



PEPS Fireside Chat

The PEPS Center of Contract Utilization

Gail Eileen Morea, P.E.

January 21, 2022



**SAFETY
FIRST**

COVID-19 Best Practices &
Expectations



Follow health authority vaccine guidance

- COVID vaccines are safe, effective, free and available for those 12 years and older.



Mask up

- Masks are strongly encouraged for those not vaccinated.
- Everyone is encouraged to wear masks in high-COVID areas when indoors around others.



Stay home if you are ill

- Notify your supervisor.



Go virtual

- Virtual options for meetings, trainings, and hearings, increase accessibility.



Know the symptoms of COVID-19¹

- Do a self-check before you come to work.



Notify your supervisor or Human Resources²

- if you have been exposed to or tested positive for COVID-19.



Maintain six (6) feet of social distance

- Social distance inside or outside of facilities.



Stay up to date³

- Review CDC details for those who are vaccinated.
- Find the latest COVID-19 guidance on Crossroads.



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Why was the PEPS Center of Contract Utilization (PEPS-CCU) created?

Who are its “customers”?

Types of contracts tracked

The role of the PEPS-CCU during Procurement Planning

What can YOU do?

Why create the PEPS Center of Contract Utilization?

Initial focus – Track and Report discipline-specific indefinite deliverable contracts with zero work authorizations

Led to - optimization of statewide discipline-specific indefinite deliverable contract utilization via monthly alert reports

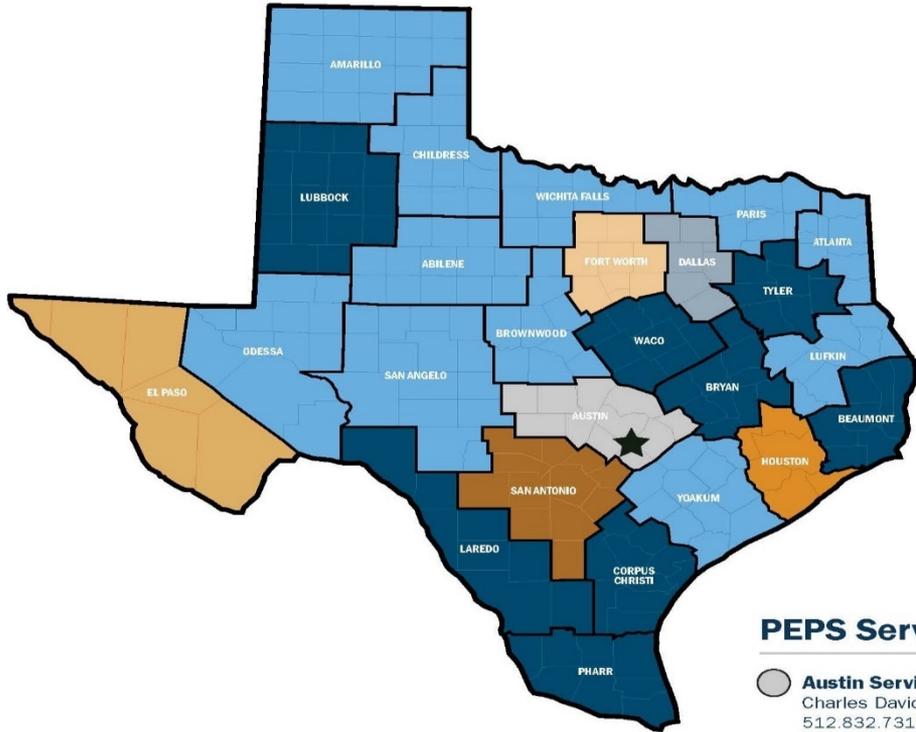
- Contracts with zero work authorizations
- Contracts with five months or less.

COLLABORATION with the PEPS Service Centers during the development of the yearly Fiscal Year Procurement plan to identify existing capacity that may be used in lieu of procuring new capacity.

Provide a VOICE for our external customers to assist in leveraging their contract portfolio state-wide and to provide guidance for their utilization.

MEET with the districts to discuss the status of their project needs and to identify existing contract capacity they may use

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PEPS Service Center Managers (PEPS-SCM) - the individuals representing NINE state-wide service centers.

TxDOT's Internal Customers - the individuals managing professional, architectural, and surveying discipline specific contracts within the 25 districts and 14 divisions.

