



# WisDOT e-Contracting Committee Meeting

When: Wednesday, June 29, 2016

Time: 9:00 am – 12:00 pm

Location: Madison Hill Farms – Waukesha Room 701

DOT TEL DTSD SWB TConf3 888-808-6929 Access Code 7753302

## ATTENDEES:

X	Sharon Bremser		Bill Strobel
	Beth Cannestra	X	Mike Treazise
X	Nate Czech	X	Brenda Veaser
X	Randy Knoche	X	Mike Bakalars
X	Mike Kretschmer	X	Darin Blang
X	Dan Meinen	X	Joe Bunker
X	Biren Patel	X	Troy Gagner
X	Mitch Patoka	X	Derek Hungness
X	Diane Phaneuf	X	Mike Statz
X	Mark Ploederer	X	Brian Wilson
X	Jeff Stewart		
Time	Lead	Topic	
9:00 AM	Dan	<b>Introductions</b>	
9:05 AM	Dan	<b>New Items</b>	
		<ul style="list-style-type: none"> <li>No new items</li> </ul>	
9:15 AM	Sharon/Mike/Joe (other scope and fee members)	<b>Update of Scope and Fee meetings</b>	
		<ul style="list-style-type: none"> <li>Progress is being made, tasks are being clarified</li> <li>Scope and Fee members are to let WisDOT know who has helped them with estimates for task hours and assumptions</li> <li>Clickable link on guidance for each task will help keep everyone on same page</li> <li>Let WisDOT know if there are any missing tasks so we can add them to the list</li> <li>The user guide and assumptions are being <a href="#">updated online</a> at least once a week</li> </ul>	
9:20 AM	Sharon	<b>Classification/Title/Wage Ranges</b>	
		<ul style="list-style-type: none"> <li>Review of Aurigo Statement of Delivery 1 (SOD1). Each task will have a calculation of the type of person doing the job, the hours and the pay range of high, medium or low. WisDOT makes this determination when scoping a project.</li> <li>Once a firm is selected, WisDOT will know the correct indirect rates to estimate and the direct costs the firm can bill.</li> <li>Need clarification on job classifications – for instance, WisDOT has 104 job titles, but we need to narrow down those classifications</li> </ul>	

		<ul style="list-style-type: none"> <li>Possible solution is to go with this classification scheme:</li> </ul> <table border="1"> <thead> <tr> <th>Job Classification</th> <th>Pay Range/Skill Level</th> </tr> </thead> <tbody> <tr> <td>Engineer</td> <td>Low, Medium, High (and possibly "Expert")</td> </tr> <tr> <td>Technician</td> <td>Low, Medium, High (and possibly "Expert")</td> </tr> <tr> <td>Specialist/Professional</td> <td>Low, Medium, High (and possibly "Expert")</td> </tr> <tr> <td>Clerical/Administration</td> <td>Low, Medium, High (and possibly "Expert")</td> </tr> <tr> <td>Manager/Director/Supervisor</td> <td>Low, Medium, High (and possibly "Expert")</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>Every job title could fit into that classification</li> <li>Review of CARS contract wage rates and consultant estimated wage rates</li> </ul>	Job Classification	Pay Range/Skill Level	Engineer	Low, Medium, High (and possibly "Expert")	Technician	Low, Medium, High (and possibly "Expert")	Specialist/Professional	Low, Medium, High (and possibly "Expert")	Clerical/Administration	Low, Medium, High (and possibly "Expert")	Manager/Director/Supervisor	Low, Medium, High (and possibly "Expert")
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10:45 AM		<b>Break</b>												
11:00 AM	Sharon	<p><b>Masterworks overview/requirements</b></p> <ul style="list-style-type: none"> <li>When filling out the NOI, WisDOT will need to know what office will be performing the work. This may be different from the location that will be receiving payment for the work.</li> <li>When filling out key staff on an NOI, consultant firms will select an employee name which will be connected to a library which will automatically fill in the employee credentials, employee #, years of experience, office location and narrative. Firm will also have ability to enter in other firm's staff members. This allows a prime to enter information on behalf of a sub.</li> <li>Firms would have the ability to view if another firm has been debarred or suspended, if another firm is a roster firm and if they have a current CFR.</li> <li>In Masterworks, firms will have the ability to submit questions about a project. WisDOT will publish the answer to the questions. A notification will be sent to firms when the answers are published. A notification will be made to firms when a solicitation NOI has changes made to it.</li> <li>The selection form will look similar to what firm's see today (selected firm, 2<sup>nd</sup> firm, 3<sup>rd</sup> firm).</li> <li>When a firm is selected, WisDOT will post results and let firm know that the WisDOT PM will contact them shortly.</li> <li>In negotiation, every level of negotiation submittals will be saved in the Masterworks application</li> </ul>												
11:45 AM	Dan	<p><b>Next meeting dates/next steps</b></p> <ul style="list-style-type: none"> <li>Future meeting dates: <ul style="list-style-type: none"> <li>August 17 (9AM – Noon)</li> <li>October 4 (1PM – 4PM)</li> </ul> </li> <li>WisDOT will attempt to classify all 104 job titles into a job classification scheme – will send to consultants in mid-July for feedback at August 17 meeting</li> <li>August 17 meeting will involve discussion on negotiation and consultant profile in Masterworks</li> </ul>												
12:00 PM		<b>Adjourn</b>												