

ODOT ILT High Priority Initiative: A & E Contracting Improvements DBE Goal Setting Streamlining Proposal

Overview

Delivering transportation projects on time and on budget helps keep people moving safely and reliably throughout Oregon – it also helps preserve our way of life and supports our economy. The Oregon Department of Transportation continually evaluates ways to improve our programs and processes, and one in particular need of attention is our Architectural & Engineering contracting program, or “A&E” contracting. Selected as a high priority effort for ODOT’s Intermodal Leadership Team (ILT) in 2015, the A&E Contracting Improvement Team has been working with ODOT Procurement Office (OPO) and business partners to reduce the cycle time for executing work order contracts and amendments.

Using ODOT’s Change Framework methodology, a variety of solution ideas were brought forward and prioritized for ease of implementation, impact to cycle time, increase of efficiency, cost-benefit ratio, and other factors. Streamlining the DBE goal setting sub-process was part of the six selected solution packages.

Current Process

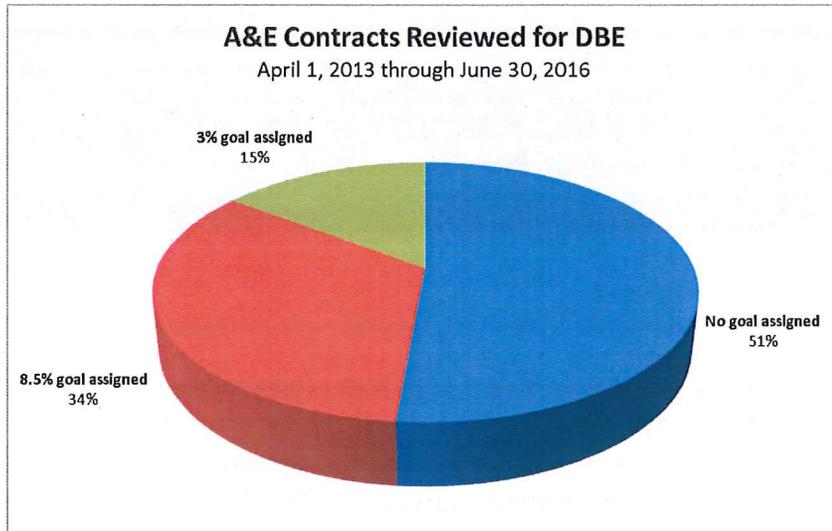
ODOT’s Office of Civil Rights (OCR) is required to set DBE goals for all FHWA funded contracts to comply with USDOT DBE Program regulation 49 CFR Part 26, as well as tracking and monitoring for all contracts.

The current DBE goal determination process includes a significant amount of non-value added back and forth steps between OCR, ODOT Procurement Office and ODOT Business Partners to ascertain and approve a project’s DBE goal. Several steps are duplicative, focused solely on checking and double-checking the process throughout the contract development phase due to perceived potential for error. OPO spends significant time relaying communication back and forth between OCR and the Business partner causing delays in the contracting process. Amendments to A&E contracts with assigned DBE goals currently require OCR’s review and approval via an additional multiple step process prior to execution.

In addition to the internal process waste and delays, the goal determination is often confusing or difficult to explain to our consultant partners.

Supporting Data

DBE goals for A & E Contracts have been historically set between 0 - 8.5% for projects that exceed \$100,000, depending upon the number of disciplines the contract may require. Between April 1, 2013 through June 30, 2016, OCR has reviewed **642 A&E contracts**. Over half or 330 contracts were under the \$100,000 threshold receiving no goal. 217 contracts received 8.5% DBE goals and the 95 remaining contracts received an average DBE goal of 3%.



Proposed Process

The primary goal of the proposed process is to reduce A&E contract execution cycle time.

Key process changes proposed:

- Use standardized, tiered DBE goals based on the criteria we've historically been using: \$ amount and # of disciplines

Standard Goal	Criteria
No Goal ("0"%)	If any one of the following applies: <ul style="list-style-type: none"> • Under \$100,000 • Single discipline contracts, regardless of dollar amount • Small Contracting Program Contracts • Emergency Repair (ER) contracts that are necessary to immediately restore essential travel, minimize the extent of damage, or protect the remaining facilities
3%	\$100,000 or more AND includes 2-4 disciplines
8.5%	\$100,000 or more AND includes 5 or more disciplines

- Business selects the appropriate goal from the Personal Services Contract Request Form
- OPO includes the goal in solicitation and contract documents and notifies OCR of the final contract execution
- Tiered goals carry forward and apply to all amendments unless changes occur that impact the standard goal tier
- An exception process is available if the Business Partner wants a goal other than the applicable standard goal

Benefits

TIME/RESOURCES SAVINGS previously spent on non-value added activities - a tiered approach will essentially eliminate the need for DBE goal calculations, analysis, reviews or approvals, unless an exception is requested. It will also eliminate the need for back and forth between OCR, OPO, and the Business regarding goal determination, which will reduce contacting cycle time.

CLARITY/CONSISTENCY – having standard, tiered goals will provide clarity and consistency our Consultant Partners can rely upon and better plan for when considering proposal for ODOT projects.

Implementation

The new standardized, tiered goal approach will be implemented for a test period of 1 year, at which time evaluation of the process will take place and adjustments made as necessary.

Consultant Partner Review/Input

While this process is primarily internal to ODOT, we are very interested in obtaining feedback, ideas, thoughts and other input from our ACEC partners on this proposal.

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EXAMPLE
Typical A&E and Related Services Disciplines used on Transportation Projects
Public Involvement/Outreach
Facilitation
Modeling
Bike/Ped studies
Economist
Transit studies
Sustainability
Survey and Mapping
Photogrammetry
Environmental Services
Archaeology
Cultural/Historic Resources
Air Quality
Biology
Noise Studies
Water Resources Studies/Analysis
Water Quality Studies/Analysis
Wetlands
Visual Resources
Hazmat
Public Involvement - Public Information
Utilities Support/Coordination
Railroad Support/Coordination
Geotechnical/Geologic Services
Hydraulics - Water Resources Design
Stormwater/Drainage
Fish Passage
Design: Engineering and Engineering Specialties
Roadway Design
Pavement Design
Movable Bridge Engineering
Steel Bridge
Concrete Bridge
Pedestrian Bridge
Rail Engineering
Historic Restoration (timber, steel or concrete)
Interchange design
Load Rating
Context Sensitive Design of Structures, Tunneling, etc
Lighting
CAD Services
Drafting
Traffic Engineering & Management
Landscape Architecture
Right of Way
Construction related services
Construction Inspection (quality control)
Construction Management
Materials Testing
Other

