

PROFESSIONAL SERVICES INFORMATION SESSION

Professional Services Procurement Office

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Elements of change

- Commissioner, Deputy Commissioner, and Chief Engineer
 - Sanctioned process and approved revised labor classes and pilot
- Industry & VDOT Worked Together on Task Force
 - Provided input, worked together on solutions, format, and process
- Divisions finalized Working Title responsibilities and qualifications.
 - Minor adjustments
 - Construction Division's standard classifications revisions in process and Industry will have opportunity to review & provide feedback

Elements of change

- Updated RFP Documentation and Pre-Award packages
 - Removed # limits on positions = Firms can staff to meet business need
- Database for roster submittals
 - Consistency across divisions on working titles for proposed individuals
 - Hourly rates will be kept confidential
- Best Fit Approach = Flexibility
 - Flexible criteria, overlap in years of experience allows grouping staff by like qualifications, skills, and salary range

Six Engineer Classes

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+	PE Required
	Engineer V	12 – 20+	PE Required
	Engineer VI/ SME	20+ and/or SME	PE Required

Six Engineer Classes

Class IV, V, and VI – Discipline Specific

Discipline Specific Working Title	Engineer IV	8 – 15+	PE Required
	Engineer V	12 – 20+	PE Required
	Engineer VI/ SME	20+ and/or SME	PE Required



- **Classes IV = 8 to 15+ Years of Experience**
Same # of Years as Class III but with Licensure Requirements
- **16 Disciplines from Bridge to Design to Traffic**
Plus Engineer Project Manager & Task Manager
- **PE License Required**
VA PE Required for Key Personnel
VA PE Required for Additional Personnel / May accept PE from other states

Seven Technical Specialists Classes

w/ Experience Years / License Requirements in Working Titles

Technical Specialist I	Technical Specialist II	Technical Specialist III	Technical Specialist IV	Technical Specialist V	Technical Specialist VI/SME	Technical Specialist VII/SME
Administrative Assistant A	Administrative Assistant B					
Archaeologist A	Archaeologist B	Archaeologist C	Archaeologist D			
Architectural Historian A	Architectural Historian B	Architectural Historian C	Architectural Historian D			
			Bridge Health Monitoring Specialist A	Bridge Health Monitoring Specialist B	Bridge Health Monitoring Specialist C	
CADD Technician A	CADD Technician B	CADD Technician C	CADD Technician D			
	Contract Manager A	Contract Manager B	Contract Manager C	Contract Manager D		
		Data Analyst A	Data Analyst B	Data Analyst C		
			Data Engineer A	Data Engineer B	Data Engineer C	
	Diver – Tender A	Diver – Tender B	Diver – Tender C			
			Electrical/Mechanical Technical Specialist D	Electrical/Mechanical Technical Specialist E	Electrical/Mechanical Technical Specialist F	Electrical/Mechanical Technical Specialist G / SME
Engineering Technician A	Engineering Technician B	Engineering Technician C	Engineering Technician D	Engineering Technician E		
		Environmental Document Writer A	Environmental Document Writer B		Environmental A SME	Environmental B SME

(Sample, not comprehensive)



Improvements to Request for Proposals

- Range of Classes & WTs now allow VDOT to describe needs
 - Key Personnel will be detailed with level & # stated in RFP
 - Working Title and Class level must be satisfied as stated to meet the RFP requirements.
- No longer is # of staff limited in any labor category.
 - Additional staff can be included during pre-award submission.

