

# VDOT & Consultant Industry Task Force

**Initial Goal: Work together to reduce number of standard classifications to simplify procurements and return to present to the Commissioner on May 14th**

## Representation

### Industry – Comprised of 7 representatives from Industry

Mo Kim – RDA, Chris Lester – HNTB, John Maddox – WRA , Kevin Bocoock – MBP (Mimi Kronisch – RK&K subbed for Kevin at first meeting), Amy Morris – T3 Design, Eric Burke – Moffatt & Nichol, and Brad Craig – Mattern & Craig

### VDOT – Comprised of 6 representatives from the Divisions

Kerry Bates – CN, Patrick Hughes – ENV, Susan Keen – L&D, Ali Farhangi – OPS, Kendal Walus – S&B, and Dee Audet – TED

### Industry Groups – Both ACEC and VTCA

Nancy Israel – ACEC, Jeff Bragdon - VTCA

# Task Force Meetings

Industry Proposal – 14 Design Classifications that cross walked the existing 81 Classifications

VDOT Proposal - 12 Design Classifications that cross walked the existing 81 Classifications

- *Both proposals close in the overall number of classifications*
- *Both allow flexibility for commensurate experience*

## April 9<sup>th</sup> Meeting Outcomes

- *Agreement to work with VDOT proposal of 12 design classifications (6 Engineering & 6 Technical)*

## April 30<sup>th</sup> Meeting Outcomes

- *Agreement on Experience/Licensure Requirements for Engineers*
- *Agreement to place experience & certification requirements for Technical Specialists into Working Title Qualifications*
- *Agreement to utilize Staffing Roster in lieu of current VDOT Pre-Award Fee Proposal to develop average rates*
- *Agreement to continue to use Working Titles through procurement (Key Personnel)*
- *Agreement to simplify rate negotiation, labor estimates, staff changes and invoicing utilizing the new classifications*

# Executive Meeting Outcome

Commissioner, Deputy Commissioner and Chief Engineer gave concurrence to move forward with reduced design classification implementation and pilot.

- *Divisions to finalize Working Title responsibilities and qualifications for final industry review and publication*
- *Task force to work together to update documentation/pre-award packages to match new classifications including tweaks to the staffing roster and ACO concurrence*
- *Utilize active procurements to test drive process; procurements that have already been negotiated and MOA's signed will be asked to complete staff roster as to start collecting data*
- *Develop intermediate guidance for Pilot on the Contracts (Materials SW On-call, L&D SUE, TED SWRO On-call, 2 – S&B Project Specifics)*
- *Develop database for all staffing roster submittals so that contract managers can maintain consistency across divisions on working titles for proposed individuals (hourly rate information will be kept confidential)*
- *Task Force will participate Town Hall hosted by VDOT prior to Rollout (dependent on the progress on guidance updates and the timing of next RFP release)*

# Six Engineer Classifications w/ Experience Years/ License Requirements

	Classification	Typical Years of Experience	License/Certification Required
Multi-disciplinary Working Title	Engineer I	0 - 5+	EIT Preferred or Commensurate Experience
	Engineer II	4 – 10+	EIT, PE Preferred or Commensurate Experience
	Engineer III	8 – 15+	EIT, PE Preferred or Commensurate Experience
Discipline Specific Working Title	Engineer IV	8 – 15+	<b>PE Required</b>
	Engineer V	12 – 20+	<b>PE Required</b>
	Engineer VI/ SME	20+ and/or SME	<b>PE Required</b>

# Seven Technical Specialists Classifications w/ Experience Years/ License Requirements in Working Titles

(Sample, not comprehensive)

