1. 2022-2023 ACEC/DPW Committee Members:

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<tr>
<th>Present</th>
<th>Position</th>
<th>Name</th>
<th>Company Affiliation</th>
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<tbody>
<tr>
<td>X</td>
<td>ACEC</td>
<td>Beth Bauer</td>
<td>ACEC – Indiana</td>
<td><a href="mailto:bbauer@acecindiana.org">bbauer@acecindiana.org</a></td>
</tr>
<tr>
<td>X</td>
<td>Previous Chair</td>
<td>Cassie Reiter</td>
<td>Crawford, Murphy &amp; Tilly (CMT)</td>
<td><a href="mailto:creiter@cmtengr.com">creiter@cmtengr.com</a></td>
</tr>
<tr>
<td>X</td>
<td>Board Liaison</td>
<td>Steve Chastain</td>
<td>CTL Engineering, Inc.</td>
<td><a href="mailto:schastain@ctleng.com">schastain@ctleng.com</a></td>
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<tr>
<td></td>
<td></td>
<td>Zach Biston</td>
<td>Christopher B. Burke Engineering</td>
<td><a href="mailto:zbinston@cbbel-in.com">zbinston@cbbel-in.com</a></td>
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<td></td>
<td></td>
<td>Michael Farmer</td>
<td>Shrewsberry &amp; Associates</td>
<td><a href="mailto:mfarmer@shresusa.com">mfarmer@shresusa.com</a></td>
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<td>X</td>
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<td>Angela DeWees (for</td>
<td>Shrewsberry &amp; Associates</td>
<td><a href="mailto:adewees@shrewsusa.com">adewees@shrewsusa.com</a></td>
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<td>X</td>
<td>Jesse Combs</td>
<td>BLA, Inc.</td>
<td></td>
<td><a href="mailto:jcombs@bla-inc.com">jcombs@bla-inc.com</a></td>
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<tr>
<td>X</td>
<td>Betterment Chair</td>
<td>Haseeb Ghumman</td>
<td>DLZ Indiana</td>
<td><a href="mailto:hghumman@dlz.com">hghumman@dlz.com</a></td>
</tr>
<tr>
<td>X</td>
<td>Secretary</td>
<td>Melissa Walker</td>
<td>HWC Engineering</td>
<td><a href="mailto:mwalker@hwcengineering.com">mwalker@hwcengineering.com</a></td>
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<td></td>
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<td>Kevin Goldner</td>
<td>Corradino LLC</td>
<td><a href="mailto:kgoldner@corradino.com">kgoldner@corradino.com</a></td>
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<td></td>
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<td>Ian Lesko</td>
<td>Woolpert</td>
<td><a href="mailto:Ian.lesko@woolpert.com">Ian.lesko@woolpert.com</a></td>
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<tr>
<td></td>
<td>Stands &amp; Changes Chair</td>
<td>Mike Maurovich</td>
<td>American Structurepoint</td>
<td><a href="mailto:mmaurovich@structurepoint.com">mmaurovich@structurepoint.com</a></td>
</tr>
<tr>
<td>X</td>
<td>Designer Training Chair</td>
<td>Matt Larrabee</td>
<td>DB Engineering</td>
<td><a href="mailto:mlarrabee@dbengineering.com">mlarrabee@dbengineering.com</a></td>
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<td></td>
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<td>Aaron Kitchens</td>
<td>Etica Group</td>
<td><a href="mailto:akitchens@eticagroup.com">akitchens@eticagroup.com</a></td>
</tr>
<tr>
<td>X</td>
<td>2022-2023 Chair</td>
<td>Chris Miller</td>
<td>United Consulting</td>
<td><a href="mailto:Chris.miller@ucindy.com">Chris.miller@ucindy.com</a></td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>Rich McPhail</td>
<td>Hanson Professional Services</td>
<td><a href="mailto:rmcpail@hanson-inc.com">rmcpail@hanson-inc.com</a></td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>Stacey Paul</td>
<td>Guidon Design</td>
<td><a href="mailto:spaul@guidondesign.com">spaul@guidondesign.com</a></td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>Jason Deering</td>
<td>Resolution Group, Inc.</td>
<td><a href="mailto:jdeering@resogrp.com">jdeering@resogrp.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rachel Wilson</td>
<td>HNTB Corporation</td>
<td><a href="mailto:racwilson@hntb.com">racwilson@hntb.com</a></td>
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<td></td>
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<td>Sam Robertson</td>
<td>Clark Dietz, Inc.</td>
<td><a href="mailto:Sam.robertson@clarkdietz.com">Sam.robertson@clarkdietz.com</a></td>
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<td>X</td>
<td></td>
<td>Brian Powers (for Sam</td>
<td>Clark Dietz, Inc.</td>
<td><a href="mailto:Brian.powers@clarkdietz.com">Brian.powers@clarkdietz.com</a></td>
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<td>Robertson)</td>
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<td>X</td>
<td>Jeff Matern</td>
<td>Janssen &amp; Spaans Engineering</td>
<td></td>
<td><a href="mailto:jmatern@jsengr.com">jmatern@jsengr.com</a></td>
</tr>
<tr>
<td>X</td>
<td>Sanjay Patel</td>
<td>VS Engineering</td>
<td></td>
<td><a href="mailto:sbpatel@vsengineering.com">sbpatel@vsengineering.com</a></td>
</tr>
<tr>
<td>X</td>
<td>Randy Sanford</td>
<td>Short Elliott Hendrickson, Inc</td>
<td></td>
<td><a href="mailto:rsanford@sehinc.com">rsanford@sehinc.com</a></td>
</tr>
<tr>
<td></td>
<td>Cory Mahan</td>
<td>CHA</td>
<td></td>
<td><a href="mailto:cmahan@chacompanies.com">cmahan@chacompanies.com</a></td>
</tr>
<tr>
<td></td>
<td>Katie Madaj</td>
<td>CHA</td>
<td></td>
<td><a href="mailto:kmadaj@chacompanies.com">kmadaj@chacompanies.com</a></td>
</tr>
<tr>
<td>X</td>
<td>Administrator Of</td>
<td>Jayson Watt</td>
<td>DPWd.bo</td>
<td><a href="mailto:Jayson.watt@indy.gov">Jayson.watt@indy.gov</a></td>
</tr>
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<td></td>
<td>Construction Services</td>
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<tr>
<td>X</td>
<td>Deputy Director DPW</td>
<td>Ericka Miller</td>
<td>DPW</td>
<td><a href="mailto:Ericka.miller@indy.gov">Ericka.miller@indy.gov</a></td>
</tr>
<tr>
<td>X</td>
<td>Storm Water DPW</td>
<td>Shannon Killion</td>
<td>DPW</td>
<td><a href="mailto:Shannon.Killion@indy.gov">Shannon.Killion@indy.gov</a></td>
</tr>
<tr>
<td>X</td>
<td>Design Engineering</td>
<td>John Bowen</td>
<td>DPW</td>
<td><a href="mailto:John.Bowen@indy.gov">John.Bowen@indy.gov</a></td>
</tr>
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2. Handouts – Meeting Agenda

