Overview of the Architect and Engineering (A/E) Schedule

DDOT BUYS 2017

September 26, 2017

William E "Bill" Sharp

Chief Contracting Officer
Office of Contracting and Procurement
District Department of Transportation

District Department of Transportation

A/E by the Numbers

- 21 Categories of A/E Services

- 62 District Technical Evaluators across the 21 Panels

- 9 months of evaluations

- 148 firm submissions received

- 835 Statements of Qualifications (SOQ)

  - Category D – Construction Engineering and Management Services received 76 SOQs

  - Category A – Roadway Design received 68 SOQs

  - Category R – Stormwater Management and Green Infrastructure received 60-76 SOQs

- 15,468 pages of material reviewed

The A/E Evaluation Process

1. **Individual Evaluations**

   a) **Individual evaluations performed solely in accordance with the solicitation evaluation criteria.**

   <u>A/E Evaluation Criteria</u>:

   I. **Professional qualifications necessary for satisfactory performance of the required services;**

   II. **Specialized experience and technical competence in the type of work required;**

   III. **Capacity to accomplish the work in the required time; and**

   IV. **Past performance on contracts with the District, other governmental entities, and private industry in terms of cost control, quality of work, and compliance with performance schedule**

   b) **Each evaluator documents the strengths and weaknesses for each offeror.**

   c) **Rates and scores each factor for each offeror.**

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Scoring Range

Purpose: Facilitate an efficient evaluation process

- **Established using the individual evaluator scoring**
  - ➤ **Varied by category**

- **Used to establish which firms proceed to consensus**
  - ➤ **If a firm did not receive a score sufficient to be deemed qualified, they would not proceed through consensus**

  (e.g., if your total average score was in the bottom 40% of the scoring in your Category, there was no need for consensus).

Consensus

Purpose: A Technical Panel meeting designed to flush out scoring variances, differences in opinions, and establish an agreed upon set of ratings and scores.

- The panel adjudicates all comments.
- Reach consensus for each factor on every firm.
- Determines the final score and ranking of each firm.

Source Selection Recommendation (SSR)

- Final outcome for the technical panel.
- Describes each individual panel's discussions during consensus.
- Provides the final recommended ranking of all firms carried through consensus.

Source Selection Decision (SSD)

- **Performed by the Contracting Officer (CO)**

- **Based upon the SSR (i.e., program's recommendation)**

- **Makes the comparative analysis, considers the District need, budget availability and past utilization of the A/E schedule (among others) in determining how many awards to make.**

- **Successful Offeror letters are sent once the SSD is finalized by the CO.**

Source Selection Decision (SSD) (continued)

- **The award process is being conducted in Phases:**
    - **Phase one includes the following categories:**

    - **A. Roadway design**
    - **B. Streetscape and conceptual design**
    - **C. Bridge design**
    - **G. Geotechnical Investigation and Studies**
    - **H. Environmental Engineering Investigation and Studies**
    - **K. Public participation and partnering**
    - **O. Right of way services**
    - **P. Intelligent transportation studies**

- **As the determinations on Category are performed by the Contracting Officer (CO), firms are notified.**

- **At this point, we have notified most but not all of the firms included in the above categories.**

- **Successful Offeror letters are sent once the SSD is finalized by the CO.**

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Task Order Process - NEW

1) Project Manager develops the requirements document (SOW, PWS), Independent Government Estimate (IGE), and identifies the funding source;

2) Project Manager submits a TO request in ProTrack+

3) ProTrack+ has steps and checks built in to facilitate fair opportunity
   - All firms will be given a chance to compete for an opportunity

4) Firms selected to participate will be sent a Request for Qualifications

5) Qualifications will be evaluated and the Most Highly Qualified firm determined;

6) RFTOP sent to Most Highly Qualified firm

7) Level of effort and price negotiated using IDIQ DSE

8) TO Award

Publicizing Task Order Requirements

- All A/E competitions will be publicized in DTAP and on OCP's solicitation site.

