



MEETING MINUTES

Georgia Partnership for Transportation Quality (GPTQ)
 Consultant Relations Committee (CRC)
 Tuesday, July 21, 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
	Brent Story	GDOT/Road Design	bstory@dot.ga.gov	(404) 631-1600
X	Bobby Adams	GDOT/Procurement	badams@dot.ga.gov	(404) 631-1438
	Darrell Richardson	GDOT/Urban Design	drichardson@dot.ga.gov	(404) 631-1705
	Gail D'Avino	GDOT/OEL	gd'avino@dot.ga.gov	(404) 699-4457
	Kathy Zahul	GDOT/Traffic Safety & Design	kzahul@dot.ga.gov	(404) 635-8134
	Bobby Hilliard	GDOT/Program Delivery	bhilliard@dot.ga.gov	(404) 631-1148
	Mike Haithcock	GDOT/Program Delivery	mhaithcock@dot.ga.gov	(404) 631-1562
	Ron Wishon	GDOT/Engineering Services	rwishon@dot.ga.gov	(404) 631-1753
X	Dana Robbins	FHWA	Dana.Robbins@fhwa.dot.gov	(404) 562-3642
X	Don Hill	ACECGA/United Consulting	donhill@unitedconsulting.com	(770) 582-2863
	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, Inc.	lwashington@lcwengineeringinc.com	(678) 860-3018
	Tommy Crochet	ACECGA/McGee Partners	tcrochet@mcgeepartners.com	(770) 938-6400
X	Linda Edwards	Environmental/EPEI	ledwards@edwards-pitman.com	(770) 333-9484
X	Kent Black	ITE/Gresham Smith & Partners	Kent_black@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
	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
X	Steve Matthews	GDOT/Engineering Services		

1. Ken Anderson 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 – A meeting is scheduled for July 23 to go through comments on the checklists in the Bridge Detailing Manual. Next step after that will be publishing the manual.
- b. Consultant Procurement - Continues to meet on a monthly basis. Recent and ongoing activities include review of RFQ template, especially consultant workload information, and contract provisions for insurance and indemnity.

The Department is pulling up/reconstituting older prequalifications forms for review. A task force from within the subcommittee will be assembled for purpose of reviewing the forms and providing input on form modifications.

- c. Design & Constructability – Has reviewed provisions in the upcoming PDP release for Constructability Reviews. A Post-Construction Review on the I-85/SR 316 Interchange Project has been set for August 28.
- d. Environmental – Working to develop track for the Transportation Summit in November.

OEL is developing two training courses, not yet offered in any other format. All other

courses have been offered at least once, and offerings are now in the rotation. Some course re-offerings may not be available in the immediate future, which will require some firms to go out of state for training, assuming OEL approval.

OEL also starting to distribute working memoranda and guidance via an informal email distribution list. The desire is to develop a distribution process similar to that used by OPD in notifying design consultants of items of interest.

Traffic – No report. The Signal Design Guidelines were in final edits as reported at the May meeting of CRC and should be published in the near future.

- e. 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 –Inroads/Microstation V8 development is continuing and the Engineering Software TEAM is devoting as much time as possible towards the Phase 1 release for the Survey/Photogrammetry aspect, hopefully by the end of this summer. A task force has been set up to assist the implementation team by providing input during the next phase of the implementation process for design.
- b. Survey – The survey manual has been completed. A link will be set up on the OEL office website and also the ROADS website; IT will be contacted for support in posting. Updates are anticipated on an annual basis.
- c. PDP Revisions – No update. As reported in May, the PDP Review Committee, which included consultant and local government participation, has completed review of a substantial update and is making final edits before submittal to GDOT upper management for review. It is their desire to publish the updated PDP in July.

5. Old Business

- a. Cost Estimating – No update. As reported in May, the Department is evaluating the roll-out of Trns*port CES (Cost Estimation System) module for cost estimating and when to discontinue the use of DETEST, they are probably looking at about a six month roll-out. GDOT has begun using Trns*port CES for cost estimating on a limited basis, and will fully transition to using this product on all projects. The CES module works with other Trns*port modules for bidding and letting. GDOT continues to investigate options for consultants to use the software, which is extremely expensive, including a web based version, possible imports from spreadsheets, or Estimator (standalone software that interfaces with CES, about \$450/seat). However, there has been some indication that consultants may not have any requirements on the software they use to prepare the estimates as long as GDOT pay items are used. It was discussed by the consultants to see if anyone in the Transportation Forum has staff within their organizations that have used CES or Estimator in other states. Also discussed was the need to have the Pay Item Index and Item Mean Summary posted on GDOT's website in spreadsheet or database table format.

6. New Business

- a. Transportation Summit, Nov. 5: As discussed at the special-called CRC meeting on July 9, the Department will provide speakers, help plan session topics, and send participants. ACECGA members met last week to further flesh out the activities. There will be a morning general session, with afternoon breakout sessions following 3 tracks. The Summit is not a permanent substitute for the GPTQ workshop; rather it is a modified alternative this year to reflect GDOT budget constraints.
- b. Errors & Omissions: A white paper was drafted by the task force set up following the July 9 meeting; the paper was submitted to the Department on July 21 for review and comment. The white paper outlines task force membership, goals and objectives, and a schedule and work plan. See the attached draft.

7. Next Meeting scheduled for September 15, 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, September 15, 2009**
- **Tuesday, November 17, 2009**

Meetings for calendar 2010 were set for the 3rd Tuesday of every other month; meeting dates are January 19, March 16, May 18, July 20, September 21 and November 16.