



## ACEC/NCDOT BRIDGE SUBCOMMITTEE

Minutes of February 2, 2009 Meeting  
Structure Design Conference Room B, 10:30 am

### **Attendees**

Greg Perfetti – NCDOT Structure Design Unit  
Allen Raynor – NCDOT Structure Design Unit  
Lonnie Brooks – NCDOT Structure Design Unit  
Dan Holderman – NCDOT Bridge Management Unit  
Tim Rountree - LPA  
David Simpson – Simpson Engineers  
David Charters – PB  
David Peterson – RK&K  
Jim Barcomb – URS  
Hardy Willis – Vaughn and Melton

- 1) **Review of Previous Meeting Minutes** – Minutes were approved with no changes. Allen Raynor posted them on the Structure Design Web Site.
- 2) **Bridge Design Workshop Series** – David Simpson has arranged for the next Bridge Design Workshop to be 12:00 noon on March 10th at the Wake Commons Building. The subject will be on the Load Rating Study completed for Bridge Management by URS. The speaker will be Satrajit Das of URS. David is working with Tia at ACEC to get the announcement flyer completed. It will be sent out a couple of weeks before the Workshop.
- 3) **Transformation Update** – See attached memo from Jim Trogdon concerning the duties and makeup of the Professional Services Management Unit.
- 4) **Training Opportunities** – Due to the freeze on training, no training is currently planned.
- 5) **Structure Policy Memos** – One new policy memo has been issued dated January 12, 2009. This memo adds a note for steel girders with elastomeric bearings. It supersedes one issued September 7, 2004. In addition, Greg Perfetti said a memo will be forthcoming dealing with minimum HL-93 rating factors for spans less than 60'.
- 6) **Anticipated PEF Advertisements** – There has been some speculation that the Yadkin River project on I-85 in Rowan/Davidson Cos. may be advertised soon as a Design/Build project. No verification of this.



## 7) **Technical Discussion**

- a. **LRFD Foundation Design Implementation** – Guidelines should be ready. Greg will check and a memo will be sent out.
- b. **LRFD Slab Charts** – Allen Raynor informed the group that the Slab Design Charts were developed based on 4000 psi concrete and not 3500 as stated in the Design Manual. This change will be updated in the next Design Manual revision.
- c. **Cored Slabs** – Allen also said they were going to begin using 24” cored slabs in lieu of the 27” box beams as a cost saving measure. The 24” cored slabs should be used for spans up to approximately 70’. Structure Design will prepare standards for the 24” cored slab details.

## 8) **Next Meeting** – 10:30am Monday, May 4<sup>th</sup>, 2009.

MEMORANDUM TO: Distribution A

FROM: Jim Trogdon, PE  
Chief Operating Officer

DATE: January 14, 2009

SUBJECT: Professional Services Management Unit – Technical  
Services Division

The creation of the Professional Services Management Unit has been previously announced and that Mr. Scott Blevins is the Manager of the Unit. The purpose of this memorandum is to detail the roles and responsibilities of the unit in the acquisition of Engineering and Architectural services for the Department.

Every Unit throughout the Department that manages professional services contracts will be affected. This change will provide efficiencies in the way professional services contracts are managed across all modal-divisions. This Unit will chair the interview process, handle all paperwork, execute the contract, and provide the requesting unit with a Professional or Specialized Services Firm (PSSF). This will allow the requesting unit to concentrate on managing the actual work provided by the firm without having to deal with administrative issues.

This unit will be responsible for PSSF selection, contract preparation and execution, performance evaluation and rating, workload tracking, and contract conflict/ claim resolution. This unit will be responsible for the overall administrative management of all professional service contracts.

- **Acquisition** – this unit will develop the acquisition process, form the selection team, and chair the selection committee. The chairman has the responsibility of selecting the appropriate PSSF based on input from the selection committee.
- **Contracting process** – including alternative contracting approaches – this unit will be responsible for developing contracting processes and working with Units/Divisions to select the most appropriate contracting method.
- **PSSF/ NCDOT performance evaluation and rating** – this unit will be responsible for developing and administering a 360-degree evaluation of the performance of the NCDOT and the Firm. This unit will foster relationships to enhance communication between the Firm and the Department by mutual feedback on procedures.
- **PSSF workload tracking** – this unit will track the workload of all PSSFs. This information will be considered in the firm's selection process.

- **PSSF Conflict Resolution** – this unit will be responsible for evaluating Firm/NCDOT contractual disagreements and will be responsible for rendering a decision on the disagreement. If the firm and the managing unit reach a point of disagreement resulting in a claim against the Department, the firm will be required to submit their claim in writing to the managing unit for review. The managing unit will review the claim and prepare a recommendation which will be sent to this unit for final decision.

The Core Business Functions of the Unit will be:

- Select PSSF
- Negotiate professional services contracts
- Scope projects
- Prepare advertisements and post to BOT
- Prepare agenda items and present to BOT
- Track outstanding workload for all firms
- Develop and administer a 360° evaluation of firm and NCDOT performance on PSSF contracts
- Establish consistent salary rates for job classifications for in-house estimates
- Execute engineering agreements and enter into SAP
- Coordinate with the Office of Inspector General and External Audit
- Monitor professional service contracts to ensure DBE/ SPSF usage
- Resolve conflicts pertaining to contract performance

The new processes outlined above are effective immediately. Please contact Scott for assistance and if you have any questions. Also Scott will be revising our existing policies and procedures to reflect the revisions.

In addition to Scott, Ms. Cathy Houser, PE, Mr. Arthur Petteway, PE, and Mr. Robert Stroup, Jr. PE have been selected to serve as the Project Engineers in this newly created Unit.

Starting February 2, 2009 they will be located at the Century Center and can be reached by phone at 919-250-3004.