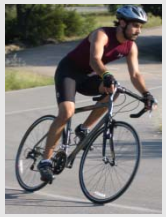
TEXAS DEPARTMENT OF TRANSPORTATION



PRECERTIFICATION & NON-LISTED CATEGORIES (NLCs)

2018 PEPS Conference

Stacy W. James, P.E.

November 28, 2018

Presentation Topics

1. What is the precertification program?
2. History of the precertification program
3. What are non-listed categories (NLCs)?
4. Recent changes to the precertification program
5. Precertification statistics
6. Tips for getting precertified and responding to NLCs
7. Moving forward

What is the precertification program?

What is the precertification program?

- A vital part of TxDOT's professional services contracting program
- A requirement for individuals who want to be eligible to work on TxDOT professional services contracts
- An acknowledgement that individuals meet minimum qualifications
- A way to eliminate submittal of lengthy qualification information in response to each solicitation

What is the precertification program?

Title 43 TAC §9.33 defines TxDOT's Precertification Program

- Standard work categories
- Individuals apply for precertification
- Firm precertification
- TxDOT must post program information

Standard work categories

Define the type of work

Define the minimum qualifications

Are listed in the solicitation

Must have precertified task leaders

What is the precertification program?

Category	Category Description	Certification Requirements
5.3.1	Multi-Level Interchange Design - This category includes design of bridges with three levels or more.	The firm must employ one Professional Engineer with a minimum of five years of structural bridge design experience including a minimum of three Multi-Level Interchange Design projects.

Individuals apply for precertification

Individuals must meet the minimum qualifications

Applications are submitted in CCIS

TxDOT reviews applications

If approved, precertification 'travels' with the individual

Firm precertification

Firm is precertified in a work category only if it employs a precertified individual in that category

Firm must renew its precertification status in CCIS by March 31st each year

Firm eligibility is based on having active status in the category on the closing date

TxDOT must post program information

TxDOT.gov “Become Precertified” webpage includes:

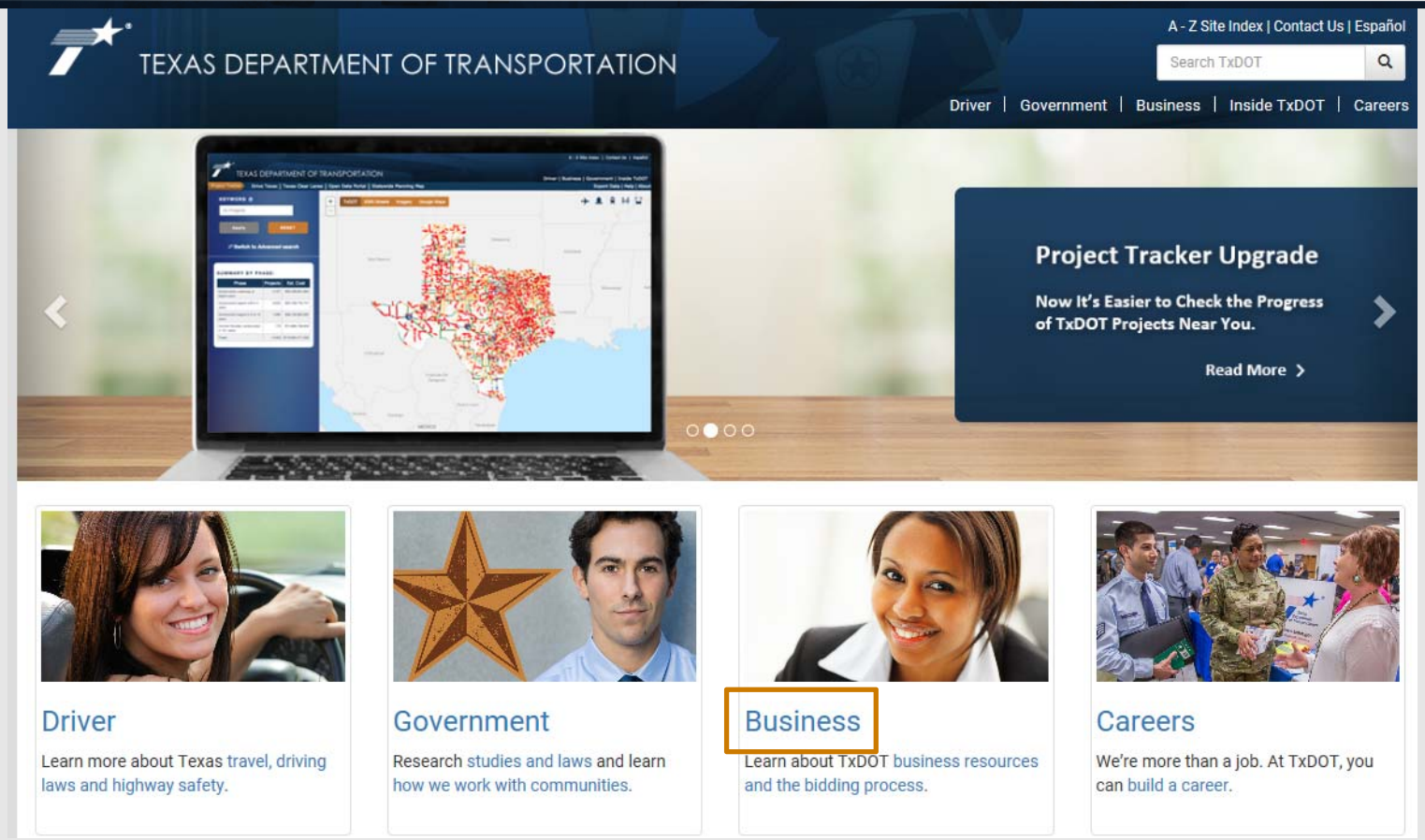
Definitions of standard categories

Minimum qualifications

Application form

Instructions

What is the precertification program?



What is the precertification program?

Business | Consultants | Contractors | Vendors | Letting & Bids | Opportunities | Projects | Training | Resources | Partnerships

Page Options

How Do I

- Find Investor Information?
- Bid on a Contract?
- Find a Public Hearing or Meeting?
- Get Small Business Help?
- Find a Form or Publication?
- File Open Records Requests?
- Get Payment Information?
- See Letting Schedule?
- Get Information on Projects?
- Find Business Contacts?

Letting & Bids

- Building-Related Projects - Facilities Letting
- Local Government Projects
- Highway Cost Index

Opportunities

- Proposal Request Forms
- Projected Consultant Projects
- Aviation Projects
- Aviation Design Opportunities

Consultants

- Architectural, Engineering and Surveying Consultants

Contractors

What is the precertification program?

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Consultants

Architectural, Engineering and Surveying Consultants

Page Options

Architectural, Engineering and Surveying Consultants

Texas Department of Transportation > Business > Consultants

Contact Us

TxDOT uses Qualification-Based Selection (QBS) to procure architectural, engineering and surveying services.

Under QBS, TxDOT selects firms based on their qualifications. We do not ask for or make any selection based on cost. Cost is negotiated once a firm is selected.

PEPS
Professional Engineering Procurement Services
2nd Annual Conference
November 27-28, 2018
Austin, Texas
Register now

Get Started

Get started on becoming precertified or administratively qualified.

- Become Precertified
- Become Administratively Qualified
- Overhead Review Process for Administrative Qualification

What is the precertification program?

Business | Consultants | Contractors | Vendors | Letting & Bids | Opportunities | Projects | Training | Resources | Partnerships

Consultants

Architectural, Engineering and Surveying Consultants

Page Options

Become Precertified

Texas Department of Transportation > Business > Consultants > Architectural, Engineering and Surveying Consultants > Getting Started

Contact Us

A firm must be precertified prior to being awarded a professional services contract with TxDOT. Firms must apply for precertification. The precertification process is outlined in the Texas Administrative Code (TAC).

Eligibility

TxDOT precertifies individuals based on prior work experience. An employee demonstrates experience by describing the work done on past projects. Precertification is granted or denied based on this information. Precertification extends to the individual's firm.

The Precertification process is governed by:

- State Laws and Rules
- TxDOT Policies and Procedures

Prepare Your Application

Begin gathering information for the application, and use the following codes:

- Personal Certification Type
- Equipment Type
- Work Categories - Currently in Use

Obtain User ID

History of the precertification program

History of the precertification program

- Created in 1997
- Included 78 standard work categories
- Any changes would require approval by the Texas Transportation Commission

History of the precertification program

2016-Program evaluation began

2017-TAC rule was updated to allow TxDOT to changes the work categories

2017-CCIS system modifications began

2018-TxDOT began accepting applications for the new categories

What are non-listed categories (NLCs)?