- The publications will include:
    - Prime contractors solicited
    - Requirements Document (SOW, PWS)
    - Other pertinent details

NEW ITEM ALERT – SubContracting Clause

- Details and DTAP Portal still be developed

- DTAP will have a SubContracting Portal to facilitate communication among primes and subs

- Primes must respond to sub inquiries within 3 business days; a prime may respond "no bid" and another firm may be added.

A/E Schedule – Look Ahead

NOTE: All offerors will receive a notification (either award or debriefing package) regarding the categories they submitted to.

Phase I

- The District is still preparing documents for Phase I awards.
    - It is anticipated that Phase I awards should be finalized next week.
- At this time, we cannot answering specific status questions.

Phase II

- We will begin preparing Phase II documents the 2nd week in October
- Send out Phase II Successful Offeror letters middle October

A/E Schedule – Look Ahead Cont.

Debriefing packages

- Only one debriefing letter will be sent per firm.

- It will contain the strengths and weaknesses of each of your category submissions.

Request for Task Order Proposal (RFTOP) Timing

- Will commence as soon as all awards are made for a given category.

- For some categories in Phase I, could be as early as 2nd week in October.

Resources

The District has prepared a number of resources in helping firms understand how we do business. A few of these include:

1. A/E Services Schedule – Frequently Asked Questions
2. Good to Great – Discusses considerations in improving your evaluation ratings.

A copy of these documents will be available at our booth and on OCP's website soon.

Please come see us in our booth for additional questions.

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DTAP & ProTrack+

Project Management Tools

José Colón, Jr.

Chief Information Officer
District Department of Transportation

District Department of Transportation

DTAP

https://dtap.ddot.gov
District Transportation Access Portal

- Online dashboard access to real-time information about ongoing projects in the study, design, procurement and/or construction process.

- Public projects and private development applications under DDOT review

- A resource that utility companies can use to coordinate capital improvement projects, reduce conflicts, and protect newly paved streets from excessive utility work

DDOT Project Pipeline

PROJECT FORECAST

SOLICITATIONS

UNDER DESIGN/ PLANNING

PAVING PLAN

PROJECTS UNDER CONSTRUCTION

NOTICE OF INTENT (NOI)

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DDOT Connects

- **DDOT API**: Circulator bus data (real-time positions, history, bus stops, etc.), carshare and bikeshare information

- **Signal Phasing Data Service**: Approved user access to DDOT's traffic signal phasing data to utilize in applications to improve transportation efficiency

- **DC Data Services**: DC GIS provides District agencies and the public geospatial data and enterprise applications

- **Transit IQ**: track your vehicles with Android mobile devices (smartphones or tablets)

- **District of Columbia Open Data**:   Search for datasets by topic, explore featured datasets or review the full list of DC Data sets

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ProTrack Plus

ProTrack⁺
comprehensive project management tool

- Urban Project Management Information System

- Centralizes project-related data transactions

- Global perspective of project and program management

- GIS Centric

- Captures the geographic extent of all DDOT infrastructure projects

- Displays relationships between a given project and its location and any related or potential conflicts and/or cost sharing opportunities

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ProTrack Plus

Project Life Cycle Management | Operations & Maintenance | Human Capital | Map Project Locations | External Applications

- Central point for project-related documentation management, process authorization, and decision making workflows.

- One-Stop-Shop Solution

- Allows project-related stakeholders to collaborate on project

- Eliminates redundant data entry

- Reduces communication gaps

- Provides a visual component for project locations

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Online Certification

(SOON)

Online Small Business Certification

Questions?

DDOT Buys

September 26, 2017

d. delivers

Email: Jose.colon@dc.gov
Phone: 202-741-8913

**Invoice Processing and Payment
Standard Operating Procedures**

DDOT BUYS 2017
September 26, 2017

Dorinda Floyd

Chief Administrative Officer
District Department of Transportation
(presented by Bill Sharp, Chief Contracting Officer)

SOP IS NEEDED

- To comply with District and Federal law payment timelines
  - FHWA Prompt Payment Review
- Avoid late invoice submission and processing
- Track invoice status
- Ensure consistent processes
- Define QA/QC roles
- Respond to late payment complaints
- Improve contractor participation in procurement process
  - Enhance competition
  - Avoid higher bid prices
- Avoid Agency late payment penalties

