

Vermont STIC Incentives Application

ABSTRACT:

The Vermont Agency of Transportation (VTrans) has been implementing Design-Build (DB) contracting since 2009. To date, VTrans has contracted five bridge projects and additionally has one project currently in procurement. These projects represent approximately \$125 million dollars of infrastructure investment, a substantial portion of the State's capital transportation budget. Up to this point, VTrans has not documented its processes and procedures for DB but rather has relied on a small implementation team to develop and follow appropriate steps for the contracting of these projects. This approach has allowed the team to be nimble and develop processes that work well for VTrans.

With several years of DB experience now under its belt, it is important the State institutionalize the DB contracting method so that it can be consistently and appropriately used by all VTrans Divisions and Sections and not just the current team. Institutionalizing DB will require that key processes and procedures be documented and made available for use. Clearly defining organizational roles and responsibilities for DB projects will be a critical component of the documentation. While VTrans DB processes will likely be enhanced over time, it is vital to capture how the State's DB process is implemented at this point in its evolution.

GENERAL INFORMATION:

The goal of this project is to develop documentation necessary to institutionalize DB contracting at VTrans. The agency's state-of-the practice DB processes and procedures will be documented and organizational roles and responsibilities for projects clearly defined. Additionally, an alternative contracting selection framework will be developed so that the DB contracting mechanism can be consistently applied throughout the agency and become standard practice. It is intended that the final products will be appropriately formatted and available on the VTrans website and readily available to all VTrans users.

The cost to complete the project is estimated at \$125,000 and will be administered by VTrans, the State Transportation Agency (STA). It is planned that the federal share will cover 80% of project costs (i.e., \$100,000). The STA is committed to providing the remaining 20% share (i.e., \$25,000). Thus, the full \$100,000 of STIC Incentive Funds for FY 2014, provided under the MAP-21 Technology and Innovation Deployment Program (TIDP), are requested for this project. The project work is referenced in the DB section of the State's STIC implementation plan. The project schedule, cost, and associated deliverables are summarized in the table below.

Deliverables, Schedule and Estimated Cost

Task #	Deliverable/Activity	Timeframe ⁽¹⁾	Estimated Cost
1	DB Implementation Framework	2 months	\$ 10,000
2	Preliminary Engineering Documentation	6 months	\$ 35,000
3	Procurement Documentation	8 months	\$ 35,000
4	Post Award – Project Administration Documentation	8 months	\$ 30,000
5	Semi-annual Progress Report	6 months	\$ 2,000
6	Final Product: Publishing of Documentation on VTrans Web	11 months	\$ 10,000
7	Final Report	12 months	\$ 3,000
Total Estimated Cost			\$125,000
Total STIC Incentive (TIDP) Funds			\$100,000

⁽¹⁾ Approximate timeframe for deliverable from NTP

Additional information on project tasks, including VTrans project leads, is summarized below.

Task #1: DB Implementation Framework and Documentation Standards

Lead: Wayne Symonds, Structures Design Engineer

- Develop a DB Documentation Framework from which the deliverables outlined under Tasks #2-#4 will be accomplished during the DB documentation process. In addition, the approach and format for documentation will be developed for all tasks below.

Task #2: Preliminary Engineering Documentation

Lead: Todd Sumner, Design Build Senior Project Manager

- Alternative Contracting Selection Guidance Documentation
- Creation of Standard Artemis Activities, CPW cash flow requirements
- Creation of SOW Template for Design – Build Projects
- Document the Project Development Process for DB Projects (ROW, Utilities, Env)

Task #3: Procurement Documentation

Lead: Molly Perrigo, Specifications Coordinator and Alternative Delivery Point of Contact

- Creation of Templates for RFP and RFQ solicitations
- Create and Document Processes for Site Manager Data Transfer
- Better Define Roles of POC and PM in Procurement
- Refine and Document ATC process
- Creation of DB Construction Specifications (Section 100)
- Document TEC process and roles and responsibilities

- Refine and Document Change to Key Personnel Process
- Document Contract Award/Execution Process
- Document Debriefing Process,

Task #4: Post Award – Project Administration Documentation

Lead: Wayne Symonds, Structures Design Engineer

- Define Roles and responsibilities of QAM
- Define Roles and responsibilities of PM
- Define and Document Roles and responsibilities of RE
- Define and Document the Roles and responsibilities of Materials and Research
- Define and Document RFI, RFC, and NCR processes
- Define and Document Project Finals Process

Task #5: Semi-annual Progress Report

Lead: Wayne Symonds, Structures Design Engineer

- A brief (3-pages max) semi-annual progress report will be created 6 months following obligation of TDIP funds. The report will summarize the status of the project to include the following:
 - o Outline of the DB Framework and documentation standards
 - o Status of ongoing tasks
 - o Funding expenditure report

Task #6: Publishing of DB Documentation on the VTrans Web Page(s)

Lead: Molly Perrigo, Specifications Coordinator and Alternative Delivery Point of Contact / Jennifer Fitch, Project Manager - Accelerated Bridge Program

- Final Product Documentation on VTrans Web
- Formatting
- Web page development

Task #7: Final Report

Lead: Wayne Symonds, Structures Design Engineer

- A final report (5-pages max) will be completed at the conclusion of the project. The report will contain the following:
 - o Project description
 - o How the work specifically met the STIC Incentive / TIDP program criteria
 - o Summary of Project Deliverables
 - o Challenges and lessons learned
 - o Funding expenditure report

Commitment of Other Funds

VTrans plans to match the federal funds with the appropriate 20%, totaling \$25,000.

Project Administration

This project will be administered by VTrans and the overall Project Manager will be Wayne Symonds. It is anticipated that VTrans will use a combination of in-house personnel and Consultants to complete the tasks.

TIDP funds obligated within 6 months

VTrans fully anticipates TIDP funds will be obligated within six months of the date funds are made available, with reimbursable work commencing following funds obligation.

Reference in STIC Implementation Plan

The current Vermont STIC implementation plan recognizes the need for a documented design-build process and is included as a VTrans EDC initiative.