

# Consultant Contracts Changes Information Session and Q&A

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# Why? What is the goal?

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- Improve Professional Services Processing Time
  - Reduce time reformatting documents to meet current system
  - Reduce audit review comments
  - Standardize Task breakdowns
    - Improve negotiation time
  - Align contract fees (Appendix D) and fee proposals and eInvoice
    - Improve contract development time (“paperwork”)
    - Improve amendment review



All Documents will be on our website for reference and download:

<https://www.in.gov/indot/doing-business-with-indot/consultants/proposals-and-contracts/>

# Scope of Services – Appendix A

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- All RFPs should include a preliminary scope of services template
- We will accept consultant proposed scope of services that are more specific to the project but ask that the formatting requirements on our website are met to reduce re-work by contract specialists. These requirements are due to the needs of our contracting system.
- The Scope of Services should be numbered as categories are identified in work breakdown structure from top to bottom by overall category
  - Breakdown by task is not required but specific details of the project scope is encouraged.
  - Example:
    - Task 1 Project Management
    - Task 2 Environmental Services
    - Task 3 Topographical Survey Data Collection



# Scope of Services – Q & A

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Question: Will INDOT require any standard language in what a consultant submits as part of Appendix A? In other words, anything that we should be including as far as standard language that is a “must”?

Answer: No standard language is currently required. We will be rebuilding our Template Appendix A based on the new WBS in collaboration with INDOT subject matter experts that will be included in advertised items.

Scope of Services should include the following:

- Index of services to be provided - Services can be grouped by category (ex. Project Management, Project Intent and System Planning, Traffic Capacity and Operations Analysis, etc.)
- Each Service/Category should include a defined scope based on the scope of services meeting and other documents provided at advertisement and a list of deliverables
- One scope of services document should be provided (compile scope of services before submittal)

Keep in mind the scope of services should be updated for amendments that include additional services or other scope changes and should be provided as part of the amendment justification for review. Amendment scope of services should follow the same formatting requirements.

# Work Breakdown Structure (WBS)

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- How to use it:
  - Bring to Scope of Services meeting to identify services to be provided
  - Numbers are for reference only and align closely with consultant prequalification work types but numbering your Tasks in your proposal should be sequential.
  - Fees should be broken down by Tasks with a total for each that will be included in a summary of fees
  - Sub-tasks listed should be included as required based on the agreed upon deliverables from the scope of services meeting
  - Additional sub-tasks not provided in the WBS are encouraged to justify and breakdown hours
  - Exceptions to the listed tasks in the WBS – professional services for specialized studies or plans
  - The Work Breakdown Structure should cover 90% of all professional services contracts
    - For questions on where to include fees, coordinate with your contract lead or Gretchen West

# Work Breakdown Structure – Q & A

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Question: Can you describe the relationship between the very detailed WBS numbering and then how it ultimately gets portrayed (or narrowed down to) in the “TASKS” in Appendix A? It appears that in the consultant proposals submitted during the “soft implementation” over the past couple of months, the WBS numbering shown in the consultant proposal does not show up at all in Appendix A (scope) or Appendix D (payment) once the final contract is sent by INDOT to the consultant for execution.

Answer: Numbering is for reference and organization only. These number will not be included in the contract.

Question: Will this same format need to be used for time and materials (on-call) projects or will the on-call proposals be similar to years past?

Answer: Proposals for on-call contracts should utilize the Work Breakdown Structure moving forward.

Question: Does INDOT have a preference on how each task/sub-task is summarized? Do we need to provide a sub-total for each sub-task listed in the WBS 2.0, assuming we use that sub-task?

Answer: Each task should be summarized in an overall fee summary. Sub-total for each sub-task or deliverable is preferred but not required.

Question: Should expenses be included at the sub-task level, or rolled up into the “parent” task?

Answer: Yes, expenses should be included at sub-task level. Unit prices should include assumed expenses.

Example: Appraisal fee per parcel



# Work Breakdown Structure – Q & A

Question: Can you elaborate on how (if at all) the WBS numbering will be ultimately used in the E-invoicing process?