Technical Specialist I	Technical Specialist II	Technical Specialist III	Technical Specialist IV	Technical Specialist V	Technical Specialist VI/SME	Technical Specialist VII/SME
			Lead Planner A	Lead Planner B	Lead Planner C	Lead Planner D
	Traffic / ITS Specialist A	Traffic / ITS Specialist B	Traffic / ITS Specialist C	Traffic / ITS Specialist D	Traffic / ITS Specialist E	Traffic / ITS Specialist F
Instrument Person A	Instrument Person B		Diver Team Leader A	Diver Team Leader B	Diver Team Leader C	
Rod Person			Licensed Surveyor A	Licensed Surveyor B	Licensed Surveyor C	Licensed Surveyor D
	Public Relations Specialist A	Public Relations Specialist B	Public Relations Specialist C	Public Relations Specialist D		
Landscape Architect A	Landscape Architect B	Landscape Architect C	Landscape Architect D	Landscape Architect E	Landscape Architect F	
		Air & Noise Specialist A	Air & Noise Specialist B	Air & Noise Specialist C		
Archaeologist A	Archaeologist B	Archaeologist C	Archaeologist D			
CADD Technician A	CADD Technician B	CADD Technician C	CADD Technician D			
		GIS Specialist A	GIS Specialist B	GIS Specialist C		
Administrative Assistant A	Administrative Assistant B		Technical Project Manager A	Technical Project Manager B	Technical Project Manager C	Technical Project Manager D

# INDUSTRY REPRESENTATIVES PERSPECTIVE

## Summary of Task Force Proposed Changes

- *Complexity of the Working Titles*
- *Development of Staffing Roster*
- *RFP Scope of Work will control staffing needs for the project*
- *Negotiations will be based on a larger number of staff resulting in representative average rates*
- *Firms will have the ability to staff all Classes to meet Scope of Work*
- *Task Order/Project Specific Cost Proposals will be simplified with reduced number of Classes*
- *Invoicing will be simplified with reduced number of Classes*
- *Approval of staff changes, including key personnel, will be at the VDOT Contract Manager level; utilizing Staffing Roster; resumes for key personnel*
- *Elimination of Field Rates, except where required per the project scope*

# Classes & Working Titles Benefits / Outcomes

- 13 Classes = 6 Engineer and 7 Technical Specialist Classes

- Working Titles as menu of services to fit needs of RFP & skill sets on your team

- Flexible Criteria = overlap in Years of Experience

- Eliminated 16 Junior & mid-level Engineer

Classifications / Combined into 3 = Designer / Engineer / Planner A, B, or C

New Class Grouping	Working Title	Approximate Years of Exp. in Discipline	Licensure / State	Degree	Responsibilities	Qualifications
Engineer I	Designer / Engineer / Planner A	0 - 5+	EIT Preferred	NA	<ul style="list-style-type: none"> <li>Under the direction and supervision of Designer / Engineer / Planner to develop discipline specific designs or reports as described in the Request for Proposal and/or project scope.</li> <li>May perform field visits to gather information to develop design concepts or recommendations.</li> <li>May manage various elements of larger projects</li> <li>Develop plans, reports, studies or other deliverables using VDOT's Standards, Policies and Procedures.</li> <li>Complete roadway design tasks in appropriate engineering software programs approved for use by VDOT, as well as other non-engineering applications.</li> </ul>	<ul style="list-style-type: none"> <li>Typically possess 0-5 years of experience in the discipline as described in the Request for Proposal / project scope</li> <li>BS in Civil Engineering/Related field or commensurate experience</li> <li>Experience applying civil engineering principles as described in the Request for Proposal / project scope</li> <li>Experience applying in transportation engineering and/or planning principles such as design criteria, construction methods, standards, specifications and materials to ensure needs are met as described in the Request for Proposal /</li> </ul>
Engineer II	Designer / Engineer / Planner B	4 - 10+	EIT Preferred	BS	<ul style="list-style-type: none"> <li>Under the direction and supervision of Designer / Engineer / Planner to develop discipline specific designs or reports as described in the Request for Proposal and/or project scope.</li> <li>May perform field visits to gather information to develop design concepts or recommendations.</li> <li>May manage various elements of larger projects</li> <li>Develop plans, reports or other deliverables using VDOT's Standards, Policies and Procedures.</li> <li>Complete roadway design tasks in appropriate engineering software programs approved for use by VDOT, as well as other non-engineering applications.</li> </ul>	<ul style="list-style-type: none"> <li>Typically possess 4-10 years of experience in the discipline as described in the Request for Proposal and/or project scope.</li> <li>BS in Civil Engineering/Related field or commensurate experience</li> <li>Progressively responsible experience applying civil engineering principles as described in the Request for Proposal and/or project scope</li> <li>Progressively responsible experience applying design criteria, construction methods, standards, specifications and materials.</li> </ul>
Engineer III	Designer / Engineer / Planner C	8 - 15+	EIT Preferred	BS	<ul style="list-style-type: none"> <li>Develop discipline specific designs or reports for a wide range of transportation projects as described in the Request for Proposal and/or project scope.</li> <li>Compute quantities and prepare plan assemblies for project milestones from scoping to advertisement.</li> <li>May attend project scoping, pre-construction conferences and field visits to gather information and develop design concepts.</li> <li>Takes timely and appropriate action to resolve difficult problems.</li> <li>May manage various aspects of design projects or reporting deliverables</li> <li>Establish and update schedules and budgets</li> <li>Ensure plans and/or studies are developed using VDOT's Standards, Specifications, Policies and Procedures.</li> </ul>	<ul style="list-style-type: none"> <li>Typically possess 8 or more years of experience in the discipline as described in the Request for Proposal / project scope</li> <li>BS in Civil Engineering/Related field / Planning or commensurate experience</li> <li>Demonstrated experience applying civil engineering principles based on the description provided in the Request for Proposal / project scope.</li> <li>Progressively responsible engineering experience and project management to ensure needs are met as described in the Request for Proposal / project scope</li> <li>Demonstrated experience applying design criteria, construction methods, standards, specifications, materials</li> </ul>

