

MINUTES FOR APRIL 23, 2019 MEETING

ACEC-IL IDOT LIAISON COMMITTEE
IDOT AERONAUTICS SUBCOMMITTEE
LOCATION: ACEC – ILLINOIS OFFICE
SPRINGFIELD, ILLINOIS
10:30AM -12:00PM

A. WELCOME AND INTRODUCTIONS

See attached sign in sheet.

B. IDOT – IDA UPDATES & DISCUSSION TOPICS

Omar Osman is currently “acting secretary”.

Ken & Beth have retired or left IDOT.

There has been little movement in refilling positions.

IDA is still short on staff.

See attached IDA organization chart with the outstanding vacancies.

IDA continuing to pursue filling of vacancies.

Construction Section may try to bring back employees on 75-day contract.

TIPs format will be like last year.

No recent news on Supplemental funding.

C. ACEC-IL DISCUSSION TOPICS

1. IDA UPDATE ON NEW STANDARD SPECIFICATIONS

IDA is close to submitting an updated draft based on -H spec.

IDA continues to work on internally.

Hoping to have an approved version by end of this Federal fiscal year.

2. STATUS OF ANY NEW DRAFT POLICIES OR MEMORANDUMS

Policy initiatives are on hold – trying to keep caught up on existing workload.

Consultants requested that IDA reach out in advance of any updates or changes.

3. FUTURE SCHEDULING OF RE CLASSES

Consultants requested that IDA consider holding RE classes again.

IDA believes that there is value in this but have some concerns – existing staff shortfall and final form of specifications.

Classes could potentially refrain from specification discussion until finalized and focus on the administrative / paperwork side of things – review of forms required, typical issues, frequency of submittal, etc.

EEO & DBE issues could be discussed.

Consultants could possibly facilitate a webinar if that would help IDA in the class delivery.

IDA reminded Consultants to pull latest forms from IDOT website.

4. CHANGES TO AIRPORT RESIDENT APPLICATION (AER-34)

I. CHANGES WITHOUT COORDINATION

II. DEPARTMENT'S MINIMUM REQUIREMENTS

III. WHAT IS THE ISSUE THAT THE FORM CHANGE IS INTENDED TO ADDRESS?

See attached handout from IDA.

IDA is still relying on the IDOT IDA memo of June 20, 2012, regarding "Resident Engineer Qualifications" (attached).

IDA discussed the old AER-34 versus the new version.

When issued, Consultants were concerned that new requirements could be implemented that were previously not required.

In addition, there was concern for the approval of last-minute staffing changes in advance.

IDA noted that Consultants need to "seek" approval in advance if there is a last-minute change.

Discussed the use of a "blanket approval" prior to start of construction season. IDA believes that they need to have documentation for each project individually.

Note that new form requires the Project Manager to be identified.

The PM must be a P.E.

The Consultants will review the certification statement to see if this conflicts with the Contract.

Discussed the use of entry level & summer intern staff on projects and prior history of use in the engineering field. Entry & intern staff need to provide "value" to the project and not just in "learning mode".

Discussed the use of a "certified inspector" versus P.E. for erosion control inspection.

Consultants advised IDA if there are any changes to the requirements, we will need some time to get the necessary certifications or training.

5. CHANGE ORDER APPROVALS

I. WAYS TO EXPEDITE

II. AUTHORIZATION FOR CONSULTANT

III. NEED FOR LETTERHEAD & EXECUTED FORMS IN ADVANCE OF APPROVAL

IDA is planning to move back to the “old process” which allowed coordination & approval via email / phone with change order execution to follow.

Still need to get advance approval for changes.

AER-51 submittal not needed for approval – can follow IDA approval.

Do not delay AER-51 submittal for an extended period – get executed version in as soon as possible.

IDA is revisiting threshold for various levels of approval which may cause a revision to the AER-51.

Discussed the use of “as built” for quantity changes and the need for prior approval. IDA differentiates “final measurement” versus “true changes or quantities not shown in the plans”. “True changes or unaccounted quantities” need additional / advance coordination.

Also refer to the Construction Documentation Manual for final measurement limits.

Discussed need for letterhead in change order requests – suggested using email to coordinate and letterhead could be part of the executed final submittal. IDA will follow up on this.

