December 14, 2020

ACEC | Indianapolis Department of Public Works Committee
ACEC Indiana

Reference: Meeting

Subject: ACEC - Indianapolis Department of Public Works Committee Meeting 2020-2021

Indianapolis Department of Public Works Committee,

A virtual meeting was held on December 14, 2020 3:00 pm (EST) on the above referenced subject.

The following items were discussed during the meeting:

1. Dave Henkel opened the meeting with the introduction of attendees including DPW representatives
2. Dave Henkel asked DPW representatives for comments. Ms. Ericka Miller provided the following comments:
   - DPW has made progress with Human Resources to revisit salary scales
   - A new DPW Organizational chart is being put together and will be distributed to the committee
   - Several new full time positions are being posted for employment. They would like to hire approximately 6 new employees in the next 6 months
   - A new memo addressing DPW billing rates for consultants will be issued soon
3. Mr. Todd Wilson provided the following comments:
   - DPW released several LPA RFP’s for construction inspection services
   - He stated that there is a very large agenda for the DPW Board of Public Works to approve for new contracts
   - He thanked the committee for all the work that was done in 2020
4. Mr. Mike Massonne provided the following comments:
   - IDEM has issued an updated draft for MS4. He requested committee members try to review and offer comments if possible
5. Sub-committee 2020-2021 Chairs provided updates
   - **Funding:** Zach Wolf, Chair
     i. He reiterated goals to focus on funding research to address the funding ‘cliff’ in 2023
     ii. Continue to gather list of peer communities that are UniGov to provide potential sources of revenue not already identified which could be considered for DPW
     iii. He offered to create and provide DPW with assistance to create Fact Sheets which could be utilized by DPW to take to Indiana Legislators
• **Standards**: Chris Franz
  i. Met with city in October to discuss priorities moving forward 2020-2021
  ii. The subcommittee is eager to get going on the Transportation Standards update

• **Diversity**: Rich McPhail
  i. Committee is on hold at this time

• **Designer Training**: Roger Kottlowski
  i. He is looking into some other topics to bring to DPW to discuss and will report back at a later time

• **RPR Workshop**: Jesse Combs
  i. The RPR Workshop is scheduled for February 9, 2021
  ii. Everything is getting coordinated and set up
  iii. Draft Presentations are due on December 17, 2020

• **New Normal**: Steve Chastain
  i. Results of the committee survey were announced.
  ii. Based on the survey results, the following topics have been prioritized to be researched. The subcommittee will be providing the committee with reports by the end of February, 2021
    1. Working Remotely
      a. Provide a resource document with the findings
    2. Virtual Conferences and Training
      a. Provide a resource document with "What makes a successful virtual conference and training including pitfalls to avoid"

6. Ericka Miller commented that new contracts from the last RFP should all be issued in the new E-Contracts format
  i. Quite a few firms are currently also using the E-Invoice System

7. Director Parker provided the following updates:
   • The MPO has selected new upcoming projects by later in 2021
   • DPW is working internally to find funding streams. He is hoping that that the Indiana Legislators will allocate funds as well as the Federal Government will come through with a stimulus package

8. Meeting Adjourned

Sincerely,

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

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