# VDOT

Virginia Department of Transportation

VDOT

# CONSTRUCTION ENGINEERING INSPECTION SERVICES INFORMATION SESSION

Construction Division

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# Agenda

**- Status of the CEI Program**

- o   Upcoming Procurements
- o   Focus on Project Specific Contracts
- o   Misc CEI Topics
- o   Tips for Pre-award Packets
- o   CEI Contract Management Manual

**- VDOT use of Consultant Staff on Projects**

- o   What we need
- o   What we are seeing
- o   Tablet based inspection

**- Question & Answer**

# Status of the CEI Program

## Upcoming Procurements

- Culpeper (1Q2021) - Single Award ($2M/term)

- Bristol (2Q2021) - Two awards ($6M/term)

- Richmond (3Q2021) - Four awards ($3M/term)

- Lynchburg & NOVA to be advertised late 2021

- Upcoming Professional Services Contract Opportunities

  - http://www.virginiadot.org/business/ipd_upcoming_consultant_contracts.asp#scheduling

# Status of the CEI Program

## Considerations for Number and Amount of Award

Central Office coordinates number of award and term limits based on the following criteria:

- Anticipated workload over the next 2 to 4 years
- District's historical burn rate
- Types of projects in the SYIP
- District's available resources and anticipated consultant/VDOT ratios

# Status of the CEI Program

## Focus on Project Specific Contracts

- Central Office identifies projects meeting certain criteria to discuss with the Districts on pursuing a project specific contract. Criteria are as follows:
  - $20M or greater in **Construction Value**
  - Anticipated CEI task value for project over $750k
  - Design-Bid-Build delivery
  - Project must be identified a minimum of 9 months prior to ad date

# Status of the CEI Program

## Lump Sum Task Orders

- All new MOA's will have both the Lump Sum and Fixed Billable Rate payment methods.

- Criteria for Lump Sum Task Orders
  - Clearly defined scope
  - Short duration (one construction season or less)
  - Both parties agree Lump Sum is the proper method for executing task scope
  - VDOT task order manager generates an IGE prior to receiving consultant proposal

# VDOT Certification Update

- Classes & exams offered via online, In-person, and via self study
- Bi-Monthly working group set up with Industry and VDOT to continue working on solutions
- Visit VDOT Materials Certification Schools (MCS) website for updated info.
    - https://www.virginiadot.org/business/matschools.asp

- Visit Community College Workforce Alliance (CCWA) website for training information
    - http://ccwatraining.org/vdot/

# Status of the CEI Program

## Annual Advanced Agreement Documentation

- For contracts awarded prior to 12/20/2017
  - Agreement is contract specific
  - Can elect monthly, hourly, or original contract terms
  - Will need to be submitted at term renewal only
- For contracts awarded after 12/20/2017
  - Documentation is binding for all active contracts
  - Each firm needs to submit directly to Construction Division
  - Need to submit in pre-award packet for new MOA's
  - If previously submitted documentation within past 6 months, no need to resubmit by 12/1

# Status of the CEI Program

## Tips for Pre-Award Packets

- Adhere to staffing limits in the RFP

  - Responsible Charge Engineer (8)

  - Construction Manager (8)

  - Senior Scheduler (6)

- Overtime (Inspectors, NACE, Environmental Compliance and Admin)

# Status of the CEI Program

## Tips for Pre-Award Packets

- Home Office and Field Office Classifications

  - Field Office includes all classifications

  - Home Office includes all classifications with the exception of reg. inspector classifications, NACE and Environmental Compliance

- Table formatting issues (pdf)

# Status of the CEI Program

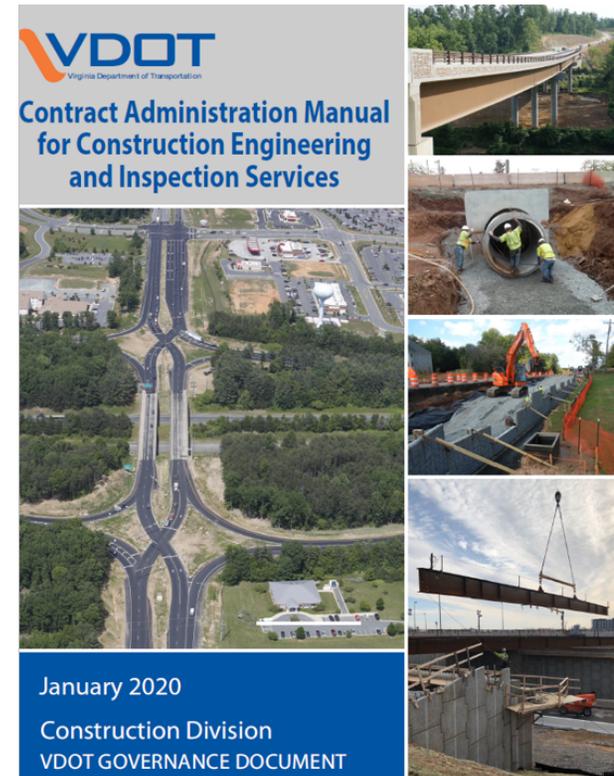## Negotiation - "Five Pillars"

