



TEXAS DEPARTMENT OF TRANSPORTATION



WORK AUTHORIZATION ASSIGNMENT PROCESS

2018 PEPS Conference

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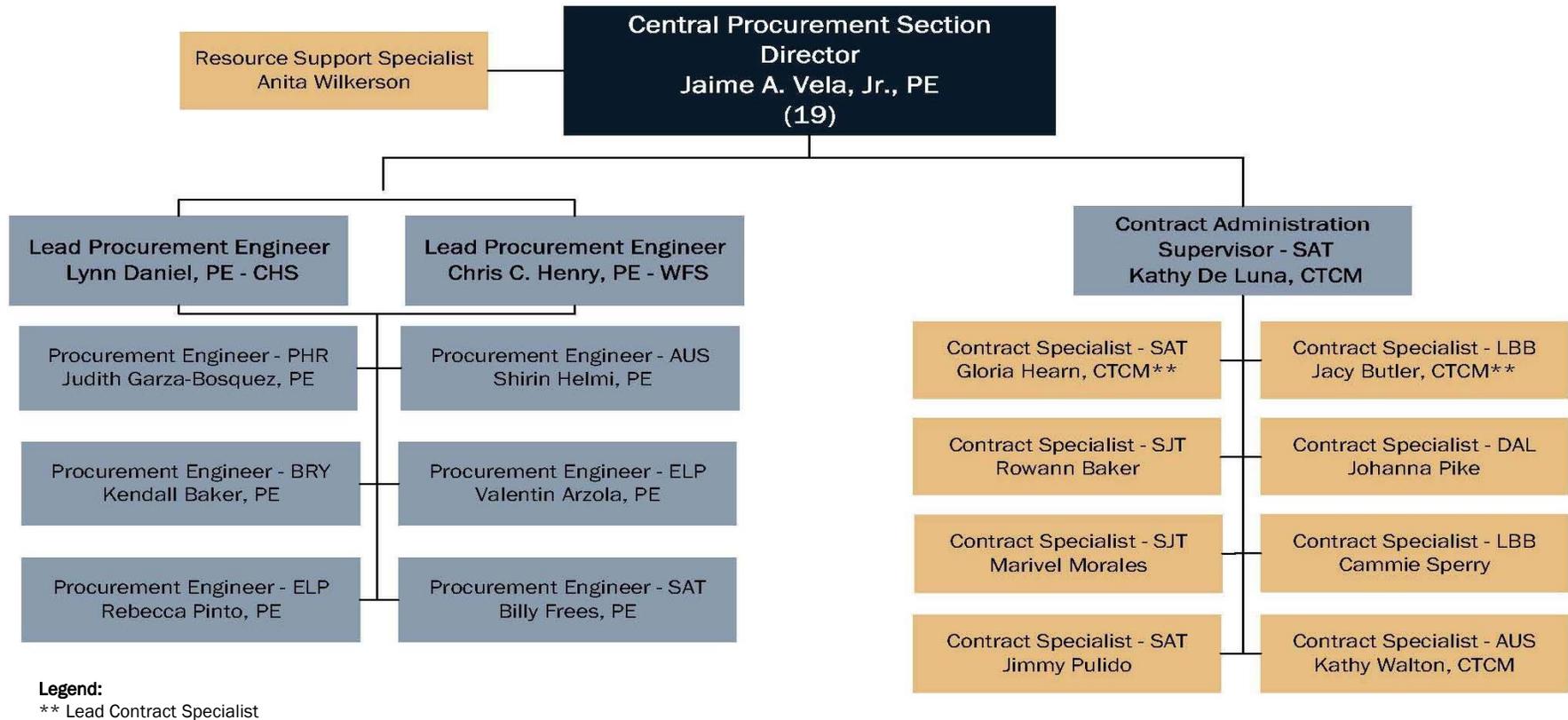
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Organizational Chart