# New Pre-Award Staffing Roster

- Eliminating previous blue forms for each firm = One time use
- Roster = One file can be used repeatedly
- With All staff from Prime & Subs + their role on contract
- Provides snapshot of qualifications & licensure for each staff
- Single file to serve as “Road Map” to each contract
- Complete your teams data once and use repeatedly with minor revisions as you adjust your team for each pre-award submission

Pre-Award Selected Team Staffing Roster														RFP #	
Ln #	Firm Name	Prime or Sub	First Name	Last Name	Employee #	Proposed Working Title	Proposed Class	Key Personnel Per RFP	Exempt Employee	Certified Payroll Hourly Rate	Office Location (City, State)	No. of Years Experience in Discipline	Licensure(s) (as Req'd by State)	State(s) Where Licensed	Degree(s) / Certifications
1															
2															
3															
4															
5															



# New Pre-Award Staffing Roster

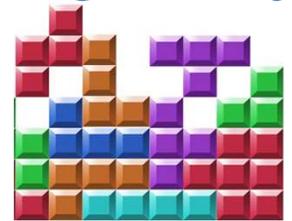
- **Best Fit Approach = Flexibility**

- Not Assembling a precise puzzle with strict limitations, no flexibility
- Instead like Tetris to assemble the best fit for your team
- Flexible criteria, overlap in years of experience allows grouping staff by like qualifications, skills, and salary range



- **Roster Form – Fillable Excel Format**

- Drop downs, look up tables for Working Title to simplify / ensure accurate selections and ability to copy, cut and paste
- Pivot tables used currently to review averages, min & max in Class level
- Future Improvements = Power BI, Power Apps for Firms & VDOT Team



# Feedback on the Pilot Program

## Direction from Commissioner, Chief Engineer and Procurement Task Force Members

- Establish method to achieve fair & reasonable rates
- Establish guardrails = data driven process
- Establish method to add staff after MOA with justification (new to firm, etc.)

