

Module 1 – Pre-Design

November 2, 2020



Agenda

- Identification of Projects
- Production Process
- Work Program
- Contract Types
- Method of Compensation
- Consultant Acquisition
- Baseline Schedule
- Project Management Webinar Series:

<https://www.fdot.gov/designsupport/pm/webinarseries.shtm>

Production Support / Project Management/ Webinar Series Project Management Webinar Series		
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#03- Communications	This webinar will focus on Communications, Media Relations, and Stakeholder Analysis.	3/5/2017
#02- Project Suite Enterprise Edition	This webinar will provide information on how to use Project Suite Enterprise Edition (PSEE) and how they interact with other FDOT tools and resources.	2/23/2017
#01- PM 101	This webinar training will discuss the FDOT project management process and principles. This webinar is an introduction to the DOT Project Management Webinar Series. Project Management 101 will focus on a project managers roles and responsibilities, an overview of how FDOT projects are developed, and the general processes involved with a FDOT project.	1/19/2017

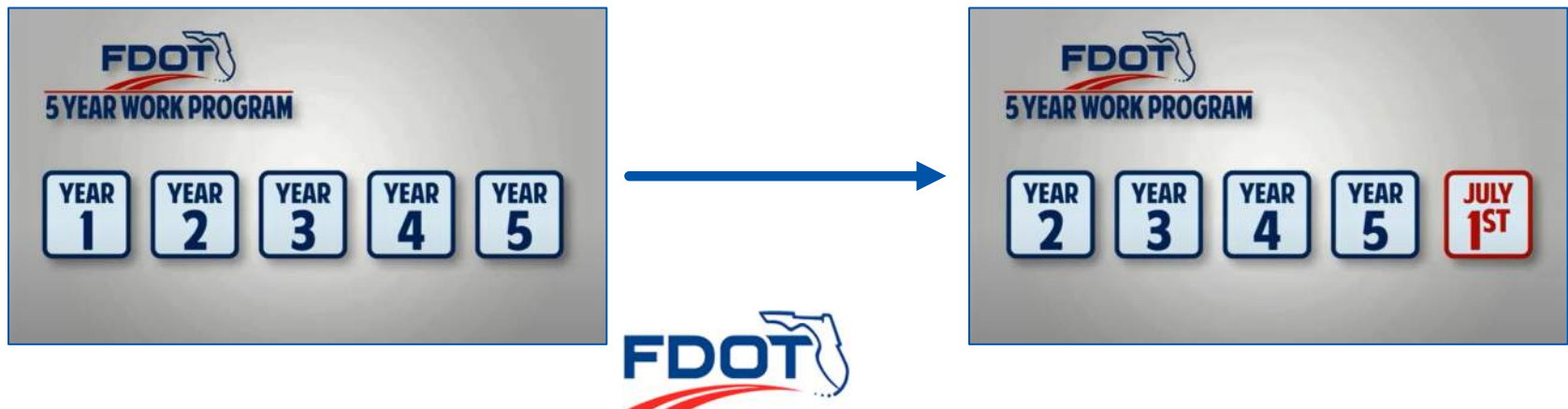
Identification of Long-Term Needs

- Public Input
- Local Governments
- Metropolitan Planning Organizations (Long Range Transportation Plan priorities)
 - Long Range Transportation Plans
 - North Florida TPO (<http://northfloridatpo.com/>)
 - MPO for Gainesville Urbanized Area (<http://www.ncfrpc.org/mtpo/index.html>)
- Strategic Intermodal System (<https://www.fdot.gov/planning/sis/default.shtm>)



