



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

**MINUTES**

NOVEMBER 4, 2014

1:00 PM—2:30 PM

MAINEDOT HEADQUARTERS, AUGUSTA –  
CONFERENCE ROOM 317 A & B

<b>MEETING CALLED BY</b>			
<b>TYPE OF MEETING</b>			
<b>FACILITATOR</b>			
<b>NOTE TAKER</b>	Matt Steele, Kleinfelder		
<b>ATTENDEES</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">                 Jeff Tweedie, MaineDOT                  Mike Laberge, MaineDOT                  Wayne Emington, FHWA                  Ted Trembley, City of Bangor             </td> <td style="width: 50%; border: none;">                 Matt Steele, Kleinfelder                  Jonathan Edgerton, Wright Pierce                  JoAnn Fryer, CLD Engineers (Absent)                  Steve Sawyer, Sebago Technics             </td> </tr> </table>	Jeff Tweedie, MaineDOT Mike Laberge, MaineDOT Wayne Emington, FHWA Ted Trembley, City of Bangor	Matt Steele, Kleinfelder Jonathan Edgerton, Wright Pierce JoAnn Fryer, CLD Engineers (Absent) Steve Sawyer, Sebago Technics
Jeff Tweedie, MaineDOT Mike Laberge, MaineDOT Wayne Emington, FHWA Ted Trembley, City of Bangor	Matt Steele, Kleinfelder Jonathan Edgerton, Wright Pierce JoAnn Fryer, CLD Engineers (Absent) Steve Sawyer, Sebago Technics		

**Agenda topics**

**SHIP AGREEMENT PROCUREMENT PROCESS UPDATE JEFF TWEEDIE**

<b>DISCUSSION 1</b>	Jeff & Mike working on SHIP Agreement/Make more like IRAP Agreement	
	Select 3 qual contracts—award on low bid basis.	
	SHIP Agreement review has been completed and accepted by the Contract Procurement office.	
<b>CONCLUSIONS 1</b>	This agreement will be used for any new projects going forward.	
	Will have some options for on-going work, to use this new process per discussions with MDOT.	
	Options for Advertising projects:	
	<ol style="list-style-type: none"> <li>1. Complete Bid</li> <li>2. 3 Contractors</li> <li>3. Force Account</li> </ol>	
<b>ACTION ITEMS 1</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Agreement with Contract Procurement Office for review.	Jeff & Mike	DONE
Review by Committee for the next meeting & discuss at next meeting.	Jeff & Mike	DONE
MDOT will look at SHIPS to amend agreements as needed	Mike L.	Ongoing

**PLANNING LEVEL ESTIMATES/SCOPING MIKE/JEFF**

<b>DISCUSSION 2</b>	PM 1 and PM II—All have scopes of work for review. Bike/Ped. Coordinator would review the site for the application. Have PM's involved in scoping and high level estimate. Include: ROW/Coordination ENV/Coordination Utility/Coordination Construction/Coordination	
	Agreed Topics: <ol style="list-style-type: none"> <li>1. More involvement by MDOT on site visits for appropriate S &amp; F.</li> <li>2. MPO work seems to be working well now.</li> </ol>	
<b>CONCLUSIONS 2</b>	MDOT percent cost in the project estimate 10-20% of overall PE contract. This is MDOT's expected cost and needs to be included in S & F.	
<b>ACTION ITEMS 2</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

Draft Outline to be done with MDOT.	Jeff/Mike L	
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## STREAMLINING SMALL PROJECTS

JEFF AND JON EDGERTON

DISCUSSION 3	Batching projects—Brainstorm Look at scoping smaller projects with State funds to reduce documentation requirements. MPO's need to have MDOT approve their selected projects. Need to understand the difference between FHWA obligations vs. doing it with State funds.	
What is a small project? Monetary value?		
MPI Program use is this as applicable.		
CONCLUSIONS 3	Agreed Small Project is: 1. \$250k or less 2. Within the existing ROW 3. Stays within NEPA level of a CE	
MPI Program 1. Issue is availability of State funding.		
ACTION ITEMS 3	PERSON RESPONSIBLE	DEADLINE

## MUNICIPALITIES UNDERSTANDING PROCESSES UPFRONT

MIKE/JEFF

DISCUSSION 4	<b>ROW</b> On State highway, corridor of priority 1-5 will be done by State Employees. Level 6 is local roads of State system. Off State highway system, Municipality will lead the effort. Bike/Ped.—20% Town share SHIP—50% Town share Safe Routes—20% Town share	
Some projects with Temporary Rights, the Muni will do the ROW mapping and then confirm the mapping with MDOT. MDOT will do the negotiations.		
CONCLUSIONS 4	Preference by the Department will be mapping will be done in MicroStation. CADD STDs shall follow the MDOT Plan Development policy	
Design can be AutoCADD		
ROW drawings in MicroStation files		
All available on "Map View" online MDOT website		
ACTION ITEMS 4	PERSON RESPONSIBLE	DEADLINE

## IMPROVED ASSISTANCE FOR TOWNS/CONSULTANTS (TEMPLATES)

MIKE

DISCUSSION 5	Website updates templates found here. Can project type templates be added on-line? Invoice template Agreements, etc.	
CONCLUSIONS 5		
ACTION ITEMS 5	PERSON RESPONSIBLE	DEADLINE

