



## MEETING MINUTES

Georgia Partnership for Transportation Quality (GPTQ)  
 Consultant Relations Committee (CRC)  
 Tuesday, March 16, 2010, 10:30 am  
 GDOT's 27<sup>th</sup> Floor Conference Room

In Attendance	Name	Organization	Email	Phone
<b>Consultant Relations Committee Members</b>				
X	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
X	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) 631-1122
	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
X	Don Hill	ACECGA/United Consulting	donhill@unitedconsulting.com	(770) 582-2863
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
X	Loretta Washington	ACECGA/LCW Engineering, Inc.	lwashington@lcwengineeringinc.com	(678) 860-3018
	Tommy Crochet	ACECGA/McGee Partners	tcrochet@mcgeepartners.com	(770) 938-6400
	Linda Edwards	Environmental/EPEI	ledwards@edwards-pitman.com	(770) 333-9484
	Kent Black	ITE/Gresham Smith & Partners	Kent_black@gspnet.com	(770)754-0755
	Matt Hicks	ACCG (Unofficial Member)	mhicks@accg.org	(404) 522-5022
<b>Others</b>				
	John Heath	ACECGA/H&L	jheath@heath-lineback.com	(770) 424-1668
	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	Scott Zehngraff for Kathy Zahul			
X	Susan Thomas	Edwards-Pitman	stthomas@edwards-pitman.com	(770) 333-9484
X	Steve Matthews	GDOT/Engineering Services		

a) **Ken Anderson called the meeting to order.** There were no comments on the minutes from the previous meeting.

### b) Active CRC Subcommittee Status Reports & Focus for Upcoming Months

- a. Bridge (Ingalsbe for Heath) –
  - No change - waiting for Bridge Office to publish draft Detailing Manual and request comments.
- b. Consultant Procurement (Adams) –
  - New IT project manager for electronic invoicing is John Solomon; replaces Nancy Casper.
  - Have used several “job order”-type contract for use with Prior Knowledge (PK) contracts for construction services.
  - Joanna Campbell will be working on updating the conventional contract template; currently busy with legislative items.
  - Electronic invoicing for conventional contracts – to be determined.
  - No update on status of PK contracts list for projects on hold.
  - Roadway Area Class clarifications (Richardson) – Darrell provided samples (see

attached) of Employee Qualification Statements (EQS) that are intended to replace resumes. These are specific to the individual and the Area Class. Each employee would fill out a form for each area class they wish to be qualified for. Darrell requested that any comments/questions be emailed to him. Intent is to have all the EQS templates completed prior to the next PreQuals meeting in April.

- Darrell indicated that proof of certifications would be required (eg, attendance at PDP training as evidenced by dates of attendance or the attendance certificate).
- The Design Manual lists the requirements for each area class.
- Alfreda Davis is/will be contacting firms whose Prequals renewals are coming up soon and requesting/recommending that they start preparing the prequals submittals with the new forms.
- Full roll-out is intended for June/July 2010.

c. Design & Constructability (Matthews for Wishon) –

- No change.

d. Environmental (Thomas for D'Avino) –

- Funding for FHWA review is on an interim basis until passage of extension of the Highways bill.
- FHWA won't sign off on a final document if the project is not in the STIP or TIP. FHWA will review drafts and will allow public hearings, but won't sign the final document unless the project is programmed.

e. Traffic (Zehngraft for Zahul) –

- Scott will be taking over completion of the Signal Design Guidelines. The current document will be updated to reflect the 2009 MUTCD.
- Scott will check regarding future committee initiatives: signal spec's review.

f. QC/QA (Macrina) –

- No recent activity. Joe to contact Bobby Hilliard re: status since initiatives underway for design certifications and E&O policy.

g. Geotechnical (Hill) –

- LFRD – need info/input from OMR on geotech requirements for LFRD for substructures (eg, seismic, CPT). Nothing definitive from FHWA; the Department has gotten exceptions for certain bridges.
- No progress yet on developing a geotech guidelines manual for haz site surveys and assessments.

**c) Inactive CRC Subcommittees – no report**

**d) GDOT Committee Status**

a. Inroads implementation (Richardson for Robertson) –

- Will have configurations and training materials by July. No training set up yet as no projects have been identified for Inroads design.
- Richardson noted that a current Bentley invitation for training is probably a sales pitch, as the Department is not providing any updates at the session, just a status report.

- b. Survey (Fletcher) –
  - No report
- c. PDP Update (Richardson for Crochet) –
  - PDP manual has been updated.