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WHAT SOP ACCOMPLISHES

- Uniform and consistent invoice processes/procedures DDOT-wide
- Invoice tracking system from receipt to payment submission to OCFO/AP
- Ensure contractor and subcontractor invoices are submitted and paid on time
- Reject erroneous or disputed invoices in a timely manner
- Institute rigorous QA/QC process
- Ensure all invoices have 3 different authorizing signatures
- Eliminate processing bottlenecks by assigning backups
- Eliminate late processing and late payments
- Become better business partners with contractors and subcontractors
- Implementation date: **October 1, 2017**

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HOW DID WE GET HERE

- FHWA conducted Prompt Payment review of federal projects and DDOT was found to be non-compliant

- 3-month Lean Six Sigma event was conducted in 2016 on DDOT invoice processing and payment procedures

  - Participants included staff from DDOT administrations, OCR, OCP, and OCFO and included a Champion and Steering Committee

  - It was determined that all invoices could be paid within 27 days or less (15 days for DDOT and 12 days for OCFO)

  - Resulted in a Standard Operating Procedure and Invoice Tracking System

DISTRICT LAW

D.C. Quick Payment Act - D.C. Law 5-164

- Requires payment no later than the **30th day** after receipt of a proper invoice by the designated payment officer.

Prompt payments to subcontractors - 27 DCMR 1.27-134

- If a contract is between **a contractor and subcontractor**, or between **a first-tier subcontractor and a second-tier subcontractor**, the contractor or subcontractor shall pay undisputed amounts owed to its subcontractor within **7 days** after receipt by the contractor or subcontractor of each payment received for its subcontractors' work or materials.

FEDERAL LAW

Prompt Payment to Subcontractors - 49 CFR 26

Prompt Payment - 2 CFR 200.305

- …When the reimbursement method is used, the Federal awarding agency or pass-through entity must make payment within **30 calendar days after receipt of the billing**, unless the Federal awarding agency or pass-through entity reasonably believes the request to be improper.

Prompt Payment to Subcontractors - 49 CFR 26.37

- 49 CFR 26.37(a) - States (DDOT) have the discretion to implement more stringent requirements through their DBE program plan and contract language. **DDOT's DBE Program Plan** adopts a **7-day requirement for prime contractors to pay subcontractors** regardless of whether they are a DBE or not. This provision mirrors 27 DCMR 134-Prompt Payment to Subcontractors.

INVOICE TRACKER

ProTrack+

- DDOT-developed invoice tracking application available in ProTrack+

- Tracks the timely processing of invoices at DDOT from receipt of invoice to when invoice is acknowledged as received by OCFO/AP

- A repository for all invoices Department-wide

- Captures real-time lifecycle chain-of-custody and approval flow information for all DDOT invoices