## IMPROVED DELIVERY SCHEDULES--IN MANUAL OR PP ONLINE

JOANN

DISCUSSION 6	Jeff will work with Joann (Dec. 2014 timeframe) and continue with the effort on the Project Schedule Template spreadsheet.	
CONCLUSIONS 6	See attached handout on Project Schedule Template.	
ACTION ITEMS 6	PERSON RESPONSIBLE	DEADLINE
Create a schedule outlining other man flowchart.		
1. Possible development of "Average Durations" of milestone		

2. Refine schedule at Tier II meeting		
Update schedule templates	Jeff/Joann	January 2015
MDOT will put STD Division 100 provisions on the website		

**IMPROVED SCOPES, DESIGNS, PLANS ETC. STEVE**

DISCUSSION 7 There will be use flexibility for all CADD programs		
Incomplete 3D files to help save for contacts.		
Should we develop "sample" design plan sets?		
Sidewalks Bike Path Mill & Fill		
CONCLUSIONS 7 Design plans can be any CADD files.		
ROW plans will be delivered in MicroStation using MDOT line styles and STDs.		
3D files would not be a requirement by MDOT for LPA type projects.		
3D files will be expected by the Department soon when need for large cut/fill projects.		
ACTION ITEMS 7	PERSON RESPONSIBLE	DEADLINE
Should we develop sample design Plan sets?	Steve Sawyer	

**IMPROVED CONSTRUCTION DOCUMENTATION MATT**

DISCUSSION 8 When: Potential adjustments to the program such as improvements to education or the training manual by April 2015.		
CONCLUSIONS 8		
ACTION ITEMS 8	PERSON RESPONSIBLE	DEADLINE

**FREQUENCY OF MEETINGS ALL**

DISCUSSION 9 Monthly for the next couple of months to be changed over time to every 3 months?		
CONCLUSIONS 9 Tammara Roberts of the Multimodal Program will set up the next meeting for Day, Date & Time TBA, MaineDOT Conference Room # ??		
ACTION ITEMS 9	PERSON RESPONSIBLE	DEADLINE

**NEXT MEETING DATE**

DISCUSSION 10 Suggest January 20 <sup>th</sup> or 27 <sup>th</sup>		
CONCLUSIONS 10		
ACTION ITEMS 10	PERSON RESPONSIBLE	DEADLINE
Confirm date of next meeting	ALL	12/12/14

OBSERVERS	
RESOURCE PERSONS	
SPECIAL NOTES	

**MaineDOT - Local Project Administration**  
**Project Schedule Template**  
*{Insert Municipality, WIN and Project Name}*  
*{Insert Date}*

Task ID	Task Description	Responsible Party	Duration Calendar Days	Task Dependence	Start Date	Completion Date
1	3-party Agreement		14		1-Oct-13	15-Oct-13
2	PROJECT KICKOFF		0	1	15-Oct-13	15-Oct-13
3	LAP Agreement		21	2	15-Oct-13	5-Nov-13
4	LAP CONSULTANT PROCUREMENT		20	3	5-Nov-13	25-Nov-13
5	Existing Conditions Report (Survey)		30	4	25-Nov-13	25-Dec-13
6	Preliminary Plan Development		120	5	25-Dec-13	24-Apr-14
7	PDR/PRELIMINARY PLAN - 30% DES COMP		0	6	24-Apr-14	24-Apr-14
8	FORMAL PUBLIC CONTACT		0	7	24-Apr-14	24-Apr-14
9	Final Design/Detailing 60% - 80% DES COMP		30	8	24-Apr-14	24-May-14
10	PLAN IMPACTS COMPLETE		0	9	24-May-14	24-May-14
11	Environmental Coordination		187	4	25-Nov-13	31-May-14
12	NEPA COMPLETE		0	11	31-May-14	31-May-14
13	Preparation of Titles		30	10	24-May-14	23-Jun-14
14	R/W Final Mapping		60	10	24-May-14	23-Jul-14
15	R/W Valuation		45	14	23-Jul-14	6-Sep-14
16	R/W Negotiation		30	15	6-Sep-14	6-Oct-14
17	R/W Condemnation/Acquisition		30	16	6-Oct-14	5-Nov-14
18	Final Estimate/Review		15	10	24-May-14	8-Jun-14
19	Design Package - 100% DES COMPLETE		30	18	8-Jun-14	8-Jul-14
20	Utilities Final Coordination		86	12	31-May-14	25-Aug-14
21	UTILITIES CERTIFIED		0	20	25-Aug-14	25-Aug-14
22	ENVIRONMENTAL APPROVALS COMPLETE		0	12	31-May-14	31-May-14
23	R/W CERTIFIED		0	17	5-Nov-14	5-Nov-14
24	PS&E Reviewed by Contracts		7	23	5-Nov-14	12-Nov-14
25	PS&E COMPLETE		0	24	12-Nov-14	12-Nov-14
26	PROJECT ADVERTISED		0	25	12-Nov-14	12-Nov-14
27	CONTRACT DATE		0	26	12-Nov-14	12-Nov-14
28	CONSTRUCTION BEGIN		0	27	12-Nov-14	12-Nov-14
29	Construction Administration		60	28	12-Nov-14	11-Jan-15
30	CONSTRUCTION COMPLETE		1	29	11-Jan-15	12-Jan-15
31	Final Construction Documents		20	30	12-Jan-15	1-Feb-15