

#### **INDOT**

Quality Based Selection Process
Vs 07 including
Design Efficiency Factor



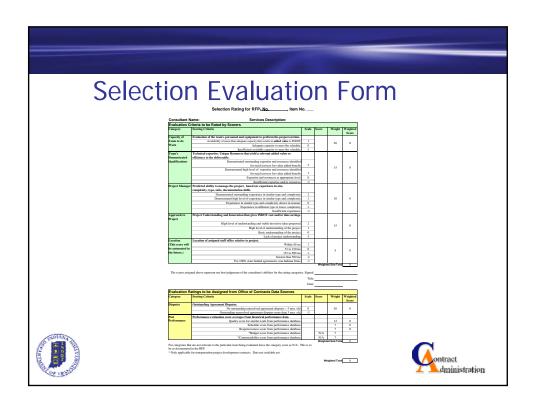


#### **Selection Scoring**

- Three to five person scoring team from initiating office independently scores all proposals
  - Using advertised selection evaluation form
  - Each score sheet is certified with signature
  - Scoring for past performance, disputes and location to be input directly from database





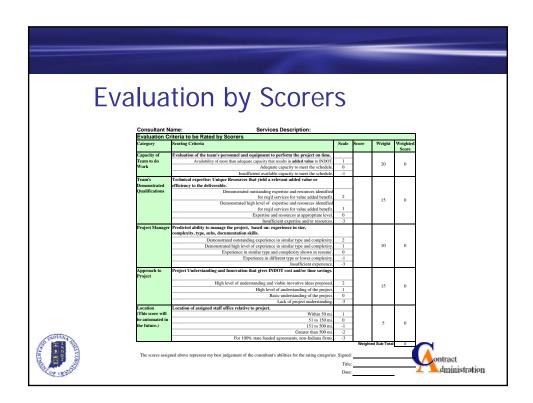


## Selection / Performance Evaluation Scoring Philosophy

- Selection Scoring
  - +2 Outstanding Qualifications
  - +1 Highly Qualified
  - 0 Qualified
  - -1 Slightly Below Desired Qualification
  - -3 Insufficient Qualification
- Performance Ratings
  - +2 Exceeds
  - 0 Satisfactory
  - -1 Needs Improvement
  - -3 Unsatisfactory







#### Evaluation from database

Evaluation Ratings to be Assigned from Office of Contracts Data Sources								
Category	Scoring Criteria	Scale	Score	Weight	Weighted Score			
Disputes	Outstanding Agreement Disputes.							
	No outstanding unresolved agreement disputes > 3 mos. old.	0		20	0			
	Outstanding unresolved agreement disputes more than 3 mos. old.	-3						
Past	Performance evaluation score averages from historical performance data.							
Performance	Quality score for similar work from performance database.			12	0			
	Schedule score from performance database.			7	0			
	Responsiveness score from performance database.			7	0			
	*Budget score from performance database.		N/A	7				
	*Constructability score from performance database.		N/A	7				
			Weight	ed Sub-Total	0			

For categories that are not relevant to the particular item being evaluated leave the category score as N/A. This is to be as documented in the RFP.

Weighted Total 0





#### **Future Score Sheet Modifications**

- The distance factor shall be moved to the database section when BITTS completes the automation process
- Occasional special modifications on a very limited basis and with FHWA approval





<sup>\*</sup> Only applicable for transportation project development contracts. Data not available yet.

#### Selection Scoring (cont.)

- The initiating office forwards all evaluation forms to the central office contracts administrator within 14 days
  - Including signed spreadsheet tabulation of scores by evaluators
  - Ranked, highest to lowest based on lowest ordinal totals





### Selection Recommendation Analysis

- Central office Consultant Services Section initiates reviews of the high ranking firms to:
  - Verify annual services no more than 200% of consultant's previous year's total wages & Salaries
    - \$150,000 minimum limit
  - Coordinate with Economic Opportunity Division to verify compliance with DBE or MBE/WBE goals or good faith efforts for meeting goals
- The Consultant Services Section prepares documentation of the above for the Central Office review Committee





#### **Selection Recommendation**

#### Review

- INDOT's Central Office Review Committee reviews the scoring information provided for each item to:
  - Verify scoring procedure compliance
  - Review results of DBE or MBE/WBE compliance checks
  - Review results of capacity computations
- Firms not meeting set criteria (including late/nonconforming submittals, negative total evaluation score, etc.) are eliminated from consideration
- Applies DEF adjustments and re-ranks by ordinals





#### Selection Recommendation Approval

- Central Office Review Committee approves the remaining highest ranked firms by ordinals for each contract along with two alternates for each item
- Approval is indicated on the scoring tabulation forms submitted by the initiating offices by signature of each person on the review committee





#### **Selection Recommendation**

#### **Approval**

- Results of the review committee actions are tabulated and certified as accurate by the Contracts Manager
- Selection recommendations are approved by the Commissioner by signature to the same tabulation and posted to the Consultant Services RFP Website and a notice is sent to RFP listserv members
- Letters of Interest, scoring documentation, and committee and Commissioner actions for all submittals to be published on the internet after contracts are awarded





#### **Design Efficiency Factor**

- Purpose To make better use of the consulting industry and thereby accelerate the delivery of Major Moves.
- DEF is applicable to project development contracts only, including:
  - Project specific design contracts;
  - On-call road project development contracts; &
  - On-call bridge development contracts.