Class Grouping	Working Title	Approximate Years of Exp in Discipline	Licensure / State	Degree	Resumes Required
		12 – 20+	PE Required	BS	4
		Responsibilities			
		<ul style="list-style-type: none"> • Design, Analyze and Check Structural Elements - Prepare preliminary and final bridge and structure designs for new construction, maintenance, and rehabilitation projects. • Prepare bridge plans, sketches, and structural drawings. • Review structural plans prepared by others • Review shop plans to ensure they meet AASHTO and VDOT specifications, are geometrically correct and meet requirements of project design plans. • Analyze structures for safe load carrying capacity and perform structural calculations to ensure soundness and compliance of structural elements. • Serve as responsible charge engineer for designs prepared by self or others under his or her direction (signing and sealing). • Investigate condition of existing structures and assist in developing scope of proposed bridge rehabilitations. • Provide technical guidance and support related to bridge construction activities, issues, and problems. • Develop effective and economical recommendations to respond to construction problems and other bridge-related inquiries. • Manage all aspects of multiple bridge design and bridge rehabilitation projects. • Ensure effective development of bridge projects by coordinating design activities with other disciplines. • Conducts quality assurance and quality control assessments. Maintains quality of product for design projects, analyses and documentation; performs required checks throughout the process. Ensure deliverables are accurate and correct in content.			
		Qualifications			
		<ul style="list-style-type: none"> • Progressively responsible experience in structural design and project management to include responsible charge engineering. • Typically would possess appropriate years of related experience. • Demonstrated experience in the design and analysis of bridges and 			
Engineer V	S&B Engineer E				

Improvements to Request for Proposals

- Flexibility in Additional Personnel
 - During Pre-Award submission, firms will provide staff in the Additional Personnel Working Titles listed to meet the scope of the RFP
 - Firms can propose the Class level of each Working Title as needed to best align with their team
 - Only rare occurrences will Add'l Personnel need to state level

2. Additional Personnel: VDOT has determined that the following personnel working titles will be necessary to perform the Scope of Work. Personnel may be placed in appropriate Class Grouping as needed.

Working Title	Approximate Years of Exp in Discipline	Licensure / State	Degree
	8 - 20+	PE Required	BS
	Responsibilities		
Hydraulics Engineer	<ul style="list-style-type: none"> • Progressive level of increased responsibility; aligning with increased years of experience in discipline. • Develop hydraulic designs for a wide range of highway and transportation related projects including designs for channels, culverts, storm sewer systems, storm water management facilities and erosion and sediment control plans. • Develop drainage designs that are functional, economical, minimize utility conflicts, minimize environmental impacts and are easily constructed and maintained. • Provide assistance in resolving drainage, storm water management facilities and erosion and sediment control problems and issues in the design, construction and post construction phases of plan and project development. • Review hydraulic designs prepared by others. • Review schedule and scopes for design and construction issues related to hydraulics. • Serve as technical advisor for VDOT's legal staff in litigation involving highway drainage. • Provide technical assistance to designers in the resolution of drainage, storm water and erosion and sediment control issues. • Analyze significant problems and develop and recommend solutions. • Maintains quality of product for design projects, estimates and documentation; performs required checks throughout the process. • Ensure deliverables are accurate and correct in content. 		

New Pre-Award Staffing Roster

- Roster = One format can be used repeatedly with updates to staff
- With all staff from Prime & Subs + their role on contract
 - Provides snapshot of qualifications & licensure for each staff
 - Complete your teams data once and use repeatedly with minor revisions
- Single file to serve as “Road Map” to each contract
 - One file used from Pre-Award to Negotiations to MOA
 - Revisions will be made throughout contract as staff added or removed

Pre-Award Selected Team Staffing Roster													RFP #: 0	
Ln #	Firm Name	Prime or Sub	First Name	Last Name	Owner/Officer	Employee #	Key Personnel Per RFP	Exempt Employee	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														
6														

Staff Placement Process

Using Pre-Award Roster and List of Classes & WT



- Best Fit Approach = Flexibility
 - Complete the roster with your staff, Select the WT/Class to fit your staff
 - Flexible criteria, overlap in years of experience allows grouping staff by like qualifications, skills, and salary range
- Roster Form – Fillable Excel Format
 - Detailed instructions released today
 - Drop downs, look up tables for Working Title to simplify / ensure accurate selections and ability to copy, cut and paste