- Ensure Personnel match EOI

- Ensure the office location are reasonable

- Ensure the personnel skill and experience match classification

- Ensure the rates are fair and reasonable

- Ensure the Non-Salary Direct costs sheets are accurate

# Status of the CEI Program

## CEI Contract Administration Manual

Purpose: To promote the consistent management and administration of consultant CEI contracts statewide.

- Covers most all Contract Administration policies and practices for Construction Division.

- Contains over 15 template and sample documents available at:
    **http://www.virginiadot.org/business/const/ceis-manual.asp**

- Will be a part of the forthcoming Professional Services Manual.



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**Contract Administration Manual for Construction Engineering and Inspection Services**

January 2020
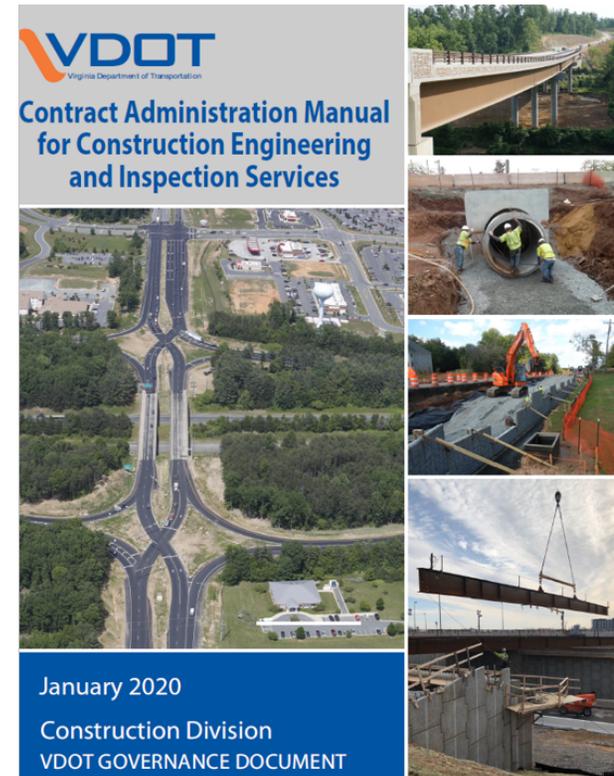Construction Division
VDOT GOVERNANCE DOCUMENT

# Status of the CEI Program

## CEI Contract Administration Manual

The manual provides VDOT Contract Administrators and Task Order Managers guidance on the following task:

- Resource and Acquisition Forecasting
- Post Award Coordination Efforts
- Task Order Management
- Contract Renewals
- Contract Modifications & Supplements
- Performance Evaluations
- Invoice/Progress Report Reviews
- Contract Records and Reporting (PSCRS)

# Status of the CEI Program

## CEI Contract Management Manual

### Task Order Management

- Task order durations shall not extend longer than 18 months and task order budgets shall not exceed $750,000 without the written approval of Deputy Chief Engineer.

- Task orders over 100 hours require a specified Scope and Project Codes

- Modifications – Task Orders can not be modified to increase in value.

# Status of the CEI Program

## CEI Contract Management Manual

<u>Invoice Management</u>

• All invoices require the invoice, progress report and mileage logs.

• Lump Sum invoices must include the percentage of the project complete.

• Lag in Subconsultant Invoices (Identify Progress Report)

• Supporting Documents (only at District request)

# CEI Contract Management Manual

Highlights for Consultants:

- Final Record Review - To avoid potential conflicts of interest no employee of a consultant firm shall be permitted to audit work on any project in which that firm performed any consultant CEI services.

- Cost Plus Net Fee Contracts (Disposition of Net Fee)

- Post Award Coordination Meetings

# VDOT use of Consultant Staff on Projects

## Open Dialog

- **Mike Coffey,** Fredericksburg District Construction Engineer, Chair of DCE Community of Practice
- **Beau Hoyt**, Assistant State Construction Engineer

What we need?

What we are seeing?

