

Capital Improvements Program

Miscellaneous Work Order Policy and Procedures

Policy

CIP will maintain pools of consultants under annual contracts for the provision of professional services on an as needed basis. These contracts are known as Miscellaneous Professional Services (Miscellaneous Agreements) awarded in accordance with Florida Statute 287.055. Other professional services not covered under this Florida Statute, such as testing services, will also be maintained under contract. The Contracts Division will be responsible for soliciting, awarding, and managing these Agreements.

The Contracts Division of CIP will utilize a Work Order process for assigning work to these Consultants.

Overview

There are two methods to select consultants. The first is to issue a one time solicitation and award a project specific contract. The second is to utilize a pre-approved Agreement for miscellaneous services. While there is no limitation on the value of a project that can be awarded under a Miscellaneous Agreement each project should be evaluated to determine which method should be utilized. These procedures do not apply to the selection of testing firms.

CIP management staff will determine the disciplines or types of professional services, based on needs, to be placed under Miscellaneous Agreements and the number of firms to be placed under contract. Once firms are under contract they will be placed in a database system that will be maintained on the network. CIP anticipates having a module in place in TRACS that will provide CIP staff with information on all of the available Miscellaneous Agreements. Currently a copy of each contract is available on the network and the CIP webpage. For network access go to the Riverside server, select Capital Improvements Program, and then select the Contract Files folder. The spreadsheet which tracks the balances remaining on each Miscellaneous Agreement is available at the following link will be available on the network.

The selection of a consultant from those under contract, to be used on a project, will be based on the following:

- Approximate equality in value to other Work Orders issued
- Unique project needs
- Current volume of consultant's work
- Specific expertise of design consultant relative to project needs
- Consultant's staff expertise.

A consulting firm should not be contacted for a proposal without the prior involvement of the Contracts Division.

To ensure the availability of consultants, if after a consultant has been assigned and one of the following occurs, the Assistant Director-Production will be notified, with copies to the Team Leader and Project Manager, that the assignment of the consultant has been rescinded.

- CIP and the Consultant are not able to reach an agreement on scope, cost, or timeline for the project.
- A period of three (3) months has gone by without a Work Order being submitted for approval

- A project is placed on hold or cancelled.
- This rescission may be modified based on discussions between the Contracts and Production Assistant Directors, and/or the Director. This action is necessary as Contracts Division must pre-encumber the anticipated cost to ensure the available contract balance is properly tracked and projected.

Procedures

Process Steps

1. Project Manager identifies need for Consultant
2. Assistant Director-Production notifies Assistant Director-Contracts of Consultant requirements, including type of consultant, brief scope and estimated value of the services to be provided.
3. Contracts Division provides the name of the Consultant to Project Manager via e-mail with a copy to the Team Leader and the Assistant Director-Production.
4. Project Manager obtains proposal from Consultant utilizing Form 116 and Form 117. For CEO services Form 118 is to be used in place of Form 117
5. Upon receipt of proposal Project Manager will provide a copy of the proposal to the Contracts Division for review.
6. Contracts Division will provide comments and issues to Project Manager.
7. Project Manager will negotiate with Consultant, with the assistance of the Contracts Division, if requested.
8. Upon completion of negotiations Project Manager will prepare the Work Order Form, Form 119.
9. Project Manager will obtain Team Leader's and Assistant Director-Production's approval.
10. Project Manager will then submit Work Order Form, Consultant's proposal and PAF to Contract Division for review. Work Order Form will not be approved without signed PAF.
11. Work Order Form, and Consultant's proposal will be reviewed and the following action taken.
 - a. Approve, without changes
 - b. Approve, after effecting changes in coordination with the Project Manager and Consultant.
 - c. Disapprove, and return to Project Manager. The basis for rejection will be provided to the Project Manager, Team Leader, and Assistant Director-Production.
12. Contracts Division forwards Work Order Form to Director for approval.
13. Director's Office returns to Contracts Division.
 - a. If rejected, Work Order is returned to PM with explanation.
14. Contracts Division forwards approved Work Order to Accounting Section to prepare Purchase Order.
15. Accounting Section submits requisition to Purchasing Department.
16. Contracts Division confirms that Purchase Order is issued by checking the Work Order Log
 - a. Contracts Division assists Accounting Section in resolving any issues Purchasing Department may raise.
17. Contracts Division issues Notice to Proceed

NOTES:

- a. These steps also apply for additional services under a previously approved Work Order.
- b. Even though the contractual period of an Agreement has expired the Agreement remains in effect on Projects where a Work Order has been approved prior to expiration. Supplemental Work Orders may be approved. However, no new project work orders can be issued.

Contracts Division's Roles and Responsibilities

In addition to the solicitation and award of Miscellaneous Agreements the Contracts Division is responsible for managing the Work Order Process (WOP). The following details the process and procedures the Contracts Division staff is to use in managing the WOP.

