

MEETING NOTES



Date: January 11, 2013
Project: GPTQ Engineering Services Subcommittee
Purpose: Kickoff meeting
Location: GDOT 5th floor conference room
Time: 11:00 AM

Attending:

Lisa Myers	GDOT	lmyers@dot.ga.gov
Greg Mayo	Stantec	greg.mayo@stantec.com
Michael Moseley	Atkins	Michael.Moseley@atkinsglobal.com
Erick Fry	URS	erick.fry@urs.com
David Henry	Transystems	dbhenry@transystems.com
Dan Cogan	CDMSmith	cogandp@cdmsmith.com
Robert Lewis	HNTB	rtlewis@hntb.com

The following items were discussed:

1. Introductions were made. GPTQ committees have been reorganized, and a renewed effort is being placed to refocus the mission of the Consultant Relations Committee (CRC).
2. The purpose for this kickoff meeting is to set the stage for the course of the year with this subcommittee, and to discuss areas which may can be streamlined or additional educational outreach could improve an existing process.
3. Agenda was provided, and each item was discussed.
 - a. Plan Presentation**
 - o No major issues, as a whole, with plan presentation.
 - b. Field plan reviews**
 - o Scheduling and facilitating PFPR and FRFP works fine.
 - o Problems have occurred with Consultants not meeting the dates published in the [Letting Schedule](#) for preparation of final PS&E; or the PS&E having missing or incomplete information. As a result it has been a burden when GDOT is managing a large volume of projects and trying to meet letting schedules. It may help to elevate the awareness and importance of meeting Letting Schedule dates with no exceptions.
 - o The group discussed possibly assembling a commonly seen mistakes type document.
 - c. Constructability Reviews**
 - o This effort will be taken up by Program Delivery.
 - d. Value Engineer (VE) Studies**
 - o There are no issues with VE studies being scheduled or performed.
 - o With GDOT's migration to SharePoint and restricted access for FTP, a mechanism to provide VE reports to the industry has been a challenge.
 - o In a previous call Erick Fry mentioned it may help to have a VE checklist of sorts during the concept phase to identify VE implementation opportunities even before the VE study is conducted. In some cases VE recommendations are similar for many projects with exception of alignment or major adjustments to evaluate cost savings.

e. Cost Estimates

- No major issues with CES or cost estimating, other than minor issues where CES has to be “tricked” to suit a particular need.
- Group discussed the removal of the detailed estimate in the plans and only requiring Summary of Quantities (SOQ).
- Group discussed accuracy of quantity takeoffs. There are still some issues with accuracy of quantity takeoffs.
- Group discussed large number of asphalt pay items. There will be no removal or modification of them anytime soon.
- GDOT PM nor Consultant PM, of late, seem to be updating their project estimates on a yearly basis. This needs a renewed focus on the importance of keeping project estimates updated.
- Elevating awareness of some commonly seen mistakes or issues could help the Consultant industry.
- Some education for early conceptual level cost estimates for items like drainage, erosion, grading... may be helpful.
- Some education for the rules of thumb developing costs for LS items like traffic control and grading complete may be helpful.

f. Design Exception/Design Variance

- Consultants being able to easily access a clearing house to view previously approved DE/DV would be helpful. DE/DV are managed by DP&S. This item should be taken up with Brent Story or through the appropriate GPTQ subcommittee.

g. Post Construction (P-C) Evaluation

- No P-C evaluations occurred last year. GDOT has renewed efforts to conduct more of these type meetings.
- Disseminating “constructive” information to the Consultant industry could be helpful.

h. Contractor Change Orders

- Being moved to Program Delivery

i. Specifications/Special Provisions

- GDOT is in the process of updating the 2001 Spec Manual.
- The group discussed Special Provisions and an opportunity to post public unique Special Provisions that have been developed for previous projects. Currently, a consultant PM will track down a GDOT PM who had a similar circumstance/special provision.

j. NPDES

- The current NPDES permit expires in August 2013. Will need to keep an eye on likely changes that could affect plan development.

4. The group discussed the likely goals of this subcommittee. Documenting some commonly seen issues in a list may help. Or elevating the awareness or reinforce a current process, like the letting schedule, could be helpful as well.

5. Lisa said some information on commonly seen mistakes and various issues used to be collected and regularly reported. Lisa will dig into these metrics, and look for an opportunity to continue to track them.

Action Items:

1. **Rob facilitate next meeting GPTQ subcommittee meeting.**
2. **Lisa to dig into various metrics that Engineering Services had been tracking, and determine if there is value in continuing to track for the reasons discussed at this meeting.**

The next meeting will be held on **Friday, March 15, 2013 from 11-12 at GDOT's 5th floor conference room**. Please contact Robert Lewis at rtlewis@hntb.com if changes or additions are necessary.