

Multiple Project Contracting for On-call Professional/Engineering Services Process

Goal

The goal is to set up contract(s) with consultants for professional/engineering services to perform particular tasks to supplement UDOT Staff for peak periods or for particular expertise currently unavailable within UDOT that may be billed to various projects.

This process will be utilized for two types of situations.

- *On-call Type A* – Augmentation of UDOT Staff
- *On-call Type B* – Packaging of Several Small Projects in One Contract – Projects are undetermined at time of contract but the need is anticipated. This process will be used to streamline the contracting process.

Parameters

- *Unit-Price Fee Type* - The fee type of the contract will be Unit-Price. The unit-price contract will include travel rates if applicable in addition to loaded labor rates. A Unit-Price contract will allow negotiation on overhead rate (lower). The unit price rates will be calculated using a fixed fee of 10% with current rates of pay (no raises).
- *Duration* - The duration of the contract will be for 15 months or less to preserve competition. The first year will be for work on various Work Task Orders (WTOs). The final 3 months will be to complete any outstanding WTOs, submitting payments requests, and issuing final payments. No date extensions beyond the 15 months will be allowed.
- *Pool Rules Apply* - If consultant selection is through the General Engineering Services & Local Government Pool (Pool), then contract must comply with parameters of Pool such as Pool caps/limits and appropriate work discipline. In addition, a consultant may only perform tasks for which the firm is listed as qualified.
- *Maximum Amount per Contract* – The maximum contract amount is \$150,000 for the base contract and all modifications. *Maximum Amount per Project* – The maximum cumulative amount per project in all on-call contracts is \$40,000. The intent is to allow for multiple-project contracting but not replace the traditional Engineering Services project-specific contracting process.
- *No Local Government Projects* – On-call contracts may not be used for Local Government Projects except for *On-call Type A* (augmentation of UDOT Staff).

Contract Initiation

The UDOT Project Manager / Task Leader (PM/TL) performs the following steps to initiate an on-call contract. One PM/TL should be identified for each on-call contract for approvals, preferably the Region Program Manager or ITS Deployment Engineer for the TOC.

Develop Scope

The PM/TL creates a Scope of Work for the work or type of work the engineer/professional will be performing on behalf of UDOT listing the tasks and any deliverables if applicable.

Develop ICE

The PM/TL creates an Independent Cost Estimate (ICE) for the contract, number of hours times rate per hour.

Select Consultant

- The PM/TL either selects a consultant out of a Pool in the appropriate work discipline that is qualified to perform tasks, or advertises an RFQ through the normal process to select a consultant.
- The PM/TL requests an on-call or multi-PIN contract through the Contract Management System (CMS).
- If the selection of the consultant was through the GE / LG Pool, the CS Financial Screener will confirm there are Pool dollars available for the firm selected. CMS will assess the estimated dollar amount against the consultant's cumulative pool cap. The Financial Screener will then approve the contract request and notify the PM/TL to go ahead and contact the consultant. CMS provides the firm's established overhead rate as a starting point for negotiations.

Contact & Negotiate with Consultant

The PM/TL contacts and negotiates the following items with the consultant for a contract.

- Executive Summary
 - In addition to the traditional four points, the consultant will need to state they will perform cost accounting so projects will be billed accurately.
- Work Plan
 - If the consultant is selected from the Pool, the PM/TL must confirm consultant is listed as qualified in the appropriate work discipline to perform the Work Plan outlined.
- Staffing Plan
- Schedule
- Certificate of Insurance (on file with Consultant Services)
- Unit-price Cost Proposal (negotiated unit-price) using the current rate of pay, overhead, plus 10% fixed fee.

Submit Information to CS for contract preparation.

The PM/TL completes the Negotiation Tab in CMS and submits the following items to Consultant Services (CS).

- ICE
- Consultant Information listed above (Executive Summary, Work Plan, etc.)
- Default Current Expense coding block for any non-project related activities

CS prepares the contract.

- CS Administrator reviews information for accuracy.
- CS Administrator writes contract

CS routes contract for approvals

CS issue Notice-to-Proceed for the contract once approvals are received.

