



**MAINE DEPARTMENT OF TRANSPORTATION
American Council of Engineering Companies (ACEC)
Local Project Administration Subcommittee Meeting**

MEMBERS	Jeff Tweedie, MaineDOT Mike Laberge, MaineDOT Steven Davis, FHWA Ted Trembley, City of Bangor Patrick Adams, MaineDOT	Matt Steele, Kleinfelder (absent) Jonathan Edgerton, Wright Pierce (absent) JoAnn Fryer, CLD Engineers Steve Sawyer, Sebago Technics (absent)

Meeting Notes – January 18, 2018

RECAP OF WORK COMPLETED TO DATE

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
TAP Program – Development of scoring criteria and review of updated TAP Application Form	Pat	DONE!

Discussion Notes:

- Pat noted that the scoring criteria development was very helpful to Patrick making review of the project applications much easier. The scoring appears to reflect how they anticipated the projects would be scored. This is the first year that the application form and scoring criteria are being used together which also streamlined reviewed.
- The biggest issue this year with the process is funding. There were 18 new applications, 7 pending applications and only \$2.3M available so no new projects are being funded. This accounts to \$13M in requests and backlog (including the local match). The decision was made to deliver on the projects already accepted, with the objective to clean up the backlog.
- It is anticipated that extra discretionary money will be given for 2018/2019 to help close the gap.
- Functional policy of the application process: for projects not awarded, Patrick is available to meet with sponsor, they have an option to leave in with the scores they have or they can pull the application and resubmit with more information to improve the scores.
- Pat presented the new application and scoring criteria last year during a quarterly Joint Transportation Committee meeting.
- It was noted that one criteria for the program is that the projects must be out to bid within 3 years.

PRELIMINARY DISCUSSIONS FOR 2018 WORKPLAN

JOANN

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Prepare Draft 2018 Workplan for review at next meeting	JoAnn	March 2018

Discussion Notes:

- Mike discussed the need for additional training in Construction Engineering Documentation; for some projects, the documentation has not been up to requirements. JoAnn noted that NHDOT Office of Federal Compliance sends a staff person to each pre-construction meeting and they have a fairly significant portion of the agenda to review all of the documentation requirements for compliance with the federal program. JoAnn to send link to Mike for review and discussion at future meeting.
- Discussed possibility for providing sample plan sets. It was felt that there are too many different types of projects and this may be difficult to implement.
- Discussed possibility of providing checklists for project submittals. It was noted that the Highway Program has these checklists, which could be used for projects. These might need to stream-lined for Multi-modal.

- Discussed consultant assistance to communities for applications and whether that precludes them from being the designers. To be considered as a designer, the work on the application would need to be selected by RFP. It was noted if the consultant writes the RFP for the community, they are not allowed to submit qualifications. There is a standard RFP format on the website for communities to use.
- Mike also noted that he is working on a Contract Specialist checklist for LPA projects.
- Right-of-Way was noted as another area of difficulty regarding compliance.
- Environmental review and when this takes place was also noted a potential process to delay project schedules. Mike is planning to set up a meeting with Kristen Chamberlin and others in environment to discuss process / schedule.
- Identifying project approval points

ACTION ITEMS:

1. JoAnn will prepare draft workplan and send along prior to next meeting for review and comment.
2. JoAnn to send preconstruction meeting agenda samples to Mike to assist in evaluation possible improvements to Construction Engineering documentation training.

ACTION ITEMS:

1. JoAnn to update schedules and send out for comment.
2. (All) Gather existing tools for estimating / scoping for review with group at the next meeting.

NEXT MEETING: Target quarterly meetings. Next meeting will be in Spring 2018. JoAnn to coordinate.