What are non-listed categories (NLCs)?

- Includes work that is not covered by a standard work category
- Includes a specialized or unique type of work
- Requires a specific set of skills or experience
- Qualifications must be submitted in response to each solicitation

What are non-listed categories (NLCs)?

Common NLCs have been repeated across multiple procurements

By 2016, about 30 common NLCs had become standardized

TxDOT decided to create new standard work categories based on these NLCs

Use of NLCs should become less common

Recent changes to the precertification program

Work Categories & NLCs were evaluated

- Is the existing category necessary?
- Is the description of work appropriate?
- Are minimum qualifications appropriate?
- Should the NLC become a new category?

As a result of this evaluation, some categories:

Will have a different title, description, or qualifications	Will be combined or merged with other categories	Will “expire” and will not be used in the future	Will be created

How the category changes affected precertified individuals:

For most revised or merged categories, existing precertifications were “grandfathered”	For expiring categories, existing precertifications were archived	For new categories, all individuals seeking precertification had to apply

Total of 111 work categories

- 18 work groups
- 52 of the work categories are new
- 21 existing categories will expire

Recent changes to the precertification program

For FY 19, Wave 1 - TxDOT launched the new categories and began using them on new contract procurements

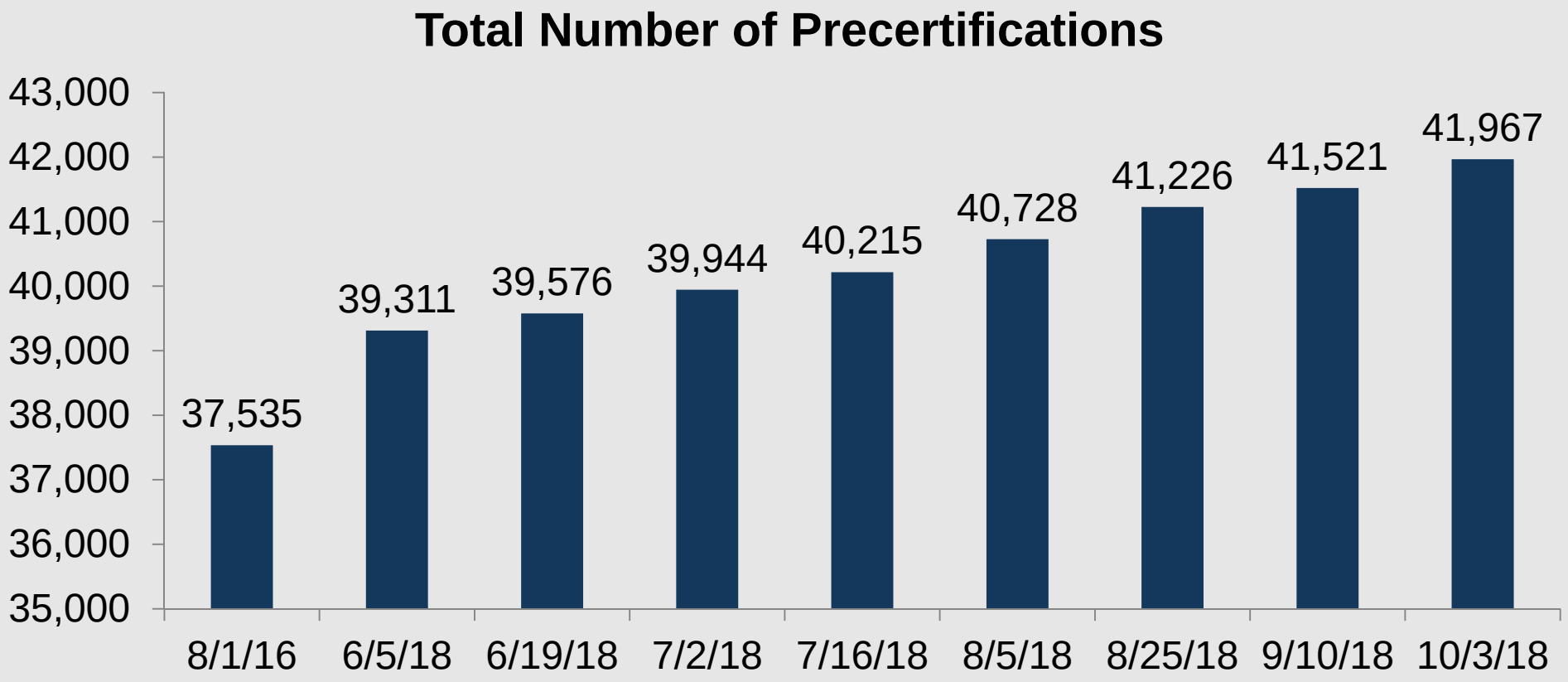
As always, check CCIS when selecting task leaders to make sure they are precertified

