



MEETING MINUTES
ACEC-IL / IDOT Liaison Committee
Committee Meeting

Location: Bloomington-Normal Marriott Hotel & Conference Center
201 Broadway Avenue
Normal, IL 61761

Meeting Date: Thursday, November 14th, 2019

Time: 9:00 AM – 10:15 AM – ACEC-IL members; Pre-meeting
10:30 AM – 10:45 AM – Break
10:45 AM – Joined by IDOT
12:00 PM – Wrap Up

Topics to be discussed:

1. Welcome and Introductions

- Jack Elston (IDOT)
- Anthony Quigley (IDOT)
- Pam Simon (IDOT)
- ACEC Members

2. Review of Meeting Minutes – ACEC-IDOT member meeting – June 6th, 2019

- The minutes of the June 06, 2019 meeting were approved without comment.

3. ACEC-IL Updates – Kevin Artl – Not Present (ACEC)

4. IDOT Updates

- Jack Elston (IDOT Central Office)
 - Director Loete's last day will be tomorrow (November 15, 2019). It is anticipated that the new Director of Highways will be announced around Thanksgiving 2019.
 - IDOT will be leaning heavily on the industry to deliver the Capital Bill. The Department is confident on its, and the consultant's, ability to deliver the program.
 - Professional Transportation Bulletin (PTB) 194 is very robust with many projects, but also will have a few revisions. The Department is confident that future bulletins will not require as many revisions.
 - The new Multi Year Program (MYP) has been published.

- \$2 Billion in engineering work over the life of the MYP.
 - All Districts are represented and have opportunities as the MYP addresses need throughout the entire state.
 - The projects that are included were vetted to ensure that they are all “needs-based”.
 - The projects selected were considerate of IDOT’s TAMP Program. There are not too many projects where capacity is being added.
- IDOT will be publishing a one year “look ahead”. It has not been determined when the “look ahead” will be released – at the beginning of the fiscal year or some other benchmark. It was also noted that the “look ahead” will be the “best guess” as to what the Department sees coming over the next 12 months. IDOT requested that it is not appropriate for consultants to be asking questions regarding which specific bulletins specific projects are on.
- Staffing
 - There are several positions that are currently not filled:
 - Director of Highway Project Implementation
 - Deputy Director, Division of Aeronautics
 - Director of Finance and Administration
 - Bureau Chief of Local Roads and Streets
 - Region 5 Engineer
 - Bureau Chief of Innovative Project Delivery
 - Sheleda Doss, after a brief hiatus, is back at the Department as Chief Operating Officer.
 - IDOT is not limiting their search to fill these positions from within the Department.
- As of the Last Professional Transportation Bulletin the salary cap was increased to \$78 per hour.
- The Professional Transportation Bulletins will be getting larger. Larger projects may require presentations.
 - The Department recognizes that there is a lot of time and money put into presentations.
 - Feedback / Debriefs are not going to be provided by the Department because it is too burdensome, and the Department does not have the capacity.
- Letters of recommendation – Consultants should not submit letters of recommendations. There are Senate Bill 51 issues and at a minimum, it is awkward for IDOT.
- Innovations
 - IDOT is always looking for industry ideas.

- Mentor Protégé Program is only allowed on state funded projects. IDOT is looking to revamp program to make Mentor Protégé available on federally funded programs.
- Anthony Quigley (IDOT District One)
 - The Department is gearing up for snow and ice handling. Bringing on an additional 500 snow birds this season. Normally brought on the first of November, but there have already been four snowfall events this year.
 - Salt and vehicles are not a concern this year.
 - District One's staffing is holding steady at approximately 1100 people. District One is currently looking to hire. They are targeting 45 engineers per year for the next several years. The Department is also looking for highway maintenance workers.
 - District One is trying to hire more personnel to deal with the influx of the items on the bulletin. Twenty items are on this current bulletin for District One and there will likely be 20 items on the next bulletin. May consider bumping up the number of consultants that the Department currently have in the building.
 - Other District One staffing notes:
 - Cory Jucius from the District One Bureau of Traffic is retiring.
 - Chad Riddle was promoted to the Bureau Chief of the Bureau of Local Roads and Streets.
 - Projects that District One is highlighting from the Multi Year Plan that are currently ongoing:
 - Circle Interchange – 78% complete. Last four contracts will be out this spring.
 - 159th Street is working towards substantial completion.
 - Interstate 80 Phase I is winding down. Design approval is estimated at the start of the year. This is the Governor's signature project.
 - I-80 from east of Route 30 to Cherry Hill Road - Will be three lanes and is under construction and anticipated to be complete in 2021.
 - I-55 and Weber Road – Currently in Year One and are primarily working on utilities.
- Pam Simon (IDOT Diversity)
 - Capital Bill – There are many contracts out and more coming. IDOT continues to push for Diversity and Inclusion. For the first time in history – IDOT assessed liquidated damages to a consultant who did not meet their diversity goal. Pam is asking that consultants let the IDOT Project Manager know if you will be expecting an issue to meet the diversity goals.
 - IDOT expects that consultants are able to recoup some administrative costs when helping a protégé on a mentor protégé commitment. Protégés will be asked if and how the mentor helped them to ensure that the program is effective.