# VDOT use of Consultant Staff on Projects

## Tablet based inspection

- Required on all new projects
  - Project Inspection and Documentation II&M
    - http://www.virginiadot.org/business/resources/const/IIM-CD-2020-03-01.pdf
  - VDOT Mobile Communication Device for CEI
    - http://www.virginiadot.org/business/resources/const/CEI_MobileCommunicationMemo.pdf

| | |
|---|---|
| Smart Phone with Cellular and Data Coverage Only | $45/month |
| Smart Phone, iPad and accessories, Cellular and Data Coverage for both, and PlanGrid License | $145/month |

- Training resources are available
  - PlanGrid Training Resources
    - http://www.virginiadot.org/business/resources/const/PlanGridResources.pdf
  - Email questions to econstruction@vdot.virginia.gov

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**VIRGINIA DEPARTMENT OF TRANSPORTATION**

**CONSTRUCTION DIVISION**

**INSTRUCTIONAL AND INFORMATIONAL MEMORANDUM**

| GENERAL SUBJECT: | NUMBER: |
|---|---|
| Project Inspection and Documentation | IIM-CD-2020-03.01 |

| SPECIFIC SUBJECT: | DATE: September 21, 2020 |
|---|---|
| Tablet Based Inspection | SUPERSEDES: N/A |

| APPROVED: | |
|---|---|
| Bates, Kerry A., P.E. | Kerry. A. Bates, P.E. State Construction Engineer |

## PlanGrid Resources

### Background

- In addition to what PlanGrid provides on their website, VDOT's eConstruction team has a wide array of resources available to both internal VDOT staff and consultant personnel
- These include eLearning modules, youtube videos, best practices, and user manuals

### VDOT and PlanGrid: Policy

**Policy**
- Two policy documents cover the use of PlanGrid on projects, these include:
  - **Tablet Based Inspection IIM**
  - **Mobile Device Memo**

**Training**
- All consultant and VDOT personnel working on VDOT projects are expected to know how to use the software
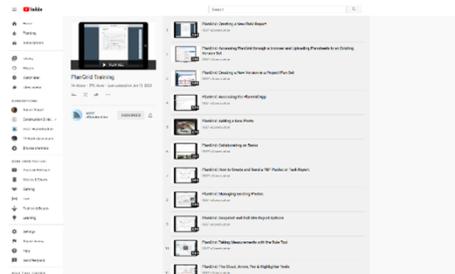- VDOT does not require any specific training or certification for the use of PlanGrid on projects.

Contact Us:

eMail:
eConstruction@vdot.Virginia.gov

All resources on our insideVDOT site can be provided by emailing us at the above address.
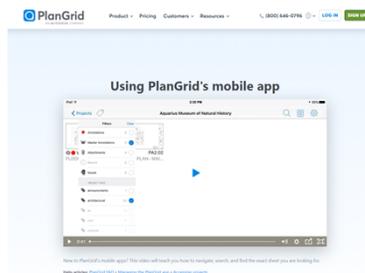
**Available Resources:**

### eConstruction Youtube Site



The eConstruction YouTube Site is a publicly available YouTube site that can provide help with both PlanGrid and other eConstruction programs as well.
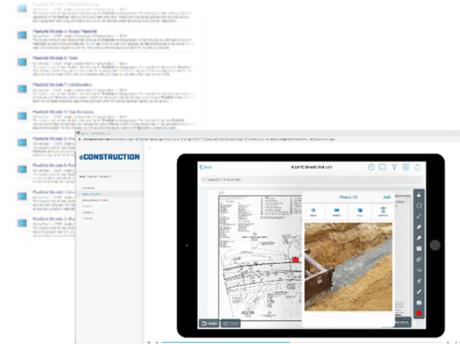https://www.youtube.com/channel/UCILCOjUXRQIpLcdXulUFoTQ

### PlanGrid Video Tutorials



These are resouces developed by PlanGrid that walk users through different features of the platform.
*https://www.plangrid.com/training/*