#### Why DEF?

- Brooks Act was developed in a time when DOTs self-performed the vast majority of their own design work
- Brooks Act is therefore a project by project regulation without allowance for a DOT's program capacity issues





#### Why DEF Now?

- Items necessary before DEF could be considered:
  - Demonstrated Need
  - One years data under new Consultant Selection Process for validation
  - Priority Listing in LOI
  - Industry acceptance to implement DEF
  - FHWA conditional approval





#### **DEF Required Outcomes**

- Complete Transparency
- Easily Communicate
- Multiple Selections Possible
- No Selections of Non-Performing Firms
- Factors in Firm's Workload
- Data Driven





#### **DEF Development Process**

- Meet with Industry Stakeholders;
- Conduct Multiple Stakeholder Meetings;
- Defined Goals;
- Developed Set of Potential Solutions;
- Assigned Work Groups for Best Solutions;
- Validated All Leading Solutions;
- Conducted Stakeholder Review;
- Consulting Industry written approval of DEF modification;
- Submitted the Best Solutions for FHWA Approval;
- Received Conditional Approval from FHWA; &
- Initiated DEF on RFP 07-01





#### **DEF Process**

- RFP process conducted as normal
- Owners score and Tabulate as normal
- Consultant Selection Review Committee has added responsibility of applying DEF adjustments to tabulations
- After adjustments, consulting teams re-ranked by ordinals
- Selection



Approval by INDOT Commissioner



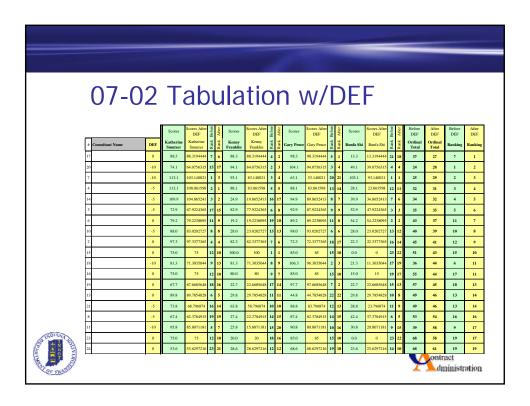
dministration

#### **How DEF Works**

- A five (5) point deduction is made on every scorers total score for a lead consulting firm's award of a applicable selection during the previous twelve (12) month period
- The total scores are recalculated and the firms reranked by ordinals
- For lead consulting firms with multiple selections, the priority list submitted with the LOI is examined and the highest ranked item is selected



 The DEF is re-applied to that specific firm's other submittals.



#### 07-02 DEF Results

RFP	I T E M	DEF Chg?	No. 1 Ranked Firm Prior to DEF Application, if Different	Selection	Item Description
07-01	6	N		Firm A	SR 14 Allen Co ATL Proj. Development
07-01	7	Y	Firm B		SR 15, Kosciusko Co. ATL Project
			Firm A	Firm C	
07-01	8	N		Firm B	I-65/SR 58, Interchange Modification
07-01	16	Y	Firm D	Firm E	SR 42 Rd Reconstruction in Vigo County
07-01	17	Y	Firm F	Firm G	SR 240 Pavement Replacement
07-01	21	N		Firm H	Road Project Development Services, Greenfield District





#### 07-02 DEF Validation Notes

- Three of six selected firms had not previously been selected by the new selection process implemented in 8/05.
- No firm was selected on these items that had been previously selected more than one time by the new process.
- No firm was selected for more than one of these items on the same RFP.
- The number of firms submitting per item has been reduced by approximately 6 to an average of 23.





#### Performance Evaluation

- Completed for all contracts
- Evaluation for each major deliverable including construction specification packages
- Cumulative evaluation maintained for each contract
- Eleven evaluation opportunities
- Project evaluation scores amended by any additional information arising during construction
- Closeout evaluation meetings held at the end of each agreement





#### Summary of Modifications

- Ordinal Ranking of Scores
- DEF
- Increased weight to project manager & approach of 5 weight points
- Visual modification to score sheet
- Development of improved performance evaluation (still in draft)





#### **Completion To Date**

- Prequalification manual
  - Complete, but will be revised
- Audit procedure
  - Complete
- Consultant selection procedure
  - Complete, details to be documented in procedure manual
- Performance evaluation system
  - 80% complete
- Consultant procedure manual
  - 80% complete



#### Work Remaining

- Completion of previously-mentioned manuals and procedures
- Online prequalification system
- Online LoI submittal system
- Automated selection scoring system
- Develop and implement web-based training





#### **Prequalification Progress**

- 317 Applicants to date
- 283 Fully pre-qualified firms
- 47 Applicants pending
  - 44 in audit review
  - 8 in technical review





#### INDOT

#### **Consultant Contract Process**

# Please pass in any questions?

www.state.in.us/dot/business/





#### **LPA Consultant Selection Process**

- Two processes available:
  - INDOT's Consultant Selection Process
  - Alternate Process for LPA's only
  - Use of the Alternate Process requires INDOT Contracts Administration Division to ensure compliance
  - As of 1 March 2007 the Alternate Process is not approved by FHWA and LPA's must use the INDOT process until approval is obtained from FHWA





#### LPA - POC

- Local Public Agency Planning Oversight Committee
- Purpose Defines the process for submitting LPA projects & approval
- Status In final draft form





# LPA Master Project Co-Ordination Contract

- Purpose- Add definition to project plan, such as: responsibility of parties; cost; funding source breakdown; schedule; reduce the number of contracts related to a project; and improve project flow
- Status In final draft





# **Economic Opportunity Division**

Martha Kenley - Director



