

MINUTES

WSDOT/ACEC PD Team Meeting

May 14, 2021

8:00am – 10:00am

Attendees:

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Kevin Miller/WSDOT HQ | <input type="checkbox"/> Cesar Mayor/WSDOT | <input checked="" type="checkbox"/> Jeff Lavinder/Parsons |
| <input type="checkbox"/> Mike Fleming/WSDOT HQ | <input type="checkbox"/> Chad Hancock/WSDOT SWR | <input type="checkbox"/> John Donahue/WSDOT HQ |
| <input checked="" type="checkbox"/> Lisa Reid/SCJ Alliance | <input type="checkbox"/> Chris Keifenheim/WSDOT NCR | <input checked="" type="checkbox"/> Larry Larson/WSDOT ER |
| <input type="checkbox"/> Alec Williamson/ WSF | <input checked="" type="checkbox"/> Chuck Meade/WSDOT OR | <input type="checkbox"/> Manuel Feliberti/DEA |
| <input checked="" type="checkbox"/> Amir Rasaie/WSDOT NWR | <input type="checkbox"/> Daniel Babuca/WSP | <input checked="" type="checkbox"/> Steve Olling/Parametrix |
| <input checked="" type="checkbox"/> Ben Hoppe/JUB Engineers | <input checked="" type="checkbox"/> Don Sims/HNTB | <input checked="" type="checkbox"/> Suryata Halim/RHC Engineering |
| <input type="checkbox"/> Brian White/WSDOT SCR | <input checked="" type="checkbox"/> Heather Weeks/Jacobs | <input checked="" type="checkbox"/> Mark Gabel/WSDOT - Guest |

1 Welcome & Introduction (Kevin)

2 Staff Updates (All)

- WSDOT HQ (Kevin)
 - Executive Team Positions that are currently being advertised to fill:
 - Traffic Director
 - Local Programs Director
 - Risk Management and Legal Service Director
 - HQ Trainer – Carol Stovall recently joined the HQ Design Office.
- Roadmap to Recovery Plan
 - Gradual & Phased Return -- July 1st 10-25% at office. Slow COVID Return – July and later see groups of folks returning
 - Hybrid Workplace -
 - Long-term: Expect some sort of hybrid return in the long term with 30-40% Working Remotely
 - Logistical Issues
 - Discussions about existing physical space and best practice tools (e.g. who gets offices assigned vs who utilizes shared workspaces, DOT exploring technology to checkout/reserve shared workspaces, OWL technology for conference calls)
 - Discussions about developing a teleworking manual.
- WSDOT Regions & Consultants
 - Suryata - 520 looking into teleworking. HDR hold lease for WSDOT office.
 - Don – HNTB number of staff in blended offices with WSDOT, following same protocols as WSDOT regions. In Bellevue, planning to go back to pre-pandemic in September with a bit more flexibility.

- Amir – NWR office gradually return to offices. Just finishing a remodel. Going thru discussions on teleworking, hybrid schedules. July 1 target 10-15% back, looking at permanently assigned offices, with drop-in stations for folks who are not in the office full time. New technologies being looked at.
- Chuck – OR – moving into new Lacey office, targeting July 1, slow ramp up geared towards 30-40% teleworking. Lacey won't have assigned seats for everyone in OR to show up at the same time. Most folks want to continue with a hybrid. Massive hiring at lower levels, interviewed 17, hiring 12 at T2 level. GEC Consulting contracts is out, proposals due next week.
- Lisa – SCJ Alliance – Mostly transitioning back to hybrids with fewer full teleworkers. Expect same schedule. Seattle office was brand new March 2020, so looking forward to populating it. Lacey is back to a much higher degree, especially because they can drive to work. In Seattle, needing to take transit is a challenge for lots of staff.
- Heather – Jacobs – targeting June/July phased back to work. Have some folks with Atkinson for DB already. Cut Bellevue real estate in ½ - expecting folks to telework.
- Ben – JUB – expecting ramp up in work, mostly returned to office already. Expecting labor shortage.
- Jeff Lavinder – Thought they'd have to expand office before COVID but may not need to now.
- Larry – ER - not making decisions on office space at this time, happy they will have teleworking as an option. Hired 6 E1s recently and handful of T3. EM position is open – will interview soon. Expect most boots on the ground engineers to do design and construction – hard to do far remote situations with this. Must consider how that affects staffing. Also looking forward to the CDC letting us remove masks outside at some point.

3 WSDOT/ACEC Annual Joint Meeting – June 16th, 2021 (Lisa)

- Lisa will send out the agenda, there are still some opportunities to serve on panels. Let Lisa know if you are interested.