### VDOT-U eLearning



A Series of nine modules are available in VDOT-U and available to all users. These modules walk the user step by step through the process of using PlanGrid.
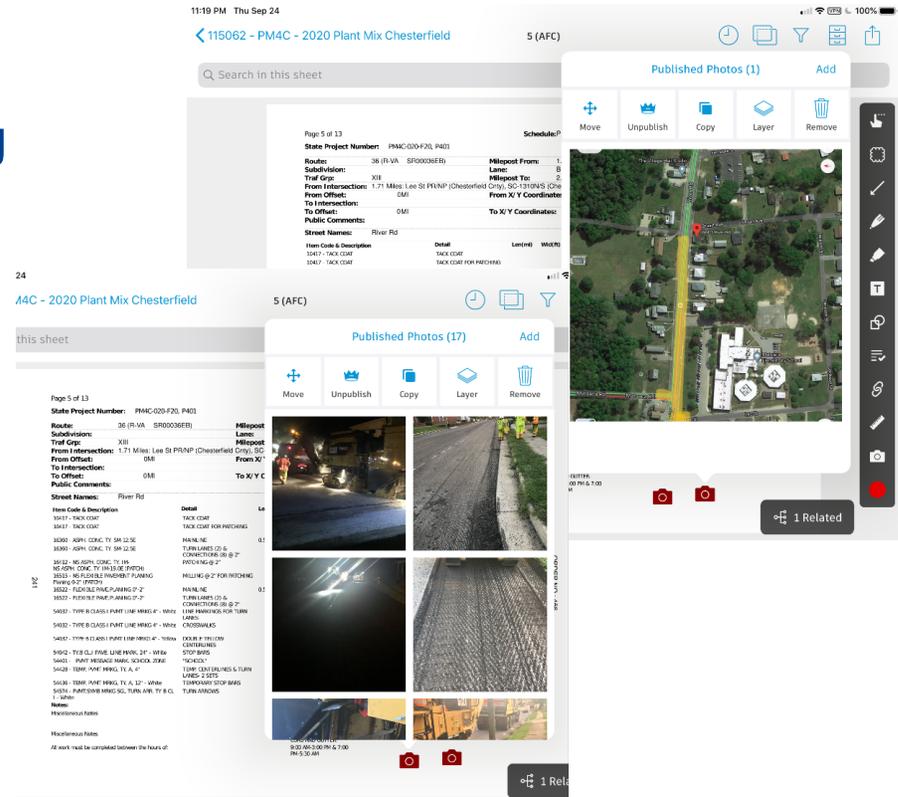*https://virginiadot.csod.com/client/virginiadot/default.aspx*

### eConstruction Website



The eConstruction website contains all of these resources and more. Available through insideVDOT only.
https://insidevdot.cov.virginia.gov/div/sc/IV2XM/SitePages/Home.aspx

# VDOT use of Consultant Staff on Projects
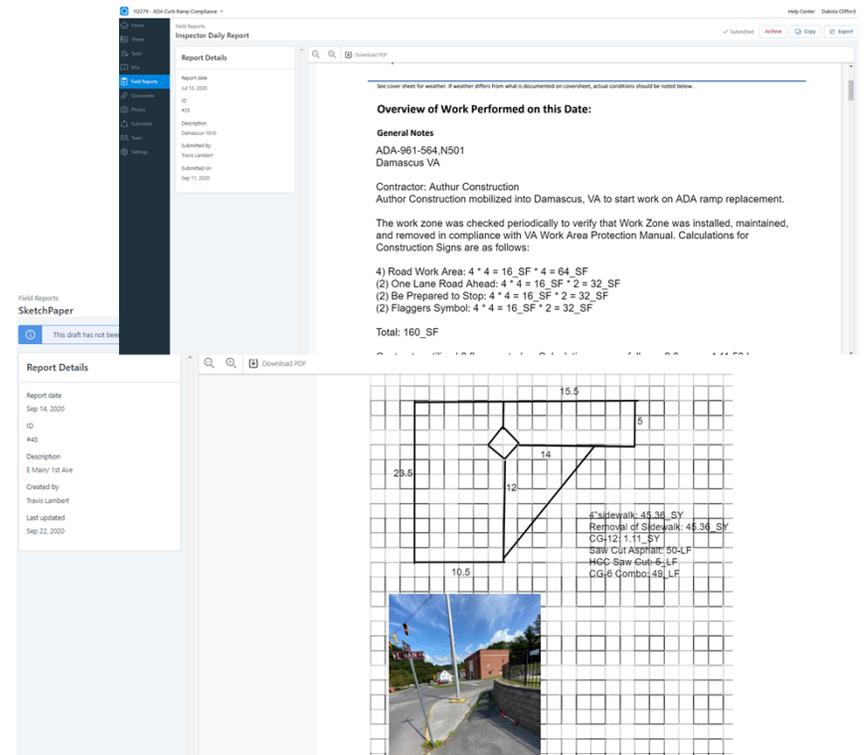
## Tablet based inspection

- Do not limit your use to the training examples

- PlanGrid continually releases software enhancements

- Tinker and share best uses with peers

# VDOT use of Consultant Staff on Projects

## Tablet based inspection

- Innovative use is from the field

# Question & Answer

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