



CONSTRUCTION ENGINEERING INSPECTION SERVICES INFORMATION SESSION

Construction Division

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March 8th, 2018

Agenda

- **Determination of Need and RFP**
- **Procurement**
 - Selection
 - Pre-award Documentation Review
 - Negotiation
- **Administration**
 - Renewal
 - Task Orders
 - Invoicing
- **Advanced Agreement IIM (Consultant Vehicle Policy)**

Determination of need and RFP

Beau Hoyt

Consultant CEI Program Manager



Determination of Need

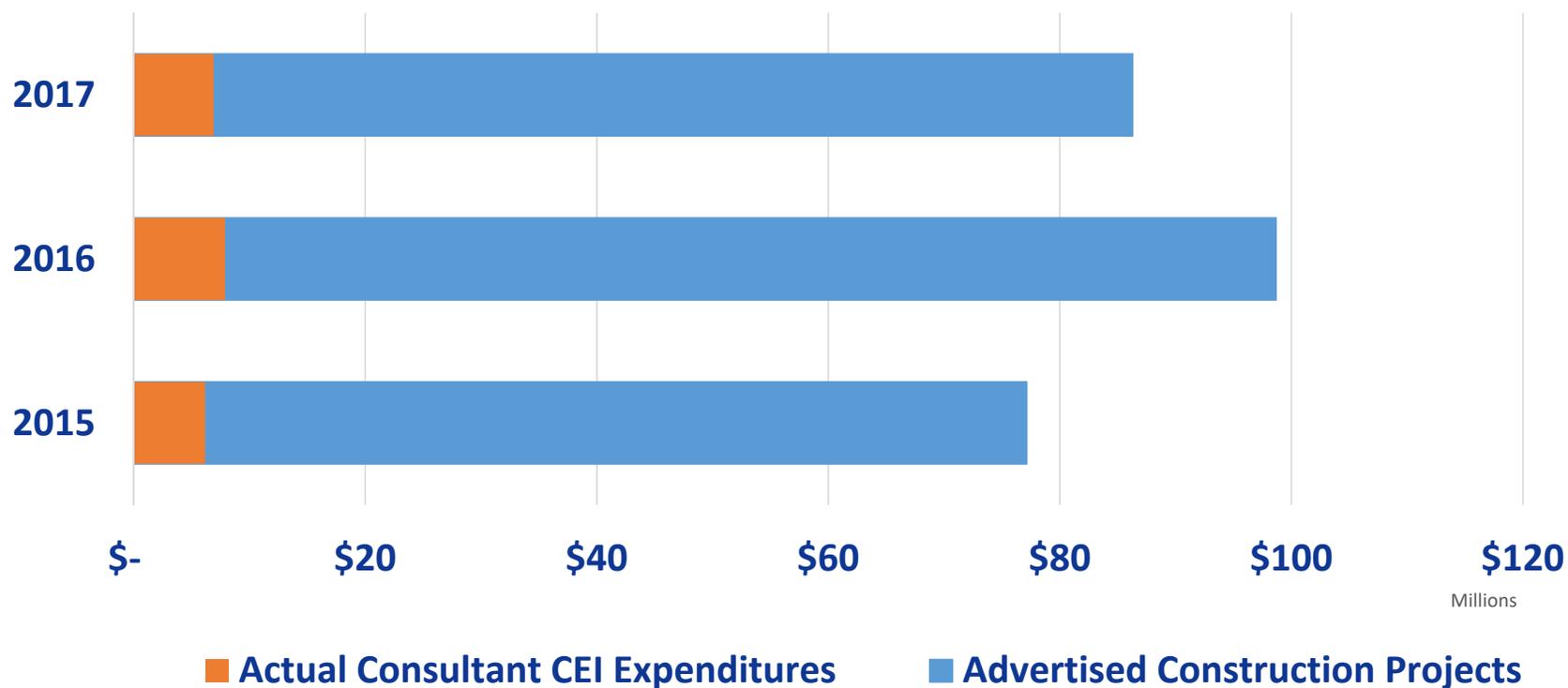
- **Success looks like**
 - Multiple Consulting firms available to each District
 - District has sufficient capacity to staff ongoing and upcoming construction projects
- **Determining the number and value of contracts**
 - Review previous years Consultant CEI expenditures
 - Review existing contract remaining terms and balances
 - Review 24 Month project Delivery Schedule

