

Materials Subcommittee

Wednesday September 3, 2015

1. Adebola has developed an outline for a short training session for LRFD BFI preparation for GDOT consultants. Committee to review and provide comments. First training class will be held in December or January to small group of consultants as a pilot class before rolling out to larger groups.
2. Updates to LRFD guidelines, the BFI Template, SP 520 (for LRFD), and SP523 (PDA) were also provided for comment and review.
3. GDOT has contracted out a research project on LRFD for retaining wall foundation investigations (WFI's) with Georgia Tech. Project began in May 2015, and is expected to take approximately 12 to 18 months, after which GDOT will develop templates and guidelines for LRFD WFI reports.
4. Updates to Policy 5525-1 on UST and Hazardous Waste investigations and several standard forms were handed out and discussed. All review comments and suggestions need to be provided to Ian as soon as possible.
5. Generic letter regarding access for site investigations to property owners will be prepared by consultants for GDOT's signature, signed by either Chuck Hasty, Glen Foster or their representative, and then sent out by consultants.
6. GDOT is still reviewing updates to chapter 10 in the Pavement Design Manual. AJ will head this effort and other committee members are reminded to provide comments and suggestions on the manual. Additional discussion on cement-treated vs. lime-treated subgrades (lime treatment is for plastic clays; cement treatment is for micaceous sandy silts & silty sands).
7. Additional discussion on performance-based material specifications. Input needed from other OMAT offices (Concrete, Bituminous, etc.), committee members and other GDOT Departments. Tom will bring up at next CRC (Consultant Relations Committee) meeting to ask for specific suggestions and ideas on changes. Specs from other states and Europe need to be reviewed and brought to the next meeting for discussion.

Next meeting scheduled for Thursday, January 21, 2016 at 10:00 am.

Engineering Services Subcommittee

Wednesday September 11, 2015

The following items were discussed:

1. The meeting opened with a recap of the July 11 meeting minutes.
2. Lisa gave an update on Constructability Review Meetings and Post Construction Evaluations. As previously discussed the Constructability Review Meetings originate out of Program Delivery and Engineering Services has volunteered to assist in running those meetings. To date Engineering Services has had limited involvement in the meetings. The group discussed the types of projects that benefit from the Constructability Review Meetings. Specifically those projects that involve bridges over waterways and projects with complicated staging are some of the more critical projects for review. See the GDOT PDP Section 6.5.2 for more details. The other point of note is that the projects should be submitted for constructability early in the preliminary plans phase to limit design rework.

For the year there have not been any requests for Post Construction Evaluations. At the August GPTQ CRC meeting Glenn Bowman mentioned getting Andy Casey involved to champion these meetings

3. The topic of “shelving” projects was briefly discussed. Engineering Services does not have a role in the “shelving” of projects. In general, projects have to be final and all outstanding items complete before a project can be “shelved”. This includes approved environmental document, FFPR corrected plans approved etc.
4. The question of whether corrected PFPR plans are required to be submitted was discussed. Per the GDOT PDP Section 6.5.3, pg 6-30 explains that a corrected set of plans is to be submitted to the Environmental Phase Leader for the completion of the environmental document.
5. Review our previous discussed “Top 5” hindrances to project delivery:
 - a. Changing EPD policy to review final plans only after GDOT has submitted to contracts admin, forcing any changes to be revision.

EPD reviews are not under the control or supervision of Engineering Services. Engineering Services has made efforts to capture “common mistakes” in NPDES plans and includes those comments in field plan reviews to assist in reducing EPD review comments.
 - b. Obtaining greater consistency in Plan Review comments.

*Consistency in review comments is a recurring topic. Engineering Services cannot address all inconsistencies without specific examples. In the past, specific examples of inconsistency plan presentation for consistency as well. **The update here centered around the open discussion of inconsistency among plan reviewers. One example here that was mentioned was that typical comments were repeated in reports for every plan sheet instead on one comment addressing them overall. Lisa again reiterated the need for specifics, reviewer name and project number as a minimum.***
 - c. PM’s updating cost estimates at least yearly and at PDP established milestones.

*Engineering Services efforts on this item are to educate PMs to the importance of updated cost estimates. **Open discussion on this topic turned to all of the***

new PMs and continued need for education and awareness of the timing and critical nature of the milestone cost estimate updates.