- Tracks and reports various performance metrics

- Participants in the approval flow are assigned backups

Invoice Signature Flow
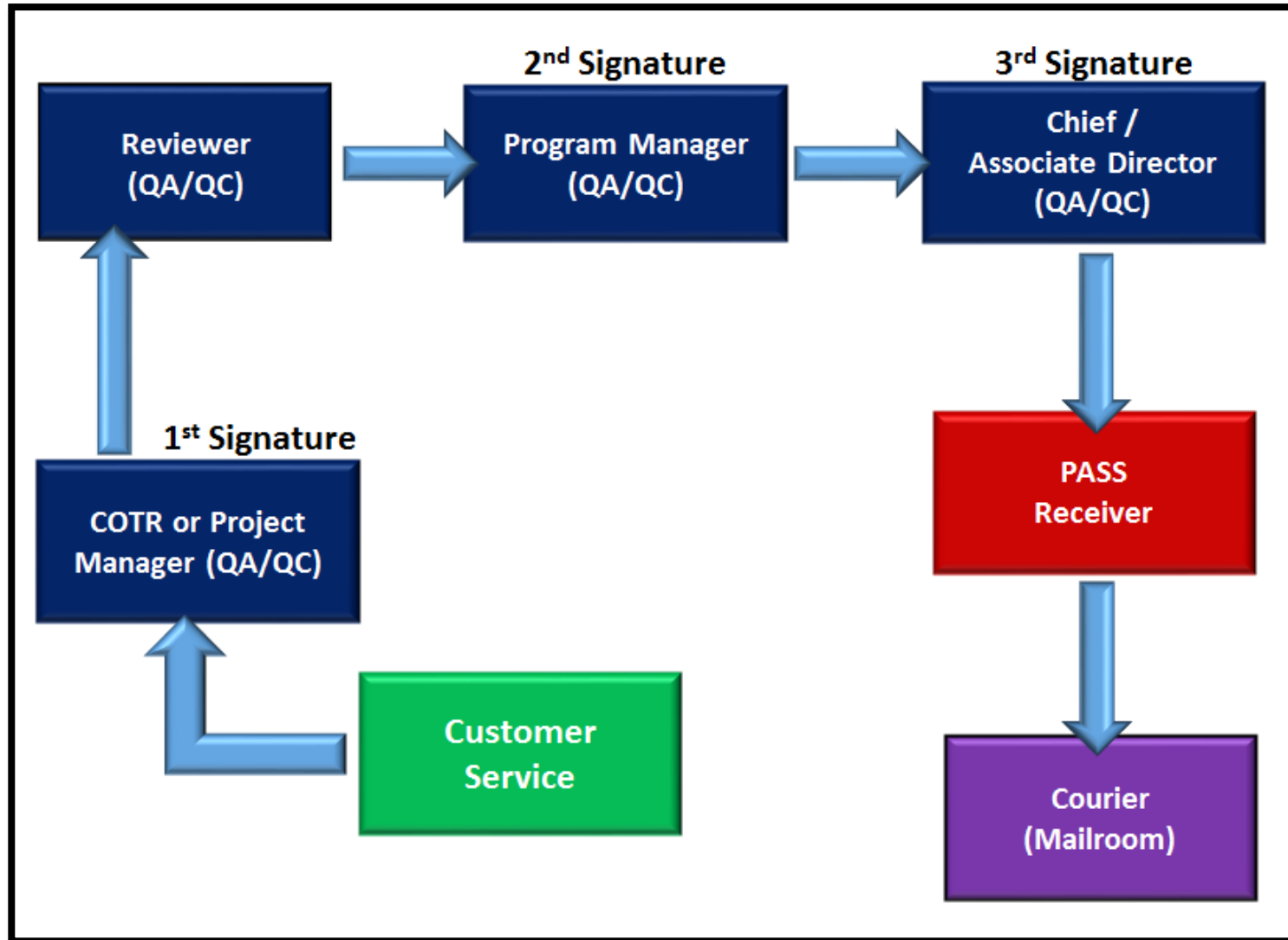
Single Point of Entry

- All invoices must be received via U.S. mail, or hand-delivered to
    - DDOT Customer Service
    - DDOT Front Desk
    - 55 M Street SE, 4th Floor
    - Washington, DC 20003

- Envelopes must be marked "**Invoice**" with the name of the COTR/Project Manager so that it can be processed and routed in a timely manner

- **30-day clock** starts when an invoice is date-stamped and entered into Invoice Tracker by Customer Service

- Email message is sent to the COTR/Project Manager and assigned backups informing of invoice retrieval from Customer Service.