Monthly Districtwide Expenditure Rates in Calendar Year 2014

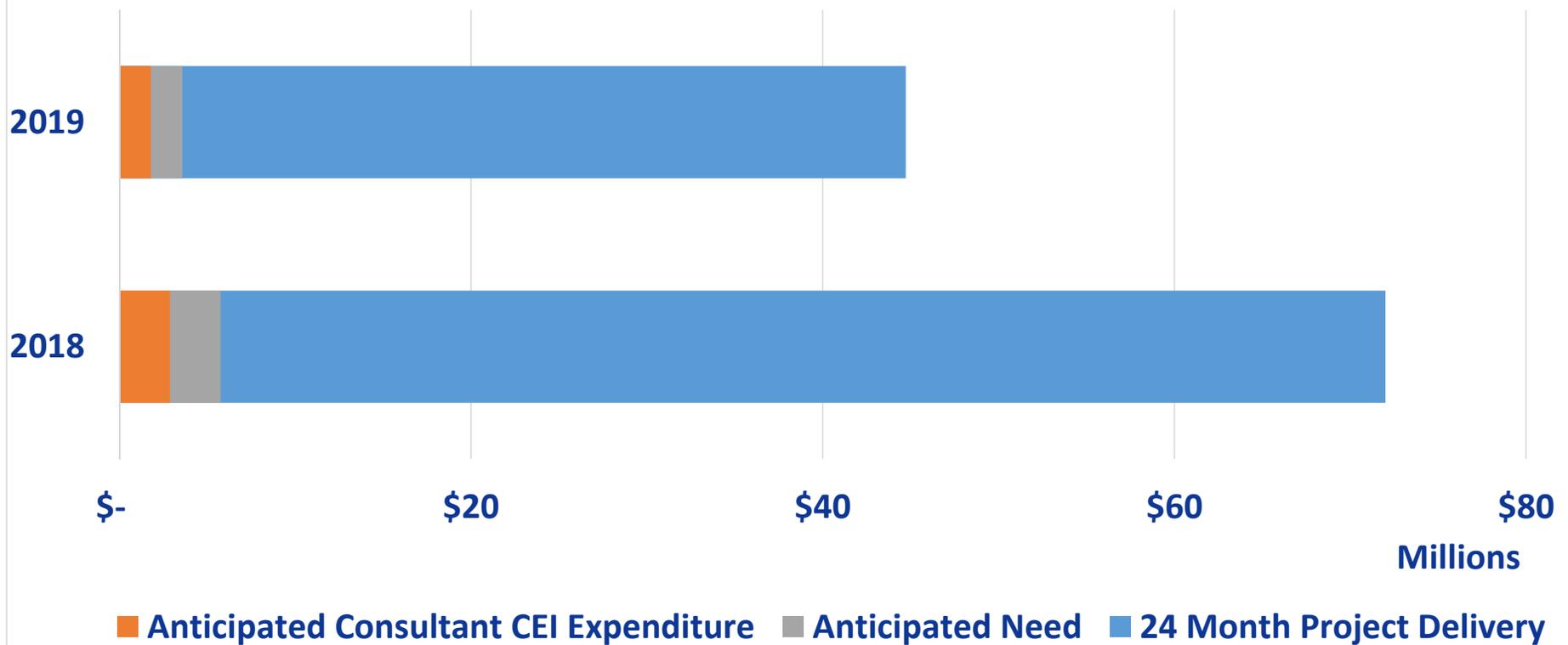
Contract Consultant ID	January	February	March	April	May	June	July	August	September	October	November	December	Voucher Paid Amount	Peak Expenditure Rate (Mar. - Nov.)	Nov E
32400	\$ 196,224	\$ -	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$ 50,454	\$ 51,767		\$ 1,366,731	\$ 124,304	\$ 82,664
40300	\$ 379,554	\$ 140,767	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$ 84,493	\$ -		\$ 1,869,944	\$ 149,958	\$ 173,440
40600	\$ 36,795	\$ 39,057	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$ 39,983	\$ 37,650		\$ 587,833	\$ 52,703	\$ 37,834
41300	\$ 9,179	\$ 12,061	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$153,371	\$153,272		\$ 1,410,527	\$ 137,335	\$ 58,171
41400	\$ 114,933	\$ 126,481	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$171,637	\$163,862		\$ 2,039,768	\$ 181,610	\$ 135,092
42900	\$ -	\$ -	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$103,645	\$ 62,992		\$ 216,749	\$ 17,084	\$ 20,997
43200	\$ -	\$ -	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$ 27,598	\$ 12,158		\$ 72,689	\$ 6,726	\$ 4,053
Total Monthly Expenditure Rate	\$1,008,926	\$536,308	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$923,463	\$481,702		Total Annual Spent \$ 7,564,240	\$ 669,721	\$512,251



Annual District Consultant CEI Expenditures compared to Advertised Construction Projects



Estimated Annual District Consultant CEI Expenditures compared to 24 Month Project Delivery Schedule



Establishing Need

- Anticipate consultant manpower need

	Rate	2018	2019
Sr. Inspector	\$ 28,000	8	13
Inspector	\$ 10,000	23	16
Scheduling	\$ 10,000	0.25	0.25
Construction Manager	\$ 28,000	1	1
Responsible Charge	\$ 56,000	0.5	0.5
Non-Salary Cost	\$ 170,000	390	366
		\$ 2,287,728	\$ 2,224,503

RFP Development

- **Populate with District requested classifications**
 - **Classifications are being standardized**
- **Define Key Personnel**
 - **Classifications involved with the management of projects**
 - **Inspector Classifications**
- **Adjustments to scoring criteria**
- **Determine EOI focus and any District specific topic to address**

Procurement

Greg Henion
Deputy State Construction Engineer



Documentation Submission

The quality of each Consultant's documentation submission directly impacts the Department and Consultant effort required to execute a quality contract in a timely manner.

