



Delivery Process for **State Funded** Procurement Construction Projects

Overview

The Procurement Project Delivery Process:

1. Assists the Portfolio Managers, Program Managers, Project Managers (PM), and Preconstruction Engineers in following a defined process for the delivery of state funded procurement projects.
2. Identifies roles, responsibilities, checklists, and signoff requirements.
3. Provides an inclusive process for three different types of procurement projects: Portfolio, TOC, and Region. Tasks below provide additional specific activities to address the unique aspects of each type of procurement project.

The Procurement Project Delivery Process and checklist should be modified to match the size and complexity of the specific project. The following is a basic outline for the *Procurement Project Delivery Process*:

Task 1 – Set up PIN

- Portfolio Manager or Program Manager
 - Coordinates with UDOT STIP Coordinator to set up PIN
 - Sends a memo to Program Finance (programfinance@utah.gov)
 - Includes Form R-76 to activate ePM phases 01D, 12S, 03C, 06K and any other appropriate phases (current contact is Kristi Urry 801-965-4523)
 - Indicates project delivery method will be procurement
 - For signal and lighting projects the memo includes:
 - Contract number
 - Contract cover page

Task 2 – Assign Project Manager(s) to the Project

- For Portfolio Manager projects:
 - Portfolio Manager designates a Portfolio PM (Gate Keeper)
 - Portfolio PM develops and submits project scope and budget to Region Program Manager
 - Region Program Manager assigns Region PM
- For Traffic Operation Center (TOC) projects:
 - Portfolio Manager designates a TOC PM
 - Portfolio Manager develops and submits project scope and budget to Region PM
- For Region projects:
 - Program Manager designates a Region PM
 - Region PM develops project scope and budget

Task 3 – Assign Design Manager

- Portfolio PM, TOC PM, or Region PM meets with Region Preconstruction Engineer to determine Region availability and expertise
- A Region Designer is assigned by the Region Preconstruction Engineer, otherwise Portfolio PM, TOC PM, or Region PM hires a Consultant Designer

Task 4 – Scoping/Kickoff Meeting

- Region PM schedules and invites appropriate attendees (the Region PM may delegate this activity to the Portfolio PM or TOC PM)
- Attendees (list is comprehensive, invite required personnel only):
 - Program Manager
 - Preconstruction Engineer
 - Portfolio Manager (for portfolio and TOC projects)
 - Portfolio PM (for portfolio projects)
 - TOC PM (for TOC and signal projects)
 - Region PM
 - Resident Engineer (RE)
 - District Engineer
 - Procurement Officer
 - Provides instruction on information required for Bid Sync and selection procedure.
 - For signals, lighting and other projects that have already been previously bid, attendance may not be necessary. Provide email notice to UDOT Procurement Manager 801-964-4534 (currently Tracie Montano).
 - Region Traffic Engineer
 - Region Utility Coordinator
 - Central Structures Engineer
 - Region Environmental Manager
 - ATMS Representative
 - Right-of-Way
 - Central representative if right-of-way will be impacted
 - Region representative if no right-of-way impacts
 - Region or Consultant Designer
- Items to be resolved and discussed:
 - Review and finalize scope of work
 - Schedule
 - Budget
 - Designer's role
 - Specification and plan requirements
 - Establish review process
 - Information required for Bid Sync
 - Review right-of-way, traffic, and utility requirements
 - Advertising checklist signoff requirements (see Attachment A)
 - Certification requirements (see Attachment A)
 - Contractor selection procedure
 - Establish roles and responsibilities of Portfolio PM, TOC PM, and Region PM through project close out

Task 5 – PS&E Review

- Region PM schedules and invites appropriate attendees (the Region PM may delegate this activity to the Portfolio PM or TOC PM)
- Attendees (list is comprehensive, invite required personnel as identified at the Scoping/Kickoff Meeting):
 - Program Manager
 - Preconstruction Engineer
 - Portfolio Manager (for portfolio and TOC projects)
 - Portfolio PM (for portfolio projects)
 - TOC PM (for TOC and signal projects)
 - Region PM
 - Resident Engineer (RE)
 - District Engineer
 - Procurement Officer (cc only)
 - Region Traffic Engineer
 - Region Utility Coordinator
 - Central Structures Engineer
 - Region Environmental Manager
 - ATMS Representative
 - Right-of-Way
 - Central representative if right-of-way will be impacted
 - Region representative if no right-of-way impacts
 - Region or Consultant Designer
- Signoff the following items at the review meeting:
 - Quantities provided
 - Estimate is calculated based on procurement contract unit prices or PDBS unit prices
 - Standard specifications utilized
 - Special provisions provided, if required
 - Required certifications signed at meeting
 - Checklist signoff (see Attachment A)
 - Preconstruction Engineer signoff

