

PREQUALIFICATION COMMITTEE
OPEN SESSION
MINUTES – November 1, 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
Jim Stark	Director of Multi-Modal Planning and Programs; 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:

Alison Grand	Deputy Commissioner and Chief Legal Counsel; INDOT
John Leckie	Director of Construction & Materials Management; INDOT
Teresa Giller	Attorney; INDOT
Libby Crawford	Economic Opportunity Division Director; INDOT
Lynn Butcher	Director of Litigation and Appeals; INDOT
Cash Canfield	Exec VP; American Structurepoint/ACEC

The Committee reviewed the following agenda items:

1. Call to Order and Welcome
2. Adoption of October 4, 2018 meeting minutes
3. Contractor Updates
4. New Members
 - a. Libby Crawford
 - b. Jason Spreen
5. Consultant Manual
6. Consultant Performance Subcommittee Update
7. New Business
8. Public Comment
9. Adjournment

PREQUALIFICATION COMMITTEE MEETING
OPEN SESSION
November 1, 2018

Mr. Serak, Committee Chair, called the meeting to order at 9:05 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 October 4, 2018 meeting minutes.

Mr. Serak asked if there were any questions or other changes that needed to be made.

Mr. Clanton said the bottom two paragraphs should say limiting not eliminating.

Mr. Clanton moved to adopt the minutes from the October 4, 2018 meeting.

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

3. Contractor Updates

Mr. Serak gave the contractor update. T&J Services responded and there will be further discussion to determine the status of their certificate. Mr. Serak also said Apex Consulting will be discussed in the next meeting.

4. New Members

Mr. Serak said they have limited the options down to Libby Crawford and Jason Spreen of Fort Wayne. Mr. Serak said they were talking about a third member, but that isn't going to work out due to scheduling.

5. Consultant Manual

Mr. Serak said the manual was sent out a week ago. Mr. Serak asked if anyone had any questions and asked if the members were ready to vote.

Mr. Clanton motioned to approve the Consultant Manual.

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

6. Consultant Performance Subcommittee Update

Mr. Clanton said the subcommittee has met twice. Mr. Clanton gave a summary of the subcommittees work thus far and plans for future efforts, including sending substandard notices to consultants consistently below a scoring threshold. Mr. Clanton informed the committee that the processes to be used by the subcommittee to address consultant performance are still in development phase. Several committee members contributed input regarding these processes.

7. New Business

Mr. Murillo informed the committee that Fred Bartlett recently retired and the Prequalification Analyst position is currently open. Mr. Murillo and Mr. Serak discussed the new roles this position will undertake when it is backfilled.

Mr. Murillo informed the committee regarding the new process for applicants for escort prequalification.

8. Public Comment

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

There were no comments or questions.

9. Adjournment

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

Mr. Clanton 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 9:33am. EST.