**e) Old Business**

- a. Cost Estimating procedures and software (Richardson) –
  - Still on target for all July lettings must have estimates in Trns\*port CES (Cost Estimation System). DETEST is going away.  
[carry-over comments from last month:]
  - OPD compiling a list of active contracts that would be affected. This will then require consultants getting accounts for access the the software; use of the software will remain under control of the GDOT PM and would be available only when permitted by the GDOT PM.
  - Consultants who need access to the software will need to contact their GDOT or Local Agency PM and request they be added to the list.
  - Consultants will be responsible for inputting quantities and developing unit pricing. Separate discussions will be required on whether a “missed estimate” constitutes an error.
  - Need further discussion on establishing unit pricing – access to datasets, historical policies by GDOT on pricing, etc. – and on establishing levels of effort doing the cost estimating (eg, will subcontracted specialized expertise be necessary).
  - There will be training on the mechanics of using the software.
- b. Task Force for Errors & Omissions cost recovery understanding/dissemination of information (Adams for Heath) –
  - Definitions regarding degrees of “negligence” are being jointly reviewed by the Department and consultants. A definition of “carelessness” is to be crafted.
  - Next step is to develop a final draft of the Professional liability language.
- c. Local Administered Projects process and training (Richardson) –
  - Training is on-going.
  - Approx. 12 local governments have applied for certification; Darrell not aware if a committee has been set up to review and approve the applications.

**f) New Business**

- a. QAQC processes and certifications (Macrina for Hilliard)
  - Joe will get with Bobby on status; see item 2.f. above.
- b. Consultant projects re-starts (Adams for Hilliard)
  - Transportation Procurement had 22 requests for Task Orders last week; most were relatively minor.
  - No list from Hilliard yet on restarts.
- c. No GPTQ session in 2010. Richardson suggested that the consultants should propose topics and the Department will respond. These could possibly be addressed in 1-2 hour training

sessions or 'brown bags' on an as-requested basis. It was noted that the breakout sessions at the 2009 Transportation Summit sponsored by ACEC was received favorably.

- g) Next Meeting scheduled for May 18, 2010 @ 10:30 AM** in GDOT's Urban Design Conference Room on the 27<sup>th</sup> Floor. Meetings for balance of 2010 have been scheduled for the following dates, all at 10:30 AM in the Urban Design Conference Room:
- Tuesday, July 20, 2010
  - Tuesday, September 21, 2010
  - Tuesday, November 16, 2010

# Employee Qualification Statement

Area Class 3.03 – Multi-Lane Urban Roadway Widening and Reconstruction  
Two Georgia Professional Engineers required

**Firm Name:**

**Employee Name:**

**Professional Engineer, GA #**

*Describe project experience (may be experience with previous firm) of one or more roadways. In brief, concise sentences and using the following format, please describe your work experience that demonstrates your ability to design (engineer) one or more portions of a widened roadway controlled access in an urban heavily developed area with many conflicts with utilities. Experience of design may include any aspect relating to AASHTO, GDOT or local jurisdiction design standards. Experience descriptions must be written in first person and must state the design personally completed.*

**1) Project and location:**

**GDOT PI# (If applicable):**

**Project Description (typical section, length (limits), etc.):**

**Employee's Design Responsibilities on Project (may include QC/QA):**

**List Project Reference (Include contact information):**

**2) Project and location:**

**GDOT PI# (If applicable):**

**Project Description (typical section, length (limits), etc.):**

**Employee's Design Responsibilities on Project (may include QC/QA):**

**List Project Reference (Include contact information):**

PRELIMINARY

Under penalty of perjury, I certify that the above information that I have entered is true and accurate.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

# Employee Qualification Statement

## Area Class 3.05 – Multi-lane Urban Interstate Limited Access Design

### Two Georgia Professional Engineers required

*Firm Name:*

*Employee Name and Current Position:*

Professional Engineer, GA #

*Describe project experience (may be experience with previous firm) of one or more roadways. In brief, concise sentences and using the following format, please describe your work experience that demonstrates your ability to design (engineer) one or more portions of a widened interstate highway in an urban area including urban interchange design, CD systems and system to system interchanges many conflicts with utilities. Experience of design may include any aspect relating to AASHTO, GDOT or local jurisdiction design standards. Experience descriptions must be written in first person and must state the design personally completed.*

**1) Project and location:**

**GDOT PI# (If applicable):**

**Project Description (typical section, length (limits), etc.):**

**Employee's Design Responsibilities on Project (may include QC/QA):**

**List Project Reference (Include contact information):**

**2) Project and location:**

**GDOT PI# (If applicable):**

**Project Description (typical section, length (limits), etc.):**

**Employee's Design Responsibilities on Project (may include QC/QA):**

**List Project Reference (Include contact information):**

PRELIMINARY

Under penalty of perjury, I certify that the above information that I have entered is true and accurate.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

