

**Georgia Partnership for Transportation Quality (GPTQ)**  
**CRC Procurement Subcommittee Meeting**  
**Wednesday, March 3, 2021, 10:30 am**

**Meeting Notes**

(Also send to Jennifer Head for posting to the ACEC Website)

- I. Welcome and Introductions
- II. Procurement Statistics
  - a. Treasury Young noted the following items:
    - i. In February, the department executed the most contracts we have all year – 138 task orders at \$41.1 million dollars. Previous record was 122 last July. These are just engineering and design contracts. We have reached 764 for the year for a total of \$410 million. This time last year, 660 contracts had been executed for \$398 million. We continue to track ahead of last year and the goal is to process as much as possible. There are 250 in the queue in RTS as of today.
- III. Reports
  - a. Program Delivery
    - i. Albert just published a new consultant needs list. Nothing major but a few new opportunities. Continue to add new projections for this year and next year.
  - b. Innovative Delivery
    - i. No Update
  - c. Engineering
    - i. No Update
  - d. Audits
    - i. No Update – confirmed that an updated OT memo will be sent as discussed last month.
  - e. EEO
    - i. Cherese Myree shared that the Commissioner was reviewing some of the terms in the new DBE policy, and the new one will be published in the next month or so. The terms were more aligned with construction than design, so he suggested some adjustments. She will ask for a copy to circulate.
  - f. IT
    - i. **Working on a DBE payment report** Menelick and Treasury met with IT. They are going to work with an existing report, and then will do some testing to make sure the data is accurate. Since GDOT doesn't really know what DBEs are being payed, only what they are promised, reporting will assist with consistency.
    - ii. **Submission of Statements of Quals and Phase II** – It isn't as big of an effort as anticipated to streamline the submission process. IT is leaning towards a sharepoint solution. Instead of a mailbox, there will be a user interface where the user does a direct upload based on a drop-down list of RFQ numbers, instead of requiring users to type something in. Expect a quick turnaround.



- a. **DBE Utilization/Outreach Task Force** – Originally tasked by the commissioner with drafting some policy and procedure for DBE utilization. Led to discussion on how to consider DBE in the selection process. Treasury said there is a choice in the regs – you can use a contract DBE goal, or you can add scoring criteria. With project specific you have a better idea about work – proposed using a scored criterion in those situations. Still ultimately trying to achieve the goal, setting it at each individual task order. Current efforts are a peer to peer effort – how to engage in a variety of ways – how to reach out to DBEs. Benefits to primes and DBES – help to educate. Treasury asked for people who have interest in participating to email Claudia.
- b. **References/Past Performance Task Force** – Steve provided overview and history. Consultants include references during Phase 1. During Phase 2, Procurement reaches out to the references for feedback. In the past, have sent out a five-question survey to allow the owner of the project to respond. Only get about 20% of those back. Looked into another approach. At least for OPD projects, decided to stick with CMIS reports on consultant performance. That will be provided. Kim shared that there will be a session at the Summit – led by Crystal and Eric. Effective August 2021, will also evaluate local projects that have federal or HB 170 funding. Hope to have capture form by the end of the year. There will be an evaluation of all consultants. You will be able to pull the info like you are now via CMIS. The task force needs to figure out how to implement forms that are in CMIS. And, is there other information from other departments within GDOT. For example, bridge team. Doug explained that another issues is that some respondents have blocked survey-monkeys. It is important to reach out to let folks know. It is a federal rule to consider past performance – that’s why it is done. But there have always been different issues. If interested in joining the task force, email Claudia.
- c. **Discussion of Potential New Task Force for Review of SOQ Selection Criteria/Discussion on Potential Updates.** Curtis explained that they are taking a look at the SOQ process trying to understand what information SMEs need for evaluation. What content do they need? What questions get at that content? Are they asking good questions to get good content for the evaluators. They are starting internally first, but will want to include consultants to find out what is reasonable. No such thing as a perfect process – don’t allow the pursuit of perfection to be the enemy of the good.

Volunteers should reach out to Claudia, then will regroup and finalize.

- VI. Staffing Plan follow up discussion – reminder – this is strictly on Bridge Bundles – scopes are getting large and everyone is off in hours. Trying to get additional information for hours comparison – 3 v 4 in field, how many doing QC/QA – different combo of people from consultants vs. staff – even though in agreement on scope. Flushing that out – Albert’s group is spearheading. Will use in negotiations to help negotiate more effectively.

Timeline Tracking for Transportation Services Procurement – Task Orders currently average 2 months from the requisition to the execution date (with signature process). For non-batch and bundle advertisements, from requisition to notification, average is 6.4 months. Target is 6 months. For batches and bundles target is 7 months. Last year, average was 8.3 months. First two quarters it was 6.7, 6.9. Biggest challenge is the fastest only goes as fast as the slowest.

With 8 different contracts, 4 different evaluators, there are many people to coordinate. Metrics give part of the story. Negotiating more now that are getting kicked back – this is part of the reason for the staffing plan. Way too far off to even have a conversation, that impacts the timeline. Another factor is that the number of PMs funneling info to TSP has increased dramatically.

VII. Next Meeting: Wednesday, April 7, 2021, 10:30 am (via Microsoft TEAMS)