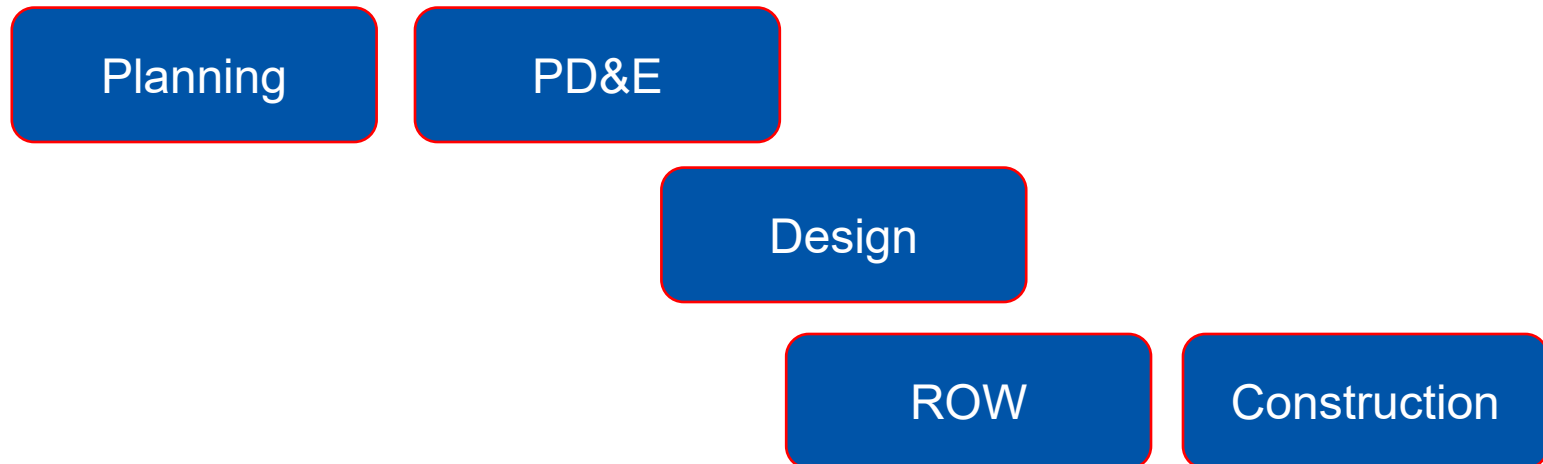
Tentative Five-Year Work Program

- Prioritize the identified needs – List of Priority Projects (LOPP)
- 18-month Work Program Cycle
 - January – LOPP sent to District
 - Summer – Matching to priorities
 - Tentative Work Program is developed by October 1st
 - Public Hearings in Fall
 - Local Government endorsement
 - Florida Transportation Commission Approval
 - Legislature Approval
 - Adopted July 1st



Production Process

- Planning
- Project Development & Environment (PD&E)
- Design
- Right-of-Way
- Construction



Production Process

■ Planning

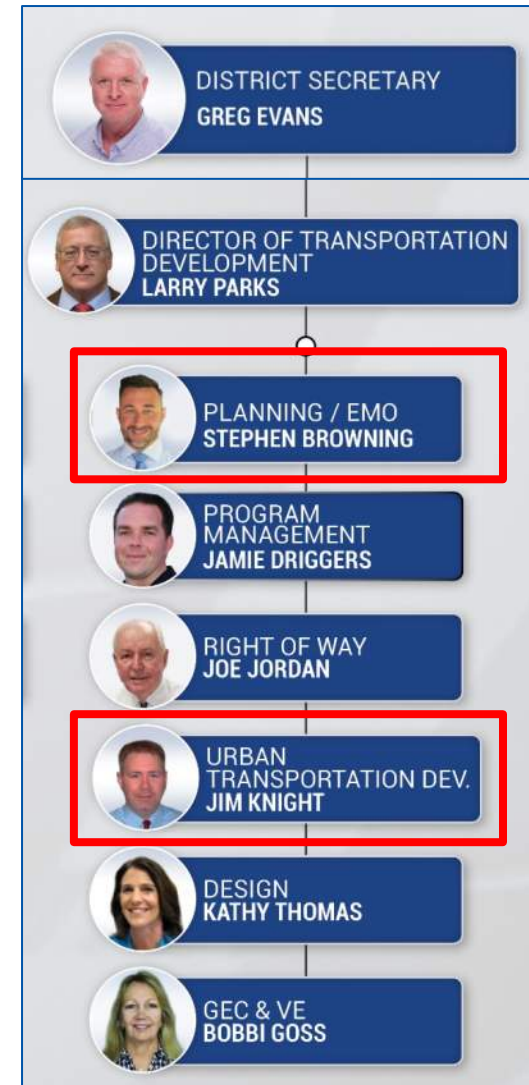
- Potential Projects
- Planning Studies, Corridor Studies, Highway Master Plans, Multimodal Studies
- Efficient Transportation Decision Making
(<https://www.fdot.gov/environment/ETDM.shtm>)

■ Project Development & Environment (PD&E)