Invoice Process Flow
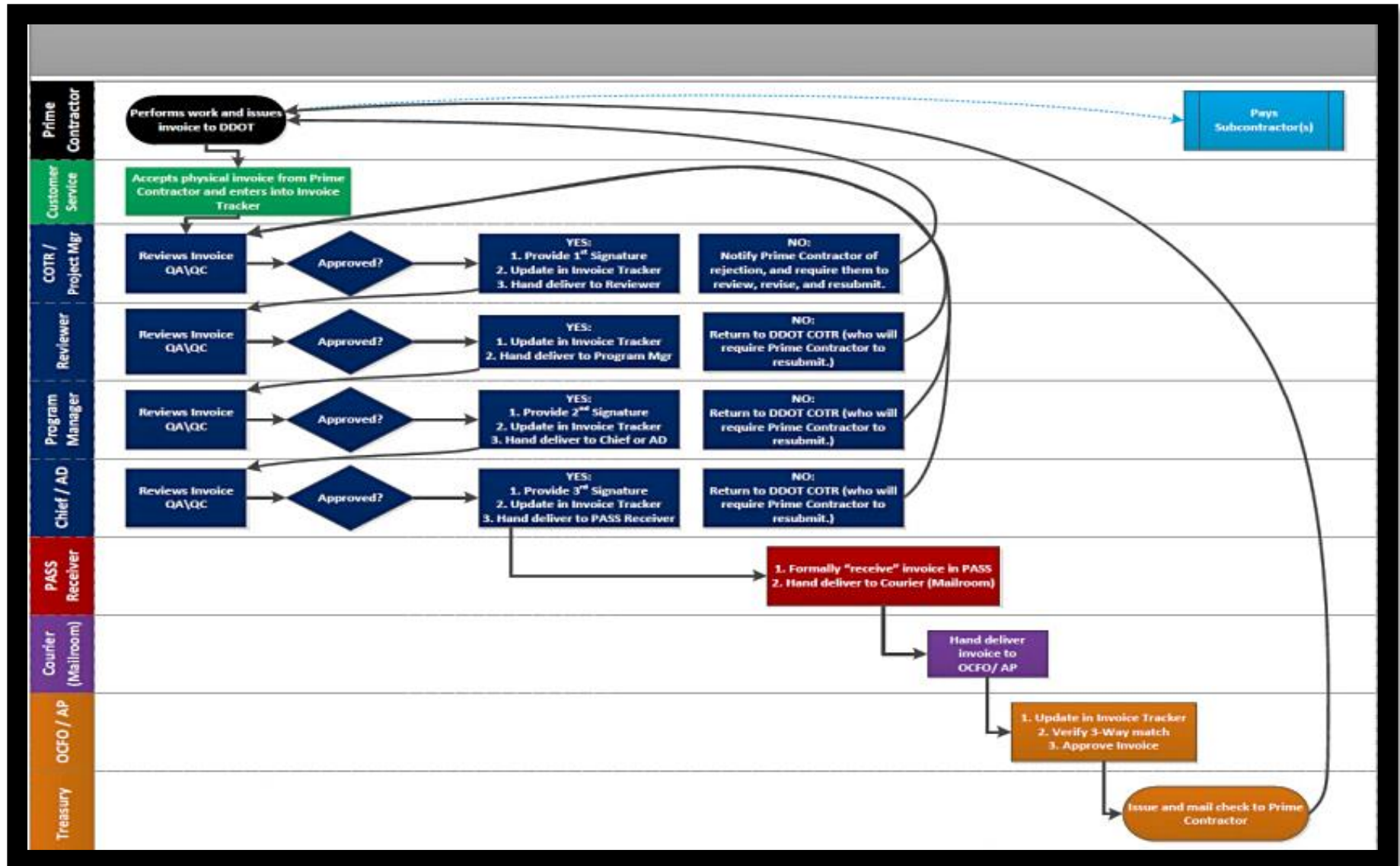
Invoice Approval Process

- Robust **QA/QC** conducted throughout the process

- Every invoice must have **3 different signatures**

- Staff identified in each step will have **2 assigned back-ups**

- **Email notifications** sent to approvers and backups

- Invoice with an error is **Rejected** and returned to the COTR who will work with contractor to revise and resubmit. **Revised invoices** should be marked with the Invoice Number, followed by "R-1", "R-2", etc.

- If any part of the invoice is **in dispute**, the invoice is **Rejected** and returned to the COTR who will work with contractor to resubmit that portion of the invoice in agreement. When remaining issue(s) are resolved, contractor should submit invoice for the remaining amount.

