

ENGINEERING CONSULTANTS SECTION

Presented by:

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Engineering Consultants Section (ECS) Manager

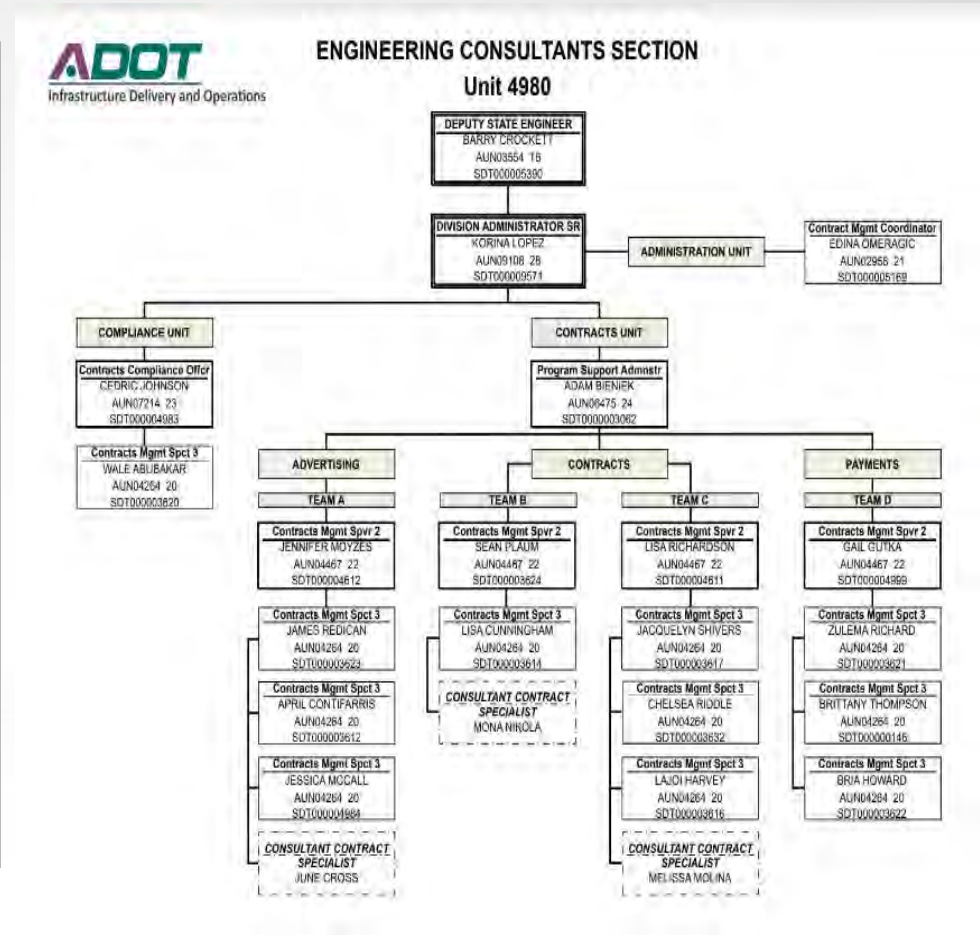
OVERVIEW:

- Who is ECS
- What does ECS do
- Types of Contracts
- Compensation Methods
- Timeline and Overview of the ECS
Advertisement Process and Consultant
Contract Administration

Engineering Consultants Section

ECS:

- Part of IDO
- Supports the Project development process
- Consists of
 - 3 units
 - 4 teams
 - 21 total



How does ECS support the development process?



- ADOT Projects are programmed in the 5-yr Program
 - Determination is made to design in-house (ADOT staff) or by Consultant (ECS)
- Local Projects - ADOT administers all federal-aid funded local projects
 - Consultant Design
- Technical Groups (geotech, bridge, utilities, right of way, traffic, environmental, etc.)
- Supplemental Services
- Alternative Delivery

What does ECS do?

ADOT's Engineering Consultants Section (ECS) is responsible for the advertisement, selection, negotiation, execution, and administration of professional services contracts which are exempt from the State Procurement Code (ARS 41-2501). It is ECS's responsibility to ensure these procedures and the administration of the contracts are compliant with applicable State and Federal regulations. ECS contracts are awarded in accordance with a Qualification Based Selection (QBS) procurement process as established by the Brooks Act.