TxDOT's External Customers - identified as “the consultant community” doing business with TxDOT.

Contract Utilization Tracker And Associated Tools



Expandable Contract Utilization Tracker (updated hourly) developed to report out on all Indefinite Deliverable Contracts for professional, architectural and surveying services.

- Total Contract Availability Amount along with Real-Time Banner: 1/19/2022

Expandable Contract Utilization Tracker		
Total Available Amount	Avg Available %	Count of WA Requests
\$2,485.03M	60.0%	8,273

- Numerous filters available : discipline, procurement wave, work authorization assignment process to be used, Firm Name, Contract Number, Last Day to Issue Work (WOO) and can work still be issued?
- Assignment Process: Rotational Review (non-federal) and Second-tier Review (Federal)

Primary Tool Created For This Center



Expandable Contract Utilization Tracker

Total Available Amount: **\$145.72M**
 Avg Available %: **79.0%**
 Count of WA Requests: **391**

% Available
■ <20%
■ 20% - 60%
■ >60%

Discipline: Utility Eng...
Review T: (All)
WA Status: (All)
Preliminary?: (All)
Prime Fir: Y
Firm Name: (All)
Contract Nbr: (All)
Able to Issue Work: Yes
Cntrct Type: ID
Available Amt: (All)
Months to Issue Wrk: (All)

Contract Discipline	Cntrct SVC	DDO #	Procu Wave	Proc SVC	Contract Number	Last Day To Issue Work	Review Type	Firm Name	% Available	Available Amt	Months to Issue Wrk
Utility Engineering	Dallas	FY18, W4	DAL	368IDP5127	1/4/2022	Rotation Review	LINA T. RAMEY AND ASSOCI...	21.2%	\$636,390	7	
				368IDP5128	1/11/2022	Rotation Review	COBB, FENDLEY & ASSOCIAT..	45.1%	\$1,352,230	7	
				368IDP5129	1/14/2022	Rotation Review	KCI TECHNOLOGIES, INC.	40.1%	\$1,203,933	7	
				368IDP5130	1/14/2022	Rotation Review	ARS ENGINEERS, INC.	34.2%	\$1,026,924	7	
				368IDP5131	1/11/2022	Rotation Review	MCKIM & CREED, INC.	47.1%	\$1,412,766	7	
				368IDP5146	1/17/2022	Rotation Review	THE RIOS GROUP, INC.	45.7%	\$1,369,845	7	
				368IDP5147	1/11/2022	Rotation Review	TEAGUE NALL AND PERKINS..	26.4%	\$791,904	7	
				FY21, W1	DAL	361IDP5020	3/8/2024	Rotation Review	KCI TECHNOLOGIES, INC.	100.0%	\$3,000,000
	361IDP5021	3/9/2024	Rotation Review	LINA T. RAMEY AND ASSOCI..	100.0%	\$3,000,000	33				
	361IDP5022	3/11/2024	Rotation Review	COBB, FENDLEY & ASSOCIAT..	100.0%	\$3,000,000	33				
	361IDP5023	3/23/2024	Rotation Review	THE RIOS GROUP, INC.	100.0%	\$3,000,000	33				
	361IDP5024	3/23/2024	Rotation Review	HALFF ASSOCIATES, INC.	100.0%	\$3,000,000	33				
	361IDP5025	3/30/2024	Rotation Review	ARS ENGINEERS, INCORPOR..	100.0%	\$3,000,000	33				
	361IDP5026	3/22/2024	Rotation Review	CRIADO & ASSOCIATES, INC.	100.0%	\$3,000,000	33				



View WA Details By Selecting Any Content in the View Above As A Filter

Contract Nbr	Cntrct Supplmtl	WA Nbr	WA Totl Amt	Preliminary?	WA Rqst DT	Docs Received	WA Exec DT	WA Supplmtl	% Available	Available Amt	Months to Issue Wrk
5131	Y	5	\$216,212	No	10/23/2020	11/25/2020	1/8/2021	N	100% \$1,297,272	47	6
3		3	\$226,832	No	6/26/2019		8/27/2019	Y	29% \$195,282	41	0
1		1	\$164,706	No	3/25/2019		5/15/2019	N	0% \$0	36	0
2		2	\$979,485	No	5/1/2019		6/14/2019	Y	0% \$1	31	0

Monthly Alerts: Capacity Report By Discipline



- Workbook with Discipline Specific Tabs
- Each tab has a Discipline-Specific Scope of Services Icon in addition to contract info.

