTC were empty or on leave. Ideas discussed to increase qualification sessions included: need to pay the proctors more to recruit more staff, need more sessions in Nov/Dec, need additional Train the Trainer class by ITD. ACEC to propose a new rate structure, training schedule and recruitment of proctors/oversight engineers.

3. **DBE Update (Refer to handout)**

ACEC asked for an update on how the DBE commitment is going. ITD provide a handout. ACEC asked if the DBE percentage is total contact amount, including directs? ITD said that FHWA looks at total cost. DBE goals are only applicable to RFP selection, not term agreement work. ACEC asked if DBE goals be assigned to CE&I projects?

4. **Overhead Rates/Fixed Fees**

Mike Cram gave an update – some preliminary work has been done, but this is low priority right now, so move it to the parking lot. ACEC asked 'where did concern originate as ACEC did not bring it up?' ITD said that Consultants with lower overhead rates that don't feel they are being compensated as much as the higher overhead rate firms. Monica stated that it came from the Safe Harbor Rate Program. ITD needs to look into Safe Harbor rate to see how this may or may not impact the current fixed fee.

**NEW BUSINESS**

1. **QBS Concern – Recent project bid that included pavement design by the contractor**

ITD felt the Solicitation to bid provided minimum pavement structure which would be acceptable, unless the contractor chose to hire an engineer and do his own design to provide the 3-year warranty of the required 8-year pavement design life. ITD felt they provide the min thickness to contractors to get a job mix formula. Basically, comes down to warranty

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workmanship vs. performance. Monica to check the intent of this spec and get back to ACEC. Move this item to the parking lot.

**2. Unit Bid Price List Format**

ITD's goal is to update quarterly/potentially monthly bid histories information on the Consultant Services website. It takes a few minutes to generate a report vs 2 years in the past. ACEC requested to include KN with projects that are looked up. October 1st – 44 projects bid. Collectively, the bid price is 96 percent of the engineers estimate

**3. Adding Additional Services to Contract for Unforeseen Scope Changes**

ACEC requested if addition services could be added to contracts to address out of scope work that comes up to keep the project moving. ITD said it's available but ITD PM's may not be familiar or are not asking to use supplemental services. Using supplemental services requires the dollars to be obligated. The current tool is limited to 10 percent of the total contract amount. It requires a scope and estimate before the PSA can be issued.

**4. Phase V Reports**

Materials Engineering meeting last fall – discussed Phase V Reports and why a PE seal it. Mike Santi discussed the problem with revising the Phase V Report after it has been signed/sealed, but before the project PS&E. The primary concern is to include the geotechnical engineering professionals from start to finish. They do not need to make this into a formal submittal. ITD will no longer require a signed and sealed Phase V Report. Mike will send out a new 200 Section to Tracy to route to others for comments. *(routed to Geotech firms shortly after meeting, Rex Hansen is gathering the comments)*

**5. ITD Board approval of engineering services contracts over \$1M.** Consultant Services spoke with the Board and confidently felt they had convinced them to increase to \$1.5 million, then talked themselves back down to \$1 million. This month's board meeting has 7 projects that will exceed \$1 million and require Board approval. Will stay as is for now.

**6. Consultant Personnel Availability**

ITD is tracking availability and may push back and request some justification from selected firms. ITD is tracking this based on current negotiated projects. This will apply to grossly overstated availability estimates.

**7. Materials Manuals and Roadway Manual Updates**

Will manuals be updated by July 2019? John Bilderback committed to update spec book every year by April 1<sup>st</sup>. Monica stated that all of the manuals she is responsible for are being updated. The ITD manual is currently the 2015 version. Updates are in progress and are not required to be updated every year. There will not be a new 2019 spec book, will wait until 2020. Rex noted there are discrepancies between the 2 manuals, for example the Phase II Report is preliminary but often line and grade is typically not available, so drilling the holes in the right place is an estimation.

**8. Consultant Term Agreement Tracking**

ITD followed up to ACEC's request to see if subconsultants on term agreement work could have their fee amount put against their term agreement, rather than the prime. ITD followed up with some data that showed only 4 firms routinely max out their term agreement due to doing both design/CEI services. ITD provided a comparison and the group agreed based on the information to not consider this topic any more.

**9. Specifications Update for 2019**

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Approximately 200 pages of new specs will be available in about 2 weeks for review.

10. **Program Delivery Conference** – April 15 through 17, 2019  
ITD asked if ACEC wants to be involved. Last year we did a panel and social. ACEC to discuss and get back to Monica.

**PARKING LOT ITEMS**

1. **New ITD 771 and 2359 Forms**  
Been on hold due to ITD staff members that have left or are in new positions. The process to get this underway requires a 12-page form to get approval.