July 29, 2021

ACEC | Indianapolis Department of Public Works Committee
ACEC Indiana

Reference: Committee Meeting

Subject: ACEC - Indianapolis Department of Public Works Committee 2021-2022

Indianapolis Department of Public Works Committee,

A meeting was held on July 27, 2021 3:30 pm (EST) at DPW’s offices at 1200 S Madison Avenue in the Fall Creek Conference Room on the above referenced subject.

The following items were discussed during the meeting:

1. Ms. Cassie Reiter opened the meeting with the introduction of attendees including DPW representatives
2. Ms. Reiter asked DPW representatives for comments.
   - Mr. Dan Parker announced that DPW is preparing the final capital budget through 2025 and will be going before the board very soon.
   - Ms. Ericka Miller announced they have hired a new Bridge Engineer at DPW.
3. Sub-committee 2021-2022 Chairs provided updates.
   - **Designer Training**: Roger Kotlowski, Chair
     i. 2021 Designer Training will be held in-person at the Willows on September 15, 2021.
     ii. The agenda is set and the program is ready to go.
     iii. Ericka will be on this for DPW.
   - **RPR Workshop**: Jon Day, Chair
     i. No report at this time. All committee members are welcome to provide topics for consideration at the next workshop.
     ii. Todd will be on this for DPW.
   - **Betterment of DPW Processes (new sub-committee)**: Rich McPhail, Chair
     i. This sub-committee will focus on suggestions as to how they can improve processes; items where clarification needs to be provided to designers to make the design process better.
     ii. Mr. Borden stressed that they are seeking legitimate concerns from the consulting community to identify for improvement.
     iii. Format of sub-committee forthcoming.
     iv. David will be on this for DPW.
   - **Standards Changes & Updates**: Alex Kline, Chair
     i. This new sub-committee will focus on identifying and bringing forward to DPW any changes to INDOT processes or design criterial and how that transfers into their work.
ii. Ms. Ericka Miller stated that this came about through INDOT changes which DPW was not aware of.
iii. Format of sub-committee forthcoming.

- **Standards**: Zach Wolf, chair
  i. This sub-committee is on track to keep moving forward with the prior years on-going objectives to update DPW standards.
  ii. Mr. Borden gave a special thanks to all the hard work ACEC has put in on this large effort.

- **Funding**: *partially on hold at this time*
  i. The sub-committee will look for areas to continue to push funding alternatives forward.
  ii. Mr. Parker is actively working on this and has thoughts concerning Community Crossing and other legislative initiatives which could improve
  iii. David will be on this for DPW.

4. Miscellaneous items were discussed:
- Mileage application on inspection projects was discussed. ACEC will be considering providing DPW with some ideas and guidance. Conversations will be held to improve the consistency on how mileage can and cannot be billed to DPW. Assigned to subcommittee (Betterment of DPW Processes)
- E-invoice and E-Contract system. These are both up and active for all new projects. Ms. Miller mentioned that currently DPW PM’s are not being notified internally when invoices and contracts are sent in through this system. **It was suggested that firms cc or notify their PM when they send in an invoice or contract to make them aware.**
- XBE Compliance. Mr. Borden clarified that they are looking for overall compliance under the on-calls in whole and not necessarily for each individual assignment.
- Hourly Rate Policy. DPW plans to send out each year a copy of the consultant rate policy. They are open to any suggestions to the profit matrix calculation hourly rates from the consulting community.
- Stormwater inspection/RPR requirements. Mr. Borden mentioned that they currently look for INDOT CTP’s but could consider a change in the future. Assigned to subcommittee (Betterment of DPW Processes)
- Legislative update. Currently keeping a close eye on the federal programs.


Sincerely,

Steve Chastain, Secretary
Business Development Manager
CTL Engineering of Indiana, Inc.

File: July 27, 2021 Meeting