



# Precertification Program Updates

## PEPS Fireside Chats

Dan M. Neal, P.E., P.G.

Stacy James, P.E.



Professional Engineering Procurement Services

Procuring the most qualified consultants to deliver effective transportation solutions for Texas.

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# Program Updates



## Program Growth



86 new work categories



6 new work groups



Over 110 review officers



## New Program Areas



Rail systems



Marine vessels & facilities



Right of Way



Owner verification testing & inspection



Engineering management



O&M of alternative delivery projects



## More Space

Up to 20 Projects

New field for project description

New field for category description

## The Path to Full Implementation



March 1, 2022

- New categories became available in CCIS
- TxDOT began accepting applications for new categories
- TxDOT has not started using the new categories
- Retiring categories are still in use

Current

- TxDOT is continuing to accept and review applications
- TxDOT is monitoring program statistics
- TxDOT hasn't started using the new categories yet
- Retiring categories continue to be used

Future

- Retiring categories will be archived and will no longer be used
- New categories will be used on new procurements

# New Work Categories

# New Work Categories



- GIS and Data Analysis

## Group 1



- Protected Species Evaluations
- USFWS/ NMFS Consultation

## Group 2



- Traffic Operational Analysis

## Group 3



- Traffic Safety Analysis

## Group 4



- Structural Eng. for Overhead Sign Supports
- Assessment and Preservation of:
  - Common Bridge Types
  - Specialized Structures

## Group 5



- Non-Destructive Testing for Common and Specialized Structures
- Assessment and Preservation of:
  - Common Bridge Types
  - Specialized Structures

## Group 6





## Group 9

Active Transportation  
Planning



Pedestrian Facility Design

Accessibility Design



Bikeway Design



## Group 11

Railroad Coordination  
Management During  
Construction



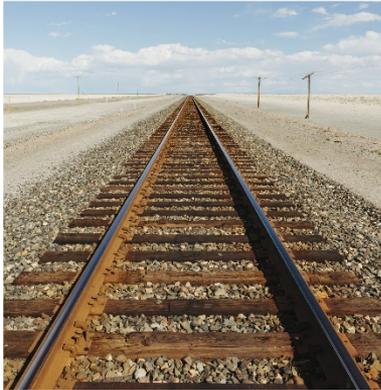
Construction Record  
Keeper





## Group 12

- Prefabricated Structural Materials Fabrication Plant Inspection & Testing
- Precast Concrete Fabrication Plant Inspection & Testing
- Structural Steel Fabrication Plant Inspection & Testing Technician
- Hot Mix Asphalt (HMA) Plant Inspection & Testing
- Coatings Inspection Task Leader
- Materials Testing Task Leader
- Cathodic Protection Task Leader
- Pavement Design Services
- Pavement Evaluation



## NEW: Group 13 - Rail Systems

- Rail Route and Design Studies
- Rail Infrastructure Analysis
- Rail Infrastructure Project Development
- Rail Traffic Management Systems
- Rail Construction Management

## Group 15

- Airborne LiDAR





## Group 16

- Interior Design



## Group 17

- Telecommunication & Data Network Design



## Group 18

- Utility Relocation Design



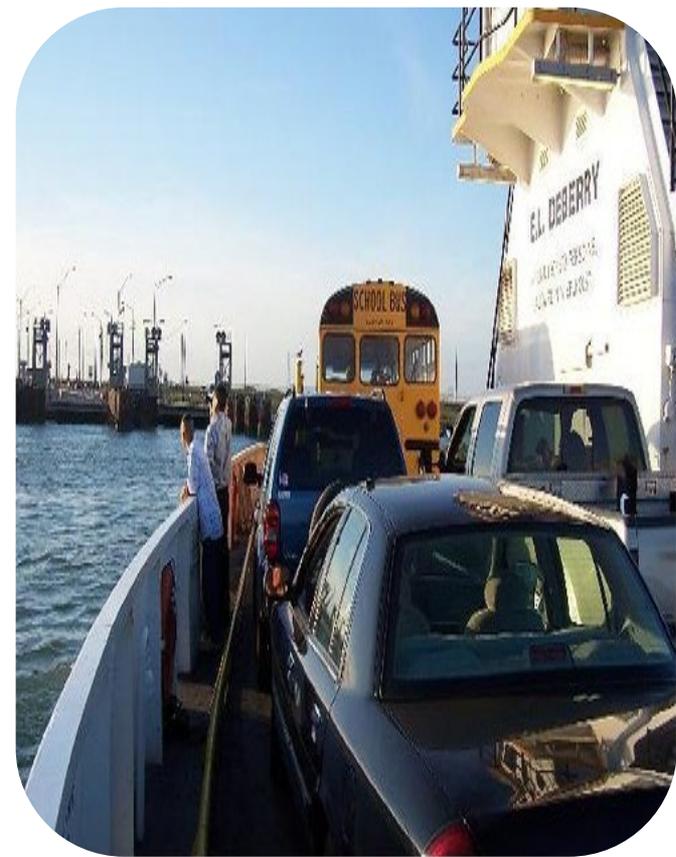
## Group 19

- Value Engineering
- Financial Plan Review & Development (D-B-B)