Precertification program statistics

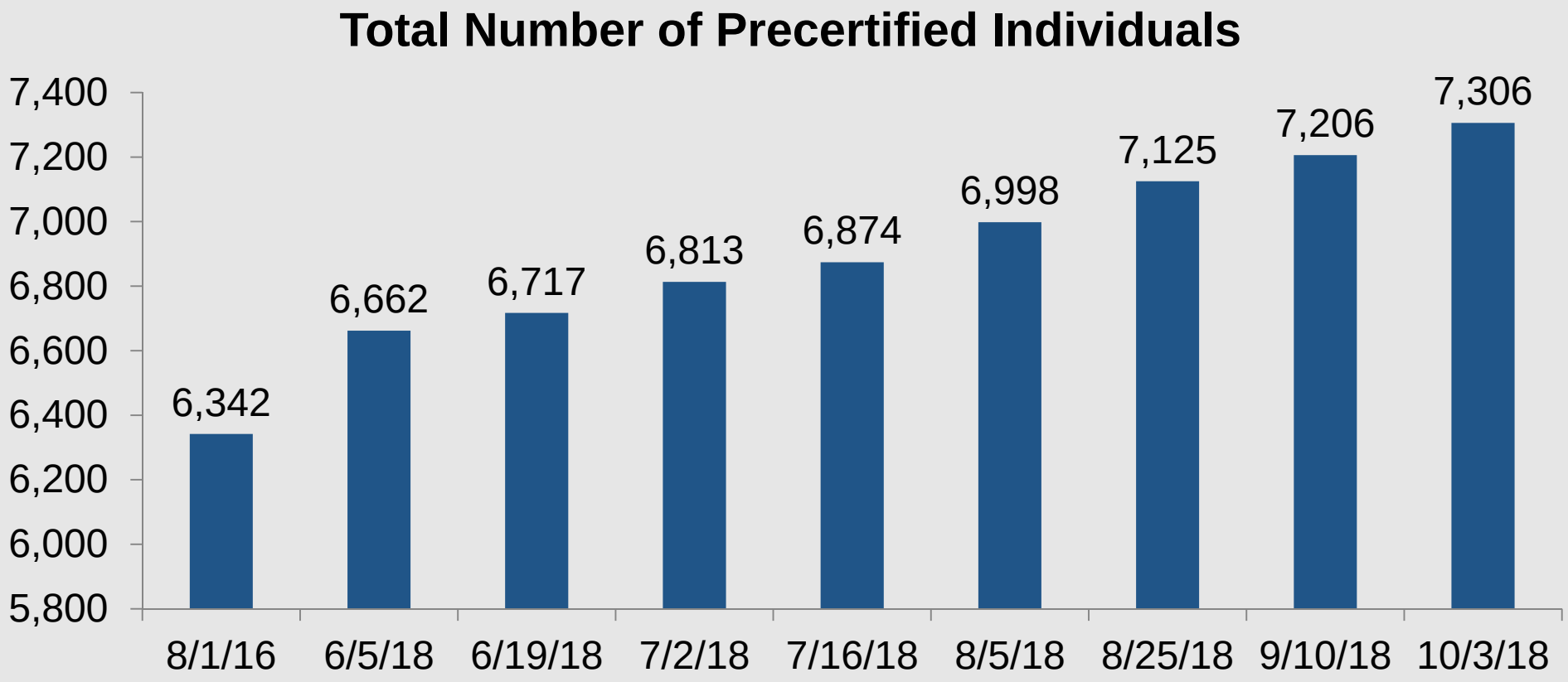
Precertification program statistics

When the project began in August 2016:		
There were 731 active firms	There were 6,342 precertified individuals	There were 37,535 unique precertifications