ECS is committed to providing fair, equitable, efficient, timely, accurate, professional, and quality service to the Department and its stakeholders, consistent with the Department's goals and objectives in meeting the transportation needs of the State of Arizona.

What does ECS do?

ECS develops Contracts for professional design and engineering services. The type of contract is specified in the Request for Qualifications (RFQ).

Contract Types:

Project Specific Contract (Single and Multi Phase)

- Contract for services performed for a Defined Scope of Work for a Specific Project
- Services may be divided into phases, the specific scope of work and associated costs may be negotiated and authorized by phase as the project progresses

On-Call Contract

- Contracts for the performance of services for a number of projects which are awarded on a task-order (project) basis
- Shall define the number of consultant teams which shall be procured, duration and established dollar limitations
- Original selection of consultant teams must be by Qualifications Based Selection
- Tasks are awarded to the selected qualified consultants through one of the following options:
 - Regional Basis
 - Additional Qualifications Based Selection Procedures

**** 23 CFR Part 172 – Equal or Rotational Distribution of Task Orders is not permitted on new On-Call Contracts. Assignment of Task Orders is not guaranteed.**

What does ECS do?

Contract Types:

Supplemental Services Contract

- Contracts for the performance of supplemental services by a consultant such as project management or technical design/review of a project. Services are performed under the direct oversight of the Department.

Compensation Methods

The type of Contract Compensation Method must be defined in the Request for Qualifications (RFQ). The following are approved Compensation Methods for professional design and engineering services:

Lump Sum (LS)

- Negotiated payment method establishing a defined price for a defined scope of work on a project specific contract.

Lump Sum by Task Order (LSTO)

- Negotiated payment method establishing a defined price for a defined scope of work associated with a Task Order on an On-Call contract.

What does ECS do?

Compensation Methods

Cost Plus Fixed Fee (CPFF)

- Compensation based on actual costs plus a fixed fee (FF). Budgets (estimated costs) are negotiated for the scope of work on a project specific contract. FF is set by ADOT, reflecting complexity, schedule, and risk. FF is non-negotiable.

Cost Plus Fixed Fee by Task Order (CPFF by TO)

- Compensation based on actual costs plus a fixed fee (FF). Budgets (estimated costs) are negotiated for the scope of work associated with a Task Order on an On-Call contract.

Specific Rates (SR)

- Compensation method when negotiated rates are used to compensate for work performed. Materials are paid at cost.

Who does ECS partner with?

During the advertisement and contract administration process, ECS works very closely with:

- ADOT Project and Contract Managers
- ADOT Audit & Analysis
- ADOT Finance
- FHWA
- Business Engagement & Compliance Office (BECO)
- Consultant Firms



ECS Advertisement Process

Initiation of the process

Project related Contracts:

- Project scope of work is identified
- Contract and Project Schedules are developed
- Establishment of Disadvantaged Business Enterprise (DBE) Goals
 - Each Contract is assessed a DBE Goal – 49 CFR Part 26
 - Goal is established based on:
 - The anticipated scope of work to be performed under the contract
 - The availability of resources that can perform a commercially useful function
- Authorization of Funds for the Project
 - FHWA Authorization if federal funds
 - Finance approval if State Funds



ECS Advertisement Process



Advertisement & Submittals

- Obtain approval to advertise
- Request for Qualifications (RFQ) posted on external ECS website
- Newspaper advertisements
- Receive Statements of Qualifications (SOQ)
 - ECS performs initial review of SOQ's for compliance with the RFQ requirements
 - If non-compliance is determined, the firm is disqualified from further review
- Selection Panel is assembled
 - PM determines panel group composition
 - Representation from the appropriate ADOT sections is recommended (PM, District rep, technical staff, external stakeholders (i.e. FHWA, COG/MPOs, locals))
 - ECS Manager approves Panel Member list

ECS Advertisement Process

Selection Panel Kick-Off Meeting

Panel members are provided:

- Detailed summary of the Project's Scope and Goals
- Copies of the qualified and responsive SOQ's
- SOQ evaluation criteria
- Directions and Process Overview
 - Schedule
- Required forms
 - Panel Member Participation Form
 - Confidentiality Agreement Form (confidentiality requirements apply to anyone who participates in the process)



ECS Advertisement Process

Evaluation and Scoring

Panel members evaluate and score each SOQ independently from other panel members.