## NEW: Group 20 – Marine Vessels & Facilities

- Ferry Vessel Analysis, Design, and Inspection
- Structural Engineering for Buildings, Facilities, and Infrastructure Supporting Marine Shore-Side Functions
- Civil Engineering for Buildings, Facilities, and Infrastructure Supporting Marine Shore-Side Functions
- Electrical Engineering for Buildings, Facilities, and Infrastructure Supporting Marine Shore-Side Functions
- Plumbing Engineering for Buildings, Facilities, and Infrastructure Supporting Marine Shore-Side Functions
- Hydrodynamic Modeling
- Hydrographic Survey





## NEW: Group 21 – Right of Way

- Right of Way (ROW) Acquisition Services
- Right of Way (ROW) Acquisition Services Project Management
- Right of Way (ROW) Appraisal Services
- Right of Way (ROW) Negotiation Services
- Relocation Assistance Services
- Condemnation Support Services
- Disposal of Property Services





## NEW: Group 22 – Owner Verification Testing & Inspection

- Owner Verification Testing and Inspection-  
Project Manager
- Chief Inspector
- Owner Verification – Laboratory Manager
- QA/QC Process Verification for OVTI



## NEW: Group 23 – Engineering Management Services

- Alternate Delivery Procurement Manager
- Alternative Delivery Design & Construction Support Engineer
- Operations and Maintenance Support
- Debt-based and Equity- based Traffic and Revenue Studies (Engineering)
- Debt-based and Equity- based Traffic and Revenue Studies (Planning)
- Debt-based and Equity-based Traffic and Revenue Studies (Modeling and Forecasting)
- Traffic Projections
- Debt-based and Equity- based Traffic and Revenue Studies (Management)





## NEW: Group 23 – Engineering Management Services (cont.)

- Alternative Delivery Cost Estimator
- Document Control Using the Electronic Content Management System (ECMS)
- Project Finance Support
- Claims Analysis and Management
- General Engineering Consultant (GEC) Project Services (Contract Project Manager)
- Public Involvement for Alternative Delivery Projects
- Plan Review
- QA/QC Process Verification
- Project Office Operations





## NEW: Group 24 – O&M of Alternative Delivery Projects

- Operations and Maintenance (O&M) Project Manager (PM)
- Financial Plan Review and Development
- Maintenance Cost Estimating
- Operation and Maintenance (O&M) Assessment
- Operation and Maintenance (O&M) Inspection
- Operations and Maintenance Program Support
- Structural Inspection and Assessment
- Toll Elements Inspection and Assessment



## NEW: Group 24 – O&M of Alternative Delivery Projects (cont.)

- Toll Facilities Inspection and Assessment
- Toll Plaza Design
- Toll Plaza Construction Management
- Toll Plaza System Inspection
- Toll Traffic Impacts-Engineering Analysis
- Toll Traffic Impacts-Planning Analysis
- Toll Operations Planning Analysis
- Toll Operations Data Analysis



It's all  
about  
me

## Tips on Applying for Precertification:

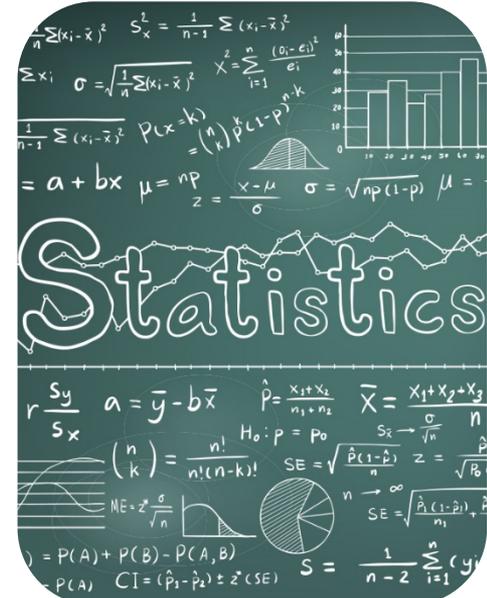
- Applications must be submitted using the CCIS online system
- Gather all your information before starting to enter data in CCIS
- Focus on the requirements stated for the category
- Describe what you personally did on each project. In other words, think “It’s all about me”.
- If precertification is denied, you can:
  - ask for clarification of the reason
  - update your application and reapply
- Don’t delay. Apply today!