# Employee Qualification Statement

## Area Class 4.01 – Minor Bridge Design

Two Georgia Professional Engineers required

**Firm Name:**

**Employee Name:**

**Professional Engineer, GA #**

*Describe project experience (may be experience with previous firm) of one or more bridges. In brief, concise sentences and using the following format, please describe your work experiences that demonstrate your ability to perform work in Area Class 4.01. Experience descriptions must be written in first person and must state the minor bridge design experiences that were personally completed. The combined experience descriptions must at a minimum include: preparation of construction plans for non-complex vehicular bridge structures generally using simple or continuous spans of reinforced concrete, pre-stressed concrete, or steel with concrete bents founded on steel piles or spread footings.*

**1) Project and location:**

**GDOT PI# (If applicable):**

**Project Description (crossing information, bridge type, structure description, etc.):**

**Employee's Design Responsibilities on Project (may include QC/QA):**

**List Project Reference (Include contact information):**

**2) Project and location:**

**GDOT PI# (If applicable):**

**Project Description (crossing information, bridge type, structure description, etc.):**

**Employee's Design Responsibilities on Project (may include QC/QA):**

**List Project Reference (Include contact information):**

Under penalty of perjury, I certify that the above information that I have entered is true and accurate.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

# Employee Qualification Statement

## Area Class 4.02 – Major Bridge Design

Two Georgia Professional Engineers required

Firm Name:

Employee Name:

Professional Engineer, GA #

*Describe project experience (may be experience with previous firm) of one or more bridges. In brief, concise sentences and using the following format, please describe your work experiences that demonstrate your ability to perform work in Area Class 4.02. Experience descriptions must be written in first person and must state the major bridge design experiences that were personally completed. The combined experience descriptions must at a minimum include design and preparation of construction plans for complex/high-level vehicular bridge structures. These structures include by not limited to those with deep water foundations, curved girders and post-tensioned components as well as complex interchanges.*

1) Project and location:

GDOT PI# (If applicable):

Project Description (crossing information, bridge type, structure description, etc.):

Employee's Design Responsibilities on Project (may include QC/QA):

List Project Reference (Include contact information):

2) Project and location:

GDOT PI# (If applicable):

Project Description (crossing information, bridge type, structure description, etc.):

Employee's Design Responsibilities on Project (may include QC/QA):

List Project Reference (Include contact information):

PRELIMINARY

Under penalty of perjury, I certify that the above information that I have entered is true and accurate.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

# Employee Qualification Statement

## Area Class 5.01 – Land Surveying

**Firm name:**

Years of firm experience performing Area Class 5.01 work:

List all survey equipment used by firm (number):

List number and type of personnel in firm for Area Class 5.01:

**Name of registered professional and position in firm:**

Georgia Land Surveyor registration number:

Expiration date:

Years of registered professional's experience:

**Project experience for all key personnel in this Area Class:**

**Employee name and position in firm:**

*In concise, complete sentences and using the format below, describe your work experiences that demonstrate your ability to perform Area Class 5.01 work. List only projects on which you have directly performed Area Class 5.01 work. Experience descriptions must be written in the first person. Copy the heading below for each project you wish to include in your qualification statement. Additional sheets may be attached as necessary. (See example.)*

1) Project name and location:

GDOT PI# (if applicable):

Primary role/responsibility on project (may include QC/QA):

Project references and contact information:

Project work description:

2) Project name and location:

GDOT PI# (if applicable):

Primary role/responsibility on project (may include QC/QA):

Project references and contact information:

Project work description:

PRELIMINARY

Under penalty of perjury, I certify that the above information that I have entered is true and accurate.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

1 of \_

# Employee Qualification Statement

## Area Class 5.02 – Engineering Surveying

**Firm name:**

Years of firm experience performing Area Class 5.02 work:

List all survey equipment used by firm (number):

List number and type of personnel in firm for Area Class 5.02:

**Name of registered professional and position in firm:**

Georgia Land Surveyor registration number:

Expiration date:

Years of registered professional's experience:

**Project experience for all key personnel in this Area Class:**

**Employee name and position in firm:**

*In concise, complete sentences and using the format below, describe your work experiences that demonstrate your ability to perform Area Class 5.02 work. List only projects on which you have directly performed Area Class 5.02 work. Experience descriptions must be written in the first person. Copy the heading below for each project you wish to include in your qualification statement. Additional sheets may be attached as necessary. (See example.)*

1) Project name and location:

GDOT PI# (if applicable):

Primary role/responsibility on project (may include QC/QA):

Project references and contact information:

Project work description:

2) Project name and location:

GDOT PI# (if applicable):

Primary role/responsibility on project (may include QC/QA):

Project references and contact information:

Project work description:

PRELIMINARY

Under penalty of perjury, I certify that the above information that I have entered is true and accurate.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date