6. EEO / DBE CLOSEOUT

Consultants requested sooner reviews to limit duration of open contracts or follow up after contracts terminated.

All recognize that this area is not currently fully staffed. IDA continues to pursue additional staff.

Near the end of the project, REs need to check with IDA on status of submittals, etc. to determine what may be outstanding.

Consultants may be asked to do more in the future – with the appropriate training and compensation.

EEO / DBE could be part of the RE training discussed previously like that done for the primary local let projects.

7. USE OF THE SECTION III.C HOLD HARMLESS FOR PAPERWORK

Consultants continue to see the omissions clause be used for “paperwork” type deficiencies versus the typical application of “errors & omissions” related to design.

IDA believes that there are varying degrees of paperwork deficiencies – some that are limited versus significant documentation not completed during construction.

A concern of IDA is the allowance of materials not meeting specifications or lack of documentation that should have been done at the time of occurrence.

8. REDUCE THE AMENDMENT FORM (AER-2020)

Consultants requested that IDA consider ways to reduce the time required to complete the amendment request.

IDA is OK with information in a different format as long as the info they request is included.

IDA understands that the amendment preparation takes time but is willing to entertain the additional effort as part of the proposed amendment.

D. ROUNDTABLE DISCUSSION

IDA is continuing to investigate earlier release of the Design Phase 10% retainage.

There may be changes coming in the use of the MISTIC & ICORS systems. IDOT has reached out to IDA on this.

E. FUTURE AGENDA ITEMS

IDA likes the use of the “focused topic” meetings – i.e. – construction, design, invoicing, etc.

Minimizes the need to bring all staff to every meeting.

IDA is flexible on meeting location.

F. TENTATIVE SCHEDULING OF NEXT MEETING

Tentatively thinking about a meeting in September.