PRE-AWARD ROSTER INSTRUCTIONS

1. The Prime firm and each sub consultant firm are required to complete the Pre-Award Roster in the Excel Template. The Prime firm must complete and return a SINGLE version of the file containing all the staff from the Prime and sub consultant firm(s) that will be working on the proposed contract.
2. ALL fields MUST be completed for each and every staff member including the payroll hourly rate. If the column is not applicable, complete with NA.
3. The Prime firm is responsible for performing a quality check of all submittals, including the

Tab	Instruction
ACO Checklist	<ol style="list-style-type: none"> 1. Enter Effective Date (Pre-Award Date) 2. Enter Project Title (same as RFP title) 3. Enter RFP Number per advertisement 4. Enter Consultant name - only the Prime name should be listed in this column 5. Mark box confirming a consolidated FAR table has been completed. 6. Mark box confirming a signed CCC (separate form) has been submitted for Prime and all subs. 7. Complete the FAR/FCC table for the Prime and all subs. (The names listed in this table will be available in the dropdown of the "Firm Name" column of Team Roster Proposed - FBR tab.)
PSPO Checklist	<ol style="list-style-type: none"> 1. Mark box confirming the Pre-Award Team Roster Proposed - FBR template has been completed. 2. Mark box confirming a Wage Rate Certification (separate form) has been submitted for the Prime and all subs. 3. Mark box confirming employees names and hourly pay rates have been entered in the table.
Team Roster Proposed - FBR	<ol style="list-style-type: none"> 1. Select Firm Name from dropdown list. 2. Select Prime or Sub from dropdown list. 3. Enter First Name of individual. 4. Enter Last Name of individual. 5. Select Yes or No from dropdown list if listed in the table. 6. Enter Employee Number of individual. 7. Select Yes or No from dropdown list if individual is listed in the table. 8. Select Yes or No from dropdown list if listed in the table. 9. Enter Office Location (City, State). 10. Enter the individual's number of years of experience. 11. Select PE or EIT in Licensure(s) column. Additions

Using Pre-Award Roster Form

- Review Data @ Class level by Refreshing Embedded Pivot Tables
 - Review averages of hourly rates and also spread between min & max rate in that class
 - Evaluate large spread and reconsider staff placement if necessary
 - Drill down within pivot tables to see a list of staff in that Class
 - Standard pivot table functions = other fields such as Last Name or Working Title can be added to review data if helpful

	Average of Certified Payroll Hourly Rate	Count of Persons	Max	Min	Max-Min Pink > 150% Spread
(blank)					-
Solution Bridge, Inc					-
Engineer I	34.08	9	37.84	31.38	6.46
Engineer II	38.97	11	41.06	36.00	5.06
Engineer III	45.77	4	53.04	32.75	20.29
Engineer IV	55.80	5	61.30	42.89	18.41
Engineer V	63.08	7	70.12	49.80	20.32
Engineer VI / SME	73.73	5	80.77	52.80	27.97
Technical Specialist I	23.31	4	26.75	19.00	7.75
Technical Specialist II	28.97	5	32.82	25.00	7.82
Technical Specialist III	31.85	3	37.76	25.29	12.47
Technical Specialist IV	37.99	8	45.09	32.00	13.09
Technical Specialist V	41.54	5	49.86	37.43	12.43
Technical Specialist VI / SME	54.03	5	57.08	50.10	6.98
Technical Specialist VII / SME	66.15	1	66.15	66.15	-
Solution Bridge, Inc Total		72			

Future Plans & Updates from PSPO

Future Plans & Recent Accomplishments

- Explore improvements to Pre-Award Roster using tools such as Power BI, Power apps for both VDOT and Firms
- Quarterly meetings with Joint Procurement Task Force with Industry and Division Leaders to identify common issues and solutions
- Reestablished VDOT CCC stakeholders & are working together to prepare for future improvements
- Filled 2 Full Time Positions
 - Tracy Wood, Procurement Officer Supervisor
 - Jena Richmond, PSPO Deputy Director