WORK AUTHORIZATION ASSIGNMENT PROCESS

2017 PEPS Conference
Lynn Daniel, P.E. | Chris Henry, P.E.
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Welcome Address & Opening Remarks
Consultant Contract Managers – Distribution of Disciplines

Judy Garza-Bosquez, P.E. – Pharr
- Traffic
- Materials

Kendall Baker, P.E. – Bryan
- Hydrology and Hydraulics
- Geotech
Shirin Helmi, P.E. – Austin
- Schematic/Environmental
- Survey

Chris C. Henry, P.E. – Wichita Falls
- CEI
- CPM Scheduling

Lynn Daniel, P.E. – Childress
- PS&E and Bridge PS&E
- Utilities
How does the process begin?

- PEPS Division Annual Planning Cycle
  - Consultant Contract Needs Assessment
  - From 25 districts
  - Finalized in May of each fiscal year
  - Analyzed and consolidated to form Projected Contracts List
  - Needs distributed among Indefinite Deliverable (ID) contracts and Specific Deliverable (SD) contracts
  - Waves planned to procure contracts ahead of need
What’s the next step?

- District requests formal work authorization assignment
  - District Project Manager completes Identification of Contract Need (ICN) form
  - ICN submitted to the PEPS_Central_Need email box
  - PEPS Contract Manager for discipline receives request and identifies available contract
PEPS is required to follow a documented system for assigning work authorizations and distributing work among consultants.

- **Objectives in Assigning Work Authorizations for Non-Federal Indefinite Deliverable (ID) Contracts:**
  1. Distribute work among consultants in a fair and equitable manner
  2. Consistently and effectively manage the utilization of available contract capacity

- **Contracts are not selected for work authorization assignments based upon:**
  - Who the prime providers or subproviders are
  - Price – the perception that one provider may be cheaper than another
  - District preference for a provider due to positive past performance
“Available” contract capacity is defined as contracts that have both operational value and time remaining for the assignment of new work.

When a contract reaches 20% or less capacity, it is considered to be at the limit of “available” capacity and is removed from the rotation.

The standard practice is to leave 10–20% contract capacity for unexpected work on active work authorizations.
Work Authorization Assignments for a Single Series

- With similar execution dates, work authorizations assignments are issued in order of rank on a rotation system.
- After one rotation through the series, available contract capacity becomes a determining factor in ensuring utilization is equitable.
- Example: All contracts have received an initial assignment
  
  Contract 1: 60% capacity remaining  
  Contract 2: 65% capacity remaining  
  Contract 3: 95% capacity remaining  
  Contract 4: 63% capacity remaining

The next assignment would be given to Contract 3 so that utilization is more evenly distributed.
Work Authorization Assignments for More Than One Series

- When a new series of contracts is procured, there may be existing series of contracts still in rotation, nearing end of availability due to reduced capacity or limited time to issue new work authorizations.

- The new series of contracts and the existing series of contracts will be treated as a single series.

- New contracts are added to the bottom of the rotation with the goal to maximize utilization of existing contracts – older contracts are given priority on assignments.
Work Authorization Assignments for More Than One Series - Continued

- Example: Six contracts – three older series and three newer series
  
  Contract 1: 40% capacity remaining, 4 months remaining
  Contract 2: 30% capacity remaining, 3 months remaining
  Contract 3: 20% capacity remaining, 4 months remaining
  Contract 4: 100% capacity remaining, 24 months remaining
  Contract 5: 100% capacity remaining, 24 months remaining
  Contract 6: 100% capacity remaining, 24 months remaining
The next assignment would be:

a) If 15% capacity is requested – Contract 1 or 2. Contract 3 has capacity, but would go below the standard rule of leaving 20% capacity available for unexpected needs in existing work authorizations on the contract.

b) If 20% capacity is requested – Contract 1. Contracts 2 and 3 would go below standard rule of leaving 20% capacity.

c) If 25% capacity is requested – possibly Contract 1 (Service Center judgement call) or Contract 4, the first new contract

d) If 25% or more capacity is requested – Contract 4
Other Considerations

Prime Provider Performance
- This may be used as a factor in skipping work authorization assignment
- Must be supported by one or more recent negative Prime Provider Evaluations

Resource Availability
- Consultant may not have resources available to accept assignment without putting quality, schedule, and performance at risk
- Consultant should be given the opportunity to make the decision to pass on the assignment
- If TxDOT is not in agreement with the consultant plan to manage additional work, documentation must be prepared and placed into the contract file
- The assignment would go to the next contract in rotation
Survey Services

- Sealing requirements are different for surveyors than for engineers
- It may be acceptable to use a different contract with the same Registered Professional Land Surveyor (RPLS) additional services if:
  - RPLS has performed the survey and sealed the work
  - Additional services requested require the work to be sealed again
  - The original contract is not available
Avoiding Conflicts of Interest

**Construction Engineering Inspection**
- Ensure prime provider and subproviders did not participate in PS&E development for the project requiring CEI services
- ID contracts - conflicts and preclusions are addressed in the WA assignment process

**Utility Coordination Services**
- Ensure prime provider and subproviders are not under contract with a private or public utility provider to provide services for the project requiring utility coordination services
Other Considerations

Chaining

- Transitioning from an older series of contracts to a new series of contracts
- Selecting the same provider in a new contract to continue work from an older contract for convenience is not an acceptable practice

Exceptions

- Requesting the use of a specific provider for special circumstances
- A Business Case Memo (BCM) containing substantial justification may be submitted by a district to PEPS for consideration
- BCM must be approved by the Service Center Manager and the PEPS Division Director
Other Considerations

Consultant’s Physical Location

 Majority of work can be performed from any location in the state
- Avoid making assumptions about the cost of travel in estimating a fair and reasonable price
- The next available consultant may not be as close to the project location as other consultants in the series, but this will not be the basis for skipping a consultant in the rotation

 Contracts advertised to provide services for a group of districts
- Selected consultants should be given the opportunity to respond to the assignments, regardless of consultant location
- Work may not be evenly distributed across the group of districts
  - Consultants located near districts providing the majority of work should not have more opportunity to be utilized than other consultants

 Level of effort /level of travel reasonable in negotiations
- TxDOT must follow the term of the contract in estimating expenses
- If the work authorization schedule is critical and travel will prevent the consultant from meeting a necessary response time, ability to meet the schedule may be a reason to go to the next provider
- Initial consultant should be offered the opportunity and asked to verify whether or not they can be responsive to the schedule

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Our Mission
Work with our TxDOT customers and external partners to procure the most qualified consultants to deliver effective solutions for Texas

Our Goals
• Deliver the right projects
• Focus on the Customer
• Foster Stewardship
• Optimize System Performance
• Preserve our Assets
• Promote Safety
• Value our Employees

Our Values
• People
• Accountability
• Trust
• Honesty

Procuring the most qualified consultants to deliver effective transportation solutions for Texans

Professional Engineering Procurement Services represents the consolidated procurement organization supporting engineering, architectural and surveying contracts
Thank you for attending the Work Authorization Assignment presentation today.
Contact Information

Lynn Daniel, P.E.
TxDOT | PEPS Central Service Center
(940) 937-7281
Lynn.Daniel@txdot.gov

Chris Henry, P.E.
TxDOT | PEPS Central Service Center
(940) 720-7888
Chris.Henry@txdot.gov