# Program Statistics



## Overall Program Statistics

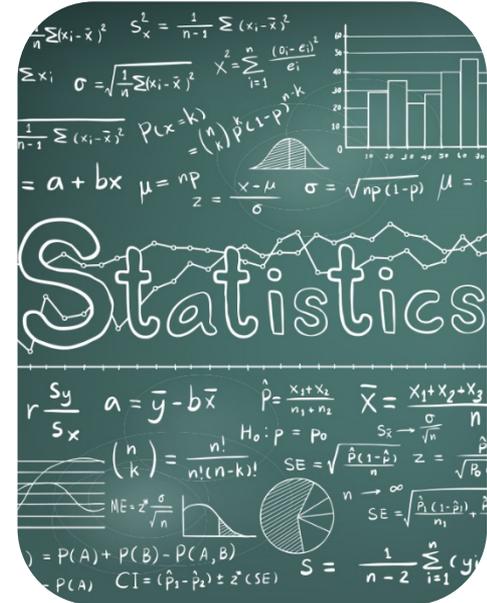
- 36,588 Precertifications
- 703 Active Precertified firms
- 8,508 Precertified Individuals
- 447 Applications Pending Review





## Statistics for New Categories

- 480 Applications received
- 218 Applications approved
- 262 Applications pending review





## Seven Categories have received no applications to date

17.4.2

Telecommunication  
and Data Network  
Design

20.1.1

Ferry Vessel  
Analysis, Design,  
and Inspection

20.5.1

Plumbing Eng.  
Supporting Marine  
Shore-Side  
Functions

20.7.1

Hydrographic Survey

21.3.1

Right of Way (ROW)  
Appraisal Services

21.7.1

Disposal of Property  
Services

24.6.3

Toll Facilities  
Inspection and  
Assessment

# Annual Firm Renewal Process



## Reminder



# Firm renewal:

Is required as stated in 43 TAC § 9.33 (i)

Is necessary to maintain contract eligibility

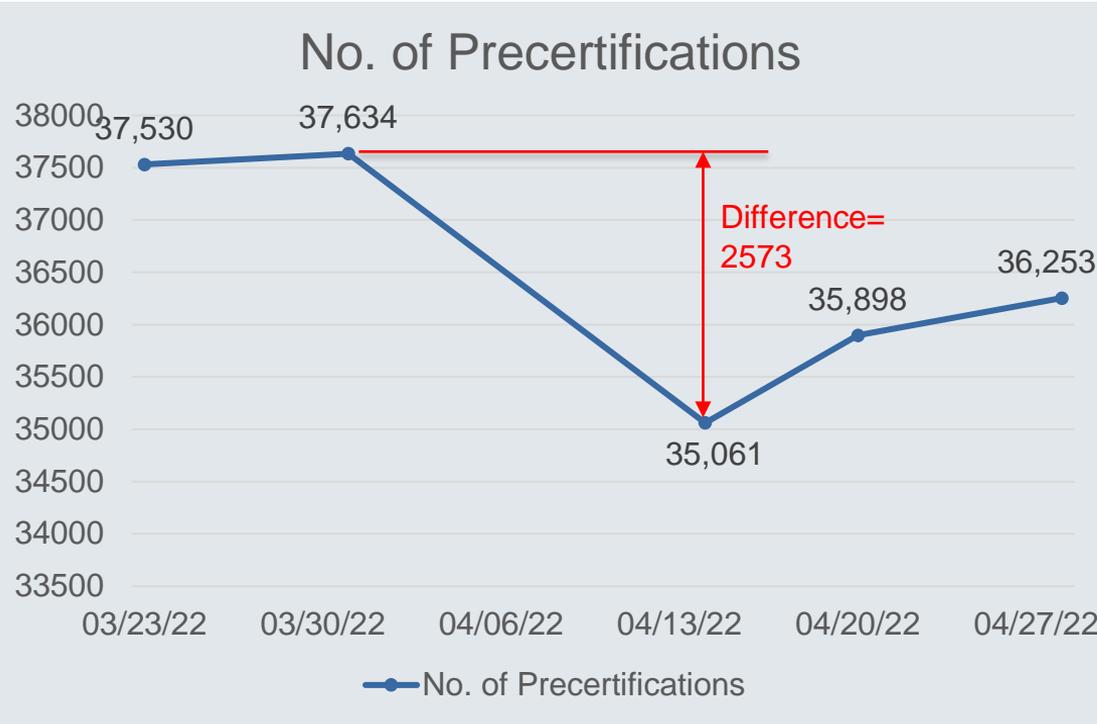
Must be completed by March 31 every year

Must be completed by the firm in CCIS

### Note:

Firms that don't complete the annual renewal process by March 31 are placed on "inactive" status.

