

# Professional Services Contracting Office

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2016  
ACEC-SC / SCDOT  
Annual Meeting



# Agenda

- **PSCO Manual Overview**
- **23 CFR 172 New Requirements**
- **ACEC-SC Review Comments**
- **On-Call Award Process**
- **Small Purchase Process**
- **CPE scores**
- **Future Evaluations**

# PSCO Manual

## SCDOT Manual for Procurement, Management and Administration of Engineering and Design Related Services



# PSCO Manual Overview

- **Purpose**
  - Establish improved written procedures
  - Update to incorporate 23 CFR 172
- **ACEC-SC review and comments**
  - Subcommittee
  - General members

# 23 CFR 172

## On-Call - Indefinite Delivery/Indefinite Quantity (IDIQ)

### 23 CFR 172.9(a)(3)(iv)(B)

**“ Under competitive negotiation procurement, each specific task or work order shall be awarded to the selected, qualified consultants:**

**1. through an additional qualifications-based selection procedure which may include, but does not require, a formal RFP or**

**2. On a regional basis whereby the State is divided into regions and consultants are selected to provide on-call or IDIQ services for an assigned region(s) identified within the solicitation”**

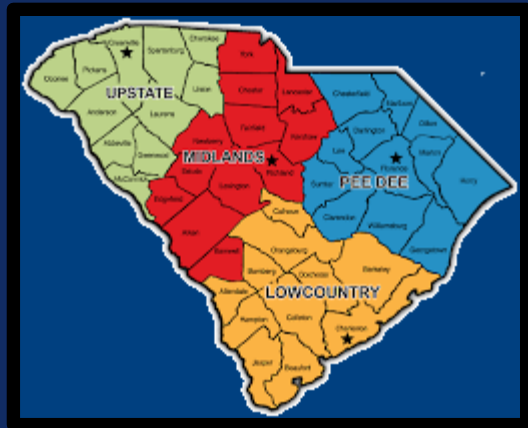


# ACEC-SC Comments

- **On-Call contract award process**
- **Small Purchase Program**
  - How long is the qualifications data for small purchase valid
  - How are small purchase proposals scored
  - What are insufficient competition determination factors
- **Clarify local presence criteria**
- **Disputing a non-responsive proposal determination**

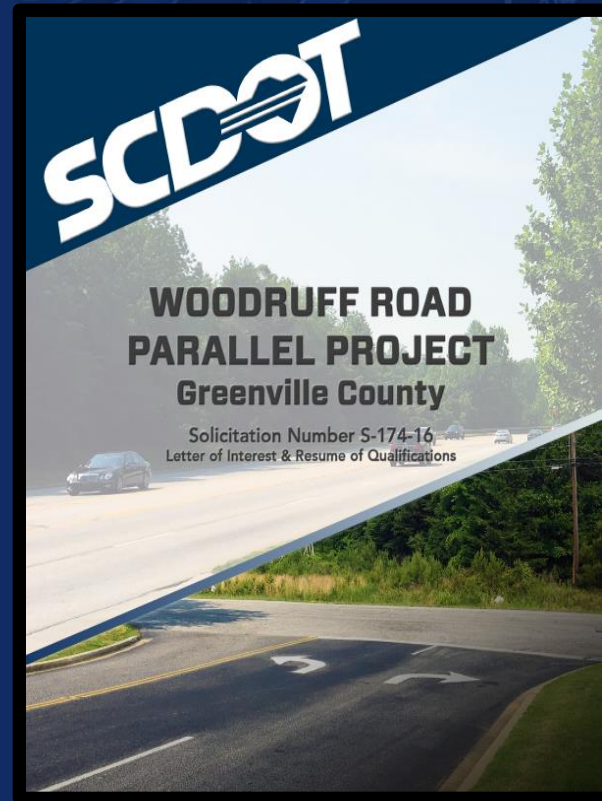
# On-Call / IDIQ

## Regional

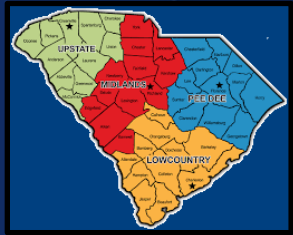


Or

## Qualifications



# On-Call / IDIQ



## Regional basis for award

- Regulations do not specify
- FHWA favors this method
- Could be distributed by:
  - County
  - District
  - Regional Production Groups

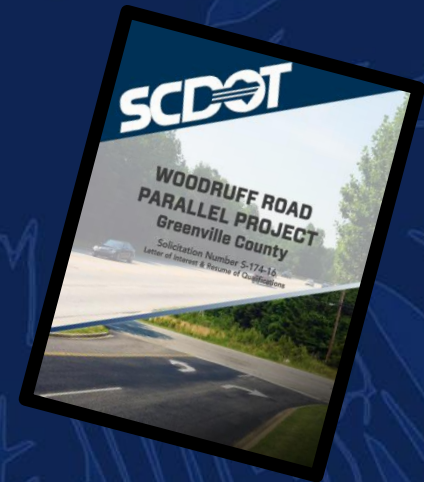


# On-Call Award

## Qualifications based

- **23 CFR 172.9(a)(3)(iv)(B)**

Through an additional qualifications-based selection procedure, may include, but does not require an additional formal RFP



