

**Technical Committee on Cost Estimating  
Phone Conference Meeting Minutes  
May 6, 2010**

**Members Present**

Lesly Tribelhorn, Chair	Roger E. Bierbaum
Dave Kent, Vice Chair	Mike Ginnaty
Edwin Okonkwo, Secretary	Jeffrey M. Hisem
Norie Calvert	Jay Drye
Mike Fowler	John Riedl
Greg Davis	Ken Spear
Darrell Richardson	Jack Young

**Members Absent**

Scott Bickford  
James Frick  
Keith Platte, AASHTO  
Jim McDonnell, AASHTO

**Welcome new members**

The TCCE welcome the addition of two new members; Mike Ginnaty with Minnesota DOT and Jack Young from Caltrans. The committee still has two more vacancies to fill that were left when representatives from Missouri and Kentucky resigned. Lesly will renew efforts to fill these vacancies.

**Status on survey results compilation and action items**

Jeff Hisem is continuing to contact the states that did not fill out the survey. Although the survey has been shut down, Jeff will still send a copy to interested states to complete. There are other three to four people that have not completed the survey. Jeff will get in touch with them to discuss how to get them to complete the survey.

**Action on survey questions # 14 & 15 results**

Dave Kent developed a spreadsheet to highlight what the state DOTs consider to be best practices in initial cost estimates and preliminary estimates. For the initial estimate, Parametric modeling with standardized rates, historic data and clearly identified scope are priorities. For preliminary estimates, updating the estimate, historic data, and scope creep are considered by many states to be priorities in best practices.

**Action on survey questions # 16 & 17 results**

Greg Davis is working on the survey questions #16 & 17 and will e-mail to all the committee when completed. He is looking at responses with areas of concern not covered in our proposed guidance; (1) competition assessment guideline, (2) Impact of contracting climate (capacity, night work, etc.), and (3) Trends in construction market. These topics may need to be considered when we focus efforts on additional guidance chapters.

**Action on Survey question #18 & 19 results**

Roger Bierbaum summarized the survey result #18. He indicated that this survey question received over 50 respondents; 15-states responded yes, 3- indicated that their process is currently under review by outside agency; 4-states responded that they do not know, 21-states responded with no, and 7-states did not respond. VT stated that they answered no because no outside agency has reviewed they cost estimating process in the past 5 years.

### **Action on survey question #20 results**

Edwin is working on the results of the survey question #20 and will provide comments on the summary of result.

### **Discussion on contacting members from other AASHTO Committees**

**Lesly** put together some questions that can be used when talking to other technical committee members. These were included in the package of documents for this meeting. She is also working on a proposal for related research project – Bidding competition - that we may want to co-sponsor with a committee from Subcommittee on Construction. Lesly will also contact a member on the SCOD- Preconstruction Engineering Management to discuss their activities relative to what we are doing, although the committee is waiting for our guidelines.

**Mike Fowler** is in communication with David Hoyne with the SCOC Roadway and Structures Section and has been discussing the issue of indexing on a regular basis. David is aware of our committee and the ongoing work. Our guidance fits with their needs.

**Jeff Hisem** is in contact with the Environmental committee and has been trying to get together with the Chairperson. Jeff was impressed by their website, “Center for environmental excellence by AASHTO,” and thought it may be a good example of where we want to take our webpage.

**Mike Ginnaty** will be setting up a meeting with Tim Hinkle who is a member of the Standing Committee on Planning to find out more on what the committee is doing, and how our interests may overlap.

**Edwin** talked with Jerry Yakowenko about work through the Contract Administration Section and the Joint Technical Committee on Design-Build. He has been sending copies of the TCCE meeting minutes to Jerry. So far, they haven’t identified areas of conflict. They are looking forward to seeing our guidance published.

**Darrell** talked with Chuck Hasty who is on the SCOD Technical Committee on Preconstruction Engineering Management, and he’s eager to see our committees work together and communicate.

### **Research projects**

Lesly is finishing up the proposal for the second part of our guideline for submittal. If it is approved, we would like to keep the same team that is working on the first part to maintain continuity. Submittals are due sometime in September. Other research topics that we are interested in are Maximizing Competition for Design/Bid/Build projects, Utility Relocation & Right-of-Way, and Preliminary Engineering costs. There are other AASHTO technical committees that may be interested in co-sponsoring these proposals.

## **Annual Meeting**

Lesly is working on the agenda for our face-to-face annual meeting. Committee members can use the draft agenda for their travel preparations. We are looking at conducting this year's meeting in the same format (webinar/teleconference) used for last year's meeting due to travel concerns expressed by committee members.

Lesly is encouraging all members to provide input for topics at the annual meeting and format ideas. Presentations that are 15 to 20 minutes are better for keeping interest levels high. Keep in mind that presentations and workshops can provide continuing education credits, while general discussions and roundtables may not. Travel and meeting expenses can be covered by FHWA if CEU credits are available.

## **Travel Outlook for fall meeting**

Norie Calvert -----	Don't know
Mike Fowler -----	Yes
Dave Kent -----	No
Greg Davis -----	Likely
Darrell Richardson -----	Yes for now
Jeff Hisem -----	Likely
Roger Bierbaum -----	Likely
Mike Ginnaty -----	Likely
Jay Drye -----	No
Kent Spear -----	Likely
Jack Young -----	Maybe
Edwin Okonkwo -----	Likely
Lesly Tribelhorn -----	Maybe
John Reidl -----	No

## **Action items:**

- Lesly will contact the states who expressed interest in joining TCCE and have them submit resumes for nominations through SCOD.
- Edwin to complete action on survey result question #20.
- Lesly to work on survey question #21.
- Lesly will complete proposal to request for additional funding for completion of 2<sup>nd</sup> part of the guidance.
- Jeff, Greg, Dave, Roger will continue to do the follow-up work from the survey.
- All members need to submit ideas for annual meeting topics. Consider volunteering to present, as well.