Answer: Numbering is for reference and organization only.

For reference; the image to the right is from the contract development side of eInvoice. During contract development in eInvoice, each task will be selected, and the agreed upon fee is added.

Below is what the Appendix D – Compensation section of the contract will look like.

## APPENDIX "D"

### Compensation

1. The CONSULTANT shall receive as payment for the work performed under this Contract the total amount not to exceed \$100,000.00 (Section 2 - \$100,000.00).
2. The CONSULTANT will be paid for the following services described in Appendix "A" on a lump sum basis. Payment will be in accordance with the following fee schedule:

Project Management	\$10,000.00
Environmental Documentation - CE	\$20,000.00
Topographical Survey	\$30,000.00
Road Design and Plans	\$40,000.00

For each lump sum item, the CONSULTANT will be paid based on the percentage of work performed. The CONSULTANT shall show computation of the completion percentage of each item. If a portion of work is completed for an item, then the CONSULTANT shall bill only for that work completed.

**Contract Items** Apply

- Contract Tasks
  - 0.0 Project Management
    - Project Management
  - 1.1 Project Intent & System Planning
    - Abbreviated Engineer's Report
    - Alternative Analysis
    - Engineer's Report
    - Interchange Access Request
    - Traffic Data Collection
    - Traffic Forecasting
  - 3.1 Traffic Capacity and Operations Analysis
    - Complex Traffic Capacity and Operations Analysis
    - Non-Complex Traffic Capacity and Operations Anal
  - 4.0 Traffic Safety Analysis
    - Traffic Safety Analysis
  - 5.1 Environmental Services
    - Air Quality Analysis
    - Archaeological Investigation
    - Construction Stormwater General Permit
    - Ecological Surveys
    - Environmental Documentation - CE
    - Environmental Documentation - EA/EIS
    - Environmental Documentation - Section 4(f)
    - Environmental Justice
    - ESA Screening and Phase 1 ESA
    - Historical/Architectural Investigation
    - Karst Evaluation
    - Noise Analysis and Abatement Design
    - Phase II ESA
    - Public Hearing
    - Public Information Hearing
    - Public Involvement
    - Red Flag Investigation
    - Stream and Wetland Mitigation
    - Waterway Permits
  - 6.1 Topographical Survey
    - Boundary Survey
    - Lidar Survey
    - Location Control Route Survey

# Proposed Rate Template

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Two versions:

- Construction Inspection with approved classifications
- General for use on all other contracts

In collaboration with External Audit, the worksheet was developed to reduce rework and provide better understanding of how rates should be developed and invoiced.

Only highlighted cells should be filled out.

Keep in mind: Current Certified Payroll should be submitted to External Audit if any changes since last selection or submittal.

[Externalaudit1@indot.in.gov](mailto:Externalaudit1@indot.in.gov)





# Proposed Rate Template – Q & A

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Question: Is this required for all contracts? Even lump sum?

Answer: Yes, this will expedite the audit review. Lump sum contracts should still be made up of the hours by classification rate. Audit reviews the rate to ensure that the proposed lump sum is calculated correctly.

Question: Should subconsultants provide a copy of this form to us to be included with ours or submitted by themselves separately?

Answer: Yes, subconsultants should provide this form also but subconsultants may send directly to the contract lead.

# Other Improvements

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- An Updated WBS will be uploaded to our proposal and contracts website with Instructions, Q & A, and example fee justification formatting with updated date.
- Selection Notification will reference proposal and contracts website for future reference.
- Please include the Contract/RFP number provided in the selection notification in submitted documents.
- Amendment fee justifications should reference changes to existing contract task fees and new amended task fees.
- [eInvoice@indot.in.gov](mailto:eInvoice@indot.in.gov)
  - Please use this email address for issues with invoicing
  - All emails or issues are tracked and help us to identify improvements
  - On-Call Task Assignments – Once selected for a task, if you are utilizing a new subconsultant, Proposed Rate Template should be sent to [eInvoice@indot.in.gov](mailto:eInvoice@indot.in.gov) for review and adding subconsultant rates for invoicing.