The same selection criteria is used by each Panel Member:

- Project Understanding and Approach
- Project Risks and Schedule
- Project Team Experience & Availability



Evaluations and scoring are performed electronically. After completion of the evaluations and scoring, the ECS Contract Manager reviews the evaluations for completeness and accuracy.

ECS Advertisement Process

Selection Meeting

After the Panel Members have completed their review and scoring, they meet to:

- Discuss and address any concerns or questions about what was presented in the SOQ's
 - Discuss the rationale for their individual scores.
 - Panel Member may revise his/her score based on the discussion held during this meeting
- Evaluate available “Consultant Past Performance Evaluation Scores” and any impact this might have on the consultant’s final score
- Ranking of the firms is presented and the selected firm(s) is identified
- Complete and sign the “Selection Approval Confirmation Memorandum”

ECS Advertisement Process

Notification

- The completed “Selection Approval Confirmation Memorandum” is presented to the ECS Manager for review and signature. Copies of the panel members score, ranking and comments are provided for review. Discussions are held as appropriate.
- The Selected Firm is Notified
- The non-selected firms are notified of the selection and provided the opportunity for a Debrief. The Debrief includes:
 - Copy of the selection panel’s evaluation comments and scores of their firm’s SOQ
 - Score of the Selected Firm’s SOQ
 - Copy of the SOQ submitted by the Selected Firm is provided for review
 - ***The Selected Firm’s comments/individual scores are not shared***

ECS Advertisement Process

Schedule

Contract Initiation:

- Development of the Project's Scope of Work and Need: • 2-4 Weeks
- Development of the Advertisement and Contract Documentation • 3 Weeks
- Establishment of DBE Goals • 1-2 Weeks
- Authorization of Funds for the Project • Depends on Project

Consultant Selection Process

- Contract Advertisement • 3 Weeks (minimum)
- SOQ Evaluation & Scoring • 3 Weeks
- Selection Meeting & Ranking • 1 Week
- Notification • 1 Week

Consultant Contract Administration

Contract Negotiations:

After the Firm is notified of Selection, we enter the Pre-Negotiation Phase.

Preparation & Submittal of Cost Proposal:

- Pre-Negotiation Meetings with the Firm(s)
 - Review Project Scope & Schedule
 - Review of Contract Requirements
 - Negotiation Parameters are defined
 - Questions or Concerns are addressed
 - Submittal requirements for Financial Data
- Submittal of required Financial Reports to ADOT Audit & Analysis
 - Outlined in the SOQ Documentation (i.e. Overhead Schedule, Income Statement and Balance Sheet, Federal Tax Return, etc.)



Consultant Contract Administration

Preparation & Submittal of Cost Proposal:

- Firm works with PM to develop the Project's Scope of Work & Cost Proposal
- Firm submits required documentation via email
 - Cost Proposal Documentation (including appropriate signed cost derivation sheets)
 - Work Hour Estimates (Prime & Subconsultants)
 - Direct Expense Breakdown
 - Subconsultant and Vendor Agreements
 - Insurance Documentation
 - DBE Affidavits or Good Faith Effort form

Advanced Tank Technologies
Washington, DC
Proposal Submitted in Response To RFP 21AA3815-09-R-0001

Element of Cost	Amount	Reference
Engineering Labor	\$452,151	Schedule 1
Manufacturing Labor	26,412	Schedule 1
Direct Labor Overhead @ 55.7%	271,345	Schedules 1 & 3
Material	113,175	Schedule 2
Material Handling Overhead @ 3.0%	3,259	Schedule 3
Subtotal	866,742	
GSA @ 8.0%	69,299	Schedule 4
Estimated Cost	936,041	
Profit @ 10.0%	\$93,604*	
Total Price	\$1,029,645	

* Contractors can negotiate profit with the CO. Typically, COs enter in FAR 15.404-4 for establishing a price objective. DoD COs may use the weighted guideline policy described in FAR 15.404-4.