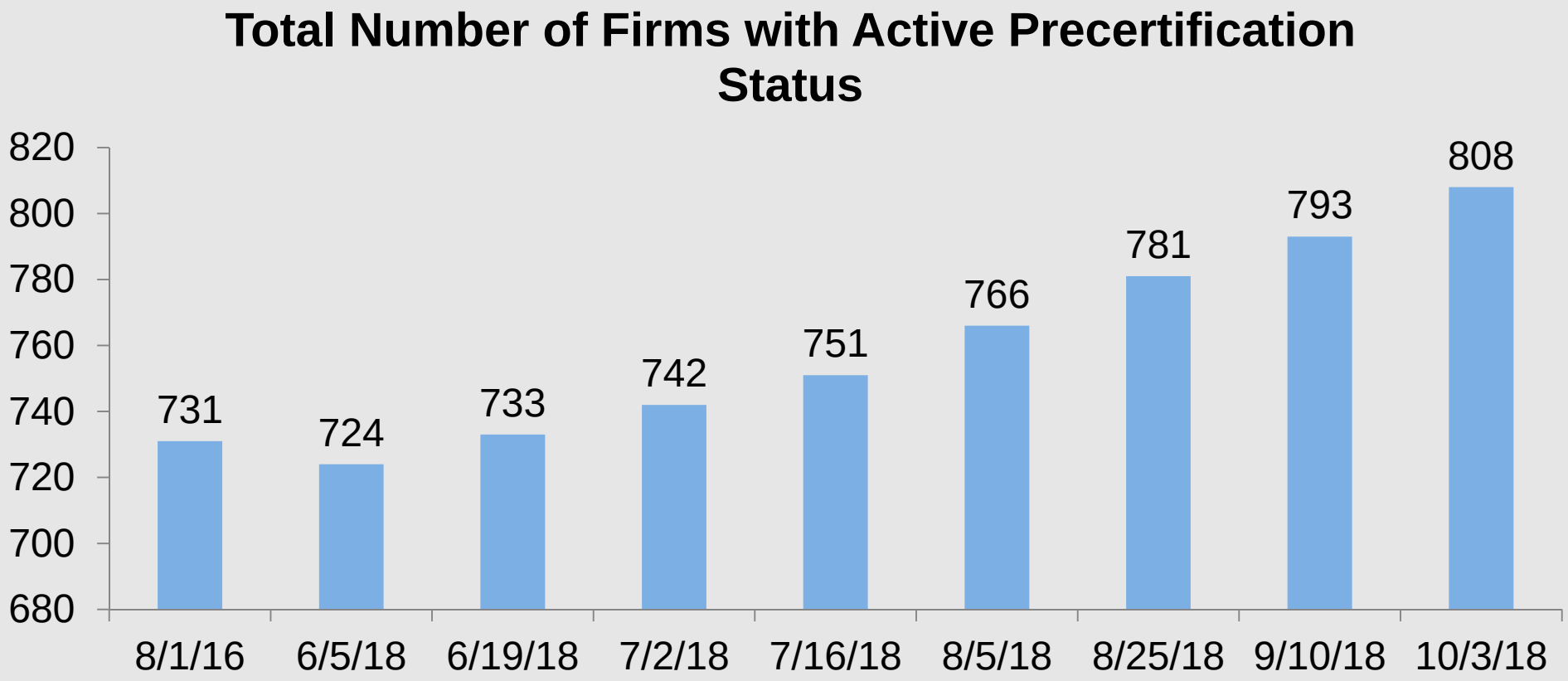
Precertification program statistics



Precertification program statistics



Precertification program statistics



Tips for getting precertified and responding to NLCs

When seeking precertification:

- Gather your information on paper first
- Make sure you meet all of the qualification requirements
- Provide enough details to demonstrate past experience
- Be aware of the character limitations in CCIS
- Be aware that one project may include several categories

When responding to NLCs:

- Read the qualifications in the solicitation
- Demonstrate the specific type of experience required
- Verify the length of experience – project overlaps don't count twice
- Make sure the task leader and firm match the Project Team Composition (PTC) form

Moving forward

Moving Forward

PEPS will evaluate the work categories for future improvements

PEPS will monitor NLC use to determine whether new categories are needed

Questions and Discussion

Contact Information

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