- d. PM's meeting deadlines established in the Letting Schedule for Processing Projects. *Engineering Services efforts on this item are to educate PMs to the importance of meeting Letting date deliverable dates. **Open discussion on this topic turned to all of the new PMs and continued need for education and awareness of the timing and critical nature of the Letting Schedule dates.***
 - e. Underutilization by PM's of post construction evaluations
Engineering Services continues to advocate on the importance of Post-Construction Evaluations. This underutilized review might not have a direct improvement to project delivery but serves as an opportunity for PMs, consultants, contractors and GDOT to gather "lessons learned" for a completed project which would improve the delivery of subsequent projects.
6. Open discussion
- *The 100% TIA funded projects do not come through Engineering Services for construction authorization. The projects with blended funding continue to process construction authorization through Engineering Services.*
 - *The field plan reviews for the new state funded projects will be run by Engineering Services.*
 - *Lisa noted that Engineering Services is currently using Projectwise but that many of the Area offices do not currently have access. Also, consultants are not required to use ProjectWise at this time.*

Action Items: None

The next meeting is scheduled for Friday, November 13, 2015 at 11 am in GDOT's 5th floor conference room.

Preconstruction Awards Subcommittee

Wednesday October 7, 2015

Next scheduled Committee meeting is tentatively scheduled to be Jan4. 2016 in David Norwood's office.

Actions taken at the 7Oct meeting included;

- 1) We welcomed Tom Garret, now with Barrow County, back to the committee as our local government member.
- 2) The committee made final decisions and selected a winner for each of the 9 Categories, plus a Grand Prize winner.
- 3) Winners will not be announced until the Summit Luncheon scheduled for 10Nov2015.
- 4) The committee is meeting periodically over the next week with the ACEC Summit committee to get the award plaques and announcements prepare for the Summit luncheon.
- 5) In addition the committee is providing 'Engineer Georgia' with write-ups and pictures for publication in the November/December edition of 'Engineering Georgia' which will be published the middle of November. Look for your awards.

Actions reported at the Forum on Oct2015 included;

- 1) We thanked all the Forum members for their participation in the annual Preconstruction Awards Program for 2015, as we had a least 3 submittals for all categories with the exception of Design Build which only had 2 submittals.
- 2) We reminded all Firms that had been notified that they were finalist to bring their design teams with them to the Summit on 10Nov as all finalist will be recognized. Honorable mention will receive verbal recognition and category winners will also receive verbal recognition, be invited to the stage and receive a plaque as winner and have a team picture taken with the GDOT Commissioner.

Program Delivery Subcommittee

Wednesday September 9, 2015

1. Project Manager Roundtable–

- a. The ASHE PM Roundtable is September 18th in rooms 402-403. The topic is scope creep/scope control.
- b. Next Roundtable is in November 10th at the Transportation Forum.

2. NEPA and Design– The Environmental Procedures Manual has not been published yet by OES.

3. Project management software– GDOT Design Policy is evaluating Bluebeam software for use.

4. Design-Build–

- a. I-285 @ SR400 second step is being generated.
- b. D-B local bridge projects are being determined.
- c. GDOT is evaluating several potential P3 projects.
- d. P3 Summit is September 24th.

5. Effective environmental permitting–

- a. Discussions about Section 404 permit responsibilities for utility relocations. Usually, the utility company relocates their utilities and obtains their own permit for doing so. However, it is not always handles in the same manner. Project Managers must coordinate with GDOT Utilities Office for guidance for each project. Typically, if the utilities are in the GDOT ROW now, and if there is room to put them in the new ROW, then the impacts will be included in the GDOT permits. If the utilities are outside the GDOT ROW, and they must relocate further away to accommodate proposed improvements, the utility company generally will seek their own permit if one is necessary when they relocate. However, if they must relocate to an area that incurs another impact that requires avoidance, they may go back to GDOT to ask about redesign.
- b. The GPTQ Consultant Relations Environmental Subcommittee chair person, Wendy Dyson, is planning to meet with Hiral Patel, OES, to talk about re-energizing the environmental committees (NEPA, Ecology, Air/Noise, History, and Archaeology) to change their focus to problem-solving, rather than dissemination of information. Susan mentioned that the NEPA subcommittee is meeting on October 5 at GDOT. These meetings are open to designers, engineers, and project managers that want to learn and/or help solve problems that affect project delivery. Susan will follow up with the co-chair to ask if an open invitation could be sent out and if so, will the space be large enough to accommodate. Topics to be discussed at the NEPA meeting include State Aid Projects/GEPA and a revised Reevaluation process.