Contract Maintenance

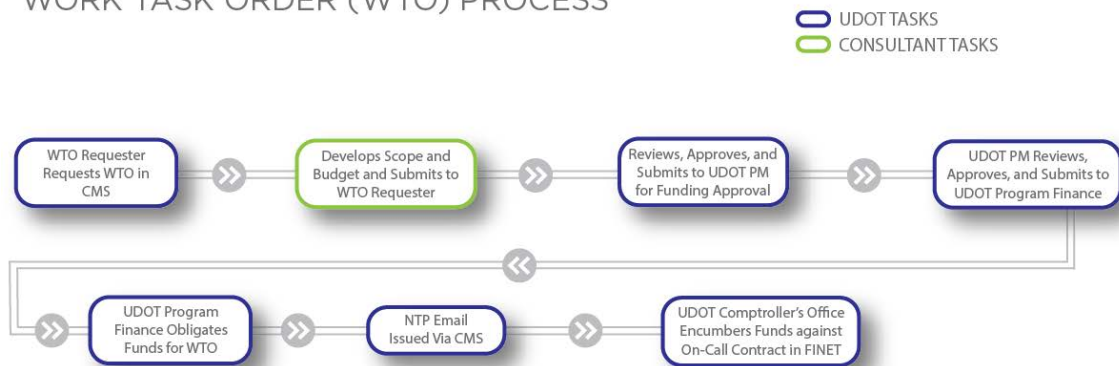
On-call Contract Type A

- The PM/TL and/or Consultant will confirm funds have been obligated in sufficient amounts to cover any expenses.

Work Task Orders (WTO's) for On-call Contract Type B

- The WTO Requester will request within CMS separate WTO's for each project assigned (one PIN per WTO) including:
 - Scope
 - Deliverables
 - Schedule
- The Consultant will prepare Consultant Documents within CMS and submit to the WTO Requester including:
 - Work Plan
 - Staffing
 - Cost Proposal
- The WTO Requester will review/approve within CMS and submit to 710 Project Manager.
- The 710 Project Manager will review/approve the budget within CMS and submit to Program Finance for obligation of project funds.
- Program Finance will obligate within CMS.
- CMS will issue a NTP for WTO.
- CMS will email the WTO Requester, 710 Project Manager, Comptroller's Office
- Comptroller's Office will encumber funds in FINET.

WORK TASK ORDER (WTO) PROCESS



Spreadsheet tracking for On-call Contract Type A

- The PM/TL will maintain a spreadsheet to track charges against projects.

Consultant Invoices/Payment

- The PM/TL and Consultant will track the number of hours worked on the various WTO's.
- The PM/TL will use an On-call Tracking Log to track/maintain on-call contracts, WTO's, and payments for the Region, Group, or TOC.
- Consultant will submit to PM/TL a *Consultant Services Payment Request for On-Call Contracts*.
 - For On-call Type A, the Consultant will attach the detailed spreadsheet breaking out or distributing the hours and cost by project/PIN. Any expenses on the break-out spreadsheet not associated with projects, will be assessed against a Current Expense Coding Block indicated on the invoice unless otherwise noted. The spreadsheet will list the unit rates established in the contract and detail the following information for each project.
 - For On-call Types B, the Consultant will submit a Payment Request against a single WTO.
 - The Payment Requests will include copies of labor reports and employee expense reimbursements and reference:
 - Number of hours per person;
 - Number of units on direct expenses;
 - Dollar amount (number of hours or units times rate(s));
 - FINET coding (Program/Phase or Coding Block);
 - PIN No;
 - UDOT Project No.;
 - Project Name/Location;
 - Total(s) number of hours per person; and,
 - Total dollar amount for invoice.
- The PM/TL will:
 - Review/approve the payment request;
 - Track payment; and,
 - Forward a copy to the Comptroller's Office for payment and retain a file copy in a confidential folder within ProjectWise.
- The Comptroller's Office staff will distribute costs based on the break-out spreadsheet or by WTO to the various projects when paying the payment request (invoice).

Tracking On-call Contracts

The PM/TL will create and maintain an On-call Tracking Log to track data.

Modify Work Task Order

The WTO may be modified by the PM/TL within CMS; however, must still comply with parameters listed in the beginning of this document. The PM/TL will track the mod in the On-call Tracking Log.

Modify Contract

The contract may be modified with assistance from Consultant Services; however, must still comply with parameters listed in the beginning of this document.

Contract Closure

- The PM/TL will:
 - Confirm all WTOs are complete and have been invoiced and paid;
 - Complete a Final Consultant Evaluation on the contract;
 - Send an email to the Consultant Services Manager with the following information;
 - Request the contract be closed;
 - Assurance all WTO's for the contract are complete and have been invoiced and paid; and,
 - Include a copy of the Final Consultant Evaluation in the email.
- The Consultant Services Manager will send an email to the Comptroller's Office and request the contract be closed in FINET.
- The Comptroller's Office will close the contract in FINET and send their files to Consultant Services.
- Consultant Services will close the contract in CMS and archive the records.