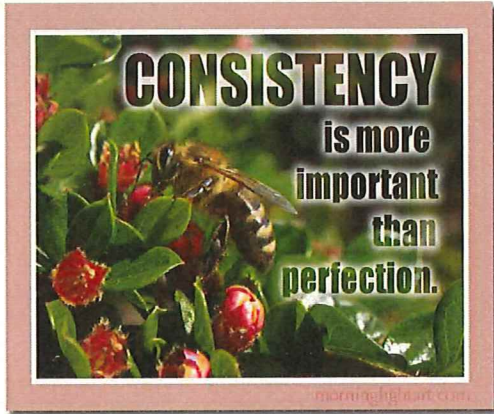


Work Authorizations @ VTrans

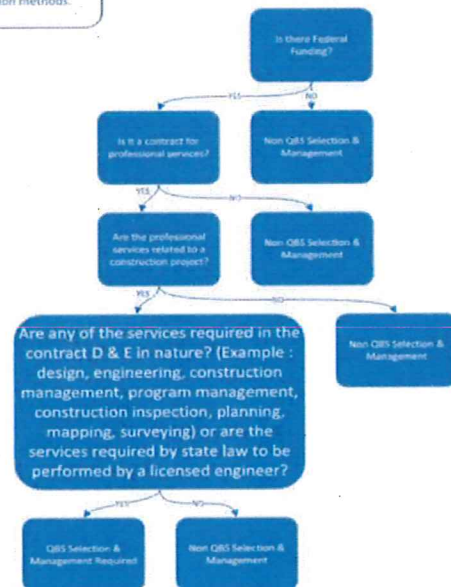


- Primary Retainer Contracts
- Second Tier Solicitation and Award
- Contract Administration

How is Qualification Based or Best Value Selection Determined

Title 23: HIGHWAYS
Part 172—PROCUREMENT, MANAGEMENT, AND ADMINISTRATION OF ENGINEERING AND DESIGN RELATED SERVICES

Appendix A
Decision Tree to determine whether a contract requires QBS selection methods.



100% State Funded Projects are ALWAYS Best Value

The Vermont Statutes Online

Title 19 : Highways

Chapter 001 : State Highway Law; General Transportation Provisions

(Cite as: 19 V.S.A. § 10a)

§ 10a. Procurement of engineering and design services through competitive negotiation

(a) For purposes of this section, "competitive negotiation" means a method of procurement whereby proposals are requested from a number of sources, and either a fixed-price or cost-reimbursable type contract is awarded, as appropriate.

(b) Contracts for program management, construction management, feasibility studies, preliminary engineering, design engineering, surveying, mapping or architectural related services with respect to projects subject to the provisions of section 111(a) of the Surface Transportation and Uniform Relocation Assistance Act of 1987 (including amendments thereto) may be awarded by competitive negotiation.

(c) If competitive negotiation is used, the following requirements shall apply:

(1) Proposals shall be solicited from an adequate number of qualified sources to permit reasonable competition, consistent with the nature and requirements of the procurement. All qualified sources may submit a proposal. The request for proposals shall be publicized.

(2) The request for proposal shall identify all significant evaluation factors, including price or cost where required and their relative importance.

(3) The agency shall provide mechanisms for technical evaluation of the proposals received, determinations of responsible offerors for the purpose of written or oral discussions, and selection for contract award.

(4) Award may be made to the responsible offeror whose proposal will be most advantageous to the agency, price and other factors considered. Unsuccessful offerors should be notified promptly. (Added 1987, No. 91, § 9, eff. June 22, 1987.)

What is the Difference Between Qualification Based Selection (QBS) and Best Value Selection (BVS)

Qualifications Based Selection (QBS)

Selection Criteria:

- Business Structure
- Key Personnel
- Experience/Technical Capability
- Past Performance

Once selection is made; costs are reviewed and can be negotiated

Best Value Selection (BVS)

Selection Criteria:

- Business Structure
- Key Personnel
- Experience/Technical Capability
- Past Performance
- Price/Cost

Once selection is made; clarifications and negotiations can be conducted.

Primary Retainer Contracts (Tier 1)

Tier 1 Selection is conducted through the full advertised RFP Process.

QBS or BVS is determined using the decision tree prior to Solicitation

Selection Type (QBS or BVS) is Identified within the RFP

Work Authorization Selection & Award (Tier 2)

Tier 2 Selection is conducted through a Work Order Process.

QBS or BVS is utilized based on the Primary Retainer Contract Solicitation.

Exception – If the particular work order is for State Funds Only, it will always be BVS, regardless of the services requested.

QBS or BVS type will be detailed in the Work Order Request (WOR)

Tier 2 Selection - QBS

2nd Tier Evaluation: to select Consultants who will be awarded Work Authorizations for specific tasks or projects under Retainer Contracts based on qualifications ONLY.

1. Project Manager and/or Contract Manager – Develops Scope/Need
2. Project Manager and/or Contract Manager determines the competition level needed to select the most qualified Consultant in the pool for a particular project or task given the Consultant's available resources.

➤ Competition Levels

Level 1.

Information in VTrans' possession makes it clear which Consultant in the pool is the most qualified for a particular task or project.

- Provide selected Consultant with Scope/Need (Work Order Request – WOR)
- Consultant provides part 2 of the WOR – can be limited to capacity, scope (if applicable) and fee/cost
- Negotiate costs
- Write QBS justification and issue a Work Authorization to the Consultant.
- If negotiations are not successful move to next most qualified and repeat steps. If the next most qualified Consultant is not clear, go to Level 2
- Award to Consultant after successful negotiations

Tier 2 Selection - QBS

➤ Competition Levels Continued

Level 2.

Information in VTrans' possession makes it clear that some, but not all Consultants in the pool are among the most qualified for a particular task or project, but no single Consultant of that group is clearly the most qualified.

- Send out a Work Order Request (WOR) to the apparent most qualified Consultants.
- Consultants return WOR with Part 2 Completed
- Review proposals and select the most qualified Consultant
- Request fee/cost from Selected Consultant
- Negotiate costs
- If negotiations are not successful move to next most qualified and repeat steps.
- Award to Consultant after successful negotiations
- Document the reasons for selecting the limited group of Consultants to compete and the justification for QBS Selection of the Consultant awarded.

Tier 2 Selection - QBS

> Competition Levels Continued

Level 3.

All Consultants in the pool appear equally qualified for the project or task.

- Send out a Work Order Request (WOR) to all Consultants.
- Consultants return WOR with Part 2 Completed
- Review proposals and select the most qualified Consultant
- Request fee/cost from Selected Consultant
- Negotiate costs
- If negotiations are not successful move to next most qualified and repeat steps.
- Award to Consultant after successful negotiations
- Document the justification for QBS Selection of Consultant.