6. Risk Assessment and Management– no report.

7. TIA Program– no report.

8. Other Discussion –

- a. GDOT will be issuing a revision to the PDP, Chapter 10, which will provide PDP guidance for state funded projects using a streamlined process. For example, a shortened Concept Report which will not require such detailed plans in order to be approved. Special studies will not be required for the Concept Report; therefore, signature/approval from OES will not be required. Question asked if this will include any streamlined environmental processes, such as combined Section 106 survey/assessment of effects reports, early submittal of environmental permits; shorter review times; and concurrent special studies/GEPA report. GDOT is interested in considering these types of streamlining measures.
- b. New initiative for this group will be to assist GDOT in creating a way to verify QC/QA procedures are being followed as proposed/contracted.

Next Monthly Meeting scheduled for October 14, 2015, 11:00 am - GDOT 4th Floor.

Procurement Subcommittee

Wednesday October 7, 2015

I. Introductions

-Treasury noted that Darlene is retiring at the end of the year and Procurement will start the process for advertising her position.

-Treasury presented a Business Plan to management and Procurement is getting two additional positions. One that is equivalent to Curtis' position and a Junior Negotiator. Consultant Design started with one Negotiator and got up to three. The intent is to get up to nine Negotiators. Procurement has found that it takes about two years to get a Negotiator up to speed.

-The Program Delivery has hired nine new Project Managers (PM) that will start between 10/15/15 and 11/1/15. The ultimate goal is to get the PM project load down. Some are now caring 25+ projects.

-Ben Raburn is retiring and will be joining a consultant firm.

II. Update on Ongoing Task Forces as Applicable

A. Consultant Evaluation

- Weekly updates from the CMIS team and they are making progress

B. Cost Proposal Spreadsheet

- Maria has developed a training presentation and Albert is going to review tomorrow. All of the pertinent GDOT staff will get trained. It will be available for Consultants.
- Tommy noted that he is keeping a version of the spreadsheet where he is making corrections and if there are updates needed then forward to Tommy. Treasury noted for Tommy to send the latest spreadsheet to GDOT to begin using.

C. Supplemental Agreements Task Force

- GDOT will elect a representative and will need a lead from the consultants to discuss the challenges with Supplemental Agreements (SA's). Hopefully there will be a decrease in SA's since Task Order contracts will be negotiated.

D. Negotiation Issues

- The first meeting was on 10/6/15. John Heath is the Consultant Co-Chair and provided an update. The intent is not process oriented and the idea is to create some base level of understanding to provide consistency. The end result will likely be a memorandum to explain the ground rules and possibly a joint training workshop for GDOT staff and Consultants. The message for consultants is to send the list of issues to John Heath, Stan Hicks or Jeff VanDyke. Treasury commented that most of the issues seem to be around the direct costs and added that GDOT needs to make sure that they are complying with the law.
- The required GDOT Procurement Manual is due in 2016. Treasury noted that he will need to know who will be the representative from Program Delivery to provide input.

III. Update on Current and Future Procurement Needs

A. Fall 2015 Batch

- This batch was supposed to be advertised 10/15/15. GDOT expects 4 projects and anticipate that it will likely be advertised in the next week or so. The Department is discussing whether to include the RW in the projects and would like to get Consultant input. The RW firm would be involved with the Concept and early plan development.
- Darlene noted that some proposals will be due during the holidays and in order to meet some of the deadlines.

