

MEETING NOTES

Date: May 13, 2016
Project: ACEC Engineering Services Subcommittee
Purpose: General discussion meeting
Location: GDOT Room 408
Time: 11:00 AM

Attending:

Lisa Myers	GDOT	lmyers@dot.ga.gov
Angela Snyder	Wolverton	angela.snyder@wolverton-assoc.com
David Henry	Transystems	dbhenry@transystems.com
Adolfo Guzman	Clark Patterson Lee	aguzman@clarkpatterson.com
Allen Krivsky	Heath & Lineback	akrivsky@heath-lineback.com
Barry Brown	Amec Foster Wheeler	barry.brown@amecfw.com
Michael Moseley	Atkins	michael.moseley@atkinglobal.com

The following items were discussed:

1. The meeting opened with a brief review of our 2016 goals and objectives:
 - a. Continue awareness of benefits of the Post Construction Evaluation. Set a goal of holding five (5) PCEs this calendar year.
 - b. Report and track project deliverables not delivered per the letting schedule. Our goal is to assist GDOT in meeting and 80% success rate.
 - c. Continue to track and publish commonly see field plan review comments twice a year.
2. The committee welcomed two new members: Barry Brown and Allen Krivsky.
3. Lisa requested input on ways to evaluate the quality of the field plan reviewers. In the past, Engineering Services has been evaluated on turnaround time for scheduling field plan reviews and returning field plan review reports. The committee members expressed that the quality of the meeting relied more upon the following factors:
 - a. Attendance by District and Area Office staff
 - b. Quality of review from District and Area Office staff
 - c. Prior review of the plans by those in attendance and submitting comments prior to the meeting

None of the above factors are under the control of the reviewer. The committee members suggested an evaluation form to be handed out after the meeting. The committee felt there were only a few factors that the reviewer could fairly be evaluated on:

- Resolution of conflicting comments
 - Meeting efficiency
 - Thoroughness of review
4. Next Lisa reported that the tracking of project deliverables and commonly seen field plan review comments are yet to be assigned. Engineering Services has several positions that are being advertised for hire as well as a key retirement. Once these positions are filled these responsibilities will be assigned.

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5. The committee briefly discussed the timing of the PCE. The group consensus continued to be that the most effective time to request the PCE was near substantial completion of construction activities prior to punch list activities. The idea of an intermediate PCE was not widely supported.
6. In order to meet our goal of holding more PCEs, Lisa pulled a list of current construction projects that were 65-100% complete. The committee is going to review the list and come up with 5 or so projects to reach out to the Construction Division and inquire about holding a PCE. The list should focus on a variety of projects. The list of projects to follow up on is due May 20 to Lisa.
7. The final action of the committee was to divide up the quarterly supplemental agreement list. The committee members are going to reach out to the project managers to gather more information on the supplemental agreements. The committee is going to focus on the following reasons given for the supplemental agreements and dig deeper:
 - a. Plan Error
 - b. Missing Pay Item
 - c. Insufficient Quantity
 - d. Plan Revision
 - e. Extra Work – if % of construction contract is greater than 5%
 - f. Field Condition - if % of construction contract is greater than 5%

The goal is to look for common problems that can be reported more widely to reduce the need and frequency of these types of supplemental agreements. The findings of these inquiries are due to the committee by June 15.

Action Items:

- **Update commonly seen field plan review comments for distribution twice a year**
- **Report and track project deliverables not delivered per the Letting Schedule for Processing Projects.**
- **List of PCE projects by May 20.**
- **Findings of SA investigations by June 15.**

The next meeting is scheduled for Friday, July 15, 2016 at 11 am in GDOT's 4th floor meeting room.

Please contact Mike Moseley at michael.moseley@atkinsglobal.com if changes or additions are necessary.

cc: Al Bowman (Michael Baker)