Task 6 – Bid Evaluation

- For signal projects (pre-bid) Portfolio PM, Region PM, and Procurement Officer evaluate project tracking spreadsheet
 - Determine the next available contractor based on bid prices. The following requirements apply for signal projects:
 - Project cost is less than \$175,000
 - Contractor's cost is within project budget
 - Contractor has no more than three active projects
 - Contractor's **active** projects sum is less than \$200,000
 - Region PM calls selected Contractor to schedule a Preconstruction Meeting (see task 7)
- For lighting projects (pre-bid) Portfolio PM, Region PM, and Procurement Officer evaluate existing bids. The following requirements apply for lighting projects:
 - Project cost is less than \$135,000
 - Contractor's cost is within project budget
 - Contractor has no more than two active projects
 - Contractor's **active** projects sum is less than \$200,000

- For projects that haven't been pre-bid:
 - Portfolio Project Manager or Region PM enters information into Bid Sync or sends to Procurement Officer to enter
 - Project is bid and awarded to the low bidder
 - No maximum project cost (coordinate with Procurement Officer)

Task 7 – Preconstruction Meeting

- Region PM schedules Preconstruction Meeting and invites appropriate attendees:
 - Contractor
 - Portfolio PM (for Portfolio Projects)
 - TOC PM (for TOC Projects)
 - Region PM
 - Resident Engineer (RE)
 - District Engineer
 - Region or Consultant Designer
- Review plans and specifications
- Additional activities for signal and lighting projects (pre-bid) include:
 - Meet contractor **onsite** to kickoff the construction phase
 - Contractor:
 - Validates approach to the project
 - Provides recommendations to improve the approach to the project
 - Submits cost estimate for other non-bid items and construction schedule to Region PM for review
 - Region PM negotiates other non-bid item unit prices. If negotiations are unsuccessful contact the next bidder and schedule a new Preconstruction Meeting.

Task 8 – Issue Notice to Proceed

- Portfolio PM, TOC PM, or Region PM (for Region projects) reviews, accepts, and approves the project cost estimate and notifies Region PM
- Portfolio PM, TOC PM, or Region PM issues the NTP

Task 9 – Construction

- Contractor begins work on the project
 - RE provides:
 - Minimal inspection and basic project oversight
 - Daily check of traffic control
 - Concrete testing
 - Spot check on quantities
 - Feedback on contractor performance to Portfolio PM, TOC PM, or Region PM
 - Resolution of issues in the field with the contractor
 - Region signal maintenance supervisor provides signal related inspection support
 - Contractor schedules signal turn-on with the Region signal maintenance supervisor
 - Region PM and Portfolio PM or TOC PM track cost and schedule
- Contractor addresses any punch list items with RE
- RE accepts work as complete and submits final comments to Portfolio PM, TOC PM, or Region PM

Task 10 – Project Closeout

- Region PM schedules project final walk through
- Contractor submits final invoice to RE
- RE reviews final invoice and, when approved, submits it to the Region PM
- Region PM sends final invoice to Portfolio PM or TOC PM for Portfolio or TOC projects respectively
- Portfolio PM, TOC PM, or Region PM (for Region projects) approves for payment
- Region PM coordinates closing with Portfolio PM or TOC PM
- Portfolio PM updates project tracking spreadsheet
- Portfolio Manager or Region PM prepares and signs cover letter for payment and R-77 Termination of Authority and sends to Program Finance (programfinance@utah.gov)
- Program Finance prepares final voucher and changes ePM status to “closed”

There will be opportunities to improve this process. Please contact the UDOT Standards and Preconstruction Engineer (George Lukes), with any comments or questions.