4 Legislative Session & Revenue Forecasts (Kevin)

- WA Budget has passed House and Senate and expect Governor's signature this summer.
 - No new revenue, but have met obligations (e.g. backfill funding gaps in the Preservation and Fish Passage Programs)
 - Fish Program (all phases) now funded through 23-25 biennium
- Federal Stimulus
 - \$125M in CRRSAA (Coronavirus Response & Relief Supplemental Appropriations Act) funds
 - \$600M in ARPA (American Rescue Plan Act) funds
 - Distribution of fed funds is unclear; however, these funds may go to Fish Program
- Restored COLAs that have been on hold, not retroactive and furlough "buy-backs"
 - Initially furlough were included as a savings; however, they are no longer part of funding package
- Broadband Communications – Competing bills on this, two HB 1457, SB 5439 (this one is moving forward, provides for WSDOT to have a stronger role to get broadband into remote, rural and/or underserved areas).
 - Grants greater latitude to cross limited access (e.g. allow for longitudinal installations vs only a transverse crossings).

- Dig once program – if have a project, better coordinate with broadband providers to install broadband as part of that project. Will result in enhanced outreach. Also allows WSDOT to install empty conduits on a project even if not occupied on day 1.
- Joint Transportation Commission is developing an RFP for consultant study for what WSDOT should do differently to better coordinate with broadband service providers (due 12/31/21).

5 Design Policy Updates (Kevin)

- Proposed revisions have been drafted and the first batch went out for statewide review thru June 11th11th. Then responses to comments (1 month to mid-July). Time for rewrites. Then started with Steve Roark (State Design Engineer).(State Design Engineer). Presented to FHWA for comment. Finally, back to contributing authors to see if the changes through this process have been fully vetted. Goal to publish in Sept 2021.
- Lisa will send out the ACEC team as soon as she receives them from John Tevis.

6 Measure Performance Quality & More (Mark Gabel)

- See presentation handout from Mark.

7 Focus Area Review/Discussion (All)

- CEVP/CRA/VE
 - Finding best practices, gaps, resources
 - Most of our projects continue to be Design-Bid-Build however we recognize that Design-Build is becoming more common.
 - For risk management practices the guidance we provide is applicable and appropriate regardless of deliver method
 - For Value Engineering guidance is applicable but obviously an owner conducted VE study would have to occur prior to procurement on DB projects
 - Our estimating data (standard item unit bid price history) is primarily from DBB projects
 - When launch project and assemble workplan, that's when we want to schedule risk and VE activities
 - Heart of CVEP is Estimate Validation
 - Cost Estimating Manual
 - Project Risk Management Guide
 - BP – Estimate should be ready well in advance of the CVEP
 - Effective at- risk identification and analysis, could be better at risk response
 - Advanced Risk Elicitation (before meetings, so have rolling start for the workshop)
 - Need Core team for whole workshop, otherwise strategically use subject matter experts
 - Trying to put together a pool of external SMEs that can review Project Contract Documents (HR register of folks who have done WSDOT work (employees, contractors, consultants, e.g. retired) and can review contract doc review for 3 weeks).
 - Efficiencies – Flexible/scalable to projects (we're good at), tool is there for you to use, don't let the tool use you.
 - Homework to look again, be more prepared in follow up. Everyone go back to teams and find out what has worked well in CVEP/CRA process (BPs) as well as what hasn't gone well or could be improved for future discussion at a meeting.

- Project Documentation Requirements – Antiquated documentation, was it prior to Sept 2020 updates to DM.
 - Background: Initial inquiry into Project Documentation was centric if the guidance makes sense and is in alignment with business practices. Are there any areas that are problematic, providing no benefit and/or are there opportunities for improvement?
 - Chapter 300 update, discussions about how much documentation on DB prior to RFP.
 - Homework - Gap Analysis – identify with others in their organizations, are there other opportunities for documentation. Anything not addressed or that could be improved in the future.
 - Old Forms that WSDOT was using (since 90's with updates to DM)

- Future Topics
 - Homework – help identify next topics.

8 Adjourn (All)

9 Action Items

Action Item	Assigned to	Date Assigned	Date Due
Send out agenda for ACEC/WSDOT Meeting on June 16-17	Lisa	5/14/21	5/14/21 DONE
CVEP/CRA/VE: Go back to your work teams and collect best practices for each process, as well as opportunities for improvement or ideas for improvement of the processes	All	5/14/21	6/15/21
Project Documentation Requirements – Go back to your work teams and identify any antiquated DBB or DB documentation requirements, or processes that seem onerous without benefit at the time.	All	5/14/21	6/15/21
Future Topic Brainstorming – The goal of our team is to improve project delivery. Go back to your teams and brainstorm topics that we could investigate improving upon.	All	5/14/21	6/15/21
DM Reviews – Lisa will forward the ACEC members (WSDOT already received) 10 emails with DM review requests. Share with others on your team and review.	ACEC members	5/14/21	6/4/21

Provide comments to Lisa by 6/4 for consolidation.			
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