

ACEC-Maine Transportation Committee Meeting
January 7, 2005
T. Y. Lin International - Falmouth

Attendees:

Jeff Andrews	T.Y. Lin
JoAnn Fryer	CLD
Bob Driscoll	HNTB
Larry Fitzgerald	URS Corporation
Tim Merritt	T.Y. Lin
Kathy Kern	Mactec
Chris Baker	VHB

I. RFQ/RFP Subcommittee Report

JoAnn Fryer reported on the progress of this committee. This group has been working to improve and streamline the RFQ/RFP process and has nearly completed their primary tasks, which consists of:

1. RFQ/RFP Flowchart/Timeline – The group has developed a draft final flowchart and timeline that meshes more effectively with MDOT’s budget/program development process. The goal here is to allow MDOT to better predict consultant needs, to better match the services to the needs, develop a selection process that is more streamlined, and provide consultants with a better sense of what is needed and when.
2. Revised RFQ/RFP Format and Requirements – The group has developed a draft revised RFQ/RFP template and requirements that should reduce confusion and redundancy in the process as well as reduce the effort expended by MDOT staff and consultants.
3. Single GCA Contract vs. Multiple GCA Contracts – It appears MDOT is leaning towards one GCA contract for each selected consultant that would include assignments from any unit within DOT. This is still being reviewed by MDOT’s upper management.

JoAnn and Chris have requested that all interested Transportation Committee members review the attached files relating to the flowchart and the revised RFQ/RFP format and return all comments by this Friday (1/14).

Jeff will write and letter of thanks to John Dority commending the MDOT staff on their support of this critical effort.

II. Bridge Subcommittee Report

Tim Merritt and JoAnn explained that this relatively new subcommittee started off strong and tackled a few key issues such as promoting and implementing combined technical (structural) training and improving the overall bridge project development process, specifically in terms of consultant involvement. MDOT has reorganized their subcommittee representation to renew their interest level in the group's activities. Mike White, Asif Iqbal, Wayne Frankhauser and Leanne Timberlake are the current MDOT members.

On the ACEC-Maine side, JoAnn Fryer has stepped down and Wade Brown from SEA has been selected to replace JoAnn.

The subcommittee's current focus is to develop processes and actions that can more efficiently transfer information (like staffing, policies and programs) from Maine DOT to the consultants. In that regard, MDOT invited Tim Merritt to attend their most recent internal group policy meeting. This will hopefully be a trend in which someone from ACEC-Maine can attend these meetings on a regular basis and provide feedback to the rest of ACEC-Maine members and the GCA consultants.

The group agreed that ACEC needs to develop a more consistent and open process for disseminating information from the subcommittee to the general ACEC-Maine membership. **Tim, Pam Heatherly and JoAnn will work with new member Wade Brown to develop a more defined information transfer process and report their results at our next Transportation Committee meeting.**

III. New Highway Subcommittee

Jeff reported that he and Brad Foley from Maine DOT have agreed to initiate a Highway Subcommittee, whose goals will be similar to that of the Bridge Subcommittee – efficiently transferring policies and technical information, efficient usage of consultants and developing a best practices guide. He asked the members present at the meeting if anyone was interested in serving on this new subcommittee. URS, HNTB and Mactec expressed interest. **Jeff agreed to call Brad Foley and get this new subcommittee off the ground. Jeff will also put out a call for other ACEC –Maine members who are interested in serving on the subcommittee.**

IV. Maine DOT Consultant Usage/Expectations

The group agreed that consultant usage needs to be discussed in detail at the next Joint Committee meeting.

V. Joint Training/Seminars

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The group agreed that we should form a Joint Training Subcommittee to suggest, organize and monitor joint training between consultants and Maine DOT staff. Jeff suggested we ask someone to serve as a Joint Training Co-Chair and be responsible to organize this effort by coordinating with the other subcommittees' training suggestions. Larry Fitzgerald indicated someone from his firm may be interested. **Larry to respond to Jeff on URS's interest prior to the next meeting.**

The group also discussed the need to develop a more formal financial arrangement to support seed costs for training sessions/seminars. The thought here is to establish something similar to the DEP Task Force, where ACEC-Maine acts as fund manager. **Jeff to request that this issue be placed on the next ACEC-Maine Board Meeting agenda.**

VI. Internal Organization

The group agreed to the need to develop a more formal organization of the Transportation Committee including rotation of Co-chair, requirements for subcommittees and other procedural elements. Jeff indicated he is looking to step down as Co-Chair and let someone else take on the position. **Jeff requested that the group think about this issue and be prepared to respond at the next Transportation Committee meeting. Jeff will also research policies and bylaws from other ACEC member organizations.**

The group also agreed that we need to develop a tactical plan for 2005/2006. This will be discussed in more detail at the next meeting.

VII. Next Meetings

The group has suggested that we try to set up the next Joint Committee Meeting with Maine DOT on Friday January 28th at 10:00 AM in Maine DOT's office in Augusta. **Jeff will contact Dave Burnhardt to set up the meeting and communicate our agenda items, which will include consultant usage expectations, single vs. multiple GCA contracts and joint training.**

The next Transportation Committee meeting (without MDOT) will be February 18th at 10:00 AM at T.Y. Lin in Falmouth.