3. Meeting sponsors were HWC and CMT – THANK YOU!

4. Introductions (Welcome Dave Henkel as ACEC Board Liaison)
   a. Dave Henkel was past chair of DPW committee. Has taken over this role from a prior representative from the company he works for. Actively involved with ACEC for 15 or so years.

5. DPW Program Updates – Amanda, David & Jayson, Ericka, & John

November 2022
Page 1
a. **Updates from Ericka Miller**
   i. Amanda Orman could not be here today. Intends to go back to her position as CFO. New director may be listed by end of month.
   ii. David Borden will be leaving at the end of the year. Jayson Watt who came from BLN is on board now. David is transitioning Jayson as go to on construction side.
   iii. Safety engineer position will be posted this year. Want them to focus on crash review and safety improvements. Will report to Nathan Sheets.
   iv. Looking for bridge, road, and general transportation project managers.

b. **Updates on bid pricing & Impacts to schedules**
   i. Previously discussed 10 to 20 percent bid increases. David Borden noted there are still materials procurement issues. Concrete is very hard to get. Small culvert projects are in the 4 to 500 thousand range. Larger projects with a lot of concrete are not having bids submitted or bids with larger prices. He said they may look at alternates for different materials. Asphalt is still something they can get. There is a high percentage RAP allowed so that offsets issues with aggregate shortages. Allow 2-ish week period from when bids are announced to being due. Calling out any issues/hurdles noted during bid process will help.
   ii. Other bidder/bidding issues
   iii. Have Contractors been asking for price adjustments once under contract?
   iv. Avoid utilities, if possible, even if it costs more; keep projects moving.
   v. Designers should issue Utility NTP’s as soon as possible.

c. **DPW Staff updates – Current Organizational Chart**

d. **Expected RFQ’s/RFP’s and other professional services needs**
   i. Selections for 2022-3 were made recently. There will be another RFQ last week in November assuming all information comes in on time. Will be a handful of items including some design on-calls. Capitol RFP for stormwater to come out. Two design RFQ’s on upcoming RFQ. Several design projects and an update to trails/greenways master plan may come out or first quarter of next year.
   ii. Anticipating stormwater design on calls. Study to open up Pogues Run to be included.
   iii. Per Ericka Miller, updating RFQ portal. Would like feedback.
      - Ericka was asked if consultants could see output of portal.

e. **Urban Forestry & Land Stewardship – Shannon Killion**
   i. If any fauna/flora within project area, they will need to reach out to Urban Forestry. Land Stewardship group gets involved in mitigation and should be reached out to. There is a design memorandum out with their contact information.