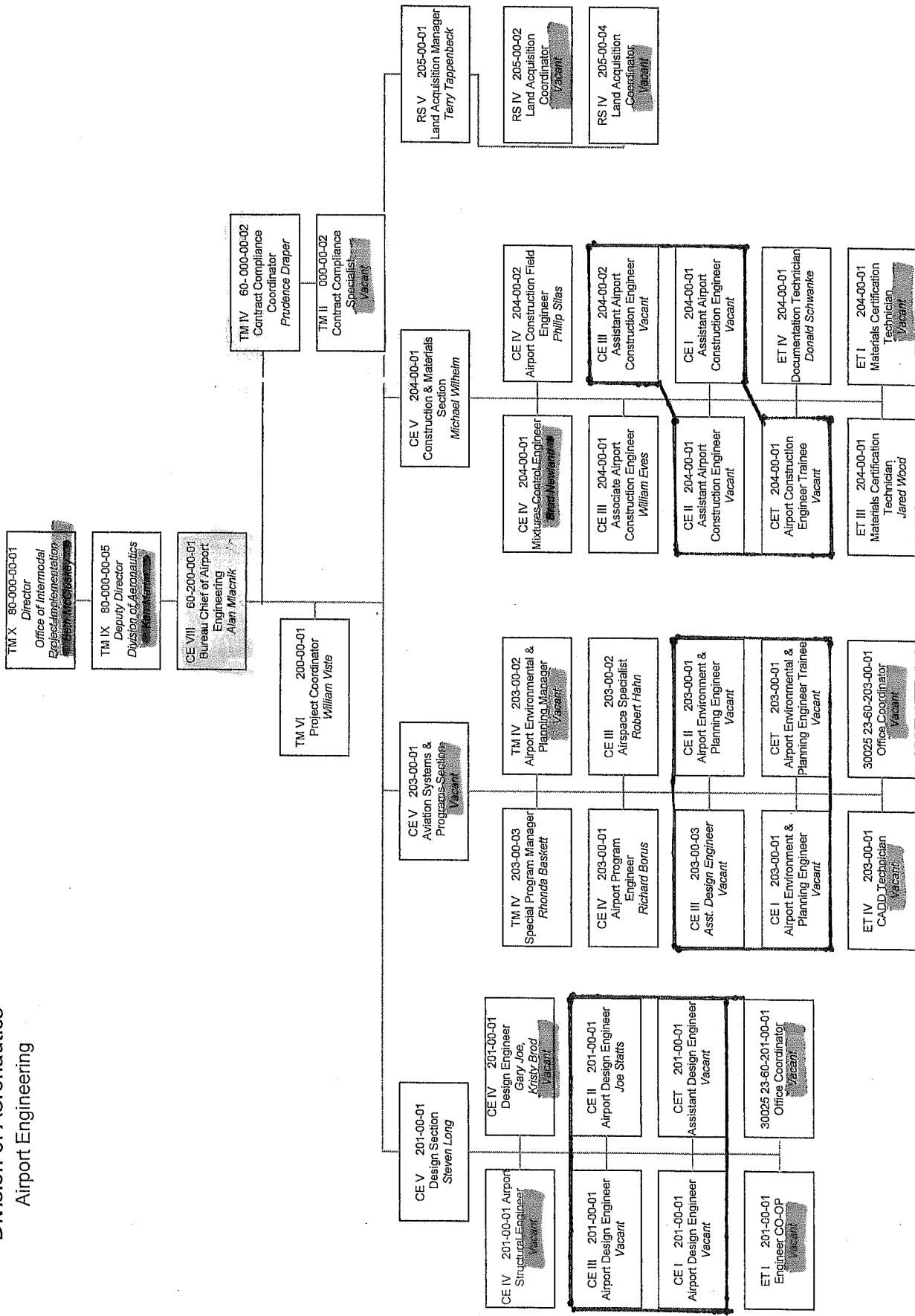
G. ADJOURN

SIGN - IN SHEET
IDOT AERONAUTICS SUBCOMMITTEE MEETING
ACEC-IL IDOT LIAISON COMMITTEE

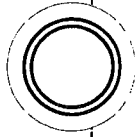
4/23/2019

NAME	REPRESENTING	EMAIL
RANDY VOGLER	CMT	RVGLER@COMENTER.COM
Mike Wilhelm	IDOT/AERO	Michael.Wilhelm@illinois.gov
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Illinois Department of Transportation
Office of Intermodal Project Implementation
Division of Aeronautics
Airport Engineering



4/23/19

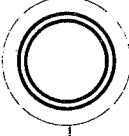


IDOT/AERO

AER 34 UPDATE

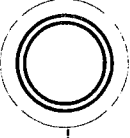
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Old AER 34 Weaknesses



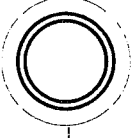
- ✧ Did not document existing requirements for Project Manager
 - AIP 1000, Section 1030
 - *The Project Engineer/Manager shall be a Professional Engineer, licensed in the state where construction takes place (or a reciprocal state), and shall have overall responsibility for construction observation of the project*
 - Other minimum requirements for experience
- ✧ Did not clearly identify Project Manager responsibility
 - shall supervise all...construction observation personnel
- ✧ AER34 intent was always to ensure that consultant personnel meets State Specific Requirements on IDOT-let projects
 - Particular attention to state paving and documentation
 - For other items we are willing to rely on the consultant's professional assertion they are qualified via the certification statement: Geotech, electrical, Navajds, etc.
 - All these assertions are subject to audit.

Old AER 34 Weaknesses



- **Prior Approval** — how can your client determine there was adequate engineering oversight unless they can view the field inspection personnel's qualifications ***before*** work has started?
 - AIP Sponsor Guide "10 days prior to the preconstruction meeting....submit construction observation program to the FAA for review."
 - Agreement I.C.2.a " ...furnish the name and qualifications of the Resident Engineer in writing for approval of the participating agencies prior to the preconstruction conference...."
 - Industry standard, IDOT/Highways Construction Memorandum 61 requires prior approval
- **Authority** - *As the Grant Issuing Agency and a co-sponsor of the grant, IDOT/Aero reserves the right to request the qualifications for any aspect of construction engineering.*
- **Agreement** — agreement page 1 " ...will be governed by professional ethics....". State Law, professional engineering act of 1989, Standards of Professional Conduct "...Licensees shall perform services only in areas of their competence

Description of Changes



- The net change is an addition of one page:
 - PM identification and signature
 - Summary of inspection personnel proposed
- You can request possible substitutes or assistants up front – don't have to wait last minute.
- If there is an unavoidable last minute substitution – certification statement says “seek” approval, not “obtain” approval.