# Annual Firm Renewal Process



## Did you notice the sudden drop?

Between March 31 and April 14, the number of Active Precertifications dropped by 2573.

## Why did this drop occur?

Firms that failed to complete the annual firm renewal process by March 31, became “Inactive” in CCIS.

This means all the precertifications held by the firm’s employees became inactive and no longer appear in the count of total precertifications.

## What should a firm do if it missed the deadline?

Log into the CCIS system and check the firm’s status. If the firm shows up as inactive, complete the annual renewal process ASAP.

Don’t let your firm’s “inactive” status be the reason your entire team is disqualified.

# Resources



For more information, visit the “Become Precertified” page at:

<https://www.txdot.gov/business/consultants/architectural-engineering-surveying/getting-started/precertification.html>



TAC rule reference

Application info

Work Category List

## Become Precertified

[Texas Department of Transportation](#) > [Business](#) > [Consultants](#)  
> [Architectural, Engineering and Surveying Consultants](#) > [Getting Started](#)

A firm must be precertified prior to being awarded a professional services contract with TxDOT. Firms must apply for precertification. The precertification process is outlined in the [Texas Administrative Code \(TAC\)](#).

### Eligibility

TxDOT precertifies individuals based on prior work experience. An employee demonstrates experience by describing the work done on past projects. Precertification is granted or denied based on this information. Precertification extends to the individual's firm.

The Precertification process is governed by:

- [State Laws and Rules](#)

### Prepare Your Application

Begin gathering information for the [application](#), and use the following codes:

- [Personal Certification Type](#)
- [Equipment Type](#)
- [Work Categories](#)



## Obtain User ID

### Obtain CCIS Access

Precertification application is completed through our online database system, the Consultant Certification Information System (CCIS Online). You must first gain access to the system to apply for precertification.

To gain access to CCIS Online, you must complete the following steps.

1. Obtain a User ID for using CCIS by completing the following three forms:

- [CCIS User Contact Information Sheet](#)
- [Request for External Access to TxDOT Information Systems](#) (Form 1980)
- [Information Security Compliance Agreement](#) (Form 1828b)

Scan the filled-out forms and combine them into one PDF file. Follow these [instructions](#) to submit the completed file.

2. Receive your assigned User ID (ACID) via email. Normal processing takes approximately ten days. The email will contain instructions for signing onto TxDOT's mainframe and CCIS Online. These instructions will include steps for obtaining your initial password and procedures for changing that password.

## Submit Application Through CCIS Online

### Apply in CCIS Online

1. Complete the web application in [CCIS Online](#).

2. Submit your application by selecting the "Send Notification" button, which notifies TxDOT that the application or update is complete.

3. TxDOT has 60 days to review your application after receipt of complete and accurate information. TxDOT will contact you when the precertification process is complete. You will be provided with a report of the outcome of the process.

## Maintain Precertification Status

### Maintain Status

- [Update](#) your precertification information any time your firm or employer's information changes.
- Submit for [annual renewal](#) between Jan. 1 and March 31 of each year for your firm.
- Maintain the correct [insurance requirements](#), depending on the project.

## Recommended Next Steps

- [Become administratively qualified](#) by an audit or self-certification.

## Resources

- [Frequently Asked Questions](#)
- [Updates to the Precertification Work Categories](#)

FAQs

## Contact Us

CCIS Online Administrator  
(512) 416-2218

[Email](#)

Contact Info



If you have questions,  
contact PEPS via email at:

[PEPS\\_CCIS\\_Precert@txdot.gov](mailto:PEPS_CCIS_Precert@txdot.gov)

or

[PEPS\\_COE\\_Process@txdot.gov](mailto:PEPS_COE_Process@txdot.gov)

# Questions

A person wearing a dark blue suit jacket and a light-colored shirt is holding a white rectangular sign with both hands. The sign has the word "QUESTIONS?" written on it in a bold, dark blue, sans-serif font. The person's hands are positioned at the bottom corners of the sign, and their fingers are slightly curled. The background is a plain, light gray color.

**QUESTIONS?**



## **Dan M. Neal, P.E., P.G.**

PEPS-Center of Excellence Director

 [dan.neal@txdot.gov](mailto:dan.neal@txdot.gov)

 (512) 416-2667

## **Stacy James, P.E.**

PEPS-Center of Excellence

 [stacy.james@txdot.gov](mailto:stacy.james@txdot.gov)

 (512) 416-2064