



COMMITTEE MEETING NOTES

Georgia Partnership for Transportation Quality (GPTQ)
Program Delivery Subcommittee
Wednesday, May 29, 2013, 2:00 pm
GDOT – Room 404

Allen Krivsky kicked-off the meeting with welcome, and introductions were made by all attendees.

The Mission of the Committee.

Mission: To promote communication, innovation, and cooperation between GDOT and consultant firms for the management of project scope, schedule, and budget for all external Georgia DOT projects.

Reports were presented on six initiatives.

1. **Project Manager Roundtable**- Jeff Church presented initial development of the roundtable meant to facilitate sharing of information and challenges encountered by both the GDOT and consultant PMs. The roundtable would be a setting to discuss best practices for improving project delivery. There would be a base group of 20 PMs with specific level of experience. There would be a roundtable panel of 10 PMs. Roundtables would be open to anyone to attend, would include predetermined topics, and would have a moderator to take questions from the audience for discussion. Roundtables would occur quarterly.
2. **Plan Development Process**- This initiative will develop after the current PDP restructuring is complete. Question – When will the update be complete?
3. **Local Administered Project Delivery**- Bobby Hilliard presented. FHWA has audited LAP delivery. The draft findings memo from Office of Inspector General was discussed. The majority of the findings are about meeting requirements for documentation. GDOT has an action item to address the documentation and will work with other offices to put in place forms for documentation. The initiate for this committee will continue to develop.
4. **Local Administered Projects via Design-Build**- This initiative remains to be flushed out. The Rules need to be completed and that is not expected until August.
5. **NEPA and Design**- Jody Braswell and Susan Thomas presented five initial Issue/Action recommendations. These were discussed for further refinement.
 1. Design changes and re-evaluation changes.
 2. Minor changes take too much time in the process for FHWA approval.
 3. Aid in Engineer's understanding of the project process and when special studies require design data.
 4. Schedules are developed very early in the design process when it is unrealistic to expect all the issues.
 5. Unknown survey areas add unneeded schedule risk to project decisions.
6. **Consultant Evaluation of GDOT Project Manager**- The actual questions will be emailed by Genetha to the committee for feedback.

The next meeting is tentatively scheduled on July 31st at 2pm.