

PREQUALIFICATION COMMITTEE
OPEN SESSION
MINUTES – December 6, 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
Louis Feagans	Statewide Technical Services Director; 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:

John Leckie	Director of Construction & Materials Management; INDOT
Teresa Giller	Attorney; INDOT
Steve Duncan	Director of Contract Administration Division; INDOT
Erik Seef	Area Engineer; INDOT
Joan Widdifield	Compliance Investigator; INDOT
John Butterman	Construction Project Supervisor; INDOT

Ben Leege	Construction Project Engineer; INDOT
Misty Chandler	Construction Project Supervisor; INDOT
Erin Fletcher	PE; FHWA
Roland Fegan	Deputy Commissioner of Construction; INDOT
Jim Boyer	Attorney; INDOT
Aaron Ott	Apex Consulting & Surveying, LLC
Nana Opoku	Apex Consulting & Surveying, LLC

The Committee reviewed the following agenda items:

1. Call to Order and Welcome
2. Adoption of November 1, 2018 meeting minutes
3. Apex Consulting and Surveying, LLC
 - a. Settlement Presentation
 - b. Discussion
4. Consultant Performance Subcommittee Update
 - a. Substandard Notices
 - b. Role of Prequalification Division/PQC
5. Contractor Performance Report
6. Matter Updates
7. New Business
8. Public Comment
9. Adjournment

PREQUALIFICATION COMMITTEE MEETING
OPEN SESSION
December 6, 2018

Serak, Committee Chair, called the meeting to order at 9:06 a.m. EST. All Committee members were present.

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

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.

Stark moved to adopt the minutes from the November 1, 2018 meeting.

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

3. Apex Consulting and Surveying, LLC

Nana Opoku and Aaron Ott appeared on behalf of Apex. Jose Murillo presented the proposed settlement to the Committee. Committee members discussed and asked questions of Apex representatives.

Following Committee discussion, a motion was made by Fegans and seconded by Kennedy to take a vote on the proposed settlement. A roll call vote was had and the Committee unanimously recommended the proposed settlement be sent to Commissioner McGuinness for approval. The adopted settlement is published along with these minutes on the INDOT website.

4. Consultant Performance Subcommittee Update

Clanton presented a summary of the recent work carried forward by the Consultant Performance Subcommittee. The first set of substandard notices were sent to six consultant firms. Clanton informed the committee that each noticed firm adequately responded to the pertinent performance type owner and no further action was required with regard to the prequalification status of these firms at this time. Clanton informed the Committee that the subcommittee would meet next on December 14, 2018 to further develop processes for remedying substandard consultant performance in close coordination with performance type owners.

5. Contractor Performance Update

Murillo presented a summary of contractor performance over the course of 2018, highlighting patterns, common areas of deficiency, and overall performance statistics for the calendar year. Murillo informed the Committee that only final CR2s were included in his end of year research. Interim evaluations were not included in the presented research. Ways to better aggregate and synthesize evaluation data was discussed. This topic is of ongoing interest to the Committee and Prequalification Division.

6. Matter Updates

Serak and Murillo presented a summary of the status of several pending prequalification matters involving contractor firms. The Committee was informed that several firms may be referred to the Committee for potential remedial action in the first months of 2019. Serak informed the Committee that the Prequalification Division would attempt to resolve most performance related issues without altering prequalification status and in turn necessitating affirmative action by the Committee.

7. New Business

Serak introduced strategic planning efforts being undertaken by the Division using the services KPMG. The goal is to have a final written strategic plan for prequalification in place by March 2019.

Serak informed the Committee that starting January 1, 2019 contractors would be required to apply for prequalification using the Contractor Prequalification Application (CPQ) in ITAP, specifically the Multiple File Upload Tool developed for by MIS.

Serak and Murillo gave a summary of the new consultant work types that would be used to advertise work items starting with the January 2019 RFP.

8. Public Comment

Serak asked if there were any comments or questions from the public. There were no comments or questions offered by meeting attendees.

9. Adjournment

The Committee's business having been concluded, Feagans moved to adjourn the meeting and Stark seconded the motion. All members voted in favor of adjourning the meeting.

The meeting adjourned at approximately 9:48am. EST.