FIELD INSPECTION STAFF RESUME

Consultant Airport Construction Inspection Personnel Plan Continued

Page of

IL Project #:

Candidate Name: Printed Name: Signature:

Email Address: Mobile Phone Number:

Consulting Firm:

Education: List highest level Date graduation:

Documentation of Contract Quantities Certificate #: Expiration Date:

Professional Engineer License #:

Experience and Other Qualifications/Training of the named applicant to provide construction inspection

The below section is for changes to the original approved plan, the project manager shall certify below:

This change is submitted in accordance with the certification as provided on the original plan. The candidate's project role and qualifications are marked in the boxes to the right		Inspection Role		<input type="checkbox"/> RE <input type="checkbox"/> Inspector	<input type="checkbox"/> QC/QA HMA <input type="checkbox"/> QC/QA PCC <input type="checkbox"/> IDOT Doc <input type="checkbox"/> Class Current <input type="checkbox"/> Licensed PE <input type="checkbox"/> NPDES <input type="checkbox"/> IDA RE Class
		<input type="checkbox"/>	<input type="checkbox"/>		
Project Manager Signature			Date		

12345678 See last page for instructions

This part is new



**Illinois Department
of Transportation**

**Consultant Airport Construction Inspection
Personnel Plan**
Page 1 of [redacted]

Airport: [redacted] IL Project No.: [redacted]
Contractor: [redacted] AIP Project No.: [redacted]
Project Description: [redacted]
Consulting Firm: [redacted]
Sponsor Name: [redacted]
Sponsor Point of Contact: [redacted]

Field Inspection Staff Name	RF ¹	Inspector ²	OCIOA ³	HMA ⁴	OCIOA ⁵	IDOT Doc Class ⁶	Licensed PE ⁷	NDES ⁷	IDA RE Class ⁸	Attach page 2 (Resume) for all requested inspection staff
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	

Consultant Project Manager Certification

Typed Name: [redacted]
IL PE License Number: [redacted]

As project manager, I have reviewed the attached training and experience of the above proposed staff and determined them to be qualified to provide construction inspection that meets the sponsor's grant obligations, and my firm's professional obligations. I will oversee their efforts during the project and report to IDOT's airport field construction engineer in accordance with the sponsor's agency agreement. I will notify the department and sponsor of any changes in inspection personnel and seek approval before they are used.

Signed Name _____ Date _____

Based on this submittal, I believe the consultant's proposed construction inspection staff meet or exceed the Department's minimum requirements.

Chief Airport Construction & Materials Engineer _____ Date _____

***** See Last Page for instructions

This part is
new



Illinois Department of Transportation

Division of Aeronautics

1 Langhorne Bond Drive / Springfield, Illinois / 62707-8415

June 20, 2012

Consultants Doing Business with IDOT-Division of Aeronautics

RE: Resident Engineer Qualifications

Dear Consultant:

Due to the turnover and change of personnel working on Illinois Airport Projects, it has come to my attention that there are, or may be, new individuals in your employ who may be introduced to airport construction for the first time. The AIP Handbook requires the sponsor to provide "adequate, competent, and qualified engineering supervision....." To document adherence to this requirement, the Division requires the consultant to submit form AER 34 for the resident engineer or technician proposed for the project. This form clearly indicates that the proposed individual must meet the Division's minimum requirements, which are:

Inspectors:

- Courses and/or knowledge appropriate to inspection being performed
- QC/QA Level 1 P.C.C. (if P.C.C. is being placed)
- QC/QA Level 1 Bituminous Concrete (if Bituminous Concrete is being placed)

Residents:

- Minimum 2-year degree in Civil Engineering/Construction related field (4-year Civil Engineering degree is preferred)
- QC/QA Level 1 & 2 P.C.C.
- QC/QA Level 1 & 2 Bituminous Concrete
- IDOT Construction Documentation Class (must have passed)
- IDOA construction/ Material Seminar (when given by IDA)

Individuals not meeting these requirements, but who are believed to be qualified will be considered on a case by case basis. The consultant must attach a waiver request to the AER 34, clearly indicating which requirement they wish to waive, and why the individual is qualified.

Thank you for your cooperation in this matter.

A handwritten signature in black ink, appearing to read 'Steven J. Long'.

Steven J. Long, P.E.
Acting Chief Engineer