



VDOT Consultant Procurement Office

Jeff Rodgers
Acting Director
Pilot Consultant Procurement Office
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Pilot Consultant Procurement Office

- **Appointed by Commissioner Whirley to lead a pilot program for the VDOT Consultant Procurement Office.**
- **Career VDOT Employee with over 25 years of service.**
- **Managed Professional Service contracts for the VDOT Environmental Division since 2000.**

Pilot Consultant Procurement Office

- In July 2013 the concept of the Consultant Procurement Office (CPO) was introduced to the VTCA by Wanda Wells.
- The purpose of the Pilot CPO is to test the proposed re-engineering of the professional service procurement process and to outline the parameters for the establishment of a single organization in VDOT responsible for oversight of professional services.

Professional Services Consultant Procurement

HB2313 – Virginia’s Road to the Future

- **Signed by Governor Bob McDonnell on May 23, 2013.**
- **Next 5 years will generate \$3.4 billion in statewide transportation funding.**
- **Chmura Economics firm report found new funding will result in \$8.1 billion in positive economic impact and will sustain 10,133 jobs from FY2014 through FY2019.**
- **This new funding mechanism creates potential for more projects which will require more consultant services.**

Professional Services Consultant Procurement

Commissioner Whirley assigned a priority review of the professional services consultant procurement process at VDOT to the VDOT Office of Business Transformation and Special Projects.

Re-engineering Objective

- Reduce the time to procure professional services consultants.

Qualifications Based Selection remains central for compliance with Federal and State laws

- Foundational pillar is the selection of Architectural and Engineering professional services firms guided by the Brooks Act and the Virginia Public Procurement Act (VPPA).

How Long Does VDOT Procurement Take Now?

Project Specific
11.6 Months



Term
7.8 Months



Combined
8.9 Months



MOA: Memorandum of Agreement ; NTP: Notice to Proceed; Term: On-Call Contract

Source: Sample Data from 79 Completed Procurements from the PSCRS Procurement Tracking Module

Proposed Solution: How Long Will VDOT Procurement Take?



*Federal Oversight projects *may* require greater FHWA involvement

*Target is 123 days; 20 days added for holiday / seasonal variation

Procurement Process Improvement

- **Current Process for Procurement of Professional Services**
 - 20 Milestones
 - 83 Tasks
- **Proposed Process for Procurement of Professional Services**
 - 5 Milestones
 - 40 Tasks
- ✓ **Apply schedule for each activity**
- ✓ **Eliminated some time consuming approvals**
- ✓ **Compressed timeframe for some activities**
- ✓ **Reorganized some practices**
- ✓ **Reduced the number of units involved in the process**

Increase Efficiency

- **Consultant Procurement Office**
- **Expert “Reserve” Cadre for selection panel**
- **Increase District Office involvement**
- **Pre-Award Audit**
- **Enforce Standard Contract Language**
- **Electronic Expressions of Interest Submittal**
- **Use of Electronic Signatures**
- **Develop Annual Document Submittals**
- **Limit pages in Expressions of Interest**

Pilot Consultant Procurement Office

5 pilot procurements are underway

- **Statewide Noise Abatement (Term)**
- **I-64 Bridge over Route 156 (Project Specific)**
- **Intersection Route 6 and Route 73 (Project Specific)**
- **Construction Inspection Services Fredericksburg (Term)**
- **Statewide Project Level Air Studies (Term)**

Pilot Consultant Procurement Office

- **Create dedicated and accountable consultant procurement unit to own the procurement process**
- **Oversight of entire program; ensuring guides, procedures, templates and tools are current and available to all audiences**
- **CPO to automate; eliminate redundancy; reduce paper and maximize staff time to procure top consulting talent**
- **CPO staff to marshal resources and achieve target dates for each procurement**

Survey of Consulting Firms

Survey Synopsis

- Profile of Responding Firms
- Technology Use and Preference
- Implementation of Annual Submissions
- Processes, Forms and Page Limits
- Industry Observations

