

PREQUALIFICATION COMMITTEE
OPEN SESSION
MINUTES – October 4, 2018
9:00 A.M. EST

The following Committee members attended the meeting:

Chris Serak	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 Novak	Crawfordsville District Construction Director; Voting Member
David Holtz	Pavement Director; Voting Member
Joe Gustin	Senior Director of Finance; Voting Member
Heather Kennedy	Capital Program Management Director; Voting Member
Aggie Wagoner	Prequalification Specialist; Administrative Coordinator and Non-Voting Member

Also in attendance:

Linda Jelks	Attorney; INDOT
Steve Duncan	Director of Contract Administration Division; INDOT
Teresa Giller	Attorney; INDOT
Dan Osborn	Director of Government Affairs; Indiana Constructors, Inc.
Libby Crawford	Economic Opportunity Division Director; INDOT
Richard Hedgecock	ICI
Joan Widdifield	Compliance Investigator; INDOT
Beth Bauer	ACEC

The Committee reviewed the following agenda items:

1. Call to Order and Welcome
2. Adoption of September 6, 2018 meeting minutes
3. Contractor Updates
 - a. American Contracting & Services
 - b. T & J Services Inc
4. Committee charter discussion
 - a. Charter revisions
 - b. New members
5. Consultant Manual Update
6. Paperless Update
7. New Business
8. Public Comment
9. Adjournment

PREQUALIFICATION COMMITTEE MEETING
OPEN SESSION
October 4, 2018

Mr. Serak, Committee Chair, called the meeting to order at 9:03 a.m. EST. All Committee members were present, with the exception of Jim Stark and Louis Feagans.

1. Call to Order and Welcome
2. Adoption of September 6, 2018 meeting minutes.

Mr. Serak asked if there were any questions or other changes that needed to be made. The members did not have any questions or additional changes.

Mr. Clanton moved to adopt the minutes from the September 6, 2018 meeting.

Mr. Gustin seconded Mr. Clanton's motion. All members voted in favor.

3. Contractor updates

Mr. Serak said Mr. Murillo will discuss the next topic, which is contractor updates.

Mr. Murillo said he is going to just give a brief update regarding the two contractors. Mr. Murillo said he found some issues with about 25% of the evaluations for American Contracting & Services during the review of the 2017 renewal. Some of the issues included not following the specifications and issues with personnel. During the 2018 review, Mr. Murillo said he found similar issues. Based on the issues, their certificate was made valid for only six (6) months and they were asked to respond and explain the negative evaluations. As of right now, Mr. Murillo had not received a response, so he will let the certificate expire until they respond.

Mr. Serak said he spoke to the President of American Contracting & Services the day before the meeting, and he said he was not aware of the issues at hand. Mr. Serak said the resolution for now is to let the certificate expire until they are able to discuss these matters in more detail.

Mr. Murillo then spoke about the issues with T & J Services, Inc. They have also received a shortened duration on their certificate and have also not responded to the letter they received. The decision is to let their certificate expire, and before they can reapply they will need to respond to the issues.

4. Committee charter discussion

Mr. Serak said he changed and removed some of the wording in the charter. The quorum definition was changed to reflect the rule. In addition, Mr. Serak took out the wording regarding a committee member being removed per Mr. Serak's discretion, since it is not at his discretion.

Ms. Kennedy said she had a discussion regarding the purpose statement of the charter. Ms. Kennedy suggested to change the verbiage from capable and compliant to responsible and competent, in order to match the rule.

Ms. Giller suggested taking the words out completely.

Ms. Kennedy said she just doesn't want there to ever be an issue since the charter doesn't match the rule.

Mr. Serak said he would just eliminate the capable and compliant words.

Mr. Novak brought up a document that was adopted by the charter in 2010 titled "Meeting Procedures". Mr. Novak suggested adding a statement that states the charter will supersede that document until further discussion can be had regarding the 2010 document.

Mr. Serak asked if there was a motion to adopt the charter subject to the stipulation regarding the 2010 document.

All members voted in favor except Mr. Holtz.

Mr. Serak asked if there was a concern regarding the charter.

Mr. Holtz said he doesn't agree with removing the descriptive words completely, and thinks the words should be changed to match the rule.

After further discussion, the decision was made to use the phrase "limiting work to qualified, competent and responsible persons".

Mr. Clanton then suggested to add the word services to the new phrase so the sentence reads "limiting work and services to qualified, competent and responsible persons".

Mr. Serak asked if there was a motion to adopt the amended, revised charter along with the stipulation regarding the policy and procedures.

Mr. Novak moved to adopt the amended, revised charter along with the stipulation.

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

Mr. Serak then discussed the next item on the agenda, regarding new members for the prequalification committee. Mr. Serak said his suggestion is to wait until the beginning of next year to make a decision regarding new members. Mr. Serak said if all three (3) members join the committee, there will be an even numbers of members.

Ms. Kennedy reminded Mr. Serak that as of now the charter states there needs to be an odd number of voters.

Mr. Serak said with the consent of the committee, he will strike that from the charter. Mr. Serak asked if there was a motion to strike the paragraph from the charter.

Ms. Kennedy moved to strike the paragraph from the charter.

Mr. Novak seconded Ms. Kennedy's motion. All members voted in favor.

5. Consultant manual update

Mr. Serak said it was recently brought to his attention that there is a discrepancy between the bridge inspection requirement for the letters of interest versus what is in the manual. Mr. Serak said there needs to be a discussion with ACEC before moving forward.

Mr. Clanton asked about the schedule for introducing the updated consultant manual.

Mr. Serak said he would like the updated manual to be published after the November prequalification committee meeting and the new work types to be used for advertisement starting January 1, 2019.

6. Paperless Update

Mr. Serak said the only update is that there are only two (2) cabinets left to scan for the contractor paperwork and there are two (2) cabinets for the consultant paperwork. Mr. Serak said there are updates being made to PSCS, but once the updates are complete, the consultant side will be completely paperless as well.

7. New Business

Mr. Serak asked if there was any new business.

Mr. Clanton said he wants to continue talking about the consultant performance evaluations and how to move forward.

Mr. Serak asked if a subcommittee should be established.

Mr. Clanton agreed that a subcommittee would be helpful.

Mr. Serak suggested Ms. Kennedy, Mr. Clanton and Mr. Gustin as the members of the subcommittee. Mr. Serak asked if there was a motion to establish the subcommittee.

Mr. Holtz moved to establish the subcommittee.

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

8. Public Comment

Mr. Serak asked if there were any comments or questions from the public.

Ms. Crawford made a suggestion to include EOD for any DBE issues that come up through the subcommittee's discussions.

Mr. Serak said other departments will be brought in if necessary.

9. Adjournment

Mr. Serak asked if anyone has a motion to adjourn the meeting.

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

The meeting adjourned at approximately 9:40am. EST.