Contract Discipline	Contract SVC	DD	Procu Wave	Proc. SVC	Contract Number	Last Day To Issue Work	Review Type	Cntrct Exec Dt	Cntrct Term Dt	Months to Issue Wrk					Contract Amt	% available	Amount Available
										<6 months	6-19 months	20-29 months	30-36 months	>36 months			
Roadway Design	Urban Service Center	36	FY19, W3	USC	369IDP5033	12/8/2022	Tier Review	12/8/2019	11/30/2024		11			\$5,000,000	88.4%	\$4,419,625.63	
					369IDP5034	12/8/2023	Tier Review	12/8/2019	11/30/2024			23		\$5,000,000	100.0%	\$5,000,000.00	
					369IDP5035	12/9/2022	Tier Review	12/9/2019	11/30/2024		11			\$5,000,000	90.1%	\$4,504,575.00	
					369IDP5036	1/7/2024	Tier Review	1/7/2020	11/30/2024			24		\$5,000,000	100.0%	\$5,000,000.00	
					369IDP5037	12/9/2022	Tier Review	12/9/2019	11/30/2024		11			\$5,000,000	100.0%	\$5,000,000.00	
					369IDP5038	12/9/2022	Tier Review	12/9/2019	11/30/2024		11			\$5,000,000	100.0%	\$5,000,000.00	
					369IDP5039	1/7/2024	Tier Review	1/7/2020	11/30/2024			24		\$5,000,000	100.0%	\$5,000,000.00	
					369IDP5040	1/9/2023	Tier Review	1/9/2020	11/30/2024			12		\$5,000,000	80.0%	\$4,001,643.54	
					369IDP5041	1/16/2024	Tier Review	1/16/2020	11/30/2024				24		\$5,000,000	97.9%	\$4,894,837.46
					369IDP5042	1/7/2023	Tier Review	1/7/2020	11/30/2024			12			\$5,000,000	98.3%	\$4,913,271.36
					10 contracts											\$47,733,952.99	
					 RoadwayDgn.Stand Alone.At tachC.docx												

Monthly Alerts: Zero Work Authorization Report



Developed to identify by discipline, contract number, termination date, and the date the WOO closes for those contracts that have not had a work authorization issued at all.

Service Center	DD	Contract Nbr	Exec	Term	Last Date to Issue Work	Total Contract Amt	Discipline	Time_WA
DAL	18	360IDP5090	2/9/21	2/9/26	2/9/25	\$3,000,000.00	BRG On/Off Replacement	225
DAL	18	360IDP5086	2/3/21	2/3/26	2/3/24	\$3,000,000.00	BRG On/Off Replacement	229
DAL	18	360IDP5083	1/6/21	1/6/26	1/6/25	\$3,000,000.00	BRG On/Off Replacement	247
DAL	18	360IDP5084	12/23/20	12/15/25	12/23/23	\$3,000,000.00	BRG On/Off Replacement	253
ELP	24	369IDP5124	4/9/20	4/1/25	4/9/24	\$3,000,000.00	BRG On/Off Replacement	426
FTW	02	360IDP5093	2/5/21	2/5/26	2/5/25	\$3,000,000.00	BRG On/Off Replacement	227
USC	36	360IDP5091	2/8/21	2/8/26	2/8/25	\$3,000,000.00	BRG On/Off Replacement	226
USC	36	360IDP5089	2/5/21	2/5/26	2/5/24	\$3,000,000.00	BRG On/Off Replacement	227
USC	36	360IDP5104	9/15/20	8/31/25	9/15/24	\$5,000,000.00	BRG On/Off Replacement	320
USC	36	360IDP5105	9/4/20	8/31/25	9/4/23	\$5,000,000.00	BRG On/Off Replacement	326
USC	36	360IDP5071	9/3/20	8/31/25	9/3/24	\$5,000,000.00	BRG On/Off Replacement	327
USC	36	360IDP5065	8/28/20	8/28/25	8/28/23	\$5,000,000.00	BRG On/Off Replacement	331
USC	36	360IDP5072	8/28/20	8/28/25	8/28/24	\$5,000,000.00	BRG On/Off Replacement	331
USC	36	360IDP5102	8/27/20	8/27/25	8/27/23	\$5,000,000.00	BRG On/Off Replacement	331
USC	36	360IDP5067	8/26/20	8/26/25	8/26/23	\$5,000,000.00	BRG On/Off Replacement	332
USC	36	360IDP5069	8/26/20	8/26/25	8/26/24	\$5,000,000.00	BRG On/Off Replacement	332
USC	36	360IDP5073	8/26/20	8/26/25	8/26/23	\$5,000,000.00	BRG On/Off Replacement	332
USC	36	360IDP5074	8/26/20	8/26/25	8/26/24	\$5,000,000.00	BRG On/Off Replacement	332
USC	36	369IDP5126	4/9/20	4/1/25	4/9/23	\$3,000,000.00	BRG On/Off Replacement	426