5. ACEC-IDOT Committee / Subcommittee / Working Group Updates

- IDOT Standard Agreement Working Group – John Clark (Peralte-Clark)
 - i. No updates since last meeting.

- IDOT 3D Modeling Task Force – John Clark (Peralte-Clark)
 - i. The committee delivered the comments that were received on the ORD workspace to IDOT. IDOT is reviewing the comments and incorporating them as appropriate.
 - ii. ACEC National Conference had a presentation on 3D model deliverables.
 - 1. The presentation was seen by representatives of both the Illinois Tollway and IDOT.
 - 2. Several Risk Management issues that need to be addressed as part of these discussions are:
 - a. Standard of care
 - b. Warranty
 - c. Insurance
 - d. Etc.
 - 3. There is a panel discussion that will take place today directly after lunch at the ACEC Fall Meeting.
 - 4. IDOT will be taking the lead on workspace development. The Illinois Tollway will be taking the leading on the implementation.

- Administrative Policies Committee – Salvatore Di Bernardo (Ciorba)
 - i. The survey on the Local Roads Agreement process indicated that it takes approximately 8 to 10 months for an agreement to be approved.
 - ii. The committee spoke with Greg Lupton to try to see where ACEC members could help to expedite the process.
 - iii. Secretary Osman’s goal is to get the contract approval process down to 2 months.
 - iv. IDOT is updating the CECS for Local Roads. This new CECS Form will adopt the raise in the salary cap. It is expected that this can be launched in the beginning of the year. It should be noted that:
 - 1. The Task Force had been reviewing the forms for bugs.
 - 2. The forms will address Phases I, II, III engineering services.
 - v. Other issues that should be noted regarding the processing of the agreements:
 - 1. The draft review from the District takes a long time. It is imperative that the consultants ensure that the CECS Package is accurate on the initial submittal.

2. For a Phase I and II job, Design Approval is required before the Phase II CECS Package can be submitted. In District One, there are two separate agreements that are required for Phase I and Phase II.
 3. Local agencies are allowed to work “at-risk” as detailed in the FAST Act. If funding isn’t approved, then the Local Agency would be funding the consultant’s work on their own. If the funding is approved, the expended “at-risk” money that was spent would be paid back. At-risk work could be a way to help keep the project moving forward.
 4. IDOT has been having issues with staffing that are affecting the approval process.
 5. A checklist to ensure that the draft proposal is accurate on the first submittal will help save some time.
 6. Passage of Senate Bill 2284 would remove the Grant Accountability and Transparency Act (GATA) requirements from the contracting process. Some members of the committee are supporting the bill.
 7. ACEC wants to collaborate with IDOT to ensure that we can all deliver the projects that are promised as part of the IDOT MYP.
 8. Next steps:
 - a. It is important that the committee and IDOT remain engaged in trying to come up with solutions.
 - b. The council of mayors and other local agencies can help to ensure that pressure is applied to make the changes necessary to evolve the process.
 - c. Development of a process map could help the consultant community get a better understanding of the process and how ACEC can help.
 - d. IDOT is trying to fill positions, but the process to hire staff is long - eight months to a year.
 - e. Can a comparison with other states solicit ideas to help the situation?
- District One – Stacie Dovalovsky (not present), Chair (Clark-Dietz)
 - i. There is an ADA Design seminar taking place on December 5 at the IDOT District One Office. Consultants interested in attending should reach out to Carlos Feliciano at carlos.feliciano@illinois.gov to get registered.
 - ii. Innovations subcommittee
 1. The subcommittee is seeking presentations. If interested, please send a message to Denis Hogan from Baxter and Woodman at dhogan@baxterwoodman.com.
 - iii. The subcommittee is working with high schools to promote Civil Engineering as a profession.
 - District Eight – Steve Donahue, Chair (Horner & Shifrin)

- i. Kirk Brown and Keith Roberts evaluating how funding will affect D8.

