

ACEC/NCDOT Project Delivery Subcommittee

February 3, 2023, Meeting Minutes
Teams Meeting (Virtual & in person)

Phone:

Brandon Jones (Co-Chair)	NCDOT Division 5
Paul Garrett (Co-Chair)	JMT
Kevin Bowen	NCDOT Chief Engineer's Office
Glenda Gibson	NCDOT Technical Services
Derrick Weaver	NCDOT Technical Services
Terry Canales	NCDOT Technical Services
Jennifer Evans	NCDOT Project Management Unit
Robert Stroup	NCDOT PSMU
Tom Payne	NCDOT PSMU
Tatia White	NCDOT Roadway Design
Matthew Jones	NCDOT Division 9
Roberto Canales	LJB
Jerry Page	Gannett Fleming
Tim Goins	VHB
Ed Edens	AECOM
Steve Smallwood	Stantec
Kevin Alford	Wetherill
Jennifer Farino	RS&H
Michael Fendrick	CDM Smith
Greg Purvis	Wetherill/ACEC

Welcome and Introductions

- Brandon Jones welcomed the group to the Quarterly Project Delivery Subcommittee Meeting and introductions were made.

Approval of Last Meeting Minutes

- Paul Garrett asked if anyone had any objections or comments on the last subcommittee meeting minutes dated November 3, 2022. The minutes were approved after receiving one small comment and no objections.

Chief Engineer's Office (Kevin Bowen)

Legislative News

- Leigh Jackson (Legislative Affairs Director) has spent lots of time gearing up for the Legislative sessions; however, the Legislative session is just getting started so not much to report on at this time but should have news soon.

Technical Services updates (Derrick Weaver, Glenda Gibson & Terry Canales)

Personnel moves (Derrick)

- Joel Gulledge has been promoted to the Location and Surveys Unit Head.
- Glenda Gibson has joined the Technical Services Office as our 2nd Deputy Technical Services Director.

Small Professional Services Firms (SPSF) (Terry)

We reported out last time that the Chief's Office has asked the Technical Services Office to develop the policy and procedures associated with the legislative revision. We have been working with the Chief's Office and will be meeting with the Office of Civil Rights tomorrow. After their input we will be sharing with ACEC for input before it is finalized.

OpenX Steering Committee (Glenda/Tatia)

- The purpose of this committee is how to transition to ORD in a manner that minimizes project risk and develop a timeline for the transition.
- As you may be aware, ss2 and ss4 is no longer supported which introduces risks to our designs.
- Since this impacts not only NCDOT from central to highway divisions, it also impacts our industry partners. With that, we have a diverse committee that represents industry and NCDOT interests and concerns.
- Since the last time we met we sent out a survey to determine the readiness of our industry partners for the transition and it was all over the board.
- The most important time frame is over the next two years. The goal is to develop solutions and potential channels that a project can follow.
- We will say that 3D plans are nice (and eventually will be needed), but right now our primary focus is on delivery in the 2D format.
- The Steering Committee will be meeting bi-weekly
- For ACEC comments or concerns on OpenX, please pass along to one of the three ACEC members of the committee:
 - Andrew Poszich andrew.poszich@rsandh.com
 - Jacob Duke jduke@kcaeng.com
 - Tim Merrill tmerrill@espassociates.com

CADD Coordinator Committee (Terry, with support from Glenda/Tatia)

- We had our first meeting this week. The committee started out of necessity as our CADD and workspace knowledge is walking out the door into retirement both from an IT and a user perspective.
- The purpose of this committee is to focus on the short- and long-term direction of the CADD Coordinators and a focused direction from NCDOT to our industry partners for consistency.
- The first meeting was very eye opening as we learned how things changed over the years in the support roles for the CADD Coordinators...or lack thereof, and now there is a gap that the CADD Coordinators are trying to fill along with their day-to-day jobs.
- We are currently getting more input from the Coordinators and will be prioritizing and developing a business plan to the Chief Engineer's Office by the end of April.

Industry-wide Recruitment (Terry)

Since we have discussed it before in this subcommittee, we have started moving forward with working with ACEC on recruitment efforts on an industry basis. Yesterday we had our first small meeting with Jim Smith, our office and NCDOT HR. More to come.

DOT is starting to post some training positions in areas such as Location and Surveys, Photogrammetry and Geotech. Some divisions are also posting tech trainee ads.

There was a lot of discussion on work force recruitment areas such as the student chapter of NCLUG, 1st Robotics in Clayton, WTS, and senior design classes, etc.