Profile of Responding Firms

**Survey Population: Distributed to 106 firms
Received 35 responses**

Respondent Size, Classification, Location

- **Firms earned greater than \$1M annual revenues overall (83%) – earned in Virginia (80%)**
- **Firms exceeded 250 employees overall (54%): firms employed 50 or more in Virginia (57%)**
- **DBE and SWaM firms represented 9% of survey, 30% were identified as SWaM and 61% as neither.**

Technology Use and Preference

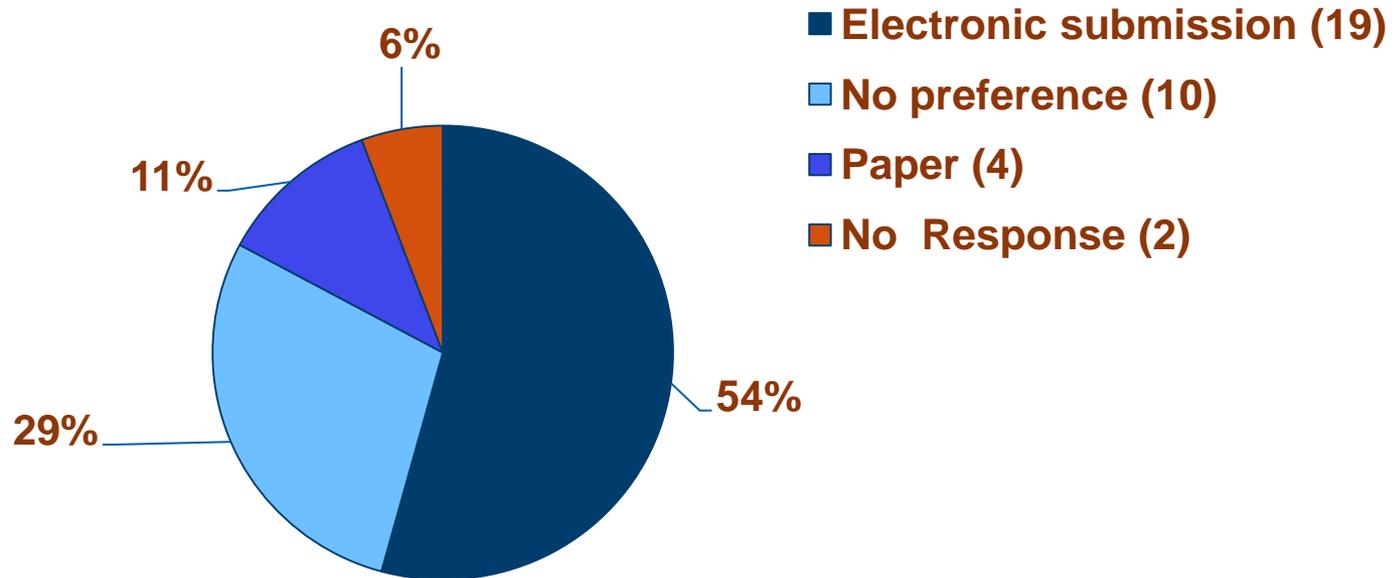
How Do Firms Learn About VDOT Work?

- From eVa or the VDOT Business Website (first choice)
- From their industry or professional associations (second choice)