Consultant Meetings



Currently, meetings are done virtually thru Teams or by phone

Typical information presented:

- Contract Status by Procurement series and Service Center assignment
- WOO closes?
- Type of Process for Work Authorization assignment to be implemented.
- Any WA's issued?
- Contract Termination Date and impacts from FHWA recent ruling.
- Confirm the consultant's remaining balance is accordance with PS-CAMS.
- Meeting with District's Key Personnel

Future Procurement Planning

Proposed FY2022 Procurement Planning Analysis



PEPS CONTRACT UTILIZATION-MANAGEMENT REVIEW	WINDOW OF OPPORTUNITY LEFT TO ISSUE WORK			Total \$ Remaining	Proposed FY 22 Procurement Plan posted on web-site 6/2/2021	Contracts with Zero Work Authorizations Yet to Be Issued But New Procurements are Scheduled
	30-36mths	20-29mths	6-19mths			
DISCIPLINE OF WORK- PEPS SERVICE CENTERS WITH CAPACITY						
Architecture-SC-DIV ONLY	\$0	\$31,700,000	\$2,235,501	\$33,935,501		
Bridge Design-URBAN, RURAL & BRIDGE DIV				,880,000		9 contracts for a total of \$45M; 8 located in USC & 1 in SC-DIV
Bridge Inspection-SC-DIV ONLY	\$0			,310,000		
Bridge On/Off-ALL SRV CTRS SAT&AUS	\$27,940,000	\$102,910,000	\$37,850,000	\$168,700,000	ELP FY22, W3; FTW FY22, W4	20 contracts for a total of \$92M located in DAL (2 @ \$3M each), ELP(1 @ \$3M); USC (9 contracts @ \$5M & 1 @ \$3M); and, RSC (7 @ \$5M each)
CEI-ALL SRV CTRS BUT DAL & SC-DIV	\$21,000,000	\$160,340,000	\$64,630,000	\$245,970,000	ELP FY22, W2	15 contract for a total of \$85M located in ELP (1 @ \$5M), HOU (3 @ \$7M each, FTW (1 @ \$3M), RSC (2 @ \$5M each) and USC (6 @ \$6M each & 2 @ \$5M)
Comprehensive Engr Consulting	\$20,000,000	\$23,700,000	\$0	\$43,700,000		2 contracts for a total of \$20M both in SAT @ \$10M each
CPM Scheduling-URB, RUR, HOU, ELP & DAL	\$0	\$11,570,000	\$0	\$11,570,000	ELP FY22, W1	1 contract for \$1.5M in HOU

Subject to Change

- Example: Bridge On/Off System Current capacity is \$168.7M of which \$92M represents 20 contracts that Zero Work Authorizations have been issued. Location and \$ amounts are shown to assist with planning. Proposed FY 2022 Procurement Plan currently shows ELP and FTW requesting procurements.
- Assess the length of time the existing capacity will last based on WA trends
- Recommendation ???

