
ACEC/ITD Liaison Committee

Meeting Notes from 11-16-2017 Quarterly Meeting

ATTENDEES:

Rod Reed/ITD	Tracy Ellwein/HDR
Mike Cram/ITD	Jim Porter/JUB
John Ingram/ITD	Kevin Sablan/ITD
Bill Russell/T-O	Rex Hansen/American Geo.
Jason Giard/FHWA	Ryan Olsen/Terracon
Justin Walker / Keller	

ABSENT: Dave Butzier; Monica Crider; Bryan Foote; Vance Henry

PREPARED BY: Tracy Ellwein / HDR

MEETING DATE: November 16, 2017

The agenda for this meeting focused on the following topics:

Old Business

1. MASH - upcoming timeline for changes to W Beam, CIP guardrail, crash cushions (12/2018 and 6/2018) for letting dates.
 - a. Kevin provided the MASH memo dated 8/24/17. There are a total of four Design-Traffic-Services (DTS) memos. These are posted on the DES-DTS Sharepoint website, <http://itdportal/sites/DES/ds/Documents/Forms/AllItems.aspx> The three others memos are on proprietary products, liquidated damages, traffic control lump sum (for single season, straight forward projects).
 - b. Discussion ensued around the inclusion of contractor provided traffic control plans and QBS. District 5 included this on the Rose Interchange, which is currently out to bid. The specification states an engineer is to be selected by the contractor based on QBS guidelines to generate the traffic control plans. (Though a contractor is not required to follow QBS). Discussion was tabled.
2. Phase Reports and process/timing - Update on Materials Meeting - Rex/Ryan
 - a. Jason gave an update that a group is working on streamlining the phase reports. Phase V - eliminate the bridge and geotech special provisions. Consultant to provide a shopping list of geotech specs only, notes to engineer, contractor notes, other specifications. The group is aiming for a January update for the process.
3. RFP forecast for consultants - ITD provided the 1st forecast and a link on the CAU website - feedback? - This was well received and much appreciated by the consultants.

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4. WAQTC certifications/training and reciprocity requirements – any work performed by the subcommittee (John Stone, Rich Kinder, Kyle Holman, Garth Newman, John Bilderback, with Bryan Foote as the point person back to the committee). No update.
 5. Inclusion of DE's or District appointee on the Liaison Committee meetings
 - a. Mike to look at the January or February meeting for a DE to attend.
 6. Sharing of meeting notes on ProjectWise or other outlets?
 - a. Yes, the group agrees this would be beneficial. ITD is considering either putting it on the main website or Projectwise for both the meeting notes and agenda.

New Business

1. Manual updates (John Ingram) –
 - a. John has a technical writer on staff, so there may be more sporadic updates to the Contract Administration (CA) manual. Consultants will need to check for updates every 6 months. The publication date will be in the lower right hand corner. ACEC suggested providing an errata sheet. QA manual, materials manual and specification book are updated once per year. The CA links are now fixed and the pdf is searchable.
 - b. Section 505 is updated for pile driving. Consultants to Cc Dave Richards – construction associate - on all correspondence to John Ingram.
 - c. Materials manual – Section 250 has been updated to be all LRFD. Section 250.05.09 recommends an estimate of the number of splices per pile to be provided by the geotech to help the designer.
 - d. Updates to the form finder page, so forms are now current. John asked for consultants to be sure they are using NEW forms.
2. ITD's Project Scheduling System (PSS) – Rod Reed
 - a. A goal is to provide access to the PSS to the consultants (Project Online). One GARVEE project is using project online and another non-GARVEE project. ITD asked about having consultants update project schedule, charter and resources using ITD's on-line schedule. This would give ITD a history. ACEC asked what is the goal for consultants updating ITD's system on-line? ITD is still defining. Discussion to continue.

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3. DBE Goals and recent RFP's - how's it going?
 - a. So far so good with October design RFP's using DBE goals. On the construction side, as of Tuesday's bid summary, the DBE was tracking well.
 4. ACEC national initiative for lump sum (LS) contracting - any possibility with ITD?
 - a. Benefits will reduce the administration, leads to innovation, and technology.
 - b. ACEC to develop pros/cons for LS and continue discussions with ITD.
 5. ITD Leadership Summit / Rapid Innovation Event: Using Past Consultant Performance for one of the future selection criteria. New ITD-771 and 2759 forms will be forthcoming.
 - a. ITD group re-designed the forms
 - b. The 2759 will be monthly and the 771 will just be payment tracking
 - c. Working on this being on the ITD sharepoint on-line.
 - d. Targeting spring 2017.
 6. Prime vs. Sub Percentages on design projects, is there a need to define?
 - a. ACEC did not believe this needed defined as in construction. Teams are formed to provide the best talent for the project situation.
 7. Project Delivery Conference in April.
 - a. ACEC was offered an opportunity to do something - what would that be?
 - b. Agenda is to provide skills to the EIT's to Engineer 1 as part of the ITD horizontal career path.

Parking lot

1. Update on Example Plans/inserts
2. 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.

Action Items:

1. ITD to set date for 1st Quarter meeting that aligns with the District Engineers Meeting. *Scheduled for February 7, 2018*
2. ACEC to discuss an activity at the ITD Project Development Conference - ACEC Group
3. WAQTC certifications/training and reciprocity requirements update - Foote
4. Location of notes on website or Projectwise determination - Cram