

PREQUALIFICATION COMMITTEE  
MINUTES – AUGUST 5, 2010  
9:00 A.M. EDT

The following Committee members attended the meeting:

Tiffany Mulligan	Director, Economic Opportunity and Prequalification Division; Chair and Non-Voting Member
Karen Macdonald	Prequalification Engineer, Legal Division; Committee Secretary and Non-Voting Member
Tony Hedge	Director, Accounting Division; Voting Member
Greg Kicinski	Manager, Office of Project Management; Voting Member
Jim Stark	District Deputy Commissioner, Seymour District; Voting Member
Mark Miller	Director, Construction Management; Voting Member

Also in attendance:

Jim Reilman	Construction Engineer, Construction Management Division; INDOT; acting voting member for Joe Novak
Kevin Resler	Economic Opportunity Division; INDOT
Susan Miles	Economic Opportunity Division; INDOT
Donna Poole	Economic Opportunity Division; INDOT
Frederic Bartlett	Prequalification Section, Legal Division; INDOT
Steve Crider	Crider and Crider, Inc.
Shaunna Deckard	Crider and Crider, Inc.
Charlie Kahl	Indiana Construction Association

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The Committee reviewed the following agenda items:

1. Adoption of July 1, 2010 meeting minutes
2. Crider and Crider, Inc. – Follow-up on compliance with the On-The-Job Training Program
3. Revision of Prequalification Committee Complaint / Issue Procedure
4. Update on internal committee

PREQUALIFICATION COMMITTEE MEETING  
OPEN SESSION  
AUGUST 5, 2010

Ms. Mulligan, Committee Chair, called the meeting to order at 9:02 a.m. EDT. She facilitated introductions of all individuals present. All Committee members were present, with the exception of Mr. Novak. Mr. Novak designated Jim Reilman to act in his place as a voting member.

1. Adoption of July 1, 2010 Meeting Minutes

Ms. Mulligan called for consideration of the meeting minutes from the July 1, 2010 meeting. She stated that one correction is necessary. Page 7 refers to E. S. Wagner's environmental specialist as Chris Hamilton; it should be Kris Hamilton.

Mr. Hedge moved to adopt the meeting minutes from the July 1, 2010 meeting as corrected. Mr. Stark seconded the motion. All members voted in favor. Ms. Mulligan stated the minutes would be posted on the website.

2. Crider and Crider, Inc.– Follow-up on compliance with the On-The-Job Training Program

Ms. Mulligan stated the discussion will start with INDOT staff presenting its information, then representatives from Crider and Crider, Inc. (Crider) will have the opportunity to respond, then the item will be open for questions.

Ms. Mulligan introduced the item. She stated that Crider was asked to appear before the Committee at the April 1, 2010 meeting. At that meeting, INDOT's Economic Opportunity Division presented information to show that Crider was in non-compliance with the On-the-Job Training (OJT) Program. The Committee moved to take no action affecting Crider's prequalification status at that meeting but asked Crider to come back before the Committee for a follow-up at the August meeting to see if Crider made improvements to their compliance with the OJT program.

Ms. Miles reported on the status of Crider's compliance with the OJT program for 2010 to date. She reported that Crider's revised 2010 OJT agreement was signed April 1, 2010 and has a goal of 7011 trainee hours. She stated that the months of March and April are typically when contractors submit their trainees. Crider submitted their first trainee hours for 2010 on March 30, 2010. Those hours were for an apprentice that carried over from the previous year. Crider submitted new OJT Trainee Introduction forms on April 12, 2010, April 13, 2010, April 27, 2010, May 5, 2010, June 8, 2010, and June 16, 2010. Ms. Miles stated that her point of contact with Crider is Shaunna Deckard. Ms. Deckard has been submitting the OJT Weekly Training Reports and other reports in a timely manner. She stated that Ms. Deckard has responded in a timely manner when Ms. Miles has had questions.

Ms. Miles reported that the spreadsheet in the Committee members' packets shows Crider had reported 2788 hours as of July 28, 2010. Ms. Miles handed out an updated spreadsheet showing that Crider has submitted 2907.5 hours as of August 4, 2010.

Ms. Miles stated that Crider is in compliance with the OJT program so far for 2010.