■ Design

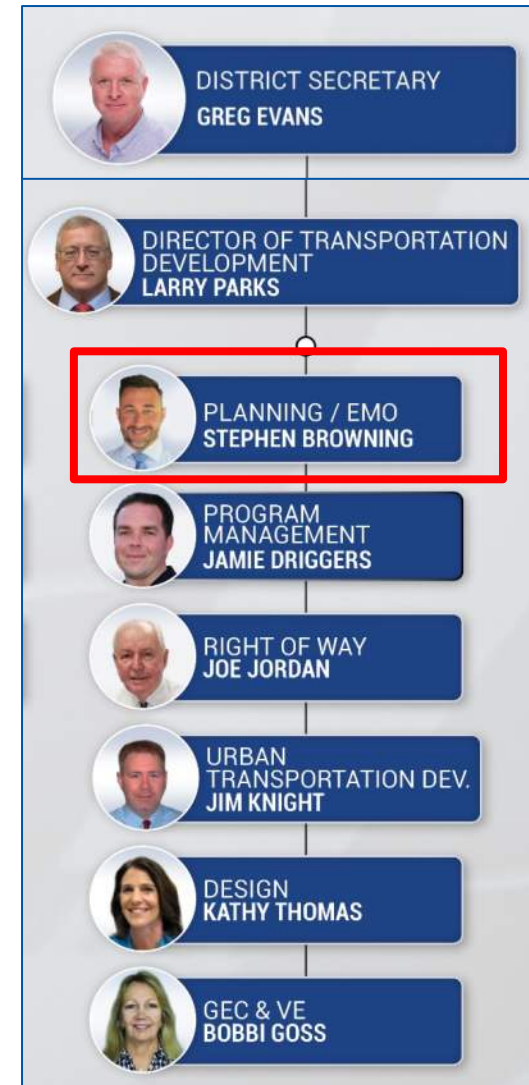
■ Right-of-Way

■ Construction



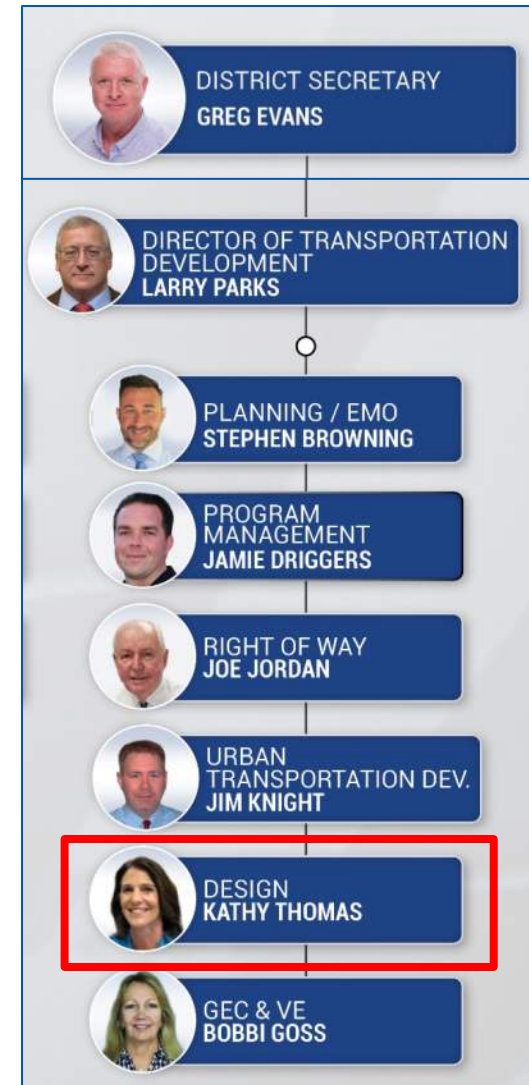
Production Process

- Planning
- **Project Development & Environment (PD&E)**
 - National Environmental Policy Act (NEPA) of 1969
 - Class of Action
 - Decisions and Commitments carry into Design
- Design
- Right-of-Way
- Construction