6. **2022-2023 Subcommittees**

   a. **Designer Training Subcommittee**
      i. **2022-2023 Chair – Matt Larrabee**
      ii. DPW Representatives Ericka Miller and John Bowen
      iii. Ericka Miller will facilitate more communication with presenters in advance next year.
      iv. John Bowen felt the training went well. No added comments.
      v. Shannon would like to put more thought into how to incorporate changing standards and set expectations for stormwater projects. Drainage concepts also apply to “ST” projects.
      vi. David Borden would like to encourage more openness on true and candid feedback regarding how the training goes. Want to make sure everyone is getting something out of the event.
      vii. Update 2022 Designer Workshop was held Sept 27, 2022, at Crane Bay.
      viii. Event was very well attended
          - 194 registered attendees
          - 5 attendees put on wait list; they were able to attend.
ix. Currently reviewing Event Survey Data and subcommittee will report findings. Would like to meet with DPW before the end of the year to discuss.

x. Subcommittee to begin working on 2023 Designer Workshop program data
   • Breakout Sessions were something attendees wanted to see in future. Will need to investigate how that can be done at Crane Bay.
     • How would this work, what would be the topics, etc.
     • Separate Transportation & Bridges breakout sessions?

b. RPR Workshop Subcommittee
   i. 2022-2023 Chair – Kevin Goldner
   ii. DPW Representatives – David Borden & Jayson Watt
   iii. Have gone over survey from last year. Overwhelmingly people want to see desert at the training next year.
   iv. Subcommittee has held 3 meetings to date
   v. Crane Bay event center secured for RPR workshop 2/23/22
     • Registration Opening has not been identified yet. We can open once agenda has been finalized. Potentially open by new year
     • Firm Limitations on # of attendees?
   vi. Working on schedule and event agenda
     • Subcommittee has discussed breakout sessions in afternoon
   vii. Working on speaker recommendations and assignments
     • Complete Agenda after December committee meeting
   viii. Agenda Topics
     • CIP and changes
     • FCR and proper closeout of a project
       • Suggested David Borden or Jesse Combs as tentative
     • Equipment overview. Want to make sure inspectors on site have all equipment they need that are required for their jobs.
       • David will discuss this more with Jayson to determine need regarding testing. May be targeted more towards basic equipment and calculations/measuring.
       • Will vet suggested people from different firms after general call is put out for people to present
     • Schedule analysis and keeping contractor to schedule
       • Potentially John Lewis to present
     • Pavement
       • Asphalt and concrete, tack application, general asphalt work, QC/QA, what inspectors should be doing…
     • Constructability Reviews
       • Involve RPR’s at earlier stage, maybe 60% design. Include quantities, field visit…
     • Lunch
     • Contractor and Designer Presentation on Partnering
       • Want positivity and open honesty on what they think makes a successful project. What should RPRs focus on, how to maintain good relationships
     • Stormwater management
       • What do RPR’s do with stormwater management plan, what to do with field evaluations, addressing violations.
     • Group Sessions
       • Daily documentation
- What are you needing to document daily. More detail. Taking effective pictures and notes. Add substance to daily reports
- Conflict resolution
- How to deal with issues with contractors in a productive manner. Mutually beneficial result

**ix. Contractor Training Workshop**
- Exploratory Subcommittee
- DPW Representative – Jayson Watt
- Attendees – Office PM’s, Field PM’s, Superintendents, Jobsite Foreman
- Suggested Discussion Topics
  - City Standards Vs. INDOT Standards
  - CIP Vs. SiteManager
  - Pay Items
  - City Contracts Vs. INDOT
  - RPR and Inspector roles and duties
  - DPW PM roles and duties

**c. Betterment of DPW Processes Subcommittee**

i. **2022-2023 Chair – Haseeb Ghumman**

ii. DPW Representative – Ericka Miller

iii. Group has had 1 subcommittee meeting and Haseeb has met once with Ericka Miller

iv. DPW Overhead Rate Adjustment
   - Has been tabled at this time
   - DPW will be issuing the mileage rate memo soon. Look out for it in the next few months.