- Any approver or reviewer can **Reject** an invoice

- The process and clock **resets** upon resubmission of a revised invoice

- Each invoice signer has **3 days** to approve or reject invoice

- Rejected invoice(s) could result in **Non-Compliance Letter** from Office of Contracts and Procurement

Invoice Processing Timelines

Step	Stakeholder	Calendar Days to Complete*	W 6/1	Th 6/2	F 6/3	Sa 6/4	Su 6/5	M 6/6	T 6/7	W 6/8	Th 6/9	F 6/10	Sa 6/11	Su 6/12	M 6/13	T 6/14	W 6/15	Th 6/16	F 6/17	Sa 6/18	Su 6/19	M 6/20	T 6/21	W 6/22	Th 6/23	F 6/24	Sa 6/25	Su 6/26
1) DDOT Accept Physical Invoice	Customer Service	(1 day)	■																									
2) 1st Signature or Rejection	COTR / Project Manager	(3 days)		■	■	■																						
3) Financial Computation Review	Reviewer	(2 days)					■	■																				
4) 2nd Signature or Rejection	Program Manager	(3 days)							■	■	■																	
5) 3rd Signature or Rejection	Chief / Associate Director	(3 days)										■	■	■														
6) PASS Receive	PASS Receiver	(3 days)													■	■	■											
7) OCFO A/P Receive/Collect	OCFO A/P	(7 days)																■	■	■	■	■	■	■				
8) OCFO Verify by 3-Way Match	OCFO A/P	(5 days)																							■	■	■	■
9) Check Issued to Prime Contractor	Treasury	(0 days)																										

*Please note: The amount of days to complete refer to **calendar** days and **not** business days. Please be aware of the alloted process timelines that will fall on weekend days and plan accordingly to complete during weekdays.

System Interfaces
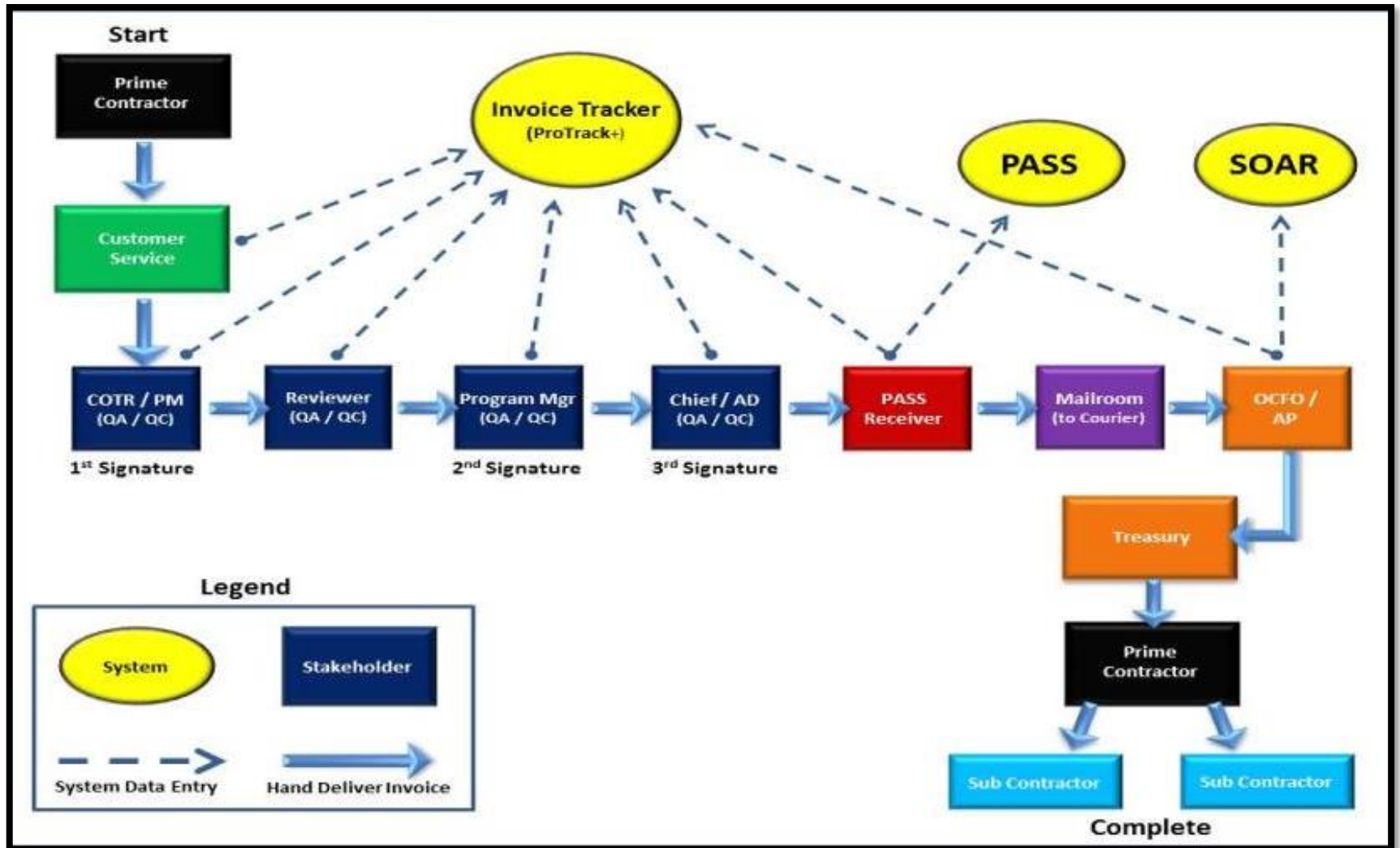
INVOICE REVIEW TEAM (IRT)

