



MEETING MINUTES

Georgia Partnership for Transportation Quality (GPTQ)
 Consultant Relations Committee (CRC)
 Tuesday, January 20, 2009, 10:30 am
 GDOT's 27th Floor Conference Room

In Attendance	Name	Organization	Email	Phone
Consultant Relations Committee Members				
	Bill Ingalsbe	GDOT/Bridge Design	bingalsbe@dot.ga.gov	(404) 631-1884
X	Brent Story	GDOT/Road Design	bstory@dot.ga.gov	(404) 631-1600
X	Bobby Adams	GDOT/Procurement	badams@dot.ga.gov	(404) 631-1438
X	Darrell Richardson	GDOT/Urban Design	drichardson@dot.ga.gov	(404) 631-1705
X	Gail D'Avino	GDOT/OEL	gd'avino@dot.ga.gov	(404) 699-4457
	Kathy Bailey	GDOT/Traffic Safety & Design	kbailey@dot.ga.gov	(404) 635-8134
X	Mike Haithcock	GDOT/Program Delivery	mhaithcock@dot.ga.gov	(404) 631-1562
	Ron Wishon	GDOT/Engineering Services	rwishon@dot.ga.gov	(404) 631-1753
	Dana Robbins	FHWA	Dana.Robbins@fhwa.dot.gov	(404) 562-3642
	Al Bowman	ACECGA LPA Group	abowman@lpagroup.com	(770) 263-9118
X	Joe Macrina	ACECGA/Wolverton & Assoc	joe.macrina@wolverton-assoc.com	(770) 447-8999
X	Ken Anderson	ACECGA/JJ&G	Ken.Anderson@jjg.com	(678) 333-0642
	Loretta Washington	ACECGA/LCW Engineering	lwashington@lcwengineeringinc.com	(678) 860-3018
X	Tommy Crochet	ACECGA/McGee Partners	tcrochet@mcgeepartners.com	(770) 938-6400
X	Linda Edwards	Environmental/EPEI	ledwards@edwards-pitman.com	(770) 333-9484
	Mike Holt	ITE/Gresham Smith & Partners	mike_holt@gspnet.com	(770)754-0755
	Matt Hicks	ACCG (Unofficial Member)	mhicks@accg.org	(404) 522-5022
Others				
X	John Heath	ACECGA/H&L	jheath@heath-lineback.com	(770) 424-1668
X	Jeff Fletcher	GDOT/OEL	jfletcher@dot.ga.gov	(404) 699-4442
X	Glenn Robertson	GDOT/Engr Software Team	grobertson@dot.ga.gov	(404) 631-1061
X	Susan Thomas	Edwards-Pitman	stthomas@edwards-pitman.com	(770) 333-9484

1. **Tommy Crochet called the meeting to order. There were no comments on the minutes from the previous meeting.**
2. **Active CRC Subcommittee Status Reports & Focus for Upcoming Months**
 - a. Bridge – Has been meeting regularly and has completed draft of the Bridge Detailing Manual, which is being reviewed by the subcommittee. Once revisions to the Manual are made per the review, the Manual will be submitted to Paul Liles for his review.
 - b. Consultant Procurement - Continues to meet on a monthly basis. Recent and ongoing activities include review of RFQ templates and contract provisions for insurance and indemnity.
 - c. Design & Constructability – no report
 - d. Environmental – Continues to help coordinate training required for consultant prequalification in environmental area classes. Working on the development of a course on how to use the Environmental Procedures Manual, which may include an on-line version. There is ongoing discussion on the possibility of requiring two professionals as a requisite for some or all of the environmental prequalification classes.
 - e. Traffic – no current report. The Signing and Marking Design Guidelines were published on the R.O.A.D.S. website in November. The Signal Design Guidelines should be completed and published shortly.

- f. QC/QA – No recent activity. The subcommittee will wait for the Director of Preconstruction and Director of Program Delivery positions to be filled and to receive guidance from those positions before working on revisions to the QC/QA Manual.

3. Inactive CRC Subcommittees (Geotechnical) - no report

4. GDOT Committee Status

- a. Plan Presentation – Updated PPG & EDG published on R.O.A.D.S. website on Jan. 5th. Close to finalizing implementation of InRoads/V8 for surveying. Discussed the possibility of adding a few consultants with InRoads & MicroStation V8 experience to the implementation team to provide input to the process. Glenn Robertson will check with his management to confirm the addition of consultants to the team, then get back with CRC to help with the solicitation, screening and selection of volunteers.
- b. Survey – will meet with the consultant members within the next two or three weeks to get their feedback on the draft version of the survey manual.

5. Old Business

- a. GDOT Consultant Prequalification Process – no update on potential changes to prequalification procedures or requirements, other than reported above concerning environmental.
- b. GDOT Cost Estimating Procedures – no update on potential changes to cost estimating procedures.

6. New Business

- a. The meeting schedule for 2009 was discussed and it was decided to continue with bi-monthly meetings on the 3rd Tuesday at 10:30 in the Urban Design conference room.
- b. Discussed GDOT representation to the CRC. The current GPTQ Operating Charter calls for a representative from the Office of Consultant Design to serve on CRC. Since OCD no longer exists, CRC recommends that in place of the OCD representative, one representative each from the Office of Program Delivery and the Office of Transportation Services Procurement should serve on the committee. Tommy Crochet will bring this potential operational charter revision before the GPTQ Steering Committee at their next meeting. In the interim, Mike Haithcock and Bobby Adams have been asked to participate on the CRC as representatives of OPD and OTSP, respectively

7. Next Meeting scheduled for March 17, 2009 @ 10:30 AM in GDOT's Urban Design Conference Room on the 27th Floor. Meetings for the remainder of 2009 have been scheduled for the following dates, all at 10:30 AM in the Urban Design Conference Room:

- **Tuesday, May 19, 2009**
- **Tuesday, July 21, 2009**
- **Tuesday, September 15, 2009**
- **Tuesday, November 17, 2009**