B. Active Advertisements

- It was noted that GDOT currently has 24 projects out in some form and the additional 4 coming in 2015 Batch.
- Regional On-Call Selections will probably be announced late next week

C. Upcoming Advertisements

- Feb 2016- Albert noted that there will be 2 separate Batches. GDOT will need to see how many projects with PE in 2016 and 2017 in the STIP
- Bridge Batch will have 20 advertisements that will incorporate 3-5 bridge projects per bundle, 73 PI #s that encompasses 83 structures. Treasury noted to keep in mind that each bundle will have to include similar structures to meet the FHWA requirements. He also added that there may be an opportunity to include a strategy to negotiate.
- Program Management for Bridge - 80-90 of active bridge projects (federal funds)
- TMC Program will hopefully be advertised by Nov 2015
- I-285 at 400 - some support services currently advertised
- Probably will be a second bridge batch summer 2016
- DB bridge projects (state funds) – Darryl noted that there will be \$30M investment by June 2016 and want to spread around GA to help with local bridge programs. Will include 5 new contracts with 4-5 projects. The \$30M includes GDOT DB Office due diligence to get the batches together. The intent is to have an Industry Forum in Nov 2015. Darryl noted that he is a little concerned that the Contractors might not show so will need to push.

IV. Overtime/Premium Time Approval and Contract Language

A memo has been issued that establishes GDOT's policy. The memo needs to be posted on the GDOT website. Treasury noted that any extenuating situations need to be escalated.

V. Discussion on adding ROW Acquisition Services to Project Specific Solicitations/Contracts

- Treasury noted that the RW is not QBS type services, but vendor type services and concerned how FHWA will view.
- Garrick commented that AECOM uses a prequals process and will develop a menu of services and when they bid a project they are passed thru as a direct cost.
- Other states are normally just asking for the lead RW Manager and score on that person. The Consultant includes everything that the GDOT RW acquisition would include.
- Keith noted that a lot of the RW firms will likely be on multiple teams and would suggest that this person is not included as a key team lead.
- Tommy noted that if GDOT requires a Consultant to go through the vendor process and include 3 firms then really can't show a key team lead.
- Albert noted that he had a conversation with Phil and Erik about maybe just having the RW Manager work with the Consultant and then have the RW acquisition firm contracted to GDOT and have the RW Manager manage the RW acquisition firm.
- For the old conventional contracts, GDOT has basically pulled the RW services out. GDOT realized that they didn't have the logistics worked out. The question is how FHWA is going to react to the RW being included in a quals based selection. Albert noted that the concern is also with the District RW lead being able to acquire the RW considering all of the potential additional projects
- Darryl noted that the nature of accelerating the delivery requires a lot more concurrent activities going on and there will be paramount importance with all of the concurrent activities.
- Albert noted that the acquisition and appraisal services have typically been low bid and GDOT may need to acquire these services.
- Currently any firm that has a certificate in a RW service class can bid. Albert's noted that there is a difference in acquiring RW services in a rural area versus a more complex urban area.
- Keith questioned if FHWA would allow for a shortlist of firms from a specific area.
- GDOT will do On-Calls for acquisition and demolition like they currently have for appraisals. Now the District RW only meets with the firms that are under the On-Calls for Appraisals and assigns work. With the multi-phase project approach may be a few years away from needing these services.
- DB will decide project by project on whether RW is included.
 - Albert noted that haven't looked at state funded projects yet but could be more flexible
 - Treasury asked if any consultants have example RFQ's that include RW services then send to Treasury for reference.

VI. Additional Suggestions on Top 5 Hindrances Related to Project Delivery

A. Supplemental Agreements

B. Negotiation Issues

C. Lack of experienced GDOT Subject Matter Experts

- Darlene noted that GDOT is trying to make sure that the scope of works are detailed and allows for the Consultant and GDOT SME to estimate hours. She added it has been discussed that the Negotiators will have to take more control and if they know that there is a less experienced SME then the Negotiator will need to step in and make a decision.
- Darlene mentioned that Andy Casey's office is developing a database of estimates of hours. Albert noted that GDOT will develop a database of hours for PM/CM work. Darlene noted that even if GDOT has the hours they will still have to come up with a GDOT estimate.