Conferences (Derrick)

NCDOT has two upcoming summit or workshop:

- *4th Annual NCDOT Research & Innovation Summit, March 29th and 30th at the McKimmon Center.* They are holding an in person event as well as virtual. You can get more information at the Research & Innovation Summit website at <https://itre.ncsu.edu/ncdot-summit/>
- *Preconstruction Workshop on May 16th and 17th at the McKimmon Center.* The first day we will have an SPSF Outreach event like we did last year with our units and divisions. We will also be reaching out via ACEC for sponsors for our reception again. Registration for this event will open on April 3rd. Thank you all very much for your help.

Project Management Unit Updates (Jennifer Evans)

PM Training

- Jennifer stated they have a good group working on this training.
- They are defining project manager training needs.
- It will be DOT specific, have a soft skill component and be PMP type training.
- They will solidify the components and then decide who to offer and how to do it.
- More to come ---

Central Advertisement for PMU

- PMU GESC advertisement will be out March 15, 2023.
- PMU requests PEFs to follow their guidelines for Meet and Greet requests (see page 5 of 5 of these minutes).

Method for distributing memos and information to consultants

- Jennifer asked for feedback on how to best communicate/distribute memos and information from NCDOT to the industry. Are the mailing lists working or should it be distributed to and through ACEC?

Roadway Design (Tatia White)

- Research Standards and Innovation Team – in charge of Roadway Design Manual (RDM) and ORD.
- They are adding some things such as reviewing Engineering Standards across the country.
- May updates expected for RDM.
- Tatia encourages firms to provide questions or feedback using the following link:
<https://apps.ncdot.gov/ContactUS//Home/PostComment?Unit=RDM>
- The 3R guidance team is expected to provide a 3R guide proposal by the end of February to the steering committee.

Professional Services Management (Robert Stroup)

- Robert urges consultants to keep their CRS accounts active - get in system every 28 days to keep it active and open.
- Master LSC is up to date.

Advertisements

- Strategic General Services (Chiefs office) contracts are out
- Roadside Environmental – Roadside Aesthetics selections is ongoing
- Roadside Environmental - Erosion Control & Sediment Control advertisement will be February 15th or March 1st.
- Western On-call is being extended for one more year.
- Central PMU to advertise March 15th.
- Location and Surveys advertisement will be February 15th.

Division Comments and Open Discussion

- Paul Garrett mentioned his three-year term is up this summer so he's looking for volunteers to replace him as co-chair.
- Steve Smallwood and others brought up issues with ProjectWise. ProjectWise has shut down before which stops work efforts, there were issues with ORD and folder structures. DOT is still thinking about these issues but is still moving toward ProjectWise use.
- Steve, Jennifer, Jerry, Derrick and Glenda discussed issues related to possibly overwhelming utility companies with work and right of way acquisition. You may need to build in more time in project schedules for RW and utilities. Don't hesitate to ask utilities section for a quicker turn around if project is urgent.
- Tim Goins brought up issues with the scope generator leaving out utility tasks and SMU was missing a task or two. NCDOT is working on issues and provide any issues that arise to Derrick.

Next Meetings

- The rest of the year meetings are scheduled for Thursdays on May 4th, August 3rd, and November 2, 2023 at 1:30 PM, Chief Engineer's Conference Room & Virtual Option

PMU Firm Meet and Greet Guidance

In anticipation of the upcoming advertisement of 2023 Central Planning and Design Contracts, the Project Management Unit understands that firms will want meet with our staff. We have assembled some guidance to help streamline the process and set expectations/discussion topics that will make these meetings more productive.

- Please coordinate meeting requests through:

Claire Chiancone
Administrative Specialist
Project Management Unit
919 707-6309 (office)
crchiancone@ncdot.gov

- When making the request please indicate if the firm prefers an in-person or virtual meeting.
- Claire will schedule a 45-minute meeting. We ask that the meeting stop on time to allow us a few moments in between meetings and other commitments.
- In addition to the normal staff introductions and project experience discussion, we ask that the firm's presentation includes:
 - Their team's approach to delivering a wholistic project product for NCDOT (including planning, design, ROW, Utilities and Construction Support)
 - Their approach to ensuring open and productive communication both to PMU staff and project teams
 - How the team will ensure their deliverables are quality products before they are submitted to NCDOT
 - A description of how their firm ensures they have the capacity and qualified resources to deliver submittals and the overall project on time.
 - Examples of engineering judgement their team has applied in the past and how this impacted project delivery
 - Their team's experience with the Project Delivery Network
 - Examples of the strategies their team has taken to get a project back on schedule when a critical path activity or deliverable has slipped. How did they know this strategy was successful?
 - Their team's desired approach on how NCDOT should work with them should issues or concerns arise that need elevation or resolution
- NCDOT will be prepared to speak to:
 - Our understanding of current and future workload and organizational structure across the teams in PMU
 - Potential usage of GESC and/or on-call contracts
 - Our thoughts and expectations on what quality wholistic project delivery looks like.
 - Our commitment to open communication and partnership with firms