Work Order Request - QBS (WOR)

- Part 1 - Completed by Contract Manager/Project Manager
 - Outlines Scope, Time Frame, Special Requirements, Due Date
 - Pages 1 through 3
- Part 2 - Completed by Consultant
 - Provides Project Specific Qualifications
 - Pages 4 through 5
- Part 3 - Completed by Selected Consultant
 - Provides Estimated Hours and Costs
 - Pages 6 through 7 (examples included)

See Handout Provided

Work Authorization Request - QBS (WAR)

This form is to be completed by Contract Manager and/or Project Manager when the Work Authorization Process is managed within Contract Administration.

This step is not as formal if the Program is issuing the award letters and reviewing the invoices outside of Contract Administration. Written justification of selection must be documented regardless.

See Handout Provided

Work Authorization Notification

Nutbrown, Thelma

From: AOT - Contract Administrators
Sent: Monday, October 15, 2018 1:04 PM
To: bartone@realtichasology.com
Cc: Russell, Jeannine; Nutbrown, Thelma
Subject: STOWE-MORRISTOWN - STP PS19(3) | Contract Number: PS0692 | Work Authorization: PS0692-WA0001

Greetings,

This e-mail is to notify you that the above work authorization is being awarded to your firm. The following information will provide the required details. If the Consultant Project Manager listed below is not accurate, please provide the correct name and e-mail address.

Consultant Project Manager: Bartone, Robert
Contract Number: PS0692
VTrans Project Manager: Russell-Pinkham, Jeannine
Project Name & Number: STOWE-MORRISTOWN - STP PS19(3)
Expenditure Account (EA) & Sub Job: PS19003 - 100
Work Authorization Number: PS0692-WA0001
Budget Adjustment Number: 0
Work Start Date: 10/15/2018
Consultant Estimate Date: 10/08/2018
Work Authorization Amount: [REDACTED]
Budget Adjustment Amount: N/A
New Work Authorization Amount: [REDACTED]

All of the above information must be included on your invoice or processing may be delayed.

All invoices must be submitted directly to this e-mail address AOT.ContractAdministrators@Vermont.Gov in order to be processed for payment. The subject line shall include the Project Name & Number, Contract Number, Work Authorization Number and Invoice Number.

The invoice cover sheet shall be printed on your company letterhead and be signed by the Consultant Project Manager or other Authorized Representative for the Consultant. The cover sheet must include the Invoice Number, Project Name & Number, Contract Number, EA and Sub Job and period covered by the invoice.

If you have any questions regarding this assignment, please contact the VTrans Project Manager listed above.

We look forward to working with you.

Sincerely,

AOT Contract Administrators
Department of Contract Administration

See Handout Provided

Contract Tracking Software

Tracks the Contract and Execution Process
Tracks the Work Authorizations
Tracks the Invoice Payments - links with Financial System
Tracks MLA Obligation/Expenditure
Notifies AOT Contract Managers of Upcoming Expiration Dates
Provides Reports for AOT Staff (Project Management & Close Out)

See Handout Provided

Training for AOT Programs and Internal Staff

- As each program goes through the RFP Process and is selected for the Work Authorization Program through Contract Administration
- As each program renews their retainer contracts even when not selected for Work Authorization through Contract Administration
- As Project Managers and Contract Managers request assistance
- Agency-wide Initiative to Educate



VERMONT GENERAL ASSEMBLY

The Vermont Statutes Online

Title 19 : Highways

Chapter 001 : State Highway Law; General Transportation Provisions

(Cite as: 19 V.S.A. § 10a)

§ 10a. Procurement of engineering and design services through competitive negotiation

(a) For purposes of this section, "competitive negotiation" means a method of procurement whereby proposals are requested from a number of sources, and either a fixed-price or cost-reimbursable type contract is awarded, as appropriate.

(b) Contracts for program management, construction management, feasibility studies, preliminary engineering, design engineering, surveying, mapping or architectural related services with respect to projects subject to the provisions of section 111(a) of the Surface Transportation and Uniform Relocation Assistance Act of 1987 (including amendments thereto) may be awarded by competitive negotiation.

(c) If competitive negotiation is used, the following requirements shall apply:

(1) Proposals shall be solicited from an adequate number of qualified sources to permit reasonable competition, consistent with the nature and requirements of the procurement. All qualified sources may submit a proposal. The request for proposals shall be publicized.

(2) The request for proposal shall identify all significant evaluation factors, including price or cost where required and their relative importance.

(3) The agency shall provide mechanisms for technical evaluation of the proposals received, determinations of responsible offerors for the purpose of written or oral discussions, and selection for contract award.

(4) Award may be made to the responsible offeror whose proposal will be most advantageous to the agency, price and other factors considered. Unsuccessful offerors should be notified promptly. (Added 1987, No. 91, § 9, eff. June 22, 1987.)



Work Order Request Form (WOR)

Agency of Transportation

State of Vermont
PDB – Environmental Section
One National Life Drive
Montpelier, VT 05633
<http://vtrans.vermont.gov>

[phone] 802-477-3460
[fax] 802-828-5545
[ttd] 800-253-0191

TO: **Primary Contract Holders**

- AECOM Technical Services, Inc. daniel.cassedy@aecom.com
casey.campetti@aecom.com
- Hartgen Archeological Associates, Inc. tjamison@hartgen.com
emanning@hartgen.com
jdivirgilio@hartgen.com
- Louis Berger U.S., Inc. hluhman@louisberger.com
dgould@louisberger.com
- Northeast Archaeology Research Center, Inc. bartone@nearchaeology.com
hudgell@nearchaeology.com
- Richard Grubb and Associates, Inc. adomm@rgaincorporated.com
rgrubb@rgaincorporated.com
- University of Vermont, CAP john.crock@uvm.edu
cknight@uvm.edu
catherine.quinn@uvm.edu

FROM: Select Name

DATE:

SUBJECT: Work Order Request (WOR) for Archeological Services

PROJECT:

PRICING: Select Pricing Option

DUE DATE:

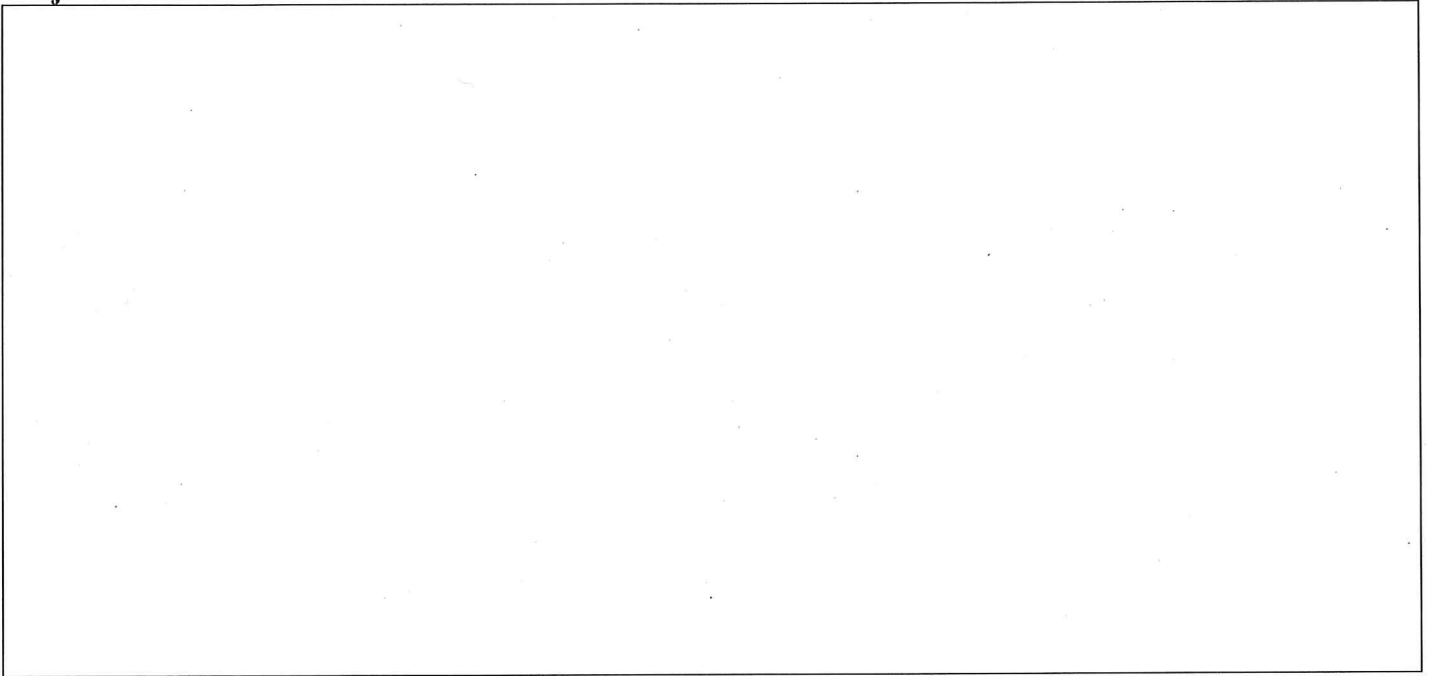
Greetings,

Please review the following project information provided and complete the information requested below for consideration of your proposal.

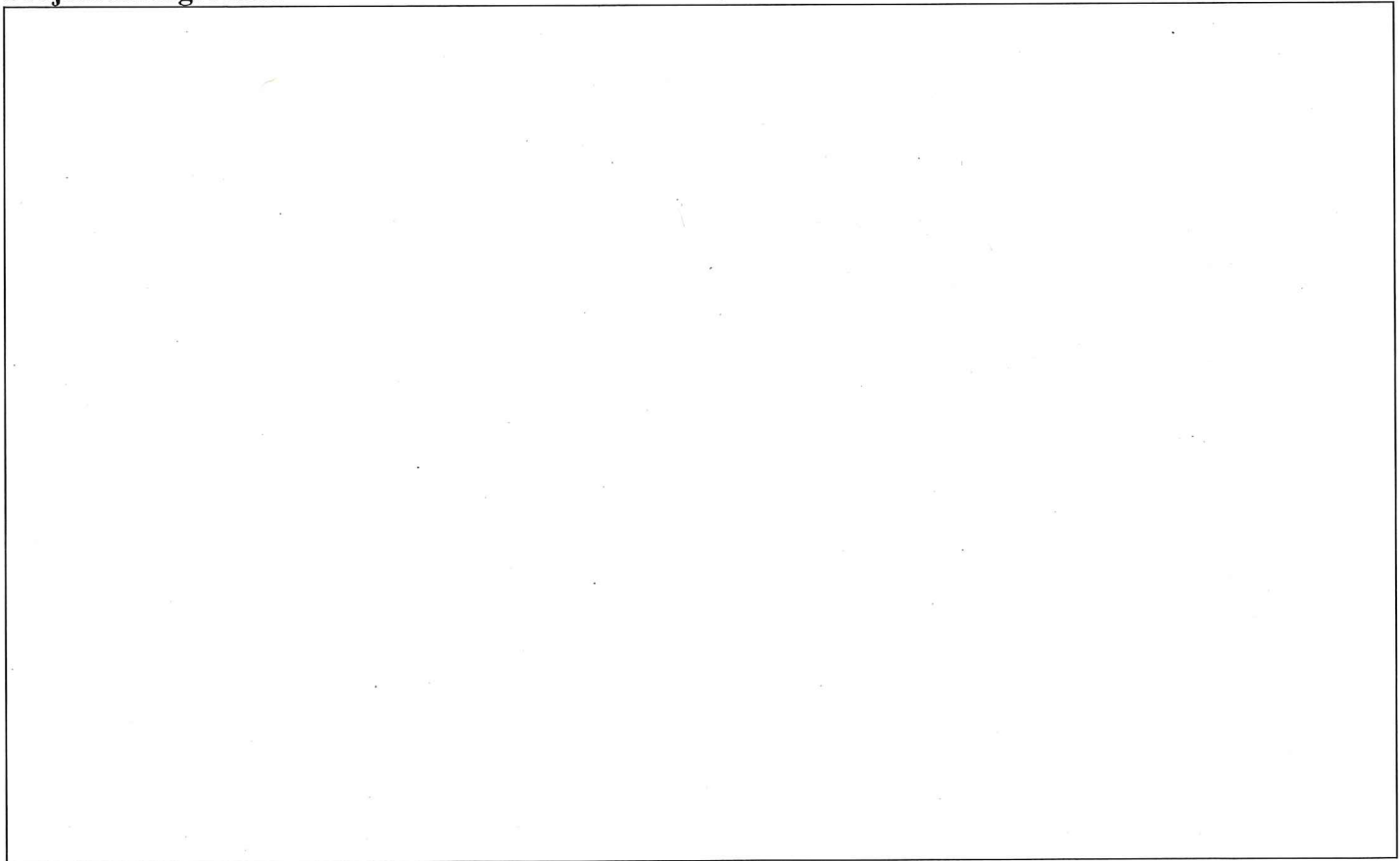
Selection will be Qualification Based

PROJECT INFORMATION:

Project Location:



Project Background:



Project Goals: *Please see checked item(s)*

Phase 1: identify presence or absence of a site. Include recommendations and justifications based on presence or absence of findings (including further phases of study, identify areas that may require protection (fencing), (avoidance), etc.