SCHEDULE 3
Advanced Tank Technologies
Washington, DC
Budget for Fiscal Year 2010 Material Handling
Actual Overhead Expenses for Fiscal Years 2009 through 2007

Material Handling Expenses (Note 1)	Budget			Actual Expenses (Note 1)		
	2012	2009	2008	2009	2008	2007
Purchasing Department	\$ 10,000					
Receiving Department	4,250					
Total Expenses	\$ 14,250					
Less Unavailable Costs	\$ 0					
Net Allowable Expenses	\$ 14,250					
Allocation Base						
Direct Material	\$ 210,000					
Material Overhead Rate (Note 2)	6.8%					

Consultant Contract Administration

Cost Proposals:

ECS reviews cost proposals submitted by the Firms for:

- Completeness and accuracy of documentation.
- Standardization of Contractual Terms & Conditions
- Appropriateness of Proposed Labor Classifications (IB 13-02)
- Initial Review and determination of:
 - Allowability of Costs
 - Fairness & Reasonableness of Costs
 - Status of Firm(s) audited overhead rates.
 - Need for Audit & Analysis Review
 - Need for Risk Management Review of Firm's Insurance



Consultant Contract Administration

Notice to Proceed:

Once the terms of the contract are agreed upon (negotiations are complete) and only after authorization of funds (federal or State), the Firm is issued a **“Notice to Proceed” (NTP) Authorization**. It can take up to 90 days to execute a contract.

An **Advanced Notice To Proceed (ANTP)** or **Limited Notice to Proceed (LNTP)** may be issued if it is determined and agreed upon that a consultants work must start prior to contract negotiations being finalized. Some instances are:

- Emergency Situations
- Time Constraints

**** No verbal or email authorizations are allowed.**

Consultant Contract Administration

Execution of Work:

- The Firm, in close coordination with other project stakeholders, performs the professional services outlined in the contract
- Payment Reports are issued, processed and paid as defined in the Agreement and per Prompt Payment Law
- Contract Modifications are processed as required (this includes any necessary Time Extensions)
- Required reporting and documentation of DBE Participation
- Annual Performance Reviews are completed to address the consultant's performance on an annual basis (through eCMS). Consultants, PMs, Audit and ECS participate in this process.

Consultant Contract Administration

Contract Management:

- Contract Modifications follow a similar process but follow a 50 Day timeframe (34 Days for Technical Group and 16 for ECS)
- DBE Goals Monitored
- Contract Value Monitored by Modification and Overall (On-Call Contracts)
- Payment Reports
- Consultant Evaluations
- Contract Closeout



Consultant Contract Administration

Contract Closeout:

- All contracts have a Contract Period, which establishes the termination date of the contract. Contract periods can be extended or canceled in accordance with the terms and conditions of the contracts.
*****Work can not be performed and invoiced if contract time expires.***
- Contract Closeout is initiated by the ADOT PM after services are completed per the contract.
- Final Payment Report – Prime Consultant and Subconsultants
- Incurred Cost Audit (Audit & Analysis) – For CPFF Contracts
- Certification of Payments to DBE Firms Affidavit (Section 4.47 of contract)
- Final Performance Evaluation is performed to address the consultant's performance throughout the duration of the contract lifecycle (through eCMS). Consultants, PMs and Audit and ECS participate in this process.



ECS Helpful Tools

Internal Website:

[Engineering Consultants Section](#)

- Information Bulletins
- Project Manager Information
- eCMS Instructions
- Cost Proposal Information
- DBE Resources
- ECS Consultant Contract Manual
- ECS Contract Search
- Forms
- FAQs
- Helpful Links
- Contact Information

External Website:

[Engineering Consultants | ADOT](#)

- Consultant Prequalification
- How To Information and Resources
- Advertisements
 - Pending Advertisements, Current Advertisements
 - SOQ Submittal Guidelines
 - Upcoming Projects
- Selections
 - Pending Selections
 - Recent Selections
- Information Bulletins
- Consultant Resources
- Procedures, General Information & Instructions
- Forms & Templates
- Sample Contracts, Certifications, Guidelines, Forms, & Checklists
- Policies & FAQ
- Disadvantaged Business Enterprise (DBE) Programs
- Forms, Links & Resources
- Local Public Agency Consultant Procurement
- Contact Information



Engineering Consultants Section

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