

# ACEC / NCDOT JOINT SUBCOMMITTEE ON CONSTRUCTION & MATERIALS

October 27, 2021  
Meeting Minutes

The meeting was held on October 27, 2021, using a virtual Teams Meeting at 1:30 pm. In attendance were:

NAME	REPRESENTING	EMAIL ADDRESS
Jamal Atkins	Volkert	jamal.atkins@volkert.com
Jack Cowsert	ECS Limited	jcowsert@ecslimited.com
Michael Davis	RS & H	michael.davis@rsandh.com
Frank Gioscio	ESP Associates	fgioscio@esspassociates.com
Christine Goins	RK&K	cgoins@rkk.com
Kevin O'Dell	Summit	kevin.odell@summitde.net
Brian Hunter	NCDOT – Materials and Tests Unit	bhunter@ncdot.gov
Wiley Jones	NCDOT – Construction Unit	wwjones1@ncdot.gov
Michelle Long	NCDOT – Chief Engineer's Office	mglong@ncdot.gov
Thomas Payne	NCDOT – PSMU	tpayne@ncdot.gov
Jason Salisbury	NCDOT – Division 6	jsalisbury@ncdot.gov
Boyd Tharrington	NCDOT – Construction Unit	btharrington@ncdot.gov
Todd Whittington	NCDOT – Materials and Tests Unit	twhittington@ncdot.gov
Sherell Williams	NCDOT – Construction Unit	sherellwilliams@ncdot.gov

## [ACEC Subcommittee Business](#)

Minutes from the July 21, 2021 meeting were approved.

## [Training](#)

### o M&T Training Updates

- Given recent attendance rates (a mixture of full classes and classes with open seats), M&T feels that they are providing the appropriate number of classes. Note that both the Field Concrete and QMS Roadway courses are now accepting 40 people/class.
- A full calendar year schedule will be posted online before the end of November. It is a tentative list; classes will not be removed, but may be added.
- M&T will continue to offer class registration on a quarterly basis because it is easier to make substitutions and provide refunds. Classes for the first quarter of 2022 will be opened for registration by mid-December.
- COVID-related provisionals are set to expire on 12/31/21. If there are special circumstances where COVID provisionals have not been recertified, please contact Jim Sawyer.
- Non COVID-related provisional certifications are available for out-of-state technicians. Please contact Jim Sawyer to request consideration. A resume of the candidate must be provided, and a written test may be administered.

## Discussion Items

- **New PO Processing Timeline**
  - Task orders will be kept on a 12-month cycle. This allows Divisions to forecast needs for the year ahead.
  - When requesting new Purchase Orders, firms must monitor their remaining Contract Authority to ensure adequate funds remain to support new Purchase Orders. If supplemental funds need to be added, contact Sherell Williams and Michelle Long.
  
- **Fixed Billable Rates (Loaded Rates)**
  - NCDOT has identified four firms which they would like to include in the pilot of a Fixed Billable Rate program (RS&H, DRMP, Volkert, and Summit). In addition, they have identified NCDOT committee members including Boyd Tharrington, Sherell Williams, Michelle Long, Robert Stroup, Thomas Payne, and Trevor Carroll. A representative from M&T may also be added.
  - OIG will be made aware of this initiative to provide input.
  - A kickoff meeting will be scheduled for the week of 11/15/21 or 12/6/21.
  
- **Engineers' Rates – CRS**
  - A meeting is schedule with the Chief's Office the week of 11/1/21 to discuss details of possible implementation.
  
- **Engineering Technician I Trainee Rates**
  - In response to the Industry's request made at the July meeting, NCDOT will issue a certificate of completion that can be attached to salary calculator requests to reflect the two years of experience gained through completion of the Trainee program.
  - Upon completion of the Trainee program, a graduate is paid higher than an entry-level Transportation Technician I who enters the industry through a two-year degree. NCDOT feels that this decreases the value of a two-year degree and proposed lowering the entry level rate for a Trainee so that a graduating Trainee rate is commensurate with a starting Technician I rate. The Industry representatives cautioned against this approach, citing the overall competition within the labor market and the need for continued growth of our industry. NCDOT has asked the Industry to provide suggestions on alternative approaches.
  
- **Workload Forecast**
  - CCU will ask Divisions for projected CEI needs within the November/December timeframe, with results to be provided to the Industry in December/January.
  - Projections will be provided statewide, and by region.
  
- **High Level Financial Status Report**
  - The Industry expressed interest in receiving high-level updates on the State's finances and construction budget. NCDOT was happy to accommodate and will begin sharing information at the January meeting which will in-turn be provided to all member firms.

- Reimbursable Rates not Commensurate with Experience
  - Concerns have been brought to the Subcommittee’s attention regarding potential disconnects between a technician’s experience level and his or her assigned technician level and resultant rate of pay. Specifically, there is concern that Divisions are requesting staff with the qualifications of a Transportation Technician III, for example, but only being offered the role and rate of a Transportation Technician II. Firms have cited budget constraints as possible causes for this.
  - Mr. Tharrington stated that it was not the Department’s intent to pay staff less as a means of budget control. He will discuss with Division Construction Engineers at an upcoming meeting in December. He also requested specific examples if firms were willing to share.
  
- Subconsultant Payment Documentation
  - The Chief’s Office has a focus on utilization of subconsultants. As a result, NCDOT will be replacing the current DBE-IS form with a Subconsultant Invoice Sheet which tracks payments to subconsultants. The form will require the prime to report payment dates to subconsultants and must also reference the subconsultant’s invoice number, not only the prime’s invoice number.
  - Similar to the DBE-IS form, this coversheet should be included in invoice packages even if no subconsultants are being utilized.
  - Once available, this coversheet will be posted to the NCDOT Connect site.
  - Coversheet will be required for utilization beginning 1/1/22.
  - As an additional note, NCDOT Design Disciplines will begin utilizing a coversheet similar to the CEI Coversheet.
  
- Truck Rates on Long Term Contracts
  - If project-specific contracts extend beyond their original completion date, NCDOT is willing to consider increasing truck reimbursements to current monthly rates on a case-by-case basis when adding supplemental funds to the contracts.
  - No changes will be made to existing project-specific contracts.
  
- Upcoming Projects
  - A list of anticipated CEI project-specific advertisements can be found at the following link:  
<https://connect.ncdot.gov/letting/ProfessionalServices/Pages/anticipatedadverts.aspx>

Next NCDOT/ACEC Meeting: Wednesday, January 19, 2022 at 1:30 pm.