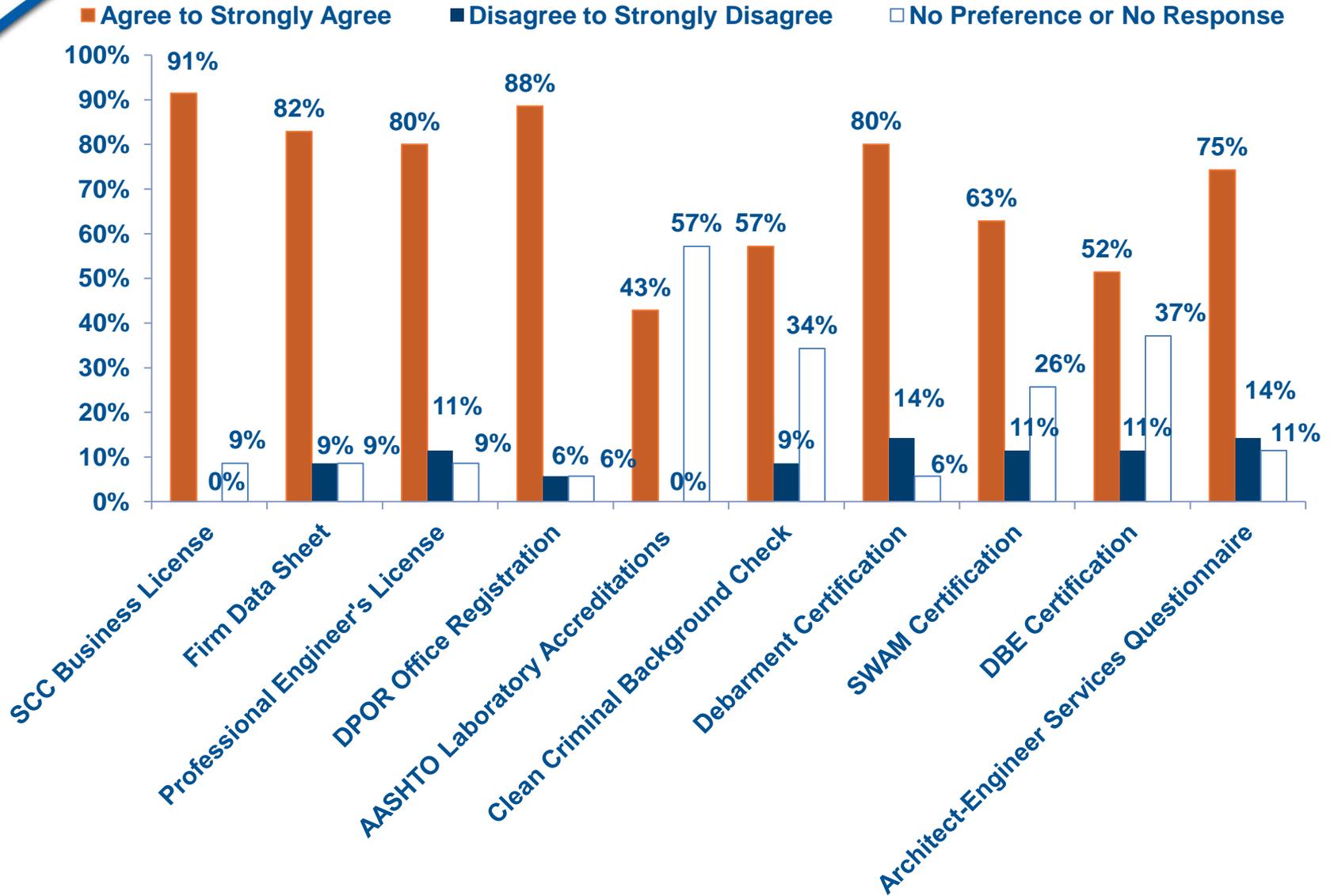
Technology Use and Preference

What Format is Preferred For RFP Responses?

