

LOCAL AGENCY REEVALUATION TASK FORCE

Meeting Minutes

Tuesday, January 25, 2011

8:30am CDOT Videoconference Facilities/Teleconference

The following Videoconference Rooms were used:

ConfRoom-Video HQ-Room 159, ConfRoom-Video R2-Colorado Springs, ConfRoom-Video R3-Room 308, ConfRoom-Video R4-Platte, ConfRoom-Video R5- Durango Mtc.

Attendees: Carol Anderson, James Barwick, Scott Brace, Shaun Cutting, Brad Eckert, Joanne Fagan, Tim Frazier, Art Griffith, Matt Jagow, Randy Jensen, Brian Killian, Neil Lacey, Dave Loseman, Heather McLaughlin, Don Scanga, Justin Stone, Karen Sullivan, Tim Tuttle, David Valentinelli, Jeff Wassenaar

WELCOME AND INTRODUCTIONS – Neil Lacey, CDOT Project Development

1. Review and discuss 12/9/10 Meeting Minutes

Joanne asked to clarify that the use of CDOT specs is not required under the “Bid Items” discussion. Minutes were approved by the group. **Action Item:** Karen will revise prior to posting to the website.

2. Task Force Member Discussion on progress of the Task Force to date – 30 minutes

- Are we achieving what you thought we would at the beginning?
- Anything else that you can suggest that we should be working on?
- Are you interested in continuing to meet past February?

Several members commented that good progress was being made on the most pressing issues. Based on the way CDOT is supporting the program, the risk based approach looks reasonable. The group agreed to discuss this topic again after review of the Task Force Tracking Sheet.

3. Review of Task Force Tracking Sheet

- **Discussion and Developing Recommendations for Task Force Ongoing Activities**
Access Management – Action Item: David V will add this topic to the Pre-application checklist. Include LA Manual and form 1243 in Recommendations box.
Award Concurrence – Richard Ott’s new process will be incorporated in the LA Manual.
Certification and Acceptance- Group suggested recommendation should state that a risk based approach will be used at this time due to lack of CDOT staff. C&A may be the way to go in the distant future.
Change Orders – LA Manual revision being reviewed by group. Revision will be issued when final. This revision also addresses LA funded change orders separately.
Checklist (Form 1243) – Brian noted that the Labor Compliance Officer uses OTIS to determine if Davis-Bacon wages need to be paid on a project. The regional Local Agency Coordinators also have access to this program.

Construction Management (Local Agency) –

- 1) Group wants to include list of applicable Policy Memos in the LA Manual (hot linked to the Policy Memos if possible). Asked that QA/QC Training Manual link and upcoming LA training offered by FHWA (anticipated release is 4/15) be included on the webpage as well.
- 2) **Action Item:** Jeff is reviewing draft checklist to be used for PM 23 waiver. Once Jeff has provided input, Neil will send it out to the group for review.
- 3) Group thought that the LA construction project staffing plan that Neil had developed might be a useful tool to determine level of potential risk, but do not want completion of the form to be mandatory.

Construction Management (CDOT) –

- 1-3) Draft Risk Assessment has been sent out for group to review. None of the states contacted shared their site review forms. **Action Item:** Group needs to provide input to Neil on the Risk Assessment and to develop the field monitoring forms to document site reviews. **Action:** Neil to send out e-mail requesting input on weighting, and categories of projects for risk based approach.
- 4) Group agreed that LA should not be precluded from administering a project on the interstate and that it should be left up to the Chief Engineer/RTD on a project by project basis. Jeff Wassenaar to discuss with others in CDOT.

Consultant Contracts –

1&2) Neil is developing a checklist of state/fed requirements and guidance for use of LA's "on call" consultants. Both documents will be sent to group for review when available.

3) Neil is working with David V on a Small Purchase Policy to pilot on a Region 5 project. Federal guidance materials indicate that even the base \$100k could become ineligible for Fed reimbursement if the \$100K cap was exceeded. Any contracts funded with state dollars would require a qualification based selection process. Guidelines will be sent out for review when available

Davis-Bacon Wages – Group agreed with recommendation.

DBE/GFE - 1-3) EEO wants to hold meetings with the LAs.

Environmental – Tim T following up on changing need for Functional Assessment from 0.1 acre to 0.5 acre on LA projects per USACE finding.

FIPI- Action Item: Neil to complete meeting summary and follow up questions/answers from the 1/18 meeting once he receives responses from ROW and FHWA.

Forms- The suggestion was made to hot link the form references in the LA Manual to the Forms Catalog as well as hot linking to the forms in a project timeline/flowchart. **Action Item:** Brian will e-mail the group the spreadsheet that Region 3 developed at the start of the ARRA projects.