Phase 2: determine horizontal and vertical boundaries of a site within the project area, determine if the site meets National Register Criteria and list applicable criteria along with justification for each. Define site type and context. Include recommendations and justification based on results of Phase 2 work (including further phases of study, areas that require protection (fencing, avoidance), etc. Identify public outreach goals as appropriate.

Phase 3: identify what areas will be included in mitigation, develop research questions, develop mitigation plan as outlined in the Guidelines for Conducting Archaeology in Vermont and in coordination with the VTrans Archaeology Staff., Identify public outreach goals and projects (this can include lectures, tours, publications, signage, etc.)

Target Audience:

Timeline:

Performance Measures / Report Requirements:

Please see guidelines for conducting Archeology in Vermont – Revised 2017

See link: <http://accd.vermont.gov/sites/accdnew/files/documents/HP/ARCHEO%20GUIDELINES%20Final.pdf>

This section is to be completed by the Consultant. Information provided will be used in determining Qualification Based selection.

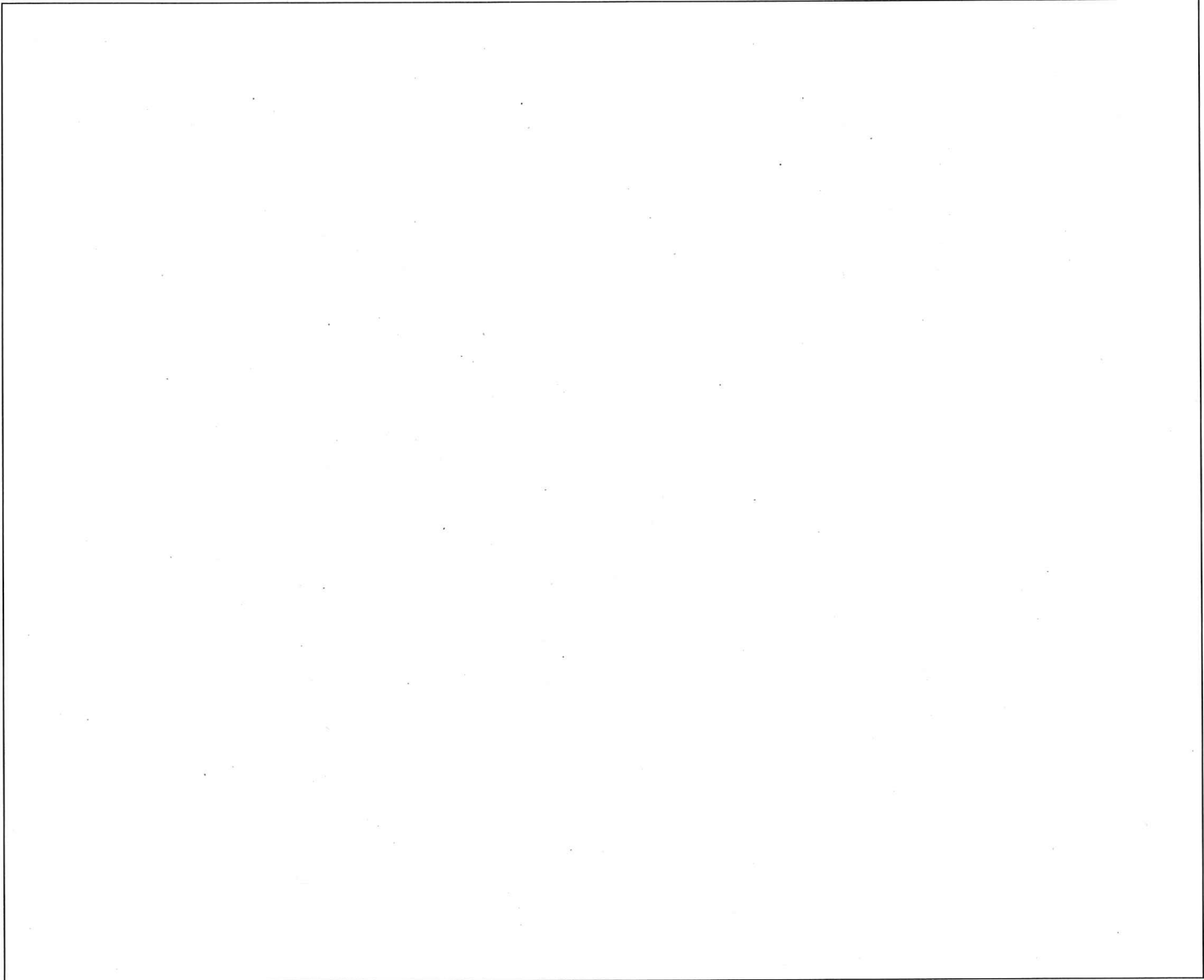
CAPACITY: Clearly indicate the availability of your Key Personnel and Sub-Consultants assigned to this project to ensure successful performance. *Please keep within space provided.*

CREATIVE AND TECHNICAL SOLUTION: Clearly provide your Scope of Work including Methodologies for the project listed above. This solution shall be consistent with the scope of work contained in your contract and the Guidelines for Conducting Archeology in Vermont. Solution shall be based on the size and complexity of the specific project.

Please attach separate sheets/package for this section in accordance with guidelines noted above.

EXPERIENCE: Clearly indicate pertinent experience of your assigned Key Personnel and subconsultants **specific** to the Project and Solution provided above. *Please keep within space provided.*

PAST PERFORMANCE: Provide a brief description of a similar project wherein the assigned key personnel and/or subconsultants provided services. The projects should be similar in size and complexity to the project listed above. In addition, a reference name, phone number and e-mail must be provided for each project listed. *Please keep within space provided.*



THIS ABOVE SECTIONS MUST BE RETURNED BY DUE DATE.

THE FOLLOWING PAGES ARE FOR PRICES TO BE NEGOTIATED AFTER SELECTION. DO NOT SUBMIT PRICING PAGES UNTIL REQUESTED.

DO NOT SUBMIT PRICING PAGES UNTIL REQUESTED.

