

## **ACEC/ITD Liaison Committee**

### **Quarterly Meeting Notes**

<b>Attendees:</b>	Bill Russell / T-O Engineers Bryan Foote / Horrocks Blake Rindlisbacher / ITD Vance Henry / Lochner Jim Porter / J-U-B Mike Cram / ITD Tracy Ellwein / HDR (via telephone)	Rex Hansen / American Geotechnics Paul Wasser / Strata Justin Walker / Keller Ryan Olsen / Terracon Kevin Sablan / ITD Travis McGrath / ITD
-------------------	--	--

**Prepared by:** Ryan Olsen

**Meeting date:** November 20, 2018

#### Old Business

##### **1. DCG meeting feedback from November 5, 2018**

ACEC and ITD had favorable impressions of the meeting. ACEC would like to participate again. It could be beneficial to have ACEC join with AGC for a portion of the panel discussion. ACEC has meeting notes that will be distributed. ACEC has requested an attendance list from Daris Bruce.

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

Bryan F. has scheduled a committee meeting for January 10, 2019. The committee hopes to develop recommendations on reciprocity between states. More opportunities for training may be needed.

##### **3. DBE**

Oregon's process is similar to ITD's in that DBE firms are not separated out from the qualifications.

ITD has a standard operating procedure (SOP) for how to adjust the DBE requirements if the scope changes during negotiation or during the project.

ITD discussed how it is in the Consultant's best interest to have a high DBE percentage where possible, considering ITD's overall goal of 8.3%. ITD is currently not recording DBE involvement on projects where there is no DBE Goal (RFI Selection). ITD expressed that they should find a way to capture that DBE involvement. It was also discussed by members of ACEC that consultants could generally improve about reporting DBE participation on projects that have no requirement.

ITD recruits DBEs and the numbers of DBEs on their list have increased in the past year.

It was asked if a proposal exceeded the stated DBE goal, would that be considered favorable in the evaluation. DBE involvement is a pass/fail scoring, so it would not be a factor in scoring.

#### **4. Lump sum contracting**

Some states do a significant amount of lump sum contracting. Advantages include simplicity in invoicing and review of invoices, consultants also are incentivized to regulate scope creep. Ideal projects would need a well-defined scope. ITD indicated they would have a lot of administrative work before they would be able to do this. ITD has several working groups focusing on other initiatives, and they don't currently have time to make this happen. This item will move to the parking lot for later consideration.

#### New Business:

##### **1. ITD term agreement limit**

Raising the dollar limit of the term agreement was discussed. Some firms have currently hit their limit. ITD mentioned that firms that don't hit their dollar limit may not be in favor of increasing the limit. It was also discussed that ITD has been issuing more RFPs compared to RFIs, which might reduce the number of firms hitting their ceiling under the term agreement.

A discussion was held about separating subconsultant work so that it does not count against the prime consultant's dollar limit. ITD will evaluate if tracking subconsultant's budget separately from the prime's would be possible when considering term agreement limits.

##### **2. AASHTO Green Book**

The 2018 version is out. ITD has issued a memo on its use, which is located on the ITD design/traffic website. This led to a discussion of NHI Courses, which must be requested by ITD. ACEC could ask ITD to request a course if they had the numbers to fill and pay for the class.

##### **3. Overhead rates/fixed fee**

Safe Harbor rates – ITD is watching FHWA's proposed implementation of a Safe Harbor indirect cost rate.

ITD is considering applying the fixed fee to the labor portion of the budget, before the overhead multiplier is applied, as they view this as being fairer to low overhead firms. This is done in some states, including at WASDOT. ITD indicated that most states are applying the fixed fee after overhead is applied. It was discussed that this change would encourage wage rates to be increased. ITD indicated that it is something they are looking at, but they have not decided upon a direction.

#### Parking Lot

##### **1. Update on new ITD-771 and 2359 Forms.**

No Change

2. **Update to the design manual to comply with current project timelines and FHWA guidance.**  
Dave Statkus is taking it on. They hope to have the update by July 2019.

3. **New CADD Standards.**

No Change.

Next meeting is February 12, 2019.