v. Contractual Inflation protection. Discussions on increases in both labor and material costs post-bid. Been looking at other states and how they are handling it such as in Ohio and Michigan. Still looking into this, hope to have an answer by the next meeting.

vi. Are bids leveling out or are we still seeing increases?
   - Per David Borden, it is not universal. Construction memo was released regarding inflation which applied to a vast majority of inflation. Completion dates into this year or next year were anticipated but some have still requested it. David thinks unforeseen is behind us. Have not been any further discussions regarding how this will be handled. Anticipating this happening again, what language can be put into play to address it in the future rather than on a case-by-case basis.

vii. Ideas or comments on Betterment
   - Subcommittee chairs to work with their teams to issue ideas to betterment committee. More in line with processes for example notice to proceeds. Things to be eliminated or added. Please send to Haseeb Ghumman.
   - Issues, thoughts on changes or betterments and or processes
   - i.e., Templates that could be updated, improved, procedures such as invoicing and NTP
   - Additional or new topics.

**d. Standards Changes & Updates Subcommittee**

i. **2022-2023 Chair – Mike Maurovich**

ii. Mike not present. Update given by Jason Deering.

iii. DPW Representative – Ericka Miller and John Bowen

iv. Subcommittee has held 3 meetings

v. Keeping DPW updated on standards changes

vi. SEPA process through the IMPO Federal Exchange Program
   - Held lunch & learn at DPW office. Good information presented, DPW will continue...
to work with IMPO on processes. Well received by DPW staff.

- Updates and lessons learned

vii. Continue to gather information Lunch & Learn presentation on topics presented 11/2/2022

e. **Standards Subcommittee**

i. **2022-2023 Chair – Randy Sanford**

ii. DPW Representative – John Bowen

iii. Held meeting former chair Zach Wolf

iv. Held meeting in September with John Bowen to determine needs

v. Current standards changes updated and on DPW website as of August 2022

vi. Timing issues with standards review – November & March recommended. Potentially review fall in the summer and summer in the fall.

vii. Recommendations to be taken before the board in June

viii. Currently working on next subcommittee meeting agenda

- Bi-annual updates
- Existing/Current Standards Link
- Transportation Standards Needs
- Traffic Standards – Nathan Sheets. Several standards that need to be discussed
- Storm Water Standards – Shannon Killian. This section may be in a different time frame.

ix. Next meeting scheduled for after the first of the new year

x. Websites Updates

- Link to new standards
- Mechanism for yearly updates

xi. Per John Bowen, already have a strong foundation for the standards. One issue that is seen across the board is consistency in plan sets. A lot of risks on Contractors, need to put out plans that are clear. Internally trying to build on CAD standards. Walking a fine line between clear enough and too rigid where there is no flexibility. Would like this committee to assist with this. CAD standards may be mimicked to INDOT but some additions specific to DPW.

7. **Misc. Items:**

a. Beth Bauer had no updates at this time. Participation is very strong. Contractor participation makes a lot of sense.

b. Exploratory subcommittee for Contractors. Look at doing that the second half of the year. Potentially have joint collaborations with ICI, Dan Osborn can be a good resource to assist with this.

c. Dave Henkel noted that it is PAC season. Board has setup a network of correspondence. Beth and the team have always been ahead on this. In 2016/2017 gas tax was passed, now that we are evolving from gas to electric, we need to make sure that funding is reflective of this. Gas tax sunsets in 2024, need to push to get it extended. Would like any help that can be provided with this. Diversity fair was held last week. There was very good attendance, record attendance from prior years.

d. Meeting Date – establish next meeting date with DPW at 3:30pm – Chris Miller to coordinate with DPW for 1st or 3rd Wednesday of the month. Will check with Dana Pearson.

e. Taking sponsorships for the last meeting of the year. Sponsorships for the upcoming meeting have already been secured.

f. Closing Comments
SUBCOMMITTEE MEMBERS

Designer Training/Workshop
Zach Bishton, *(Chair) Matt Larrabee*, Cassie Reiter, Sam Robertson

RPR Training/Workshop
Steve Chastain, *(Chair) Kevin Goldner*, Rich McPhail, Sanjay Patel, Melissa Walker

Betterment of DPW Processes
Jesse Combs, *(Chair) Haseeb Ghumman*, Aaron Kitchens, Cory Mahan

Standards Changes & Updates
Jason Deering, Ian Lesko, Jeff Matern, *(Chair) Mike Maurovich*

Current Standards
Michael Farmer, Racheal Wilson, *(Chair) Randy Sanford*, Stacey Paul