PRICE/COST: This WOR will be a: Select Pricing Option

If a Firm Fixed Price is selected above, please enter the price below:

FIRM FIXED PRICE: _____

(This price includes all expenses)

Proposal must provide a breakdown of hours by classification and by task. This information will assist in the determination of reasonableness and for negotiation purposes. The estimated hours on the table provided may be negotiated by the VTrans Contract Manager prior to formal award. Adjustments to hours may result in a revised firm fixed price. Please see the following example

FIRM FIXED PRICE EXAMPLE:

| Task | Classification | Number of Personnel within Classification | Number of Hours Per Classification | Total Hours by Classification |
|--------------------------------|------------------------------------|---|------------------------------------|-------------------------------|
| Background Research | Principal Investigator II | 1 | 1 | 1 |
| | Project Director II | 1 | 6 | 6 |
| | Director of Information Technology | 1 | 1 | 1 |
| | | | | Total Hours by Task |
| Field Work | Principal Investigator II | 1 | 4 | 4 |
| | Field Director II | 1 | 30 | 30 |
| | Assistant Field Director II | 1 | 30 | 30 |
| | Archaeological Technician III | 4 | 28 | 112 |
| | | | | Total Hours by Task |
| Total Hours for Project | | | | 184 |

If Labor Classification Rate is selected above, please submit on a separate sheet a table which follows the example below:

Please provide a project total which breaks out the estimated hours for each Labor Classification that you anticipate utilizing for this project. These hours should directly relate to your technical approach described/proposed above. You may submit your cost proposal using a separate sheet. Hours and expenses shall also be broken down for tasks that will be completed during the specific phase(s) of archeological study. The rates listed must match the rates listed in your contract. The estimated hours on the table provided may be negotiated by the VTrans Contract Manager prior to formal award. Adjustments to hours may result in a revised Project Total. Please see the following example:

HOURLY CLASSIFICATION RATE EXAMPLE:

| Position or Budget Item | Number of Personnel | Hourly Rate | Number of Hours | Total Cost |
|--|---------------------|-------------|-----------------|--------------------|
| Background Research | | | | |
| Principal Investigator II | 1 | \$68.21 | 1.0 | 68.00 |
| Project Director II | 1 | \$55.42 | 8.0 | 443.36 |
| Director of Information Technology | 1 | \$51.16 | 1.0 | 51.00 |
| Salary Subtotal | | | | 562.36 |
| Background Research Total | | | | \$562.36 |
| Field Work | | | | |
| Principal Investigator II | 1 | \$68.21 | 4.0 | 273.00 |
| Field Director II | 1 | \$42.63 | 30.0 | 1,279.00 |
| Assistant Field Director II | 1 | \$35.17 | 30.0 | 1,055.00 |
| Archaeological Technician III | 4 | \$28.26 | 28.0 | 2,941.00 |
| Salary Subtotal | | | | 5,548.00 |
| Expendable Equipment and Supplies | | | | |
| Per Diem (crew lodging) | 5 | \$95 | 3.0 days | 1,425.00 |
| Per Diem (Field Director - lodging) | 1 | \$100 | 3.0 days | 300.00 |
| Per Diem (meal allowance with overnight stay) | 6 | \$23.85 | 3.0 days | 429.00 |
| Vehicle mileage cost | 1 | 0.535 | 350.0 miles | 187.00 |
| Non-salary Subtotal | | | | 2,391.00 |
| Field Work Total | | | | \$7,939.00 |
| End of Field Letter Report | | | | |
| Principal Investigator II | 1 | \$68.21 | 4.0 | 273.00 |
| Project Director II | 1 | \$55.42 | 8.0 | 443.00 |
| Director of Information Technology II | 1 | \$51.16 | 4.0 | 205.00 |
| Laboratory Director II | 1 | \$51.16 | 4.0 | 205.00 |
| Salary Subtotal | | | | 1,126.00 |
| End of Field Letter Report Total | | | | \$1,126.00 |
| Laboratory and Report Preparation | | | | |
| Principal Investigator II (Project Management/Editing) | 1 | \$68.21 | 8.0 | 546.00 |
| Project Director II (Writing) | 1 | \$55.42 | 32.0 | 1,773.00 |
| Director of Information Technology II (Data Management/Graphics) | 1 | \$51.16 | 8.0 | 409.00 |
| Laboratory Director II (Supervision, Analysis, Data Management) | 1 | \$51.16 | 24.0 | 1,228.00 |
| Archaeological Lab Technician III (artifact processing/records scanning) | 1 | \$28.26 | 16.0 | 420.00 |
| Salary Subtotal | | | | 4,376.00 |
| Report Costs | | | | |
| Radio Carbon Date | | | | 535.00 |
| Paleobotanical Analysis | | | | 200.00 |
| Non-salary Subtotal | | | | 785.00 |
| Laboratory and Report Preparation - Total | | | | \$5,161.00 |
| Project Total | | | | \$14,788.36 |



Work Authorization Request Form (WAR)

AGENCY OF TRANSPORTATION

Please Select Which Type of Request This Is

To: Contract Administrators, Contract Administration
(aot.contractadministrators@vermont.gov)

From:

Date:

Subject: Archaeological Services
Request to Issue WAR or BAR for **Please Select Consultant**

I have reviewed and approved the attached scope and fee, dated _____, from the consultant noted above. They will be providing the services as outlined in the Work Order Request/Scope & Fee:

Project Name: _____ Project Number: _____
EA(s): _____ Subjob(s): _____
Pin: _____ Contract Number: **Please Select Contract Number**

Work Authorization Effective Date: _____
(*must be at least 2 business days from date sent to Contract Administration*)

Work Authorization Amount: _____
Previous Budget Adjustments: _____
Current Budget Adjustment: _____
Approved Budget **Total**: _____

Payment Provisions: **Please Select Which Type of Payment Provision Will Be Used**

Approved by the Contract Manager: _____

Send to: Consultant Project Manager Name: _____
E-Mail Address: _____
Phone: _____

Procurement of the Work Order is solicited to Consultants holding a Primary Contract. Selection is based on Qualifications. Qualification Based Selection (QBS) is based upon capacity, creative and technical solution, experience and past performance.

Qualification Based Selection (QBS) Justification:

SCOPE & FEE:

The Work Order Request (WOR) of the selected Consultant with their Scope & Fee
Must be Attached to WAR *(all non-awarded packages must be kept in Project Manager's Project File)*

Work Authorization Notification E-mail

Nutbrown, Thelma

From: AOT - Contract Administrators
Sent: Monday, October 15, 2018 1:04 PM
To: bartone@nearchaology.com
Cc: Russell, Jeannine; Nutbrown, Thelma
Subject: STOWE-MORRISTOWN - STP PS19(3) | Contract Number: PS0692 | Work Authorization: PS0692-WA00001

Greetings,

This e-mail is to notify you that the above work authorization is being awarded to your firm. The following information will provide the required details. If the Consultant Project Manager listed below is not accurate, please provide the correct name and e-mail address.

| | |
|-------------------------------------|--------------------------------|
| Consultant Project Manager: | Bartone, Robert |
| Contract Number: | PS0692 |
| VTrans Project Manager: | Russell-Pinkham, Jeannine |
| Project Name & Number: | STOWE-MORRISTOWN - STP PS19(3) |
| Expenditure Account (EA) & Sub Job: | PS19003 - 100 |
| Work Authorization Number: | PS0692-WA00001 |
| Budget Adjustment Number: | 0 |
| Work Start Date: | 10/15/2018 |
| Consultant Estimate Date: | 10/08/2018 |
| Work Authorization Amount: | [REDACTED] |
| Budget Adjustment Amount: | N/A |
| New Work Authorization Amount: | [REDACTED] |

All of the above information must be included on your invoice or processing may be delayed.