# On-Call Award

## Qualifications based

- **Establish project based criteria and evaluate based on**
  - **Original submittal**
  - **Additional requested RFP**

# ACEC-SC Comments

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# Small Purchase Program

- **Expand to include general design services**
- **Increase the allowable individual project contract amount to \$150,000**
- **Average process time < 35 days.**



# Small Purchase Program cont.

- **Initial Solicitation selects qualified firms**
  - Firms are placed on a prequalified small purchase list
  - Approved Overhead Rate required
  - Master agreements are executed with each approved firm for potential future work
- **Qualifications are valid for the term of the master agreement**

# Small Purchase Award

## Individual Project Award

- **Three firms from the list are solicited for request for proposals (RFP)**
- **The firms have 24 hours to respond regarding the intention to compete**
- **The firms have five (5) business days to upload proposals to ProjectWise**
- **The Contract Officer (CO) provides submitted proposals to PM and subject matter experts for evaluation, selection, and recommendations.**

# Small Purchase Award cont.

- **Proposals are reviewed & evaluated based on**
  - **Knowledge and technical ability of staff**
  - **Consultant's proposed work program or approach**
  - **Demonstrated ability to meet project schedule**
  - **Past performance based on evaluations or references**
  - **Cost of services**

# Small Purchase Award cont.

- Director approval required for selected firm and proposal
- SCDOT Management and consultant signatures required for contract prior to execution
- Execute contract
- The PM will provide the Notice to Proceed (NTP) to the CO
- The CO will provide the executed contract and NTP to the consultant firm



# Small Purchase Award cont.

## Insufficient Competition Determination factors

- **Minimum of at least three firms offered the RFP for a project**
- **If there is a lack of interest from a firm an explanation is requested**
- **If there is a lack of interest by more than one firm the RFP will be reviewed to verify it is not**

# ACEC-SC Comments

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# Local Preference vs. Presence

- **Local Preference – limiting competition to local firms – NOT ALLOWED**
- **Local Presence – requiring a local office near a project - ALLOWED**

# Local Presence

## Local Presence (23 CFR 172.7)

- **A local presence as a nominal evaluation factor where appropriate is allowed**
  - **≤ 10% of total criteria**
  - **not based on political or jurisdictional boundaries**
  - **can be satisfied by firm establishing a local project office.**

# ACEC-SC Comments

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# Proposal Deficiency

- If a Proposal is deficient due to a minor informality, the Selection Officer will contact the firm and provide an opportunity to correct the deficiency
- If a Proposal is deficient due to a material non-conformity, the Proposal will be deemed non responsive and the firm will be notified of such.

# Proposal Deficiency cont.

- **Examples of a minor informality**
  - **Certification page missing**
  - **Incorrect resume format**

# Proposal Deficiency cont.

## Examples of a non-conformity

- **Deviating from ProjectWise format without prior approval**
- **Violating the 365 day SCDOT employee separation rule**
- **Date and time requirement violation**



# Consultant Performance Evaluations

- **New Consultant Performance Evaluation (CPE) form**
- **Remove Subjectivity**
- **Based on a 0-10 Likert scale**
- **Justification for scores required**
- **Training**

# CPE FORM

**SCDOT**  
Semi-Annual  
(April or October)  
Consultant Performance Evaluation

Print Form

Consultant Name:

Consultant Project Manager's Name:

SCDOT Contract Number:  File Number:

PIN Number:  Project Number:

Project Description:

Project Services:

Activities Being Evaluated:

Time Period of Evaluation: April 2nd to October 1st  October 2nd to April 1st  Month/Year

Interim Evaluation Number:  Final Evaluation:

**Detailed descriptions for Performance Scores are located on page 2.**

Performance Criteria	Performance Weight	Performance Scores (*)	Weighted Score	Performance Scores (**)	
					(*) Score
Schedule Milestones	20%	0	0	Outstanding	10
				Excellent	9
Quality	20%	0	0	Very Good	8
				Above Average	7
Responsiveness	20%	0	0	Slightly Above Average	6
Budget	15%	0	0	Average	5
DBE Utilization	10%	0	0	Slightly Below Average	4
				Below Average	3
SCDOT Satisfaction	15%	0	0	Weak	2
<b>TOTAL</b>	<b>100%</b>		<b>0</b>	Poor	1
				Unacceptable	0

**Performance Scoring Explanation**

**Certified**

Project Manager:  Consultant:

Signature:  Signature:

Date:  Date:



# CPE FORM

**SCDOT**  
**Semi-Annual**  
**Consultant Performance Evaluation**  
**Instructions**

1. Project Manager will evaluate Consultant semi-annually on April 1st and October 1st and at the completion of contract.
2. Project Manager will discuss evaluation with Consultant and allow for written response.
3. Project Manager will submit the completed form to the Professional Services Contracting Officer.
4. The Professional Services Contracting Officer will prepare a report semi-annually for the Secretary of Transportation, Deputies, Chiefs, Directors.
5. The following description table should be utilized when determining the appropriate consultant evaluation score:

(**) Score	Description
10	Exceeds all (100%) expectations in every aspect. Includes: milestones, quality of work, responsiveness, budget, contract modifications needed, DBE utilization, and responsiveness.
9	Exceeds virtually all (greater than 90%, but less than 100%) expectations, and meets remaining expectations. Includes: milestones, quality of work, responsiveness, budget, contract modifications needed, DBE utilization, and responsiveness.
8	Exceeds most (61% - 90%) expectations, and meets remaining expectations. Includes: milestones, quality of work, responsiveness, budget, contract modifications needed, DBE utilization, and responsiveness.
7	Exceeds many (31% - 60%) expectations, and meets remaining expectations. Includes: milestones, quality of work, responsiveness, budget, contract modifications needed, DBE utilization, and responsiveness.
6	Exceeds (10% - 30%) expectations, and meets remaining expectations. Includes: milestones, quality of work, responsiveness, budget, contract modifications needed, DBE utilization, and responsiveness.
5	Meets all expectations. Includes: milestones, quality of work, responsiveness, budget, contract modifications needed, DBE utilization, and responsiveness.
4	Meets most, but not all (61% - 90%) expectations. Includes: milestones, quality of work, responsiveness, budget, contract modifications needed, DBE utilization, and responsiveness.
3	Meets many, but not all (31% - 60%) expectations. Includes: milestones, quality of work, responsiveness, budget, contract modifications needed, DBE utilization, and responsiveness.
2	Meets some, but not all (10% - 30%) expectations. Includes: milestones, quality of work, responsiveness, budget, contract modifications needed, DBE utilization, and responsiveness.
1	Meets a few, but not all (less than 10%, but more than 0%) expectations. Fails to perform and comply with contract. Includes: milestones, quality of work, responsiveness, budget, contract modifications needed, DBE utilization, and responsiveness.
0	Does not meet any expectations. Fails to perform and comply with contract. Includes: milestones, quality of work, responsiveness, budget, contract modifications needed, DBE utilization, and responsiveness.

**Project Manager Comments:**

**Consultant Comments:**

*Sherry Barton, CIA, CGAP  
Chief Procurement Officer*



# Future Evaluation

- **Contract Assurance Office will perform an analysis of the actual cost vs. negotiated cost**
- **Contracts between prime and sub will be obtained and reviewed**
- **Analysis of fairness and reasonableness will be completed for future negotiations**
- **Tentative Project List**

# Tentative Project List

Tentative Advertisement Date	Type	County	Project
1/3/2017	Design Services	Aiken	SC 421 over Little Horse Creek
1/3/2017	Design Services	Bamberg	US 301 over South Edisto River
1/3/2017	Design Services	Kershaw	US 521 over Big Pine Tree Creek
1/3/2017	Design Services	Orangeburg	US 301 NB over Snake Swamp
1/3/2017	Design Services	Berkeley / Charleston	I-526 Widening & Interchange Improvements (Exit 18 to Exit 30)
1/3/2017	Design Services	Dorchester / Orangeburg	I-26 Pavement Reconstruction Near MM 149 to Near MM 172
2/27/2017	Design Services	Aiken	I-20 EB/WB over S-980 & Abandoned Railroad; I-20 WB over SC 19; I-20 WB over South Edisto River; I-20 WB over Abandoned Railroad
2/27/2017	On-Call Design Services	Statewide	Roadway On-Call Design Services
2/27/2017	On-Call Design Services	Statewide	Bridge On-Call Design Services
2/27/2017	On-Call Design Services	Statewide	Design-Build Prep On-Call Design Services
2/27/2017	On-Call Design Services	Statewide	Transportation Alternatives On-Call Design Services
4/24/2017	Design Services	Richland	US 76 over US 601; US 601 over Colonels Creek
4/24/2017	Design Services	Lexington	US 378 over Twelve Mile Creek
4/24/2017	Design Services	Jasper	I-95 SB over Bagshaw Swamp; I-95 SB over SC 46
4/24/2017	Design Services	Kershaw	US 1 over SCL Railroad (No. 1)
4/24/2017	Design Services	Sumter	US 76 Bypass over US 76 Business; US 76 Bypass over US 15
4/24/2017	Design Services	Berkeley	I-26 Widening (Exit 187 to Exit 194)
6/19/2017	Design Services	Beaufort	US 278 EBL over Mackay Creek
6/19/2017	Design Services	Richland	US 21 over Southern & SCL RR (Blossom St)
6/19/2017	Design Services	Spartanburg	I-26 Widening (Exit 15 to Exit 22)
8/14/2017	Design Services	Richland	I-126 over SCL Railroad
8/14/2017	Design Services	Aiken	US 1 over Shaws Creek; US 1 over Big Horse Creek
10/9/2017	Design Services	Sumter	US 76 WB over Wateree River
10/9/2017	Design Services	Richland	US 176 over SCL Railroad
10/9/2017	Design Services	Newberry	SC 72 over CSX Railroad



# Questions ?

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