FY2020 VS. FY2021 AND FY2022 WORK AUTHORIZATION REQUESTS

Run date - 1/19/2022

Work authorization count by discipline and by month

DISCIPLINE	Service Center	SEP				OCT				NOV				DEC				JAN		
		FY 2020	FY 2021	FY 2022	Total	FY 2020	FY 2021	FY 2022	Total	FY 2020	FY 2021	FY 2022	Total	FY 2020	FY 2021	FY 2022	Total	FY 2020	FY 2021	FY 2022
Architecture	Total	1	2	1	4	0	4	4	8	0	0	4	4	3	0	2	5	3	1	2
BRG On/Off Replacement	DAL	1	1	0	2	0	0	0	0	0	0	0	0	1	0	1	2	0	0	0
	DIV	0	0	0	0	0	0	2	2	0	0	0	0	1	0	1	2	1	0	1
	ELP	0	1	0	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0
	FTW	0	0	1	1	1	0	0	1	0	0	1	1	0	1	0	1	0	0	0
	HOU	0	0	0	0	1	0	0	1	0	0	0	0	1	0	0	1	0	0	0
	RSC	2	1	0	3	2	2	0	4	0	0	0	0	2	0	1	3	2	0	0
	SAT	0	1	0	1	0	1	0	1	0	0	0	0	1	0	0	1	0	0	0
	USC	1	0	1	2	1	0	1	2	1	0	0	1	1	0	0	1	0	1	1
	Total	4	4	2	10	5	3	3	11	1	0	1	2	8	1	3	12	3	1	2

FY2020 vs. FY2021 and FY2022 Work Authorization Requests

Run Date 1/12/2022

Work Authorization Count
By Discipline By Fiscal Year

DISCIPLINE	Service Center	FY 2020	FY 2021	FY 2022	Total
☐ Architecture	DIV	22	7	13	42
	FTW	1	0	0	1
	Total	23	7	13	43
☐ BRG On/Off Replacement	DAL	5	2	1	8
	DIV	7	0	4	11
	ELP	3	2	0	5
	FTW	1	8	2	11
	HOU	7	2	0	9
	RSC	14	7	1	22
	SAT	2	2	0	4
	USC	8	1	3	12
	Total	47	24	11	82
Bridge Design	AUS	1	0	0	1
	RSC	1	0	1	2
	Total	2	0	1	3
☐ Bridge Inspection	DIV	58	77	25	160
	HOU	7	0	0	7
	RSC	3	2	0	5
	USC	4	0	0	4
	Total	72	79	25	176

New TAC Rules Impacts to Contract Management

*Texas Transportation Commission
Effective date November 17, 2021*

Key TAC Changes Impacting Contract Management And Procurements:



- Window of Opportunity to issue a new work authorization has increased from 36 months to 48 months.
- Contract Project Manager (PM) may differ from Work Authorization PM
- Contract Term (Indefinite Deliverable) on non-federally procured contracts may extend beyond five years.
- Anticipate PS&E ID non-federal contract procurements to increase
- Most Schematic/Environmental procurements will implement federal process.
- Federally procured contracts terminate after five years.

Exception granted by FHWA: For federally procured contracts both FHWA and the Administration have granted a one-year extension to ID contracts terminating in the period from June 2021 through December 2022. This is in reaction to events which slowed down or suspended work in FY2021.

Doing Business with TxDOT



What can you do?



Providers – What can you do to help?



Track your current contract termination date and work authorization budget.!

COMMUNICATE 90 days ahead with TxDOT PM and the appropriate PEPS Service Center for revisions to contract and/or work authorization.

Perform QA/QC on all documents prior to submittal to PEPS for processing.

Develop realistic PROJECTED monthly expenditures to align with your work schedule (Specified Rate, unit costs) or deliverable submittals (TOD-Lump Sum) when asked by the Service Center.

Implement existing burn rates from similar projects to assist in developing projections for budget expenditures requested PEPS.

Invoice per the contract provisions which means no more frequently than monthly and NOT LATER than ninety days after the costs have been incurred.





Track your current contract termination date and work authorization budget.

COMMUNICATE 90 days ahead with your PEPS Service Center to request additional funds OR time for your contract.

Submit an Identification of Contract Need for work authorization assignment to your PEPS Service Center

Work Authorization Preparation:

- Tasks in scope MUST align with those in the work schedule and fee schedule.
- Review historical man-hours for tasks on similar projects to assess reasonableness of the proposed fees by a consultant.
- Assess the consultant's PROJECTED monthly expenditures to confirm with the work schedule and fee schedule (Specified Rate, unit costs) or deliverable submittals (TOD-Lump Sum) when asked by the Service Center.



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#EndTheStreakTX

End the streak of daily deaths on Texas roadways.