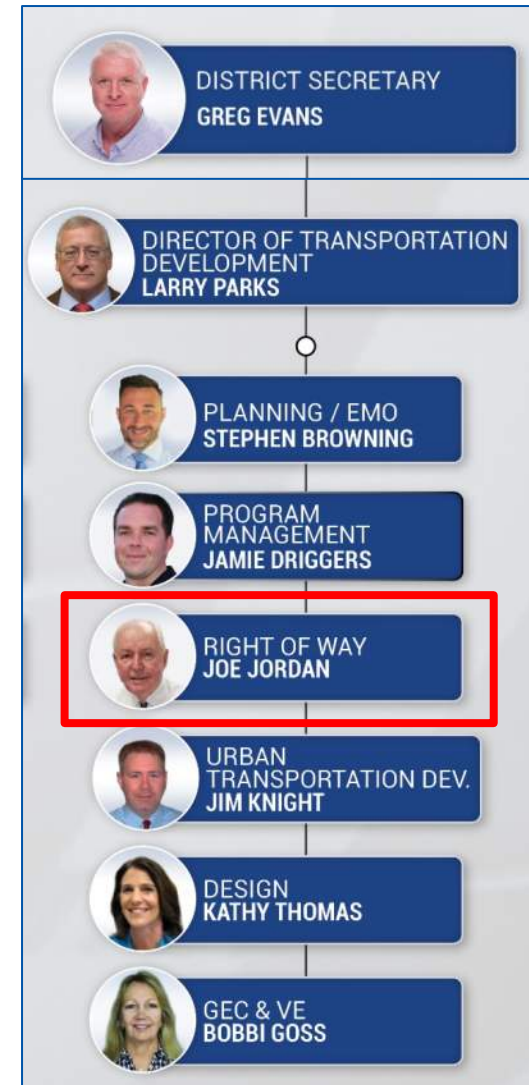
Production Process

- Planning
- Project Development & Environment (PD&E)
- **Design**
 - Overlaps with other phases
 - NEPA approval before 60%
- Right-of-Way
- Construction



Production Process

- Planning
- Project Development & Environment (PD&E)
- Design
- **Right-of-Way**
 - NEPA approval
 - Early Identification
- Construction



Production Process

- Planning
- Project Development & Environment (PD&E)
- Design
- Right-of-Way
- **Construction**
 - Delivery Methods
 - Contract Classes
 - 1 = Tallahassee Let
 - 4 = Maintenance Let
 - 7 = District Let
 - 9 = Design-Build



Financial Project Identification Number

- First 6 digits = “item”
- 7th digit = “segment”
- 8th and 9th digits = phase group and type
 - 1X – Planning
 - 2X – PD&E
 - 3X – Design (Preliminary Engineering)
 - 4X – Right-of-Way
 - 5X – Construction
 - 6X – Construction Support
- 10th and 11th digits = sequence
- Work Program Instructions
 (<https://www.fdot.gov/workprogram/workprogramresources.shtm>)

Phase	Phase Group (8 th digit)	Phase Type (9 th digit)
Planning	1	1 – In House 2 – Consultant 4 – Grant
PD&E	2	1 – In House 2 – Consultant
Design	3	1 – In House 2 – Consultant
Right-of-Way	4	1 – In House 2 – Consultant 3 – Purchase B – Service Contract 5 – Relocate
Construction	5	1 – In House 2 – Contractor 6 – Utility 7 – Railroad A – Contract Incentive
Construction Support	6	1 – In-House 2 – Consultant



Funding

■ Funding Status

- Candidate – identified but not included in the Tentative Work Program
- Gammed or Tentative – funding included in the Tentative Work Program
- Adopted – funding included in the Adopted Work Program
- Amended – change on previously Gammed or Adopted funding

■ After Funds are Adopted

- Unauthorized – adopted funds
- Authorized – funds have been approved to be applied to a contract
- Encumbered – funds have been associated to a contract and are ready for invoicing after Notice to Proceed

■ Funding Sources

- State Funds
- Federal Funds
 - Federal Funds take at least two weeks for authorization approval (CAP target date)

■ Work Program Instructions

(<https://www.fdot.gov/workprogram/workprogramresources.shtm>)



Contract Types

- **Project Specific**
- **Grouped Contract**
 - Two projects, one advertisement, one contract awarded
 - Different than Combination Advertisements, which are two projects, one advertisement, but two contracts are awarded
- **Districtwide Contract**
 - 5 years or \$1.5 million dollars, whichever occurs first
 - Above includes post design services
 - \$300,000 limit on each Task Work Order
- **Continuing Services Contract**
 - 5 years or \$5 million dollars, whichever occurs first
 - Above includes post design services
 - No limit on each Task Work Order



Method of Compensation

■ Two basic types

- Lump Sum – billing will be paid according to the percent of work complete
 - Use with well defined project scope
 - Design services
- Limiting Amount – billing will be paid for the actual hours worked
 - Use if unsure of project scope
 - Geotechnical and Survey services
 - Post Design services

■ Supplemental Agreements or Task Work Order Amendments

- Check rates to make sure they match the Method of Compensation table
- If the contract used unloaded rates, ensure the multipliers match the original contract



Consultant Acquisition

■ Consultant Acquisition Plan (CAP)

- “Set” the month before the new Fiscal Year begins
- Target month assigned for contract execution
- Target dollars assigned based on projected contract amount
- Missed targets reflect poorly on District

