
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.
Justin Walker / Keller	Elizabeth Helas / ITD
Paul Wasser / Strata	Ryan Olsen/Terracon
John Grande / ITD	Travis McGrath/ITD

ABSENT: Vance Henry / Lochner

PREPARED BY: Justin Walker and Tracy Ellwein

MEETING DATE: August 28, 2018

The agenda for this meeting focused on the following topics:

Old Business

1. WAQTC certifications/training and reciprocity requirements

Summer was challenging to get the group together. Bryan is shooting to meet in the fall. ACEC administers WAQTC program in District 1,3 and 5. Mike Cram to provide a replacement to ACEC for Garth Newman who is retired.

2. New CADD standards coming

Beau Hansen has new CADD standards in works. New guide book anticipated July 1, 2019. – Standard drawings are basically done. ITD is moving to OpenRoads in the near future. New standards reflect current engineering and construction practices. CAD standards will be available through ProjectWise this year.

3. New Conflict of Interest policies coming

ITD obtained FHWA approved on COI policy. HQ sent a letter to Districts informing them that the design firm can provide CEI services on State and LHTAC projects starting 9/1/18. The policy change is public knowledge. ACEC expressed appreciation for ITD responding to this request.

4. DBE Process

Update on ACEC's request for DBE scoring form to determine the % for DBE participation; revision of RFP Criteria 1 to omit DBE's qualifications as part of QBS and additional preparation time of RFP's with high DBE goals.

ITD uses the Form-2323 for establishing DBE goal. ITD looks at the general breakdown of work to see what elements can be reasonably performed by the DBE firm. Max goal is 15%.

There is concern from consultants about limited resources of DBE firms which could affect meeting deliverables. ITD is open to getting feedback if DBE firms are tapped out.

ACEC asked if the DBE firms could be excluded from the Criteria 1 scoring (company qualifications) since the prime firm has limited control over the DBE firm availability and qualifications for a QBS process. DBE firms do not go through a pre-qualifications process for ITD. Consultants to check into other states' procedures related to DBE and relay to Monica and Mike.

ACEC requested ITD consider allowing more proposal time and sheet space to address DBE firms qualifications. ACEC asked if change in scopes may trigger reconsideration of DBE goal. Monica to incorporate guidance in Standard Operating Procedure (SOP). Monica to provide link for SOP. ACEC to promote membership from DBE firms.

New Business

1. ITD updating bidding software.

ITD confirmed the suspension of both advertisements and bid openings from December 5, 2018 through January 21, 2019. Advertisement (as well as opening) requires the software which is going to be unavailable. It should be noted that this shutdown is anticipated only to be 2 weeks longer than what normally occurs during this period at ITD. A winter or holiday shutdown normally occurs. This shutdown will be a bit longer, and this software update will occur during the downtime. The normal advertisement durations will apply and if ITD can get

something advertised and bid (opened) before the closure, ITD will. Otherwise, advertisements and openings will resume after the software update is complete.

2. Staffing questions from CAU's reviews on negotiated fee estimates

If/when ITD asks questions about personnel assignments, they are intended for training purposes for agreements administrators and also to cause consultant to consider reassessing personnel assignments.

3. WAQTC Training

On-going discussions on how to meet the training needs. Paul stated that ITD has a MOU that only ITD can provide the training. Discussions about possibly LHTAC being interested in hosting training, but that was not the case.

4. RE Conference in November 2019 – Daris has asked for ACEC participation.

The conference is Nov 5th 3-5 pm. ACEC (Paul) to reach out to Daris for direction. AGC will be supporting with a speakers panel as well (separate from ACEC).

5. City Engineer Question

Mike posed a question to the group regarding if there is a conflict of interest if a consultant is a city engineer and also proposes on work and if the State conflict of interest policies should still apply. ACEC said that City contract engineers regularly perform engineering services on specific projects. Firms and licensed engineers should review and adhere to state code of ethics regarding conflicts of interest.

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. Test projects have been sent to the 5 firms.
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 2019.