All invoices must be submitted directly to this e-mail address AOT.ContractAdministrators@Vermont.Gov in order to be processed for payment. The subject line shall include the Project Name & Number, Contract Number, Work Authorization Number and Invoice Number.

The invoice cover sheet shall be printed on your company letterhead and be signed by the Consultant Project Manager or other Authorized Representative for the Consultant. The cover sheet must include the Invoice Number, Project Name & Number, Contract Number, EA and Subjob and period covered by the invoice.

If you have any questions regarding this assignment, please contact the VTrans Project Manager listed above.

We look forward to working with you.

Sincerely,

AOT Contract Administrators
Department of Contract Administration

WORK ORDER PROCESS

Qualifications Based Selection (QBS)

Project Manager (PM) and/or Contract Manager (CM) determines a need

PM and/or CM develop a Work Order Request (WOR) Form. A WOR Shell and associated instructions are part of this document.

Once completed, the WOR is sent to Consultant(s) who have a Primary Contract (please see levels of 2nd tier selection). This is to be sent via e-mail. Print out all e-mails (or can do as a group) to show which consultants were provided with opportunity to bid.

When all Responses are received, the PM and/or CM must do a QBS.

QBS is based on the following criteria:

- Capacity
- Creative & Technical Solution
- Experience
- Past Performance

PM and/or CM will utilize the responses to the WOR provided by Consultants to make QBS Selection.

Once selection has been made, PM and/or CM must request the cost proposal. At this time cost can be negotiated as selection has already been made. If cost negotiations are successful, then the PM and/or CM proceed to the next step.

If cost negotiations are not successful, then the PM and/or CM must go back to the WOR responses and select the next most qualified and begin cost negotiations with that contractor. If Level 1 2nd tier selection was used, then Level 2 or 3 must be done to get more WOR responses.

Qualification Based Selection Justification must be detailed within the Work Authorization Request (WAR) that is submitted to the Contract Manager and/or Contract Administration. If negotiations are not successful and the next most qualified consultant is selected, then this must all be detailed in the WAR.

PM and/or CM develop the Work Authorization Request (WAR).
A WAR Shell and associated instructions are part of this document.

The WAR is sent to CM for Signature via e-sign
(if CM is requesting work, then sign and send to Contract Administration at aot.contract.administrators@vermont.gov). Contract Manager signs package or declines and if it is declined it is returned to Project Manager with additional information or instructions.

The WAR if signed is then sent to Contract Administration for Processing via e-sign
Contract Administrator prints all documentation.

Contract Administrator develops Work Authorization (WA) aka Letter of Authorization (LOA)

Sends WA/LOA via e-mail to the Consultant and copies Project Manager or Contract Manager (whoever issues WAR)

The following packages must be kept for each individual WOR under the Primary Contract

WOR Package–PM and/or CM File: WOR (*filed bottom to top*)
E-mails to Each Consultant Requesting Proposal
All Proposals Returned
QBS Justification
Cost Proposal for selected WOR
Any Negotiations
Final Approved Cost Proposal
WAR

WAR Package–Sent to Contract Manager and/or Contract Administration:
WAR
Selected Proposal (WOR, Scope and any other attachments)
Final Approved Cost Proposal

WORK ORDER PROCESS

(Best Value Selection)

Project Manager determines a need

Project Manager develops a Work Order Request (WOR) Form. A WOR Shell and associated instructions are part of this document.

Once completed, the WOR is sent to ALL Consultants who have a Primary Contract. This is to be sent via e-mail. Print out all e-mails (or can do as a group) to show all consultants were provided with opportunity to bid.

When all Responses are received, the Project Manager must do a Best Value Selection.

Best Value Selection is based on the following criteria:

- Capacity
- Creative & Technical Solution
- Experience
- Past Performance
- Price

Project Managers will utilize the responses to the WOR provided by Consultants to make Best Value Selection. Best Value Selection Justification must be detailed within the Work Authorization Request (WAR) that is submitted to the Contract Manager and Contract Administration.

Project Manager develops the Work Authorization Request (WAR). A WAR Shell and associated instructions are part of this document.

The WAR is sent to Contract Manager for Signature via e-sign.

Contract Manager signs package or Declines and if is declined it is returned to Project Manager with additional information or instructions.

The WAR if signed is then sent to Contract Administration for Processing via e-sign

Contract Administrator prints all documentation

Contract Administrator develops Work Authorization (WA) aka Letter of Authorization (LOA).

Contract Administrator sends WA/LOA via e-mail to the Consultant and copies Project Manager

WOR Package – Project Manager File: WOR (*filed bottom to top*)

E-mails to Each Consultant Requesting Proposal

All Proposals Returned

Best Value Justification

WAR

WAR Package – Sent to Contract Manager: WAR and Selected Proposal (WOR, Scope & Fee)

Contract Tracking for Work Authorizations

This first screen shot is the Work Authorization Detail Page

Custom Toolbars

Personal Services


Contract ps0650

Find All Amendments

Contract Status

Contract # **PS0650** Amendment # **0**

Consultant: **Fitzgerald Halliday, Inc.**



New Amendment

Contract | Dates | AA14 | Work Authorization

| | Total MLA | Obligated | Amt Expended | Amt Available |
|-----------------------------------|-----------------------|---------------------|--------------|-----------------------|
| Add New Work Authorization | \$2,000,000.00 | \$121,086.85 | | \$1,878,913.15 |

| Work Auth # | B A # | Description | Amount | Received On | Accepted On | Awarded On | Com |
|-------------|-------|---------------------------|-------------|-------------|-------------|------------|--------------------------|
| WA00004 | 0 | | \$56,629.59 | 5/30/2018 | | | <input type="checkbox"/> |
| WA00003 | 0 | COLCHESTER - STP 5600(9)S | \$34,957.26 | 3/29/2018 | 4/1/2018 | 4/1/2018 | C |
| WA00003 | 1 | COLCHESTER - STP 5600(9)S | (\$500.00) | 6/10/2018 | | | <input type="checkbox"/> |
| WA00002 | 0 | JOHNSON - BF 0248(7) | \$10,000.00 | 3/28/2018 | 4/1/2018 | 4/1/2018 | <input type="checkbox"/> |
| WA00001 | 0 | JOHNSON - BF 0248(4) | \$20,000.00 | 3/28/2018 | 4/1/2018 | 4/1/2018 | <input type="checkbox"/> |

