

ACEC/NCDOT Project Delivery Subcommittee

May 4, 2023, Meeting Minutes
Teams Meeting (Virtual & in person)

Phone:

Brandon Jones (Co-Chair)	NCDOT Division 5
Paul Garrett (Co-Chair)	JMT
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
Jerry Page	Gannett Fleming
Tim Goins	VHB
Ed Edens	AECOM
Steve Smallwood	Stantec
Kevin Alford	Wetherill
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 February 3, 2023. The minutes were approved with no objections.

Chief Engineer's Office

Legislative News

- No updates from the Chief's office but Brandon said the Board will adopt the STIP in June. The sales tax transfer brought in more money as did the IJA funds; however, costs are going up and 10-year revenue projections are going down by \$600 million. This resulted in a lot of projects moving out a year. There were some regional projects with major changes.

ACEC Co-Chair and Subcommittee Members (Paul Garrett)

- Steve Smallwood volunteered to take over as Co-Chair for the Project Delivery Committee for outgoing Co-Chair Paul Garrett. No one objected and Steve was approved to take over after the meeting.
- Resumes for new subcommittee members are due on Friday May 5th, 2023.

- Ed Edens, Michael Fendrick and Paul Garrett have completed their three-year commitment to the subcommittee. Three new members will be selected prior to the next meeting in August.
- Also, Brandon Jones has served as co-chair of the Project Delivery Subcommittee for several years and is likely to also roll off this subcommittee by the next meeting in August. Big thanks to these four people especially Brandon for their service.

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

Small Professional Services Firms (SPSF) (Terry)

- We received comments from our industry partners. Thank you very much. The documents have been finalized (both the procedures and the policy) and we are checking with our Governance Office for next steps with the policy. In the meantime, we will be drafting up language for SPSF advertisements.

PMU and PM Training (Jennifer)

- Comprehensive update on DOT's vision for PM training to be provided at Preconstruction Workshop. Goal is to provide training statewide first to DOT. There is a PM leadership committee that just met and discussed how to solicit information and training for all areas of Project Management.
- Status and Roll Out of 2024 Standard Specs and Drawings
 - Effective with January 2024 Letting
 - Standard Specs and Drawings should be available on-line by this summer and printed by September. Expectation that no supplementals will be requested from firms to make those changes. Will be discussed at Pre-con conference in the PS&E breakout session.
- Update on Cost Estimate Efforts – timely updates are needed. Trying to update estimate forms to better align with the PDN. Will be discussed at Pre-con conference budget breakout session. Cover sheet on estimates to identify things outside pay items like working in restricted urban areas, railroad coordination, moratoriums, major utility coordination, etc.
- Upcoming Contract Time Lunch and Learn available in August.
- There was some discussion about what can be shared publicly and when. There may be some PM guidance at some point related to issues that can arise in this area.

Industry-wide Recruitment (Terry)

- No new updates from the last meeting in February, but we will be having a student outreach at the Preconstruction Workshop for students in HS, Technical Schools and Universities in the area. This is more of an NCDOT centric outreach, but we hope to be able to mimic it for career fairs in the future.

Audit Report (Brandon)

NCDOT Chief financial officer reported this week that the latest audit report received last week had no findings against DOT for estimating and financial reporting so that was excellent news!

15th Month Meeting (Terry)

- Getting ready to introduce the 15th Month to Let meeting chaired by the Director of Field Support. This will be mentioned at the workshop. The meeting will solely focus on **central** let projects (TIP) that are 15 months prior to the let date. The NCDOT Project Manager of the respective project is to be prepared to demonstrate the project is ready to be added to the 12-month let list (12MLL), necessary deliverables that will be completed prior to let, and that any potential risks are identified and will be addressed/mitigated. This meeting will align with [expectations \(see below\)](#) to have recent cost verification prior to the project being added to the 12MLL.
- The desire that this will bring more reliability to the 12MLL and assist in improving the let success of NCDOT to its goal of 89% or higher.
- As part of a continued effort to improve the Department's cost estimation processes and ensure the most accurate cost estimates are available in a timely manner, beginning September 1, 2022, the following requirements apply for a Central or Division-Managed project for central let prior to moving forward:
 - A cost verification memo with updated right-of-way, utilities, and construction estimates no older than 3 months should be provided 7 months prior to right-of-way authorization (i.e. prior to the project being added to the 6-month right-of-way list).
 - A cost verification memo with updated estimates no older than 3 months should be provided 13 months prior to construction authorization (i.e. prior to the project being added to the 12-month let list).
- Pre-construction workshop will go into detail about issues with not turning in complete plans on time and what is missing, etc.

New MOU's (Derrick)

- We finally signed the MOU for the new merger process. Will be working on training in the next two or three months. The merger rewrite really rights the merger to follow what we have been doing lately. Covers lots of changes that are now official.
- DOT and Wildlife Resources signed a MOU to cover wildlife crossings. Should help with wildlife crossing grants, etc.

Roadway Design (Tatia White)

- Will be releasing new version of Roadway Design Manual the end of this month. It is a living breathing document.
 - New vertical clearance for rails along southeast passenger rail corridor.
 - New constructability items for structures that Aaron Earwood talked about previously.
 - Direction given to new checklists required by departments with submittals (replaces 2012 checklists or are new checklists).
 - There will be a redline version as well as list of changes as usual.
- There has been coordination with IMB to get ahead of bike guide that should be out by the end of the year.

- They have been working on the submittal guidelines. Has sent to some firms for input. Hoping to put out in the next couple of months.
- Open X steering committee
 - Risk Assessments and developing strategies to move forward.
 - Coordination between Open X and larger digital delivery committee is ongoing.
 - Pilot projects with PMU to understand what it looks like to convert a project. They understand the model is not the deliverable when we provide an implementation date. Still have to get 2D plan to contractor.
 - Coordinating with other units (SMU, Rail) and divisions to see where they are.
 - Pre-con workshop will discuss digital delivery and Open X.
- Digital Delivery survey is going out this week to registrants of workshop on DOT and ACEC side.
- Projectwise was discussed a bit with some concerns mentioned from the ACEC side, more information will be coming at our next meeting. Tatia doesn't mind emails with concerns in this area.

Professional Services Management (Robert Stroup)

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

Advertisements (dates could change!)

- Rail Design for R2R should come out June 1st
- PMU LSC's are going through selection process now and hope to have results by the end of May
- Erosion Control contacts selected last month should be coming out for selected firms
- Location Survey contracts are going through signature process.
- Same thing with TMSD contracts
- Statewide CEI on-call should be coming out around June 1st
- Feasibility studies should come out June 1st

Division or Industry Comments and Open Discussion

- Vacancies have gone down a little with NCDOT. Average days of vacancies has improved quite a bit.
- Skilled labor is still an issue such as mechanics.

Next Meetings

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