Utilities Subcommittee

Wednesday September 29, 2015

- Met with GDOT Utilities Office leadership on September 29, 2015. Agreed to designer utilities training outline / focus and made assignments. Training will be on non-SUE method of adding utilities to plans and will focus on the following areas:
 - Identifying above ground and below ground utilities
 - Understanding Utilities Cost
 - Utilities Conflict Resolution
 - Utilities Coordination
- Training Development Tentative Schedule
 - 1st Draft middle of November
 - Final Draft – middle of December
 - Training 2016

Bridge Subcommittee

Wednesday September 16, 2015

1. Review of Old Business/Issues

A. Top 5 Hindrances to Project Delivery as reported to CRC.

1. Begin to develop solutions to these issues that can be reported at upcoming CRC Meetings.
 - a. Railroad coordination
 1. Jill Franks is RR Coordinator.
 2. RR generally have consultants to perform reviews. Reviews are not always consistent from consultant to consultant.
 3. Discuss issue with Jill at a later committee meeting.
 - b. Environmental/Permitting related to construction staging and access
 1. These issues are seen as the #1 risk to project delivery in the state.
 2. Suggestion: Provide 404 Permits during the letting, coordination with environmental and construction required. Contractors do not have access to permits.
 3. Bridge cannot impact this issue directly and requires action from other groups.
 4. Question: How often are contractors having to re-permit?

5. Meetings: Who is there for the bridge office? Consultants are generally the sole bridge representation. Hours should be included in negotiation.
 6. **ACTION ITEM- Hold a meeting with Ecology/ NEPA Section Leads and this committee. Set the stage for outcome Discuss :**
 - **Constructability**
 - **Permitting**
 - **Impacts - Temp and Permanent.**
 - **Sensitivity of data to change**
- c. Utility coordination
 1. Utility coordination is an issue at construction for the most part. Just in time delivery
 2. Possibly use Preconstruction Coordination Consultant through OPD t to manage coordination early in the design and planning process to avoid conflicts after letting.
 3. GDOT already has several Utility coordination consultants currently. Need more information to determine consultant scope of work in these contracts .
 - d. Geotechnical/LRFD
 1. Training for LRFD is planned for the winter
 2. Training for walls is planned for spring 2016.
 3. Revised schedules required for LRFD design to schedule BFIs .
 4. When is it appropriate to begin to final plans and BFI?
 - e. Review times
 1. Deliver on GDOT Baseline
 2. Outsourcing of review, consultant contract to perform reviews. This will help to take some load off of bridge office staff once program increases take effect.
2. Status of Preliminary Wall layout policy requirement for Non-Standard Walls.
 - A. (Doug Franks) Meeting with Roadway
 - i. Developing Draft for section 31 for prelim wall envelopes.
 - ii. Envelopes will be provided by Roadway
 - B. Negotiated hours for prelim wall layouts will be included in Roadway hours. Work breakdown may require bridge engineer but hours will be in roadway.
 - C. Bridge manual will be revised with new policy.
 3. With increase in the GDOT bridge program for the next few years, what are some of the issues/challenges we need to address in this committee to help ensure the GDOT bridge program is successfully implemented?
 - A. Bridge funding will not be through HB 170 fund, but rather from the federal funding GDOT receives. HB170 will fund roadway improvement projects.
 - B. Planning Design Build Program for Local Off-system Bridges
 - \$30M in FY 16
 - \$40M in FY 17
 - Industry outreach planned soon
 - C. Program Delivery will be important.
 - Volume of work will be more than what Georgia has seen in a long time. 90 New PE Starts.
 - Not enough bridge staff, Not enough consultants, Not enough contractors
 - Early success will be important to get more \$ later.

- DB projects may deliver more projects for less \$.
 - D. Bridge Project Manager Contract
 - Project manager specifically for bridge projects
 - OPD will procure this consultant.
 - E. Bridge Design Review Consultant acquisition
 - Provide another team to perform reviews for bridge office
 - Possibly help with other technical engineering assignments for Bridge Office.
4. ACTION ITEMS
- A. Meeting between Bridge Subcommittee and GDOT NEPA/ Ecology to discuss permitting issues- OCTOBER – Scheduling is required.
5. Next meeting.
- A. Ecology Meeting, Late October
 - B. Next GPTQ Bridge Meeting November 18/, 2015. 2 PM

D Treasury noted that one thing that concerns him is resources. Procurement has only increased staff by 2. Albert noted that Program Delivery was losing people so he was able to add 9 PM's as replacements.

VII. Reports/Issues/Other Items from Attendees – Group

VIII. Next Meeting

The next meeting is scheduled for Wednesday, November 4, 2015.