Funding- Tim T is working with his Business Office/Business Office Managers to explore ways to make it easier to move funds between phases. Region 2 has not found a project to pilot swapping funds.

Furnish Material- Draft revision to LA Manual has been sent out for review. FHWA pointed out that they won't pay until the material is installed. The state would be at risk if CDOT reimbursed the LA before it was installed. Group wanted to know if LAs acquiring these materials could use the cost for match or overmatch. **Action Items:** Group needs to comment on revision. Karen will clarify match issues in the revision.

IGA's & Purchasing Agreements – Jeff gave the group an update on the Treya efforts. The main effort is to develop standard contract templates and develop a contract tracking system to improve transparency.

Innovative Contracting – New Innovative Contracting Manual will be issued shortly and reference will be tied to LA Manual.

LA Manual –No update on timeframe for new LA Manual. Webpage development is in process. Group agrees that a flowchart of the LA project process should be incorporated in the LA Manual and on the webpage. **Action Items:** Jeff will discuss issuing interim LA Manual changes as LAM Bulletins with Larry Brinck. Neil and Jeff will schedule meeting with Office of Govt. Relations to discuss plan for LA Manual rewrite and review. Neil is hopeful that regional LA coordinators will be included in reviewing and commenting on the draft chapters as they become available.

Local Agency Process (Changes)– Group agreed that we are using a tiered process for pieces of the LA project process and are showing recommendations under the different parts.

****Local Agency Webpage-** Development in progress. Jeff asked that this effort be listed separately on the Tracking Spreadsheet. **Action Item:** Neil to add this item to the spreadsheet.

Materials- Neil talked to Jay Goldbaum in Staff Materials and he is amenable to changing the 250 process. Jay is waiting on the results of the IAT reviews/audits before formulating the change. Material Final Documentation Training is coming up on 2/2.

Action Item: Neil will talk to Jay about having Materials for Managers classes in the regions.

Mountain Communities – Group suggested that this was a good discussion to include in the Pre-application checklist. **Action Items:** David V will add to Pre-application checklist. Regions provide input to Neil for strategies they want to use to help mitigate the short construction seasons.

Off-System Bridge – Bridge has drafted a guidance letter for providing technical assistance to LAs. Once internal review is complete, Neil will send to group for review and comment.

Planning- Group agreed with recommendation to provide TIP cycles for MPOs/TPRs on website.

Pre-Application Checklist- David V sent out an updated draft on 1/24. **Action Item:** Group needs to review and get comments back to David V.

Project Closeout- Action Item: Brian and Karen looking into specifics of Gunnison situation of \$400/month being assessed during 16 month project closeout.

Project Tracking – SAP tracking is under development.

Reimbursement – Group would like clarification of format and materials needed for reimbursement request. Joan pointed out the 45 days is usually more like 60-75 days and asked if the 45 days could be reduced. **Action Item:** Karen is researching process and timeframes.

ROW – 1-3) Group agreed with the recommendations for these items.

Specifications- Brian and Matt indicated that the specification review by Larry Brinck's Unit has impacted the ad dates on several projects because of the long queue. **Action Item:** Neil emphasized that it is the Regional LA Coordinators job to follow up on the review of the specs for their projects but he will discuss this concern with Larry. Neil and Larry are also working on a checklist of state/fed requirement on specs/contracts for the regions to use for review and developing a spec writing class for LAs.

Staff Resources- 1&2) Group agreed with the recommendations for these items. Group reported that several regions are already planning on using residencies to monitor LA project construction this summer.

Training: Group wanted the presentations for various trainings to be available through the LA webpage as well as training schedules. **Action Item:** Karen to circulate the training list generated earlier by this task force. Group should review and update the list.

4. Regroup on Progress of Task Force to date:

Group agreed to finalize the checklists and other work documents through e-mail and discontinue the task force meetings at this time. Neil pointed out that it would be beneficial for the regions to meet regularly with the LAs. Questions and problems can be brought to the LART for discussion and changes implemented through the LART. **Action Item:** Neil will follow up with Justin to see what issues he was referring to prior to the tracking spreadsheet review.

5. Follow Up to Jan 18th FIPI Meeting:

Action Item: Neil to complete meeting summary and follow up questions/answers from the 1/18 meeting once he receives responses from ROW and FHWA.

6. Final Recommendations:

Neil is envisioning a final report discussing the task force recommendations. Attachments would include responses to comments brought up at the statewide meetings and an updated summary version of the tracking spreadsheet. A draft schedule for wrapping up the Task Force will be sent out soon. The meeting proposed for February 25th is cancelled. No future Task Force meetings are currently scheduled. Documents to be reviewed by Task Force will be sent out via –email or posted on CDOT Local Agency Reevaluation webpage.