FY 2021 Consultant Plan
Lockdown Plan

Printed: 8/12/2020

DISTRICT 2 LOCKDOWN CONSULTANT PLAN FOR 2020/2021								Quarter 1			Quarter 2			Quarter 3			Quarter 4			PROJ MAN/PSU	PSU Comments
Dist #	DST	FIN PRJ	PROJECT DESCRIPTION	FUND	PH	EST \$	ST	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN		
26	02	439393-2	SR100 FROM UNION COUNTY LINE TO SE POUNDS HAMMOCK ROAD	STAT	32	0.17								X							
27	02	439394-2	SR100 FROM SR238 TO COLUMBIA COUNTY LINE	STAT	32	0.32								X							

Consultant Project Management

28	02	213345-9	I-295 FROM SR13(SAN JOSE) TO SR21(BLANDING BLVD)	FEDL	32	7.00					X									Shimer	CA169
29	02	213463-2	I-95 NB(SR9)/ST MARY'S RIVER BRIDGE NO. 740089	STAT	32	0.96									X					Herbst	
30	02	431975-1	SR8(I-10) US301 & I-10 INTERCHANGE ON & OFF RAMP	STAT	32	0.14											X			Owens	CA286
31	02	435562-1	REHABILITATE VARIOUS PEDESTRIAN OVERPASSES WITHIN DUVAL CO.	STAT	32	0.22										X				Herbst	CA516
32	02	435565-1	SR105(HECKSCHER DR) @ HAULOVER CREEK BRIDGE NO720063	STAT	32	0.09										X				Herbst	CA516
33		435679-2	US90 FROM: BIRLEY AVE TO: BROWN ROAD	FEDL	32	0.05								X							
34	02	435577-1	I-95(SR9) FROM: I-295(SR9A) TO: SR202(JT BUTLER BLVD)	STAT	32	12.92	E	12.90												Locklear	C9979
35	02	435756-1	SR115(US1) MLK EXPY FROM: I-95 TO: HART EXPRESSWAY	FEDL	32	0.40												X		Prindiville	New



Consultant Acquisition

- **20-week Acquisition Schedule (Advertisement to Execution)**
- **Pre-Advertisement**
 - Project Information
 - Marketing Meetings typically 1 month prior to Ad
- **Advertisement**
 - Cone of Silence begins
 - Stage I Scope of Services
- **Longlist / Shortlist**
 - Receive Letters of Response or Expanded Letters of Interest
 - Longlist and Shortlist Meeting
 - Recommendation and Stage II Scope of Services provided to PSU
 - Executive Committee reviews and approves



Consultant Acquisition

■ Firm Selection

- Technical Review Committee members independently evaluate the Interviews, Oral Presentations, Abbreviated Technicals, or Expanded Letters of Interest.
- Begin Negotiations / Scope Clarification Meeting
 - Cone of Silence ends
 - Invite Discipline Offices (Materials, Surveying, Mapping, etc.) depending on project
- Stage III Scope of Services
- Automated Fee Proposal (AFP)
 - Inclusion of subconsultants, method of compensation
 - Staff Hour review
 - Check against initial FDOT estimate
 - PM and Discipline review
 - Operating Margin and Rates
 - At finalization, FDOT PM will request authorization of funds
- Consultant Computer Access
- Baseline Schedule



Critical Design Schedule Elements

- **Design Survey**
- **PD&E Study**
 - Design overlap
 - Typical Section and Alignment
 - Public feedback and commitments
- **Right of Way Identification**
 - Includes Temporary Construction Easements,
 - Permanent Easements, and Fee Takes
 - 2-year process
 - ROW Concept Meeting
- **Utility Coordination**
- **Geotechnical**
- **Bridge Development Report**



Critical Design Schedule Elements

■ Maintenance Agreement

- Not the same as Signal Maintenance Agreements (Traffic Operations) and Lighting Maintenance Agreements (Maintenance)

■ Railroad Involvement

- Improvements close to or within railroad right-of-way
- Coordination with District Railroad Coordinator

■ Permitting

- Coordination with District Permits Coordinator
- Need 6 months between Permit approval and Production Date if TIIFT is involved

■ Constrained Dates

- Begin Work
- Submit Right-of-Way Requirements
- Phase II Submittal
- Right-of-Way Certification
- Plans, Specifications, and Estimates (PS&E) Dates
- Letting Date



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Questions?

- **Contact Information**

Brandi Vittur, P.E.

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- Efficient Transportation Decision Making <https://www.fdot.gov/environment/ETDM.shtm>

- Work Program Resources

<https://www.fdot.gov/workprogram/workprogramresources.shtm>

- Professional Services Publications <https://www.fdot.gov/procurement/pubsmenu.shtm>



Thank you for attending!