- Conducts monthly reviews of invoices to ensure all invoices are **paid within 30 days**

- Chief Administrative Officer will assign representatives from each administration, Office of Civil Rights, Office of the Chief Financial Officer, and Office of Contracts and Procurement to the IRT and appoint a Team Leader

- The IRT is responsible for:

  - Monthly reports to track and monitor invoice payment patterns and trends

  - Reviewing complaints from Prime Contractors/Sub Contractors

  - Identifying staff training needs

  - Recommending Invoice Tracker system modifications

  - Maintaining and updating list of COTRS, Reviewers, Approvers, Receivers, and Back-ups

  - Modifying and updating SOP as needed

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Certified Business Enterprise (CBE) Program

Agency Mission

The **Department of Small and Local Business Development (DSLBD)** supports the development, economic growth, and retention of District-based businesses, and promotes economic development throughout the District's commercial corridors.

DSLBD Programs

A small business inclusion program that helps
your business compete for DC government contracts.

CBE Demographics

- DSLBD evaluates businesses headquartered in the District to determine eligibility for Certified Business Enterprise (CBE) status.

- The District Government directs spending to CBEs, which in turn, supports and contributes to job creation and the city tax base, strengthening the local economy.

- The CBE Program provides contracting preference for local businesses so they can better compete in contract and procurement opportunities with DC Government.

