

Consultant Services Unit

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# Pre-Letting Services General Engineering Contractor (GEC) Master Contract Program | 2019

## Program Overview

This GEC Master Contract Program supports MnDOT’s needs for preconstruction design bid build project activities and services. There are eight Master Contract GEC consultants, and their Master Contracts define the general terms and conditions under which preconstruction services will be conducted. As specific needs are identified, Work Order Contracts will be executed to clearly define tasks, schedules, deliverables, staffing, and costs necessary to deliver the specific project tasks.

The Program is administered and managed by Michael Beer, Assistant Division Director – Engineering Services Division. Work Order Contracts related to specific projects, will be administered and managed by Consultant Services in close coordination with other districts and offices within MnDOT. Work Order costs need to be in between $100,000 and $1,000,000. A Work Order should not exceed $1,000,000 inclusive of all amendments. Disadvantaged Business Enterprises (DBE's), Targeted Group Businesses (TGB's) and Veteran Owned Businesses (VET) and any other certified small business should be a measurable component of each Work Order when appropriate. Whenever possible, MnDOT strongly encourages the use of certified DBEs, TGBs and VETs.

## What type of work can this Program be used for?

**Project Development. This includes, but is not limited to:**

* Bridge Specifications and Design Criteria
* Bridge Plans
* Bridge Visual Quality
* Road Design
* Geometric Layouts
* Noise Analysis
* Environmental Documentation
* Soils Survey and Letter
* Pavement Type Selection
* Soils Review and Approval
* Foundation Recommendations
* Public Involvement Meeting
* Traffic Engineering and Forecasting
* Surveying
* Utility Coordination
* Preliminary/Final Hydraulics Design
* Right-of-Way
* Scoping
* MnDOT Project Management Staff Development
* Special Project Documents
* Economic Analysis
* Permits
* Agreements
* Alternative Procurement Methodologies
* Visualization, 3D Design and 4D Scheduling
* P6 Scheduling
* Risk Analysis
* Project Cost Estimating (including conceptual and contractor style estimates)
* Other project development tasks

## Master Contract Consultants

* Alliant Engineering, Inc.
* HDR Engineering, Inc.
* Isthmus Engineering, Inc.
* Sambatek, Inc.
* Short Elliott Hendrickson, Inc.
* SRF Consulting Group, Inc.
* Toltz, King, Duvall, Anderson and Associates, Inc. (TKDA)
* WSB & Associates, Inc.

## When should I use this Program?

This Program is beneficial when MnDOT must act quickly to meet time, resource, or planning constraints. It is appropriate for time-sensitive situations where a letting cannot be met and we do not have the time to procure a consultant with an existing method.

For projects that fit under MnDOT’s Pre-Qualification Program, you should utilize all levels (Direct Select, Letter of Interest (LOI) or a Request for Proposals (RFP)) whenever possible.  For projects that are over $100K, this GEC Program provides a significant time savings benefit (see below). However, for contracts under $100K, the GEC Program provides little time savings compared to the Pre-Qualification Program.

## How do I get a contract/work order started?

1. Email Michael Beer to propose the anticipated Work Order (copy Kelly Arneson). Email must contain:
	* GEC Pre-Letting Selection Form (can be found on the Consultant Services website under the [Contract Documents](https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=6588864) tab).
	* Draft scope of work (if available).

***Michael Beer and/or Kelly Arneson will email you the reviewed GEC Pre-Letting Selection Form with team recommendations.***

* + Email the final team selection back to Michael Beer and Kelly Arneson along with anticipated sub-consultants. Kelly Arneson will email a Work Order Contract Number if approved.
1. If TTAA applies, complete in-house estimate Privatization Form and email to Kelly Arneson. If you need assistance with the in-house estimating form, contact Lynn Poirier. Follow the TTAA process and guidance at [**Consultant Services Internal Resources**](http://www.dot.state.mn.us/consult/internalresources.html).
2. Conduct negotiations with the assigned GEC consultant and finalize the scope of work, including the tasks, schedule, deliverables/due dates, and team.
3. Complete the Fixed Fee Rate Worksheet and then email it to Michael Beer and Kelly Arneson for approval. They will email you back with the approval. Use only the approved Fixed Fee Rate when negotiating cost with the consultant.
4. After approval of the fixed fee, negotiate and finalize the budget (note, you can contact Kelly Arneson for Pre-Award Audit/company information). The vast majority of the Work Orders will be Cost Plus Fixed Fee format so be sure the consultant provides a complete breakdown for labor (i.e. personnel/hours/rates, per task), with the Overhead Rate and Fixed Fee applied to the total labor costs, expenses (units/rate, and be sure to follow current travel regulations for travel expenses) and subcontractor costs, (with labor and expenses broken down similarly to the Contractor’s) – note, while a broken down subcontractor budget is always welcomed, it is required if the subcontractor’s costs exceed $10,000.
5. Complete and submit the Requisition Package. The Requisition Form can be found on the Consultant Services website under the [Contract Documents](http://dotapp7.dot.state.mn.us/eDIGS_guest/DMResultSet/UrlSearch?folderid=525083&columns=docnumber,docname,abstract,last_edit_date&columnheaders=Doc%20Number,Title,Description,Last%20Edited) tab. Complete the document called **Requisition Form – GEC Work Order**. Once complete, submit the Requisition Form and the final scope and budget to Kelly Arneson in Consultant Services (cc Kelly Arneson).

***Kelly Arneson will complete and execute the Certification Form and Work Order Contract. Kelly will also send final consultant budget to finance to process the B estimate for TTAA applicable contracts.***