Consultant Contract Managers – Distribution of Disciplines



Judy Garza-Bosquez, P.E. – Pharr

- ❖ CPM Scheduling
- ❖ Survey
- ❖ Traffic

Kendall Baker, P.E. – Bryan

- ❖ Utilities





Rebecca Pinto, P.E. - ELP

- ❖ PS&E
- ❖ Bridge PS&E

Valentin Arzola, P.E. - ELP

- ❖ Geotech
- ❖ H&H
- ❖ Materials



Shirin Helmi, P.E. – Austin

❖ Sch/Env



Chris C. Henry, P.E. – Wichita Falls

❖ CEI

Lynn Daniel, P.E. – Childress

❖ PS&E



The Work Authorization Assignment Process

PEPS Division Annual Planning Cycle

- Consultant Contract Needs Assessment from 25 districts
- Finalized in June of each fiscal year
- Analyzed and consolidated to form Projected Contracts List
- Needs distributed among Indefinite Deliverable (ID) contracts and Specific Deliverable (SD) contracts
- Waves planned to procure contracts ahead of need



The Work Authorization Assignment Process

District requests formal work authorization assignment

- District Project Manager completes Identification of Contract Need (ICN) form
- ICN submitted to the PEPS_Central_Need email box
- PEPS Contract Manager for discipline receives request and identifies available contract

Section A: (Completed by DDO PM) *Information Required for all Requests.		Is CSJ in PSCAMS Plan Module (Y/N)
Type of Contract Document Needed		
Requesting DDO		
Requested By		Is CSJ Setup in PeopleSoft (Y/N)
Will WA/SWA/SA be Executed at DD Level		
Urgent/Critical (Y/N)		
Design Consultant (CEI Requests Only)		
For WA Requests		
Type of Need		
For SA & SWA Requests		
DDO Requested Contract No. (No Dash)		
WA Number		
Project Information		Additional CSJs (Optional)
Project Manager		
Amount Requested		
Primary CSJ (####-##-####)		
HWY		
County		
Limits		
Justification		

Provider Selection

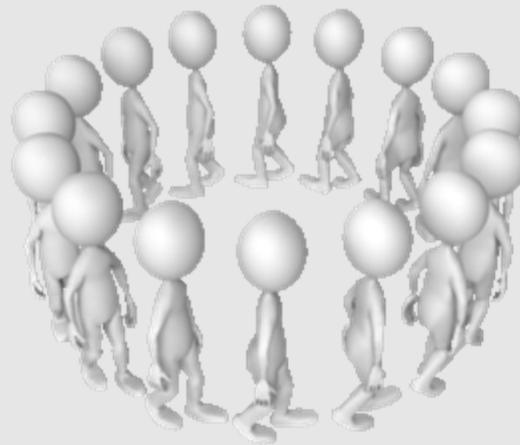
PEPS is required to follow a documented system for assigning Work Authorizations and distributing work among consultants.

Objectives in Assigning Work Authorizations for Non-Federal ID Contracts:

- Distribute work among consultants in a fair and equitable manner
- Consistently and effectively manage the utilization of available contract capacity

Contracts are not selected for Work Authorization assignments based upon:

- Who the Prime Providers or Subproviders are
- Price – the perception that one Provider may be cheaper than another
- District preference for a Provider due to positive past performance



“Let’s Get On The Rotation”

Work Authorization Assignments – Single Series

With similar execution dates, Work Authorizations assignments are issued in order of rank on a rotation system.

1. After one rotation through the series, available contract capacity becomes a determining factor in ensuring utilization is equitable.

- Example: All contracts have received an initial assignment
 - Contract 1: 60% capacity remaining
 - Contract 2: 65% capacity remaining
 - Contract 3: 95% capacity remaining
 - Contract 4: 63% capacity remaining

2. The next Work Authorization assignment would be given to Contract 3 so that utilization is more evenly distributed.

Work Authorization Assignments – More Than One Series

When a new series of contracts is procured, there may be existing series of contracts still in rotation, nearing end of availability due to reduced capacity or limited time to issue new work authorizations.

