Georgia Partnership for Transportation Quality (GPTQ)
CRC Procurement Subcommittee Meeting Minutes
Wednesday, September 5, 2018 from 10:30 am – 12:00 noon

I. Introductions

II. Procurement Statistics and Personnel Announcement
   a. Treasury started the discussion with procurement statistics -
      i. FY 2019 has seen 125 contracts signed for a value of $122M in the July-
         August period. (July – 59 contracts, $28M; August 66 contracts, $94M).
         This number is similar to annual numbers from back in 2007/2008
         timeframe.
      ii. 831 contracts authorized in FY 2018 for total value of $435M; 855
         contracts authorized in FY 2017 for total value of $356M. Total contracts
         is trending down but value going up primarily due to the MMIP program.
   b. Procurement Personnel Announcement - Treasury mentioned that Daniel Foley is no
      longer with the Department. Charnell Dobbins has joined the procurement team as
      a contract specialist/negotiator. All active contract negotiations with Daniel have
      been assigned to an alternate negotiator.
   c. Request Tracking System (RTS) – A new internal system has been implemented that
      helps track step-by-step movement of Task Orders. About 40 task orders are
      currently in a pilot program. This allows a GDOT a seamless, transparent, auditable
      and trackable system.

III. Task Force Updates
      i. Drilling work – the task force is working internally with GDOT and GPTQ
         to develop a policy that will allow drilling work and other Non-
         Engineering work performed in support of Engineering to be procured as
         part of Qualifications Based Selection rather than Low-Bid.
      ii. Fixed Fee – the approach to paying fixed fee will be included in the
         Negotiations Manual. Each task order will likely identify fixed fee for
         participating subs. Several questions were raised related to this –
            1. Are Primes obligated to the entire fixed fee amount?
            2. Is fixed fee transferrable from Primes to Subs? Primes need
               flexibility to deliver work for GDOT.
         GDOT is still looking at how other states are handling this issue. Fixed fee for
         subs should be included in their subcontracts otherwise this becomes an audit
         issue and also a DBE participation issue.
b. DBE Requirement (Commercially Useful Function) – CUF is a new DBE reporting requirement from FHWA. This has been applied in Construction for a while but is now being required in Design as well.
   i. How is the Prime making sure that the DBE is performing Commercially Useful Function, that they are self-performing and not passing work thru to other firms?
   ii. DBE’s may have been allowed to pass thru work without Prime’s knowledge in the past, but this is not allowed anymore.
   iii. GDOT and Primes will need to develop a CUF identification and reporting process for DBEs.

c. Treasury informed meeting attendees that on the topic of DBE reporting, CMIS data shows Contract Value vs. Paid Value. However, there is no simple reporting button in CMIS.

d. Past Performance Evaluation Process
   i. Task force discussed the use of Survey Monkey and certain limitations and potential enhancements to the e-mail subject line to better describe the intent of the survey. Also discussed adding information on the RFQ to better describe the timing of the reference check process.
   ii. Procurement has sent out 1,304 reference contacts over 2016 and 2017 and have had a 53% response rate.
   iii. Task force has looked at few other states as well – some don’t review past performance, whereas some review the performance of PM as well as the Firm.
   iv. Albert mentioned that GDOT is not doing an evaluation at project completion. These can be used as a static evaluation on file and will eliminate issues with GDOT staff retiring/no-longer working for GDOT and unable to provide a reference.
   v. Treasury recommended that the GDOT performance evaluation survey employ a 1-3-5 rating scale to minimize subjectivity associated with the 1 thru 10 rating scale.
   vi. The task force will meet again on October 3rd.

e. Cost Proposal Spreadsheet Update
   i. Tommy Crochet met with GDOT subject matter experts (SMEs). GDOT SMEs are working on updated task lists and assumptions. They will each discuss these at their respective GPTQ sub-committees and then get back with Tommy.
ii. The updated spreadsheet will have standard labor categories in accordance with the Negotiations Manual. This adds more positions to the ENV tab.

iii. There was also a discussion for PM hours and a separate tab for major subs.

f. DBE Task Force
   i. Consultant members have been selected. Russ Danser will be the Consultant Co-Chair.
   ii. Betty Mason met with Albert and Hiral to determine the goals of the task force. The discussion was focused on the narrative related to the Federal Formula. Another alternative includes the use of a RFQ scoring criteria to meet a DBE goal. Another option is to use both approaches based on project type.
   iii. Treasury informed attendees that GDOT pre-qualification website has been updated to now indicate DBE firms.

IV. Upcoming Procurements
   a. The next bridge bundle for 2018 and conventional RFQs are almost ready. All three will be advertised by the end of the year.

V. Next meeting on October 3rd.