



MAINE DEPARTMENT OF TRANSPORTATION
American Council of Engineering Companies (ACEC-Maine)
Multimodal Subcommittee
2019-02-20 Meeting Notes

MEMBERS	Jeff Tweedie, MaineDOT Mike Laberge, MaineDOT Wayne Emington, FHWA Ted Trembley, City of Bangor	Tim Bryant, VHB Craig Morin, HNTB Dave Melo, Stantec Allene Rieger, TranSystems Sean Thies, CES
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Recap of previous subcommittees

- Craig and Tim were on the previous multimodal subcommittee. The main focus of that subcommittee’s efforts was preparing guidance on Marine projects to be distributed within the Department and to consultants/municipalities.
- JoAnn and Ted were on the previous LPA subcommittee. The main focus of that subcommittee’s efforts was the TAP scoring and application process. The subcommittee also discussed scheduling and delivery. Mike spent time refining website and LPA manual, and the subcommittee reviewed/commented.

Subcommittee Mission: Improve communication between MaineDOT and Consultants and assist MaineDOT in achieving Multimodal Program goals.

Department Goals:

1. Standardization of Marine-related Construction Documents
 - Improved Specifications/Special Provisions for marine projects, including SHIP projects.
 - PMs are relying on the consultant’s expertise in developing the construction documents.
 - Focus on specifications to determine standard bid items for marine projects. There can often be ambiguity on what is included in pay items and how to estimate. This leads to less available historic bid pricing to assist in future construction cost estimating.
2. Locally Administered Projects
 - Improved delivery.
 - Improved Application Estimates – Initial project construction cost estimates are often too low. This problem is exacerbated because of the recent significant increase in construction costs (30% increase on average over the last year). According to contractors this increase is largely attributable to the difficulty in hiring enough qualified labor.
 - Some communities are backing out of LPA projects because of the large increase in construction costs.
 - Planning & Project Development are planning to discuss how to get a firmer commitment to the financial obligation from municipalities for their LPA projects.
 - Determine how to work with municipalities to get more realistic project cost estimates up front.
 - BACTS/PACTS hires an outside firm to do estimating for all their projects.
 - Priority is giving communities the tools to be successful.

Subcommittee Initiatives:

1. Specifications
2. Estimating
3. Project Delivery

Specifications/special provisions:

- Identify components that are common between marine projects. Develop listing of bid items that are standard (outline of scope items was developed by the previous multimodal subcommittee – this could be the framework, Craig will send out to the subcommittee); also identify items that are already in the specifications that may need to have tailoring specific to marine work. The Marine specs would reference to the 700 series material specs in the Standard Specifications.

LPA Projects Estimating:

- MaineDOT sees failures on budgeting on these bike/ped project most frequently– especially because of the issues related to municipal funding / budgeting such as requirement for annual Town Meeting to approve additional funds.
- Mike prepared a kitchen sink type sheet of what is needed for a project – these are tied to the Standard Specs. Mike will send out a link to the sample schedule of items. Subcommittee will provide comments / input for improvement of the resource.
- Need the same type of resource on the marine side – need to identify specs & items first.
- Are there options from STIC to have some funding to provide support to communities?

Project Delivery:

- One of the biggest issues is every LPA starts out with communication meeting between PM & Municipality; communities lose interest & PM communicates with the consultants. How to get more engagement and commitment from the smaller municipalities? PMs to communicate with the municipalities; consultants need to help the municipalities understand their roles and responsibilities. How can we help with that?
- Bangor is successful with its many LPA projects because Ted actively manages them and communicates effectively with MaineDOT. A significant amount of Ted's time is reimbursed to the City through the program because he manages so many projects LPA projects.
- Reporting requirements: Consider reinstating a monthly progress report requirement. If a municipality fails to submit the reports, notify them after the first and if subsequent reports are not submitted, consider taking back funding if no work is completed on the project within 3 months.
- Jeff asked Mike to develop a draft template for a quarterly report.
- Consider having a bi-annual or annual recertification for individuals with LPA certification. This could take the form of a webinar that reemphasizes the most important elements for LPA project success.
- FHWA has a lot of resources already set.

Continuity is important regarding consultant member terms. Recommend 3-year terms on a rotating schedule.

Next meeting: Tuesday April 23 at 10:00am at MaineDOT. Jeff or Mike will schedule a conference room.

Action Items

1. Mike will distribute a sample updated quarterly report.
2. JoAnn will draft the subcommittee work plan.
3. Mike will send out the bike/ped project estimating tool.
4. Craig will identify an initial list of marine specification items to improve/develop, starting with the marine design guide info developed by the previous incarnation of this subcommittee.
5. Tim will develop and distribute the notes from this meeting.