Detail Tracking Info | Project Info | MLA Break Out | Invoices

Work Auth Number: Budget Adjustment:

Description:

Amount: Total Budget:

Received Date: Accepted:

Awarded Date: Estimate:

VTrans Project Mgr:

Consult Project Mgr:

This is the Comment Page (See Yellow Highlighted C above, indicates there is a comment for this work order)

Custom Toolbars

Edit Comments

| Comments | Created | Last Updated |
|---|---|---|
| <div style="border: 1px solid black; padding: 2px;"> ▶ This is just a test </div> | <p>By: <input type="text" value="DCarminati"/> <input type="button" value="v"/></p> <p>On: <input type="text" value="6/10/2018"/></p> | <p><input type="text" value="DCarminati"/> <input type="button" value="v"/></p> <p><input type="text" value="6/10/2018"/></p> |

Project Information Tab, indicates the project(s) associated with the work authorization

Custom Toolbars

| | | |
|---|---|--|
| Personal Services Contract ps0650 Find All Amendments | Contract Status Contract # PS0650 Amendment # 0 Consultant: Fitzgerald Halliday, Inc. | |
|---|---|--|

Contract | Dates | AA14 | Work Authorization

| | | | | |
|-----------------------------------|------------------------------------|----------------------------------|--------------|--|
| Add New Work Authorization | Total MLA \$2,000,000.00 | Obligated \$121,586.85 | Amt Expended | Amt Available \$1,878,413.15 |
|-----------------------------------|------------------------------------|----------------------------------|--------------|--|

| Work Auth # | B A # | Description | Amount | Received On | Accepted On | Awarded On | Com |
|-------------|-------|---------------------------|-------------|-------------|-------------|------------|--------------------------|
| WA00004 | 0 | | \$56,629.59 | 5/30/2018 | | | <input type="checkbox"/> |
| ▶ WA00003 | 0 | COLCHESTER - STP 5600(9)S | \$34,957.26 | 3/29/2018 | 4/1/2018 | 4/1/2018 | <input type="checkbox"/> |
| WA00002 | 0 | JOHNSON - BF 0248(7) | \$10,000.00 | 3/28/2018 | 4/1/2018 | 4/1/2018 | <input type="checkbox"/> |
| WA00001 | 0 | JOHNSON - BF 0248(4) | \$20,000.00 | 3/28/2018 | 4/1/2018 | 4/1/2018 | <input type="checkbox"/> |

Detail Tracking Info | Project Info | MLA Break Out | Invoices

| Project Name | Project Number | PIN | EA | SubJob | Seq1 | Seq2 | |
|--------------|----------------|--------|---------|--------|------|------|---|
| ▶ COLCHESTER | STP 5600(9)S | 97D206 | 5600009 | 300 | | | <input checked="" type="checkbox"/> Prime |
| * | | | | | | | <input checked="" type="checkbox"/> Prime |

Record: 1 of 1 | No Filter | Search

This is the MLA Break Out Tab, where you separate by sub job (this is a Classification Rate)

Custom Toolbars

| | | |
|---|---|--|
| Personal Services Contract ps0650 Find All Amendments | Contract Status Contract # PS0650 Amendment # 0 Consultant: Fitzgerald Halliday, Inc. | |
|---|---|--|

Contract | Dates | AA14 | Work Authorization

| | | | | |
|-----------------------------------|------------------------------------|----------------------------------|--------------|--|
| Add New Work Authorization | Total MLA \$2,000,000.00 | Obligated \$121,086.85 | Amt Expended | Amt Available \$1,878,913.15 |
|-----------------------------------|------------------------------------|----------------------------------|--------------|--|

| Work Auth # | B A # | Description | Amount | Received On | Accepted On | Awarded On | Com |
|-------------|-------|---------------------------|-------------|-------------|-------------|------------|---------------------------------------|
| WA00004 | 0 | | \$56,629.59 | 5/30/2018 | | | <input type="checkbox"/> |
| ▶ WA00003 | 0 | COLCHESTER - STP 5600(9)S | \$34,957.26 | 3/29/2018 | 4/1/2018 | 4/1/2018 | <input checked="" type="checkbox"/> C |
| WA00003 | 1 | COLCHESTER - STP 5600(9)S | (\$500.00) | 6/10/2018 | | | <input type="checkbox"/> |
| WA00002 | 0 | JOHNSON - BF 0248(7) | \$10,000.00 | 3/28/2018 | 4/1/2018 | 4/1/2018 | <input type="checkbox"/> |
| WA00001 | 0 | JOHNSON - BF 0248(4) | \$20,000.00 | 3/28/2018 | 4/1/2018 | 4/1/2018 | <input type="checkbox"/> |

Detail Tracking Info | Project Info | MLA Break Out | Invoices

Invoicing Method: Classification Rates

| | Direct Labor | Expenses | Total |
|--------------|--------------|----------|-----------------|
| Scoping | \$500.00 | \$200.00 | \$700.00 |
| Design | | | |
| Construction | | | |
| PDWP | | | |
| Total | \$500.00 | \$200.00 | \$700.00 |

This MLA Break Out is based on Cost Plus Fixed Fee

Custom Toolbars

| | | |
|---|---|-------------------|
| Personal Services Contract ps0650 Find All Amendments | Contract Status Contract # PS0650 Amendment # 0 Consultant: Fitzgerald Halliday, Inc. | New Amendment |
|---|---|-------------------|

Contract | Dates | AA14 | Work Authorization

| | | | | |
|-----------------------------------|-----------------------|---------------------|---------------------|-----------------------|
| Add New Work Authorization | Total MLA | Obligated | Amt Expended | Amt Available |
| | \$2,000,000.00 | \$121,586.85 | | \$1,878,413.15 |

| Work Auth # | B A # | Description | Amount | Received On | Accepted On | Awarded On | Com |
|-------------|-------|---------------------------|-------------|-------------|-------------|------------|--------------------------|
| WA00004 | 0 | | \$56,629.59 | 5/30/2018 | | | <input type="checkbox"/> |
| WA00003 | 0 | COLCHESTER - STP 5600(9)S | \$34,957.26 | 3/29/2018 | 4/1/2018 | 4/1/2018 | <input type="checkbox"/> |
| WA00002 | 0 | JOHNSON - BF 0248(7) | \$10,000.00 | 3/28/2018 | 4/1/2018 | 4/1/2018 | <input type="checkbox"/> |
| WA00001 | 0 | JOHNSON - BF 0248(4) | \$20,000.00 | 3/28/2018 | 4/1/2018 | 4/1/2018 | <input type="checkbox"/> |

