

PREQUALIFICATION COMMITTEE
OPEN SESSION
MINUTES – May 10, 2018
9:00 A.M. EST

The following Committee members attended the meeting:

Mark Tidd	Director of Prequalification Division; Committee Chair and Voting Member only in case of tie
Jose Murillo	Prequalification Engineer; Committee Secretary and Non-Voting Member
Jeff Clanton	Consultant Contracting Manager; Voting Member
Joe Gustin	Senior Director of Finance; Voting Member
Jim Stark	Deputy Commissioner of Innovative Project Delivery; Voting Member
David Holtz	Director of Pavement Engineering; Voting Member
Joe Novak (by phone)	Crawfordsville District Construction Director; Voting Member

Also in attendance:

Aggie Wagoner	Prequalification Specialist; INDOT
Steve Duncan	Director of Contract Administration Division; INDOT
John Leckie	Director of Construction & Materials Management; INDOT
Teresa Giller	Attorney; INDOT
Dan Osborn	Director of Government Affairs; Indiana Constructors, Inc.
Joan Widdifield	Compliance Investigator; INDOT
Lynn Butcher	Director of Litigation and Appeals; INDOT
Dawn Replogle	ACEC
Chris Serak	

Linda McGrannahan- Director of Executive Communications; INDOT
Roberson

Kevin Cole Employee Communications Program Manager; INDOT

The Committee reviewed the following agenda items:

1. Electronic Communication Policy
2. Role of Prequalification Committee for Decisions (in Executive Session) or Contractor Applications Where Company has Significant Negative Evaluations.
3. New Committee Business

PREQUALIFICATION COMMITTEE MEETING
OPEN SESSION
May 10, 2018

Mr. Tidd, Committee Chair, called the meeting to order at 9:09 a.m. EST. All Committee members were present, with the exception of Louis Feagans and Heather Kennedy.

1. Electronic Communication Policy

Mr. Tidd explained that the minutes from the previous meeting were already approved by email and posted to the website, which is why the adoption of minutes was not part of the agenda.

Mr. Tidd introduced the first item on the agenda and asked Teresa Giller to share the policy change she is proposing.

Ms. Giller explained that Section 2, Part B (treatment of members participating by electronic means) currently allows members to vote as part of the meeting, and she suggested to add that they can also participate in discussions.

Mr. Tidd said the point in this suggestion is to promote more participation and/or membership, especially with the districts. Mr. Tidd asked if any members have other suggestions and/or corrections to the policy.

Jeff Clanton said the proposed policy requires members to participate in person 50% of the time and he asked how that will be managed since there are some months that meetings do not occur.

Mr. Tidd said it will be on the Chair and Secretary to monitor this requirement. Mr. Tidd said the policy does not have to be 50%, it can be one per year, but he did not make it that way since he wants members to be present as much as they can. Mr. Tidd said he is open to discuss the 50% requirement if members feel it should be different.

Jim Stark asked about the ability to teleconference as part of this policy.

Mr. Tidd said the goal is to evolve to allow the ability for members and contractors to participate via teleconference.

Mr. Clanton and Mr. Tidd asked Joe Novak to share his thoughts on the 50% versus one per year.

Mr. Novak agreed with the 50% requirement.

Ms. Giller said the logistics of the 50% requirement may be a problem if there were an odd amount of meetings for the year and that maybe the requirement should not be a percentage.

Mr. Tidd said he doesn't think tracking the 50% will be difficult and that the goal is for members to be present majority of the time. Mr. Tidd said this is more of an emergency policy.

Mr. Holtz moved to adopt the changes to this policy.

Mr. Stark seconded Mr. Holtz's motion. All members voted in favor.

2. Role of Prequalification Committee for Decisions (in Executive Session) or Contractor Applications Where Company has Significant Negative Evaluations.

Mr. Tidd stated two years ago INDOT spent a significant amount of money to improve the evaluation system for contractors, and it had not been addressed for many years before that point. At this time a comment is needed for any negative or significant positive evaluation (there is an individual and overall evaluation). INDOT now has a lot more information from past field projects which has led to more situations that require the Prequalification Division to take action based on the negative reviews. Mr. Tidd said the thought is to hold an executive session (since it will include confidential financial information) to decide the outcome for contractors receiving significant negative evaluations.

Mr. Stark asked if the negative evaluations were due to contractors not following INDOT's prescribed specs/QCQA processes. Mr. Stark said the contractors are supposed to follow their own QCQA process even though INDOT comes in after the fact and does the same thing, and that is probably where most of the negative evaluations are coming from.

John Leckie said it is actually more than just the contractors following their own QCQA process. Mr. Leckie said it seemed to be more of an institutional issue. Mr. Leckie said other negative evaluations have been regarding quality related issues, such as not following the plans and specifications, which led to construction that needed to be removed and replaced.

Mr. Clanton discussed his system, which looks at the scores of each evaluator. This system shows the evaluator and their supervisor how they are evaluating in relation to the overall pool.

3. New Committee Business

Mr. Tidd said he is moving to the Real Estate Division and it may be his last meeting.

Mr. Holtz moved to adjourn meeting and Mr. Clanton seconded the motion. All members voted in favor of adjourning the meeting.

The meeting adjourned at approximately 9:46am. EST.