The new series of contracts and the existing series of contracts will be treated as a single series.

New contracts are added to the bottom of the rotation with the goal to maximize utilization of existing contracts – older contracts are given priority on assignments.

Work Authorization Assignments – More Than One Series (cont.)

Example: Six contracts – three older series and three newer series

- Contract 1: 60% capacity remaining, 4 months remaining
- Contract 2: 30% capacity remaining, 3 months remaining
- Contract 3: 10% capacity remaining, 4 months remaining
- Contract 4: 100% capacity remaining, 24 months remaining
- Contract 5: 100% capacity remaining, 24 months remaining
- Contract 6: 100% capacity remaining, 24 months remaining

The next assignment would be:

- If 20% capacity is requested – Contract 2.
- If 45% capacity is requested – Contract 1, the older contract would be next due to time remaining.
- If 70% or more capacity is requested – Contract 4, The highest ranked contract with enough available capacity would be next.
- If 5% capacity is requested – Contract 3 will be selected.

Other Considerations – Prime Provider Evaluations

May be used as a factor in skipping work authorization assignment



Must be supported by one or more recent negative Prime Provider Evaluations

Other Considerations – Resource Availability

Consultant may not have resources available to accept assignment without putting quality, schedule, and performance at risk

Consultant should be given the opportunity to make the decision to pass on the assignment

If TxDOT is not in agreement with the consultant plan to manage additional work, documentation must be prepared and placed into the contract file

The assignment would go to the next contract in rotation

Other Considerations – Survey Services

Sealing requirements are different for surveyors than for engineers.

It may be acceptable to use a different contract with the same Registered Professional Land Surveyor (RPLS) additional services if:

- RPLS has performed the survey and sealed the work
- Additional services requested require the work to be sealed again
- The original contract is not available

“Work Authorization - 50 day Metric”