Every submission should include Quality Control checks.

"Quality is never an accident; it is always the result of high intention, sincere effort, intelligent direction and skillful execution"...

William Foster

Short-list Selection

- **EOI Preparation**
 - Accurate titles and experience in resumes
 - Staff experience matches proposed classification
 - Ensure staff are not already committed
 - Administrative and grammatical errors
- **All questions regarding active procurements must be directed to the Procurement Officer**

Fee Proposal submission

- **Payroll is required for all proposed staff**
- **All staff proposed in the EOI should be in the fee proposal**
 - **Ensure personnel classifications match that submitted in EOI**
 - **Reason for excluding staff from fee proposal must be provided along with replacement personnel**
- **Include office location for all individuals in fee proposal**
 - **Provide City and State**
- **Do not alter the Non-Salary Direct Cost Sheet provided**
- **Staff not proposed in EOI should be placed in classifications matching skill and experience level**

Fee Proposal submission

- **Do not include the following classifications in the Home Office:**
 - **Senior Construction Inspector**
 - **Construction Inspector**
 - **Construction Inspector Trainee**
 - **NACE Coating Technician**
- **Be prepared to provide resumes for all staff proposed in the fee proposal** *(subject to Department request)*

Negotiation

Construction Division conducts negotiations based upon the “Five Pillars”.

- **Personnel match EOI**
- **Reasonable office location**
- **Personnel skill and experience match classification**
- **Non-Salary Direct costs are accurate**
- **Fair and reasonable**

Negotiation

Review rates in comparison with:

- Existing District Consultant CEI rates
- Existing Statewide Consultant CEI rates
- Certified Payrolls for personnel proposed in EOI
- Certified Payrolls for additional personnel

Contract Administration

Wazirah Wallace
Consultant CEI Coordinator



Task Orders

- **Multi-Term Task Orders**
- **District Coordination**
- **Task Order Distribution**
- **Indirect Cost Rate**
 - **Home Office**
 - **Field Office**

Invoicing

- **Prompt Invoicing**
 - Final voucher
 - Payment to sub-consultants

- **Electronic Invoice Submission**
 - VDOT's Finance Division
 - **All CEI program invoices should include an electronic copy**
 - (unless otherwise directed by the District)

Standard Contract Renewals – Time

- **Central Office will identify standard contract renewals 90 prior to the expiration of the contract.**
 - **The District will continue to be the POC for all District contract renewals.**
 - **Consultants must complete/sign the renewal letter opting to renew.**
 - **Additionally, all prime and subconsultant must complete/sign the Advanced Agreement Declaration Letter for Consultant CEI Vehicle Mileage Payment.**
- **Consultant Performance Report Review**



Advance Agreement IIM (Consultant Vehicle Policy)

Ian Millikan

Assistant State Construction Engineer



Advance Agreement IIM (Consultant Vehicle Policy)

- **Issued December 20, 2017**
 - Required on all new contracts executed after 12/20/17
 - Optional on all existing contracts executed prior to 12/20/17
- **Minimum Vehicle Requirements (abridged)**
 - No more than 5 years old at any time
 - SUV must be fleet model, with 4-wheel or all-wheel drive
 - Pickup truck must be full size, standard or extended cab, and 4-wheel drive
 - Pickup trucks must be equipped with common tools that are used for inspection purposes

Advance Agreement IIM (Consultant Vehicle Policy)

- **Payment Options**

Position	Equipment Category Description	Fixed Monthly Rate	Fixed Hourly Rate
Responsible Charge Engineer, Construction Manager	Sport Utility Vehicle	\$650.00	\$4.50
	Seven Passenger Van	\$650.00	
Inspector	Light-Duty Pickup Truck	\$740.00	\$5.30

- **Rate Determination**

- **December 1st of each year**

Advance Agreement IIM (Consultant Vehicle Policy)

- **Fixed Hourly Rate**
 - Paid upon arrival to project
 - Max of 2200 hours per year per vehicle
 - Tracked on timesheets
 - Not eligible for mileage reimbursement
- **Fixed Monthly Rate**
 - Paid for any vehicle assigned to a project
 - May be prorated across multiple projects
 - Project mileage eligible for reimbursement at the “reduced rate”

Advance Agreement IIM (Consultant Vehicle Policy)

- **Fixed Monthly Rate – Mileage Reimbursement**
 - Project mileage for Mobile Operations may include up to 25 miles each way driven between the point of origin and project site
 - For Fixed Location Projects, project mileage cannot include any miles driven between the point of origin and project site
 - Mileage tracked on mileage logs

Question & Answer

Consultant CEI Section

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