

MEETING MINUTES

American Council of Engineering Companies of New Jersey New Jersey Transit Sub-Committee

DATE: May 2, 2007

TIME: 10:00 AM to 11:10 AM

PLACE: ACEC-NJ HEADQUARTERS
66 Morris Avenue
Springfield, NJ 07081

ATTENDEES:

PHONE:

EMAIL:

Vince Campisi, Clough Harbour & Associates	973-299-1100 Ext 225	vcampisi@cha-llp.com
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Tony Fleres, URS Corporation	973-504-7090	tony_fleres@urscorp.com
Rick Martino, Modjeski and Masters, Inc.	856-608-7400	ramartino@modjeski.com
Peter Allen, ACEC-NJ	973-564-5848	peterallen@acecnj.org

This NJT Sub-Committee meeting was called to order by Vince Campisi as scheduled by the Sub-Committee attendees at our last meeting on March 9, 2007. Several prior invitations to join this NJT Sub-Committee have been extended to all ACEC-NJ Transportation Committee members. In addition, all such interested parties were informed of this meeting.

Vince distributed copies of the final minutes of our last Sub-Committee meeting. The Writer agreed to be the recording secretary for the Sub-Committee. Vince provided a brief review of the following potential action items under consideration for future Sub-Committee discussions with NJT:

- What can ACEC-NJ do to help further NJ Transit's mission?
- NJ Transit Website needs updated to streamline the procurement process, notices, upcoming projects, engineering references and standards, etc.
- Transit proposal de-briefings are not timely and are not consistent. A regular procedure should be established for de-briefings. The de-briefing should be informative and a policy adopted to allow the consultants to be given the opportunity to compare their proposals to the winning proposal considering that the information contained is public.
- Transit is currently adjusting a Firm's provisional overhead rate downward but not upward. An allowance for an upward overhead adjustment by Transit is needed.
- Short List Procedures are costly to Transit and Consultants with too many firms are being short listed for a given assignment. Pre-proposal meetings and field trips should only be required for large complex projects and not for routine smaller assignments. It would also be desirable if the meetings could be held at the project location rather than at NJ Transit headquarters and be limited to a maximum duration of a ½ day.
- Is it possible for Transit to do a more efficient one-step selection process for smaller projects?
- Technical proposal submissions should not require staffing hour estimates.
- The current requirement for competitive technical proposals among Transit's selected Task Order Consultants (TOC's) is unnecessarily burdensome to Transit and the TOC's.
- Are there any mutual advantages to less Task Order Contracts and more Project Specific RFP's?
- What's in the Capital Program after the Tunnel Project? Is it Long Range Planning along I-80, I-78 and Route 3?

Vince was tasked with setting-up an initial meeting with Transit to lay the ground work for the regular coordination meetings in the future with this Sub-Committee. The plan is to have Vince, Chandu, Rod Pello and Peter Allen attend the initial meeting with Transit. The intent is to meet with Mr. Richard Sarles, the new Executive Director. The initial meeting date has not been set, but early June is targeted.

Following discussions occurred regarding the aforementioned initial meeting, subsequent coordination meetings with Transit and future Sub-committee activities:

- Vince and Chandu should bring an ACEC-NJ membership list to the initial meeting to demonstrate the extent of firms represented by this Sub-Committee.
- All action items of discussion with transit need to be presented in a manner which reinforces potential cost saving and any other benefits to NJT.
- Transits website should be reviewed by the Sub-Committee members before any potential improvement discussions occur with NJT.
- Baker's Newark office was offered for future meeting use by the Sub-Committee as needed.
- To be worthwhile, our coordination meetings with NJT need to be with Transit staff at the Assistant Commissioner or Director level.
- The objectives of the initial meeting with Transit are to develop a better understanding the greatest challenges currently facing NJ Transit (such as, funding, relationships with its customers, parking, access to NJT facilities, project delivery ...) and re-establish a positive relationship with this Sub-Committee.
- Following the initial meeting with NJT, the findings of that meeting will be reviewed with this Sub-Committee, and a draft mission statement for this Sub-Committee's work will be further developed. Mission statements for ACEC and Transit will be used for guidance in this regard.

Our next Sub-Committee meeting was not scheduled, but it is expected to occur in June after the aforementioned initial meeting with Transit has occurred. An announcement of these future meeting dates will be communicated to the Sub-Committee as they are scheduled.

Respectfully submitted by,



Richard A. Martino, P.E.,
NJ Transit Sub-Committee Member

cc: Peter Allen, ACEC-NJ
Rod Pello, Chairman, Transportation Committee