A representative from Crider stated they added another apprentice this week. Crider could be a little farther ahead with the trainee goal, but INDOT shut down a southern project for a few weeks. Everyone at Crider is aware of the issues and working hard to meet the program's requirements.

There were no questions from Committee members.

Ms. Mulligan called for a motion.

Mr. Kicinski moved that the Committee take no action to affect Crider's prequalification status.

Mr. Hedge seconded the motion.

All Committee members voted in favor.

Ms. Mulligan thanked Ms. Deckard and Mr. Crider for coming. She stated a letter would be sent to Crider regarding this issue.

Mr. Kicinski thanked Crider for working hard to meet the program requirements.

### 3. Revision of Prequalification Committee Complaint / Issue Procedure

Ms. Mulligan introduced the item. She stated the procedure document had been changed to replace the term complaint with issue when it was first adopted by the Committee. Ms. Mulligan stated the proposed changes to the Prequalification Committee Issue Procedure are to remove reference to Martha Kenley and the Counsel to the Committee. Since Ms. Kenley has

left INDOT employment, Ms. Mulligan has been appointed Chair of the Committee. She has been doing double-duty as Committee Chair and Counsel. A replacement for Ms. Mulligan as Counsel to the Committee has not been appointed at this time. The document originally stated that the Committee Chair, Prequalification Engineer, and Counsel to the Committee would review issues submitted to determine if the issue should be considered by the Committee.

Mr. Miller asked if INDOT representatives bringing an issue before the Committee might need legal representation.

Ms. Mulligan stated the Committee Counsel's role is not to represent INDOT representatives bringing an issue before the Committee but instead is to provide guidance to the Committee and its members. An INDOT representative bringing an issue before the Committee may contact INDOT's managing attorney to obtain legal counsel. This is still included in the policy. Ms. Mulligan stated that we want the districts and central office to know that legal counsel can be provided.

Mr. Hedge suggested the document be revised to remove individual's names and refer to positions instead.

Ms. Mulligan stated that her concern is that district personnel may not know who to contact.

Mr. Reilman stated that he likes the names shown in the document.

Ms. Macdonald suggested that revisions to the document, such as name changes, could be made without bringing it back to the Committee for approval.

Mr. Hedge suggested using an addendum to the document specifying the names.

Mr. Stark and Mr. Kicinski asked about training sessions for the districts and central office on prequalification procedures and whether a requirement for training should be included in the procedure. They agreed that training is needed. Training could wait until after the busy season and be provided at the district offices.

Ms. Mulligan suggested revising the Committee charter to address training.

Ms. Macdonald suggested that there should be a separate document on training.

Mr. Kicinski stated that training needs to be provided, especially to point out the differences between the errors and omissions policy and the issue procedure for the Prequalification Committee.

Ms. Mulligan mentioned the Errors and Omissions Committee submitted the errors and omissions policy to the executive office for final approval.

Mr. Stark stated errors and omissions can be easily distinguished from repeated procedure issues.

Ms. Mulligan asked when would be a good time for training.

Mr. Miller stated that winter is the best time; however, a lot of training is packed into the winter months.

Mr. Kicinski asked what the estimated length of the training was.

Mr. Stark suggested a few hours.

Mr. Miller suggested that construction personnel need to be aware of the errors and omissions policy for consultants.

Ms. Mulligan mentioned that errors and omissions reviews are a back and forth process, thus training on this subject would be longer than training just on the Prequalification Committee processes.

Ms. Mulligan called for a motion.

Mr. Stark moved to adopt revisions to the document as proposed.

Mr. Kicinski seconded the motion.

All Committee members voted in favor.

Ms. Mulligan stated we will continue to work on training and will work with the divisions and districts to find out the best time for training.

#### 5. Update on Internal Committee

Ms. Mulligan proposed the next item on the agenda - an update on the internal committee.

Ms. Mulligan reported that we have not moved on the proposed rule changes. The last time the internal committee met was six months ago. Ms. Mulligan has not received feedback.

Mr. Hedge moved to adjourn the meeting, and Mr. Stark seconded the motion. All members voted in favor of adjourning the meeting.

Ms. Mulligan adjourned the meeting at approximately 9:31 a.m.