Detail Tracking Info | Project Info | **MLA Break Out** | Invoices

| | | | | | |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|
| Invoicing Method: Cost Plus Fixed Fee | | | | | |
| | Direct Labor | Overhead | Fixed Fee | Expenses | Total |
| Scoping | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Design | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Construction | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| PDWP | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Total | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

This is the break out if it is a Firm Fixed Price

Custom Toolbars

| | | |
|---|---|-------------------|
| Personal Services Contract ps0650 Find All Amendments | Contract Status Contract # PS0650 Amendment # 0 Consultant: Fitzgerald Halliday, Inc. | New Amendment |
|---|---|-------------------|

Contract | Dates | AA14 | Work Authorization

| | | | | |
|-----------------------------------|-----------------------|---------------------|---------------------|-----------------------|
| Add New Work Authorization | Total MLA | Obligated | Amt Expended | Amt Available |
| | \$2,000,000.00 | \$121,586.85 | | \$1,878,413.15 |

| Work Auth # | B A # | Description | Amount | Received On | Accepted On | Awarded On | Com |
|-------------|-------|---------------------------|-------------|-------------|-------------|------------|--------------------------|
| WA00004 | 0 | | \$56,629.59 | 5/30/2018 | | | <input type="checkbox"/> |
| WA00003 | 0 | COLCHESTER - STP 5600(9)S | \$34,957.26 | 3/29/2018 | 4/1/2018 | 4/1/2018 | <input type="checkbox"/> |
| WA00002 | 0 | JOHNSON - BF 0248(7) | \$10,000.00 | 3/28/2018 | 4/1/2018 | 4/1/2018 | <input type="checkbox"/> |
| WA00001 | 0 | JOHNSON - BF 0248(4) | \$20,000.00 | 3/28/2018 | 4/1/2018 | 4/1/2018 | <input type="checkbox"/> |

Detail Tracking Info | Project Info | **MLA Break Out** | Invoices

| | | | | | |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|
| Invoicing Method: Firm Fixed Price | | | | | |
| | | | | | Total |
| Scoping | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Design | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Construction | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| PDWP | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Total | | | | | \$0.00 |

This Tab is the Invoice Tab (Still Under Construction)

Custom Toolbars

| | | |
|---|---|---------------|
| Personal Services Contract ps0650 Find All Amendments | <h2 style="margin: 0;">Contract Status</h2> | |
| Contract # PS0350 Amendment # 0 Consultant: Fitzgerald Halliday, Inc. | | New Amendment |

| | | | |
|----------|-------|------|--------------------|
| Contract | Dates | AA14 | Work Authorization |
|----------|-------|------|--------------------|

| | | | | |
|-----------------------------------|---|---|-------------------------|---|
| Add New Work Authorization | Total MLA \$2,000,000.00 | Obligated \$121,086.85 | Amt Expended | Amt Available \$1,878,913.15 |
|-----------------------------------|---|---|-------------------------|---|

| Work Auth # | B A # | Description | Amount | Received On | Accepted On | Awarded On | Com |
|-------------|-------|---------------------------|-------------|-------------|-------------|------------|--------------------------|
| WA00004 | 0 | | \$56,629.59 | 5/30/2018 | | | <input type="checkbox"/> |
| WA00003 | 0 | COLCHESTER - STP 5600(9)S | \$34,957.26 | 3/29/2018 | 4/1/2018 | 4/1/2018 | C |
| WA00003 | 1 | COLCHESTER - STP 5600(9)S | (\$500.00) | 6/10/2018 | | | <input type="checkbox"/> |
| WA00002 | 0 | JOHNSON - BF 0248(7) | \$10,000.00 | 3/28/2018 | 4/1/2018 | 4/1/2018 | <input type="checkbox"/> |
| WA00001 | 0 | JOHNSON - BF 0248(4) | \$20,000.00 | 3/28/2018 | 4/1/2018 | 4/1/2018 | <input type="checkbox"/> |

| | | | |
|----------------------|--------------|---------------|----------|
| Detail Tracking Info | Project Info | MLA Break Out | Invoices |
|----------------------|--------------|---------------|----------|

| | | | | | |
|-------------|-------|--------------|----------|-----------------|-----------------------|
| Invoice Nbr | 55665 | Invoice Date | 6/1/2018 | Period Covering | 05/01/201/-06/01/2018 |
|-------------|-------|--------------|----------|-----------------|-----------------------|

| Invoice Amt | Direct Labor | Expenses | Total | Hours | OT Hrs |
|-------------|--------------|----------|----------|-------|--------|
| | \$500.00 | \$200.00 | \$700.00 | 8 | 0 |

| | | | | | |
|----------------------|----------|-------------|----------|---------------------|----------|
| Rec'd Contract Admin | 6/4/2018 | To Proj Mgr | 6/5/2018 | From Proj Mgr to AP | 6/6/2018 |
|----------------------|----------|-------------|----------|---------------------|----------|

| | | | | | | | | | |
|--------------|------------|-----|--------------|-----|--------|----|---------|-----|-----|
| Project Name | COLCHESTER | Num | STP 5600(9)S | Pin | 97D206 | EA | 5600009 | Sub | 300 |
|--------------|------------|-----|--------------|-----|--------|----|---------|-----|-----|

Notes: _____ Overhead Rate: _____

| | | | |
|--------------------|-----------|---------|---------|
| Processed in STARS | Date Paid | Voucher | Check # |
|--------------------|-----------|---------|---------|

Record: 1 of 1 No Filter Search

We are currently developing an automated system that will notify the Contract Manager via e-mail of the contract expiration status. Notifications will be done at the following intervals:

6 Months Prior to Expiration – Do you have extension options you would like to exercise or will you be doing a formal RFP for new primary contracts. Please submit amendment Package or RFP Package to Contract Administration ASAP. Delay in submitting documentation could cause lapse in services.

3 Months Prior to Expiration – You now have only 3 months before contracts expires, if you must go to RFP, you are in jeopardy of having a lapse in these retainer services. If you are amending, your paperwork should be submitted immediately to avoid a lapse.

At Expiration – Your contract has expired, please contact the Consultant/Contractor and request final billing.

90 Days after Expiration – Your contract has been expired for 90 days, all final invoices should have been received and paid. Please process a closure memo if appropriate.

Final Phase - Development of Reports for Contract Managers, Project Managers and for Close Out.