PERCENTAGE OF CERTIFIED BUSINESS ENTERPRISES BY WARD*

* As of 2/17/17

Ward 4
13%

Ward 3
7%

Ward 1
7%

Ward 5
15%

Ward 2
29%

Ward 6
14%

Ward 7
7%

Ward 8
8%
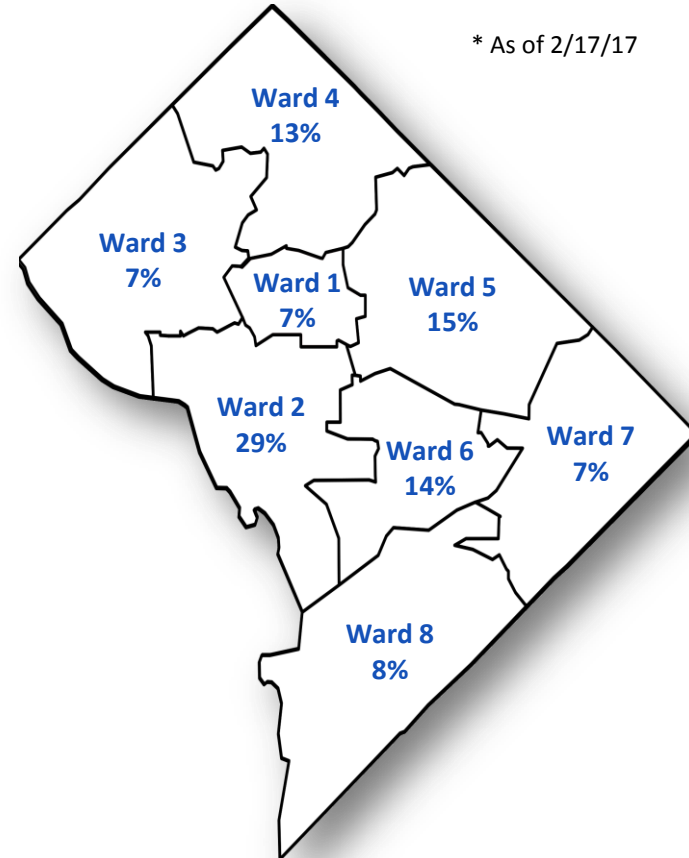
CBE Certification Categories

Businesses may be certified in any of the following categories; however, only a **maximum of 12 points or 12 percent** can be applied toward any contract award. In evaluating requests for bids (RFB), contracting personnel apply a **percentage reduction in price** according to CBE designation. In evaluating requests for proposals (RFP), contracting personnel apply **points to proposal evaluations** according to CBE designation. DSLBD also certifies joint ventures, which are project specific.

Certification Categories	Preference
Local Business Enterprise (LBE)	**2 or 2%**
Small Business Enterprise (SBE)	3 or 3%
Disadvantaged Business Enterprise (DBE)	2 or 2%
Resident Owned Business (ROB)	5 or 5%
Development Zone Enterprise (DZE)	2 or 2%
Longtime Resident Business (LRB)	5 or 10%
Veteran Owned Business (VOB)	2 or 2%
Local Manufacturing Business Enterprise (LME)	2 or 2%
Joint Venture Certifications (JV)	**Varies**

CBE Local Business Definition

- Principal office physically located in the District;

- **Chief executive officer and highest level managerial employees of the business enterprise perform their managerial functions in their principal office in the District;**

- Meets **one of the four** following standards:

  - ❑ More than 50% of the employees of the business are residents of the District; or

  - ❑ The owners of more than 50% of the business enterprise are residents of the District; or

  - ❑ More than 50% of the assets of the business, excluding bank accounts, are located in the District; or

  - ❑ More than 50% of the business gross receipts are District gross receipts.

- Site visits are conducted within the Washington Metropolitan area to verify that the firm meets the local business enterprise definition.

Business Certification Process

Step 1: CBE Program Webinar

Step 2: Application Submission

Step 3: DSLBD Analyst Review

Step 4: Site Visit (if applicable)

Step 5: DSLBD Determination

DC Business Center

Watershed Protection Division

Types of Projects

- **Environmental Assessments**
- **Stream and Low Impact Development Designs**
- **Stream and LID Construction**
- **Construction Oversight**
- **Maintenance & Monitoring**

NEPA Compliance

- Environmental Assessment
- Section 106 Compliance
- Wetland Delineation

Stream & LID Design

- Survey work
- Concept designs
- Stream design
- Cost estimates
- Coordination with property owners
- Permit applications for US Army Corps and DCRA
- Community meetings

Stream Design

LID Design

SIMON ELEMENTARY SCHOOL PLAYGROUND DESIGN
CONCEPT PLAN | WASHINGTON D.C.

Stream & LID Construction

- Prime Contractors
- Erosion & Sediment Control
- Trucking
- Arborists/Tree Service
- Landscaping

LID Projects at Schools & Recreation

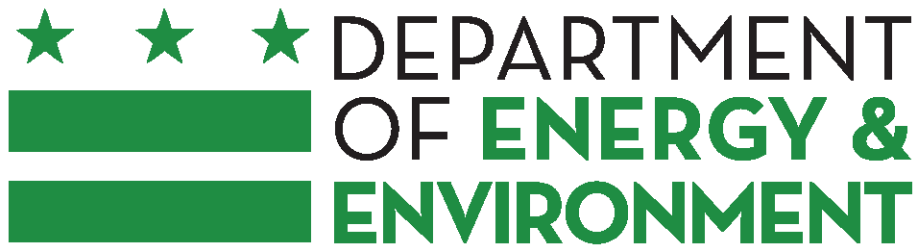# LID Projects in Public Space

Stream Projects

Monitoring & Maintenance

Marketing & Outreach

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et Research

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ational Materials

Questions?

![Department of Energy & Environment logo]

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