

**Agenda for  
ACTT Steering Committee Meeting  
09/06/18  
1:00pm - 4:00pm**

1. Briefing of ACTT Statewide Meeting
  - Larry provided brief rundown of Statewide meeting
  - Will set up next year's meeting at Turnpike
  - Discussed Utilities and updates to RFP
    - Encounter with utility at Project Level and there is then escalation process. Don't have mapped out on timeframe just yet but there is a process to write a 30day letter.
  - ATC Process
    - Technical proposal requirements
  - Key staffing position of LOI
    - 9 positions in ad or flexibility to have partial FDOT requirement and partial contractor choice
  - Pre-proposal Meeting
    - Possibly on special circumstances such as low bid
    - Kathy - Regardless if meeting is held need to have date, to key off when released
    - ★ Add to this RFP
  - Submittal/Re-submittals
    - If issues may need full 21 days
  - Shortlisting
    - Issue comes in play when you have ties in scores. For instance 2nd and 3rd highest scores result in multiple teams tying and could end up with more than 4 teams moving forward.
    - Ananth - what about some criteria that is tie breaker.
      - Dave - CPPR?
  - CPM Schedules
    - Must be submitted within 30 days to reflect first 20% of contract time (Design and construction). So if do an early works, show it.
    - ★ Add to RFP
  - CSI Thresholds
    - ★ Dave needs to look at data
  - ATC Approvals
    - Robert - issue was bringing forward a concept and automatically graded down on concept before it is even developed

- Kathy - encourage do not include ATC in the LOI. If the District has already evaluated concept and it doesn't work because of traffic counts etc., then don't want firms to include in letter and get dinged on.
    - AJ - part of the process is Firms approach and understanding and don't want to regurgitate information that is already provided and to say not to put ideas in is wrong but there is a risk if do so.
  - Technical Proposals
    - Electronic versus paper
    - Roll plots versus documents
  - Next Meeting - July 2019 at Turnpike
2. RFP Boilerplate Updates
- FHWA added comments that need to be vetted
  - Comments from Design on the FDM versus PPM
  - Moved some information around. Not substantive changes.
3. Design-Build Utility Relocation
- How are things getting implemented?
    - Larry - Estimates is providing info saying smaller municipalities having issues providing time and cost. Looking at our consultant to be involved.
    - Kathy - issue is they probably don't have resources to do any of it. So possibly get JPA and Department do the work. Can't just do it for them but there is a process to follow.
    - Robert - issue is with gas and phone
    - Ananth - need to look at Statute which has certain criteria to possibly model after, to help smaller municipalities, yet don't want bigger utilities to try and take advantage of.
    - ★ Ananth to provide Statute to SCO
    - Gene - need to flush out early intent of where expect utility to be moved.
    - Ananth - Incentive to work with some of the problematic utilities and get them motivated to work with moving.
    - ★ Larry - Permits and early coordination. Will look at Section 6.5 and see if language is adequate and being read.
  - Risk Sharing
    - Dave - that will be handled with 30day letter and escalation process
4. ATC Process

- Review of Items that prohibit change and associated justification for inclusion
  - See above for additional notes
  - Larry - have you seen change in number of items that prohibit ATC?
  - Gene - last minute changes by District that was a typical section that RFP said could not be changed and then at 90% ramp typical was changed.
  - Robert - want an explanation of restrictions up front and then at ATC meeting if brought up by firm, District can deny.
5. Training for TRC Members on Technical Proposal Scoring
- Larry - Reviewed CBT
  - Ananth - feels more face to face training needed. Feels need refresher at central location for all.
    - Larry - need to look at who would provide that training. Possibly a PM Training during the process and then make it PM responsible for training TRC members.
  - Robert - bring TRC members to the job site for a field review to make sure they understand what it is going on.
  - Amy - More benefit from providing training before job commences so fresh in the TRC members minds.
  - ★ Dave - looking at CO to come to District and have face to face discussion with PMs and TRC.
6. Approach to Key Staffing Requirements on ELOI and number of resumes.
- Depending on project it could depend on how many resumes
  - ★ Larry - hasn't found anything in the Statute to prohibit. He will circle back with Carla Perry to verify we can change.
  - Robert - depending on project can look and determine what FDOT requires and rest flexible
  - AJ - seeing more than 9 resumes in proposals.
  - Dave - RFP says "as applicable"
7. Implementation of CSI Threshold
- ★ See Agenda Item #1. Dave needs to review data.
8. Pre-Proposal Meeting (Mandatory)?
- See Agenda Item #1
9. Resubmittal of 90% plans

- Amy - meeting with FDOT and firms to review comments before resubmittal
- Larry - Looking at piloting on a project
- Ananth - don't have a solid direction on this. Need to define major changes and look at review times etc.

10. LOI Scoring

- See Agenda Item #5

11. New Issues

- Spec Meeting - Discussion on DB Asphalt pay adjustment and only having negative pay adjustment 9232

12. Next ACCT Steering Committee Meeting - March 2019

**Attendees:**

[Central Office \(Tallahassee\)](#)

1. Dave Sadler (FDOT - CO)
2. Amy Tootle (FDOT- CO)
3. Larry Ritchie (FDOT - CO)
4. Rudy Powell (FDOT - CO)
5. Tim Lattner (FDOT - CO)
6. Gene Strickland (Anderson Columbia)
7. Robert Carballo (ACEC)
8. Kathy Thomas (FDOT-D2)
9. Bob Burleson (FTBA)
10. Ananth Prasad (FTBA)
11. AJ Demoya (The Demoya Group)

[Offsite via GoToMeeting](#)

12. Jon Walker (Skanska)
13. Ryan Forestall (ACEC)
14. Pete Kelley (Superior)