2 working days

- PEPS to assign WA to D/D

25 working days

- D/D PM submit WA documents to PEPS

4 working days

- PEPS review and send to CSD

2 working days

- CSD review and return to PEPS

1 working day

- PEPS sends to PM for revisions

5 working days

- PM revises and returns to PEPS

2 working days

- PEPS sends to consultant for partial execution

2 working days

- Consultant returns partial to PEPS

1 working day

- PEPS sends partial to CSD for final execution

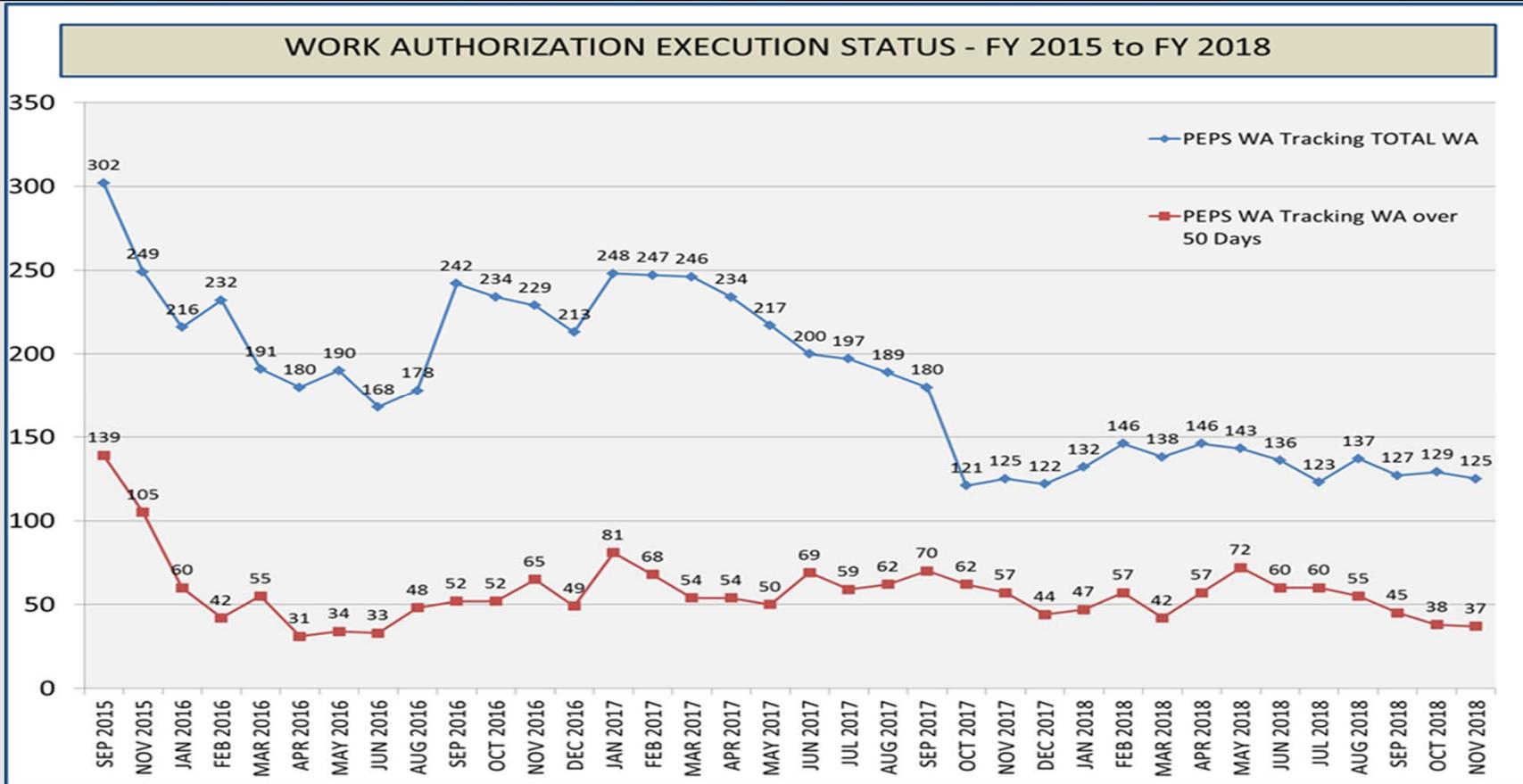
1 working day

- CSD routes to Admin. For final execution

5 working days

- Admin approves and executes WA

Work Authorization Execution Trend



Work Authorization Tips - Providers

Inquire into which service center is managing contract when new contract is executed

Send Project Manager (PM) change memo to respective service center manager when changing PM on contract

Meet Historically Underutilized Business (HUB)/Disadvantaged Business Enterprise (DBE) commitments on every Work Authorization

Start work on Work Authorization only after being executed

Monitor termination dates for both contract and Work Authorizations

Offer contract only to districts in contract's assigned service center

Work Authorization Tips – Districts/Divisions

Ask for contract only when scope has been prepared

Ensure Business Case Memo (BCM) has reasonable justification if requesting “out of rotation” contract

Refrain from offering another project to Provider when working with same Provider on existing Work Authorization

Contact service center manager for proper steps on ceasing negotiations with Provider at impasse on Work Authorization negotiations

Project Managers: complete performance evaluations for all Work Authorizations that you are managing

Closing Remarks

Our Mission

Work with our TxDOT customers and external partners to procure the most qualified consultants to deliver effective solutions for Texas

Our Goals

- Deliver the right projects
- Focus on the Customer
- Foster Stewardship
- Optimize System Performance
- Preserve our Assets
- Promote Safety
- Value our Employees

Our Values

- People
- Accountability
- Trust
- Honesty

Procuring the most qualified consultants to deliver effective transportation solutions for Texans



PEPS

Professional Engineering Procurement Services
represents the consolidated procurement organization
supporting engineering, architectural and surveying
contracts

Questions



Thank you for attending the Work Authorization Assignment presentation today!

Contact: Jaime Vela – jaime.a.vela@txdot.gov