

ACEC-WA/WSDOT Business Administration Subcommittee

Team Charter

March 2020

Team Purpose:

This team was created by the Washington State Department of Transportation (WSDOT) and the American Council of Engineering Companies of Washington (ACEC) to provide a forum to promote optimal business relationships between WSDOT and all engineering consulting firms in Washington State that seek to do business with WSDOT.

Team Membership:

WSDOT Membership will include, at a minimum, one representative each from the Consultant Services Office, Internal Audit Office, Local Programs Office, and at least two separate regions or programs. ACEC should have an equal membership, but no less than 5, in which small, medium and large firms will be represented. Membership terms will typically be limited to three years, but may be extended up to five years. The two WSDOT region/program representatives will rotate annually.

Team Members:

Ahmer Nizam	WSDOT Development Division
Erik Jonson	WSDOT Consultant Services Office
Schatzie Harvey, CPA	WSDOT Internal Audit Office
John Ho, PE	WSDOT Local Programs
Meg Blau	WSDOT NWR
Craig Boone, PE, SE	WSDOT Bridge & Structures Office
Santosh Kuruvilla, PE, SE	Exeltech Consulting, Inc. (Co-Chair)
Laura Skillings CPA	Skillings Inc.
Crystal Donner, PE	Perteet, Inc.
Ron Paananen, PE	HDR, Inc.
Vacant	

Team Sponsors:

Steve Roark, PE	WSDOT – Development Division Director
Linea Laird, PE	ACEC – WSP USA

Vision

Provide a platform for the exchange between WSDOT and the consultant community with respect to business relationships and procedures. Major areas of focus for the Business Administration Subcommittee include:

- Procurement procedures
- Contract documents;

- Matters related to cost rate approval
- Payment for services;
- Federal DBE and State MSVWBN goal attainment;
- Coordination for training and networking events; and
- Addressing or researching emergent issues within the realm of business administration as assigned by the WSDOT-ACEC Executive Committee.

Operating Guidelines

Meetings

- Team Focus Group meetings as needed
- Team meetings will be scheduled for two hours every other month at a date and time determined at the conclusion of the preceding meeting. Meeting location for subsequent meetings will be agreed upon by the Team at the end of each meeting. A call in/Skype option will be made available regardless of location.

Agenda

- Develop agenda at least one week prior to each meeting and circulate for comment.
- Final agenda will be emailed in advance of the meeting.
- Meeting notes will be taken by members in a rotating schedule.
- Action Items List will be provided as part of the meeting notes.
- Meeting notes will be distributed as soon as possible followed by the agenda for the next meeting.
- Co-Chairs will facilitate the meetings and have available official documents at all meetings.

Attendance

- Notify Co-Chairs of attendance at least one week prior to meeting.
- No Substitutes. Members are expected to be active participants.
- Can vote by proxy on team recommendations if cannot attend meeting.
- Need minimum of 6 votes (3 Consultants and 3 WSDOT), including one Co-Chair.
- As terms expire, retiring members will overlap with new members for at least 1 meeting.
- New Consultant Co-Chair needs to be someone from the existing committee membership.
- New WSDOT Co-Chair needs to be a WSDOT Representative.

Consensus on Recommendations

Minimum 2/3 majority approval of those voting is required for recommendations to be sent out of the team for implementation.

Boundaries

- Issues shall affect both WSDOT and Consultants.
- We attempt to not duplicate the efforts of other teams.

Roles and Responsibilities

Collective:

- Develop problem statements and desired outcomes on an annual basis.
- Annual reaffirmation of the Team Charter.
- Member succession planning.
- Chairperson succession planning.

Individual:

- Solicit input on behalf of this committee.
- Follow through with assigned "Action Items."
- Bring all input to the table whether you agree with it or not.

Team Endorsement

"We approve this Team Charter and are committed to actively supporting it. We accept responsibility for fulfilling any aspect of the charter that applies to us, including providing resources, actively participating, and effectively communicating. Our endorsement is an active and positive statement that we are committed to fulfilling the responsibilities designated in this charter."