



MEETING NOTES

Project Name

TIA ACEC working group

Purpose of Meeting

Continued Coordination

Date of Meeting

7-10-2014

Time

1:30 PM

Location

GDOT – One Georgia Center, Conference Room 405

Participants

See attached attendance sheet

1. TIA Procedures Released

Several procedures for TIA processes have been developed and released. These procedures are intended to document processes used in the TIA Program administration and give a “how” to the “what” processes documented in the TIA Manual. At this time procedures for Procurement, Contracts, Invoicing, and Communications have been published and are available on the TIA Website on the TIA Manual page.

2. Revenues and TIA Fact Sheet

The latest TIA Fact Sheet was distributed. Little change has been noted in the revenue shortfalls, but Mike noted that this has not had an impact on the program as yet. It is expected that once we get into letting some of the larger projects, or even as we get into the Band 1 right-of-way phase, we could start seeing some impact and have to make adjustments.

One of the biggest demonstrations of success for the program is to have the funds flowing out to projects as they are available. The early challenge in the program was to demonstrate progress on projects while having no revenues available. We’ve passed that hurdle for now and are facing a different challenge. We need to ensure the TIA revenues that have been collected are spent and do not just sit idle.

One item we are moving forward with in association with GSFIC is to discontinue reserve hold-back. There are currently \$61 million in reserves and we are comfortable with that level for the time being. Should the financial picture change, we can re-establish reserves.

There was a question about what the encumbered amount represented on the fact sheet. The encumbered amount is the full value of all issued contracts on the project. The committed amount represents the amount currently authorized via NTP on the project (e.g. when a contract is entered into with a local government the entire local agreement amount is encumbered; the funds that are released by NTP per phase for the local government to use are shown as the committed funds.)

3. Updated Risk Assessment

For the last 6 months or so, GDOT and the TIA Program Manager have been working to update project risk categories. The main goal behind this effort was to establish a standard way to categorize the specific costs for each project. The TIA Office recognized the need to be able to show local governments how it was decided funds should be held back for project contingencies and project management costs that should be charged directly to the project.

The resulting work has established about 10 categories that range from roughly 2.5% to 12% cost of risk for projects. This range is not final, but the work is about 90% done on the risk analysis. These categories will enable the TIA Office to provide consistent explanations on the how funding hold backs are determined for various projects.

A question was asked if this information would be shared once the work is complete. The answer was, absolutely. Spreading this information as much as possible will help everyone better understand how TIA funds are being managed.

Once the risk study is complete, the TIA Office will begin looking at a methodology for deciding if and when the funds being held should be released based on the project risk type.

4. Contract Advertisements

a. Batch 2 Update

All Batch 2 contracts are under negotiations. Goal is to have all contracts executed by the time the Batch 3 advertisement is posted

b. Batch 3 Advertisement

The Batch 3 advertisement is planned for posting in mid-September. This is approximately 1 month ahead of GDOT Procurement's Fall posting, which should allow completion of the TIA SOQ phase prior to GDOT's advertisement posting.

An industry forum meeting is being planned for the Batch 3 advertisement. Based on comments from the last working group meeting, this sort of information is helpful, so long as project expectations are provided and not just a rehash of where revenues stand for the program. A suggestion was made that discussing how the budget was expected to be managed for these design contracts would be helpful. There are apparently still some firms that are not even taking an interest in the TIA solicitations because of possible misunderstanding of the TIA budget requirements. It has been a learning process for all firms involved.

c. Batch 4

Based on the overall procurement plan, Batch 4 will likely be advertised somewhere in late spring/early summer of 2015. Based on the progression of the TIA advertisements, it appears we will have all needed procured design under contract within 18 months or so.

5. Open Discussion and Input from Industry

A question arose about the expected turnaround time for various design reviews. The question was prompted knowing that most TIA projects will be under a tight design schedule and an even tighter design budget. Prolonged reviews could have an impact on a design consultant's ability to maintain their proposed design budget. There have been a couple of recent staff changes and additions to help with this situation. Everyone agreed that in order for the program to be a success, these reviews had to get done and returned to the designer expeditiously. It was suggested that at the start of a design contract the designer and the project manager should get together and establish when the reviews should be expected in the project schedule and how long the reviews should take.

Another similar concern was expressed that when projects reach construction there will have to be some fairly clear instructions for everyone on who to contact with construction problems. If the uniqueness of the TIA management structure is not recognized, construction problems could end up being sent through normal GDOT chains and delaying resolutions. Mike said he has been working to inform District personnel on these issues.

There was a question about the recent memo on a new consultant invoice form and directive for its use. Does the new procedure apply to TIA contracts as well? Mike said we would need to check into it further. There may be a need for more in depth backup information to provide to GSFIC, but, again, Mike said he would have to coordinate with them.

Post Meeting Note: TIA Consultants will continue to use the TIA Invoice form that will be provided for them when they are engaged on a TIA design contract. Currently, there is no increased level of documentation required for GSFIC beyond what will be required for GDOT approval of TIA contract invoices. Consultants will simply need to provide any documentation as directed by TIA Project Managers.

6. Next Meeting Scheduled for Thursday, September 11, 2014 at 1:30

Fact Sheet

As Of 7/9/2014



Revenue Collections (75%) through May 2014				
	Original Rev F'Cst	Actual Revenue	% Behind	Reserves
CSRA	\$76,580,586	\$64,589,781	-15.66%	\$28,050,820
RV	\$54,543,693	\$47,000,576	-13.83%	\$19,814,054
HOGA	\$36,043,179	\$29,635,497	-17.78%	\$13,303,086
TOTAL	\$167,167,457	\$141,225,854	-15.52%	\$61,167,960

75%/25% Split through May 2014			
	Local	Regional	Total
CSRA	\$21,529,927	\$64,589,781	\$86,119,707
RV	\$15,666,859	\$47,000,576	\$62,667,435
HOGA	\$9,878,499	\$29,635,497	\$39,513,997
TOTAL	\$47,075,285	\$141,225,854	\$188,301,139

Band 1 Local Applications				
	CSRA	RV	HOGA	TOTAL
Local Applications Received	28	4	104	136
Local Applications Approved	29	4	104	137
Local Project Contracts In Process	0	0	2	2
Local Projects Contracted	29	4	102	135

Financials				
	CSRA	RV	HOGA	TOTAL
Encumbered	\$126,787,731	\$77,702,462	\$48,906,901	\$253,397,095
Committed	\$57,163,846	\$38,813,483	\$17,523,703	\$113,501,032
Invoiced	\$7,527,471	\$6,149,547	\$6,049,825	\$19,726,842

Construction Projects				
	CSRA	RV	HOGA	TOTAL
GDOT Let				
Active	3	2	1	6
Substantially Complete	1	0	41	42
Closed	0	0	0	0
LOCAL Let				
Active	8	0	14	22
Substantially Complete	0	0	26	26
Closed	0	0	3	3
Program Wide				
Active	11	2	15	28
Substantially Complete	1	0	67	68
Closed	0	0	3	3