

MEETING MINUTES**American Council of Engineering Companies of New Jersey
New Jersey Transit Sub-Committee****DATE:** March 9, 2007**TIME:** 9:30 AM**PLACE:** ACEC HEADQUARTERS
66 Morris Avenue
Springfield, NJ 07081**ATTENDEES:**

	<u>Phone</u>	<u>Email</u>
Chandu Bhoraniya, Medina Consultants	908-850-3366 Ext 121	bhoraniya@medinaconsultants.com
Vince Campisi, Clough Harbour & Associates LLP	973-299-1100 Ext 225	vcampisi@cha-llp.com
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This meeting was called by Chandu Bhoraniya at the request of Rod Pello, Chairman of the Transportation Committee of which this committee is a sub-committee. An invitation to all ACECNJ members interested in joining this committee was sent by Peter Allen last November. All of the respondents who indicated an interest in joining the committee were notified of this meeting.

Chandu opened the meeting with a brief discussion on the previous committee and explained that the committee had not held any meetings since the departure of Bill Rutherford the former committee chairman. Chandu was asked by Rod Pello and Peter Allen, Executive Director to reinstitute the committee and commence meeting on a regular basis. We will set up a meeting with the new Executive Director of NJ Transit (NJT) following the selection and announcement of the replacement for George Warrington. Following some discussion regarding some concerns which are to be addressed by the new committee it was agreed that Vince Campisi will be the new Committee Chairman and Chandu will be Vice Chairman. Chandu will provide the committee members with copies of the previous minutes of the committee. A meeting with Rod Pello, Peter Allen, Vince and Chandu will be set to discuss the goals and intent of the committee.

Vince Campisi will send another notice to all of the respondents who expressed an interest in the committee advising that we have held our first meeting and if they are still interested in being on the committee to please let us know. A brief discussion followed where all of the attendees described their current relationship with NJT after which Chandu presented a list of agenda items carried over from previous discussions of the committee. These items included the following.

- NJ Transit Website
- De-Briefings are not timely and Consistent
- Provisional overhead rate being adjusted downward and not upward. Allow upward adjustments also.
- Short List Procedures – too many firms short listed?
- Less TOC's / more RFP's (project specific consultants).
- Possible one step process for smaller projects.
- No staffing hour charts for technical proposals.
- No competition among selected TOC's.
- What can we do for NJT?
- Capital Program after the Tunnel Project – Long Range Planning along I-80, I-78 and Route 3.

The items listed were discussed briefly and some opinions were expressed regarding the possibility that some changes might be instituted by NJ Transit following discussion with the committee. It was decided to rank some of

the agenda items as to the most important issues to bring to NJT; the following items were ranked accordingly.

1. The NJT Website is not as organized as the NJDOT website and is geared more toward the ridership. The website perhaps through a separate portal should be made more informative and friendlier for the consultant community by providing project specific information, notices, procurement information, selections, upcoming projects, engineering standards etc.
2. 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 information.
3. Pre-proposal meetings and field trips should only be required for large complex projects and not for routine smaller less complex projects. 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 ½ day.
4. An additional item was added to the list which concerns the historical status of all TOC contracts, specifically the number and value of task requests made under each TOC contract.
5. The issue of overhead rate adjustments was discussed and will be one of the topics of discussion when we meet with NJT.

Vince asked the members for suggestions regarding a mission statement for the committee. Please send any suggestions to Vince via E-Mail.

Our next committee meeting is scheduled for May 2, 2007, 10:00 AM at ACECNJ headquarters, 66 Morris Ave., Springfield, NJ.

Submitted by,

Vincent N. Campisi, P.E.,
Chairman, NJ Transit Sub-Committee

cc: Peter Allen,
Rod Pello, Chairman, Transportation Committee