- **Electronic or Paper?**

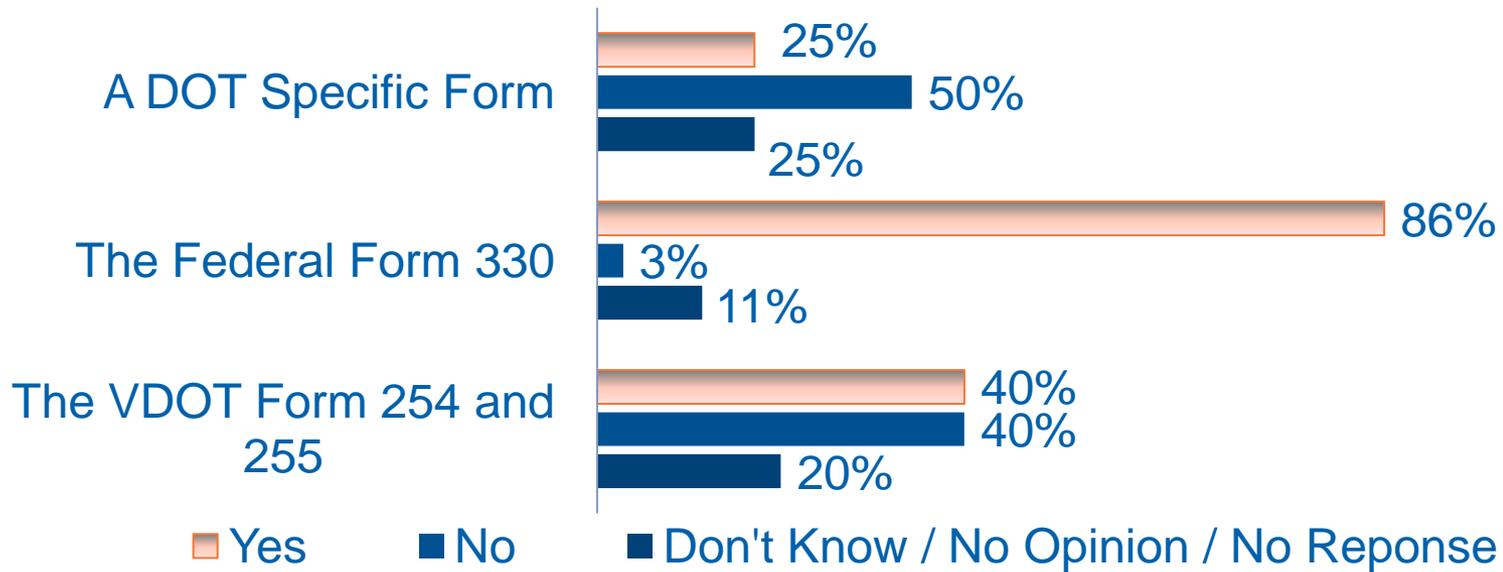


Implementation of Annual Submissions



Processes, Forms and Page Limits

Does Your Firm Recommend This Qualification Form?



Processes, Forms and Page Limits

Does Your Firm Support Page Limits?

- 66% approved (23)
- 31% held no position (11)
- 3% opposed (1)

Can Companies Provide Financial Data in Excel?

- 83% of firms can provide data on an excel form (29)
- 17% did not know or did not respond (6)
- Companies commented that VDOT must secure electronic data

Industry Observations

What Delays VDOT?

- **VDOT bureaucracy (49%) (17)**
 - **Too many approvals**
 - **Poor scheduling**
 - **Redundant forms and approvals**
 - **Poorly executed processes**
 - **Overlapping or unclear accountability**
 - **Poor management**
- **Audit reviews / Attorney General review (23%) (8)**
- **Don't know / Did not respond (28%) (10)**

Industry Observations

What Consumes The Most Time In Pursuing VDOT Work?	%	#
Expression of Interest	29%	10
Expression of Interest and Interview	26%	9
Contract	14%	5
No Response	14%	5
Interview	6%	2
Never won a VDOT Contract	6%	2
Nothing takes long	3%	1
Don't Know	3%	1
Total	100%	35

Next Steps

The survey data collected will be used to further define the next steps for VDOT's professional service consultant procurement.

We will continue with pilot procurements

- Test new 40 step procurement process / “Rightsize” 143 day schedule
- Test electronic Expressions of Interest submission
- Test annual document submission
- Test automated pre-award data exchange
- Test new forms

Next Steps

We will complete program documentation

- Evaluate effectiveness of pilot procurements
- Develop new procurement manual
- Coordinate with FHWA for procurement program approval

Next Steps

We will establish Consultant Procurement Office

- Determine workload and staffing requirements
- Determine future role of CPO for Department wide professional service contract support
- Build on tradition of open feedback and consultant partnership



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