## **Goals** = Redesign Restrictive Labor Classifications

Redefine Strict Criteria For Classifications

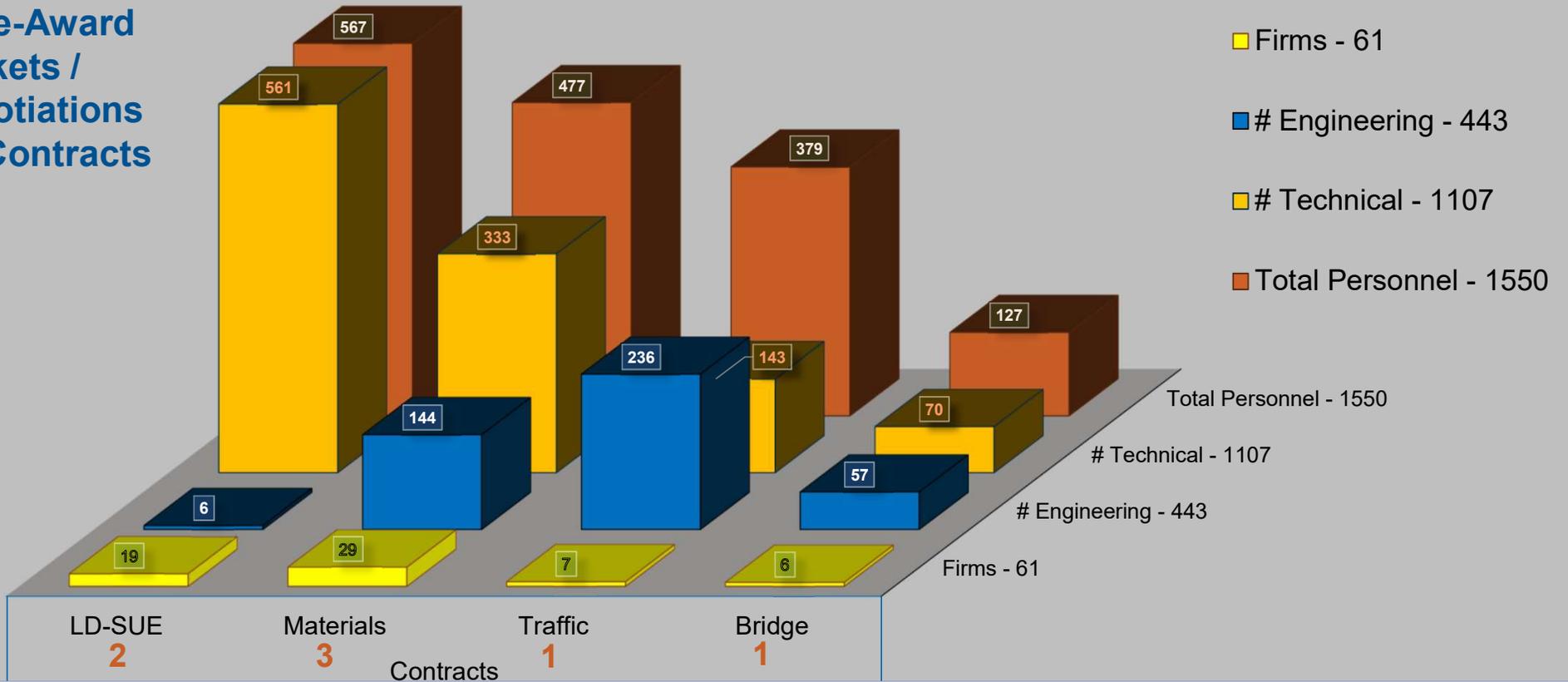
Remove Limits Placed on the Number of Senior Personnel and/or Engineers

## *Developmental Process, Learning from Results of the Pilot*

- Gathering input now from participants in the pilot
  - Reed Adams – Geospatial Manager, VDOT Location & Design
  - Brian Stickles, Senior Vice President, JMT

# Feedback on the Pilot Program

7 Pre-Award  
Packets /  
Negotiations  
for Contracts



# Future of the Procurement Task Force & Business Processes

- **Next Steps**

- Incorporating Classes & Working Titles into RFP, MOA, Invoices and Manual
- Provide Informational Sessions, Guidance and FAQs
- Reestablish VDOT internal CCC committee to identify issues / provide guidance
- Continue engagement with Procurement Task Force to identify / prioritize common issues (Revisions to Manual, etc.)
- Continue to improve tools for Industry & VDOT
  - SF330 Part II – No longer part of EOI; See PSPO page on VDOT site for new forms
  - Method to consider promotions in process

- **New Office in Administration Directorate**

- Align with agency procurement foundational principles
- Focus on program improvements for agency and industry (revision to Manual, etc.)
- Conduct Best Practices Survey with other DOTs to continually improve our processes