6. New Items

- The ACEC Committee would like to restart discussions on putting on a seminar that focuses on doing business with IDOT.
- Would IDOT consider a Meet and Greet with the Selection Committee members again?
 - i. IDOT would not have any objections to making the committee available if the consultant community found benefit in the meeting. It was noted that ACEC would perform all coordination and setup for the meeting.
 - ii. There is a substantial cost associated with putting on the meet and greet and the meeting must to be open to ACEC non-member folks.
 - 1. Could potentially be held at T.H.E. Conference where many of the folks that would attend the meet and greet would already have this event on their calendars.
- MOT for Pedestrians Standards
 - i. It is not currently the job of design consultants to provide MOT for pedestrians (it is the responsibility of the contractor). There has been a legal precedent set where litigation has been initiated because of injuries sustained by pedestrians venturing out because no MOT was provided.
 - 1. IDOT – Jack Elston – is doing a fact-finding mission to find out what the issues are.
 - a. Liability is on the contractor once construction starts.
 - b. IDOT also noted that according to FHWA guidance – IDOT provides more detail than the FHWA requires.
- Phase II Plans
 - i. Quantity changes that are performed at the Central Office have the potential to create issues elsewhere in the plan set.
 - 1. An issue came up during a specific situation where there were some coordination issues with different people working on multiple versions of the plans.
 - ii. Any changes to a sealed set of plans by the Department should be coordinated with the designer of record.
 - iii. IDOT feels that this was an isolated incident and it was noted that there was only one instance of this happening to any of the member firms represented in the committee.
- IDOT Selections
 - i. A better understanding within EPAS that could provide the ranking of consultant SOI would be helpful in lieu of formal feedback.
 - ii. IDOT spoke briefly on the Selection Process
 - 1. Once SOI's are submitted, the District reviews, grades/scores, and ranks the SOI's based on the criteria that is published in the PTB.

2. The Selection Committee members look at (among other things):
 - a. The prime firm's capacity
 - b. The DBE utilization that is being proposed in the SOI
 - c. When was the most recent previous selection of the firm
3. Is any scoring generated automatically by EPAS?
 - a. There are a couple items that are prepopulated by EPAS (e.g. evaluations). The Districts have the ability to override those scores based on their individual experience with the firms.
4. IDOT offered the following ways to get more work:
 - a. Anytime a firm is selected - do good work. That is the easiest way to keep getting selected.
 - b. Regarding SOI's – make them specific to the project and respond to the PTB. Be concise as much as possible.
 - c. Discuss the project's specific issues and tailor the SOI's to the project.
5. Feedback from the Department on SOI's is not possible due to the amount of submissions for each item.
6. ACEC members recommended IDOT to put on a two-hour long seminar to specifically address what they want in a proposal. The Department could touch on good proposals and bad proposals. This seminar would help to demystify the process.
 - a. The Department was reluctant because one reviewer may have a preference in one area over another area that is more important to a different reviewer.
 - b. Additionally, the "good proposal / bad proposal" could be problematic if someone recognizes who wrote the proposal.
- iii. The IDOT "look ahead" will be a good tool for the community. IDOT is committed to providing this enhancement.
- iv. The member firms acknowledged that including the top three firms listing and number of firms submitting/eligible were great additions to the press releases.
- v. IDOT Hiring
 1. Salaries are already rising.
 2. How can the industry have input on IDOT's salaries? In some cases, IDOT employees can't afford to take a promotion. This situation is problematic for the Department.
- vi. Design Build
 1. IDOT thought they were close to getting design build legislation tied to the Capital Bill. The legislature may be able to get design-build with the Veto Session. IDOT has a legislative team that works on these types of initiatives. IDOT would like to have P3, design-build or any other delivery

method available. Illinois is one of the last states to still not have design-build legislation.

2. IDOT feels that the consultant community's concern with bait and switch could be handled within the agreement and does not need to be part of the legislation.
3. The other concern is over whether design-build leaves out the smaller businesses and DBE's.

vii. Consultant evaluations

1. IDOT want to reduce the amount of active contracts. To close out a project, they need to complete the evaluations. The Central Office has been pushing to the Districts to close out projects and provide evaluations/feedback.

viii. Thresholds for presentations - \$10M

1. IDOT is considering raising the threshold required for presentations to be a part of the selection process.
2. The Department generally targets three presentations; however, if only two firms (or more than three firms are needed) then the Department will have the latitude to reduce or add to the number of presenting firms as necessary.
3. The requirement to present is included in the advertisement.
4. It was suggested that the Department should be letting firms know if they are not shortlisted.
 - a. IDOT does try to notify firms as quickly as possible that they have been shortlisted and need to schedule a presentation.
 - b. The Department will not be notifying firms that are not shortlisted.

- Doing business with IDOT Training

- i. Training could help ensure that all the administrative things are done properly on the consultant side – CECS, Proposals, Invoices, etc.
- ii. If there are changes that the Department is instituting, it may be an appropriate time to have training.

7. Next ACEC/IDOT Full Committee Meetings (Tentative):

- Tuesday, May 19th, 2020 – Bloomington, Illinois (Firms & IDOT)