Assigning of Consultants

During the life of the Agreements we want to ensure that there is parity among the Consultants. However, as noted in the Overview there are other factors that may impact the selection of a consultant for a specific project.

The Project Manager or Team Leader will coordinate with Contracts Division staff to obtain a consultant in instances when the next available consultant, based on equitable distribution, is to be utilized. In all other instances the Assistant Director- Production will coordinate with the Assistant Director-Contracts to select the consultant to be used.

The Project Manager or Team Leader must identify the discipline required, project title and B number, brief scope of work, and estimated cost.

Upon assigning a consultant the Contracts Division staff person will access the consultant work order spreadsheet and enter the information provided. This will pre-encumber the funds and reduce the available balance.

Receipt of Consultant's Work Order Proposal

Upon receipt of the Consultant's Work Order Proposal the Project Manager will provide a copy to the Contracts Division staff responsible for managing the Work Order Process. Contracts Division will:

- Ensure correct forms and format were used
- Confirm that personnel positions titles (Titles) identified correspond to the Agreement
- Confirm that hourly rates match Titles
- Confirm sub-consultants are listed in Agreement
- Review Proposal for contract compliance
- Ensure no terms or conditions have been added or modified
- Make sure deliverables and compensation correspond
- Check insurance

Based on the review the following actions should be taken by the Contracts Division:

- Advise the PM by e-mail that the Proposal as submitted is correct.
- Advise PM of the errors and actions to be taken.
 - Rates need to be corrected
 - Position classification and sub-consultants that need to be added to the Agreement. (A letter must be submitted by the Consultant to the Contracts Division to add the personnel, rates and Subconsultants to the Agreement.
 - Terms and conditions or other items that must be deleted.
 - Insurance is expired. Contracts Division will contact Consultant to obtain updated insurance certificates and may request assistance of the Project Manager.
 - Any other issues or items that must be corrected or addressed.

Review of Work Order Form & Final Proposal

Upon receipt of the Work Order Form an initial review should be done to ensure that the following is included or has been completed. Should any of these be missing the

documentation must be returned to the Project Manager, with a notification sent to the Assistant Director-Production and the Team Leader.

- Work Order Form is filled out and signed by the PM, Team Leader, & AD-Production
- PAF is included and has been approved
- Work Order Proposal (Proposal) is included and signed by the Consultant

After completing the initial review a more in-depth review is required. The following identifies the review areas, process, and actions to be taken based on the review.

- Have all of the issues and items previously identified to the Project Manager been resolved or corrected.
 - Letter received to add personnel classification and/or rates
 - If no, notify Project Manager that letter has not been received and that Project Manager needs to follow-up with Consultant.
 - Letter received to add Subconsultants with applicable rates and personnel classifications.
 - If no, notify Project Manager that letter has not been received and that Project Manager needs to follow-up with Consultant.
 - Insurance Certificate(s) received
 - If no, notify Project Manager and then contact Consultant to obtain
- Does the information on the Work Order Form match or correspond to that contained in the Consultant's Proposal.
 - If no, have Project Manager revise Work Order Form
- Have any additions or deletions been made to the Consultant's Proposal that were not reflected in the initial WOP(s).
 - If yes, take appropriate action based on these Procedures

Once all issues and/or deficiencies have been addressed the Assistant Director-Contracts will approve the Work Order Form and the Contracts Division will submit the Work Order Form and supporting documents to the Director for approval. Upon approval of the Work Order Form the Director will return the Work Order Form and its supporting documentation to the Contracts Division

The Contracts Division will then forward all of the documentation to Financial Division for the preparation of a requisition in Oracle. The Financial Division will advise the Contracts Division of the requisition number and the Contracts Division will follow-up to ensure a purchase order is issued. Contracts Division will also assist the Financial Division in addressing any issues that may be raised by the Purchasing Department.

Once the Contracts Division confirms the issuance of a Purchase Order the Contracts Division will issue a Notice to Proceed.

At this point the Contracts Division will finish its update of the Consultant's tracking spreadsheet and no further action will be taken.

NOTE: The same process will be also be followed for supplemental work orders.

Project Manager's Roles and Responsibilities

Initial Action

Once the need for a consultant is identified and it is determined that the best course of action is to use an Agreement the Project Manager will prepare the following:

- Scope of Work
- Timeframe for completing the work
- Schedule of Deliverables
- PAF (if one has not been completed and approved)

Selection of Consultant

If no specific requirements are required with the identified discipline the Project Manager will request the next available consultant. In instances where there are specific requirements that will impact the selection from the available pool of Consultants. The Assistant Director-Production and the Assistant Director-Contracts will review the requirements and determine which consultant should be selected.

Initial Meeting with Consultant

At this meeting the Project Manager will:

- Provide an overview of the project, including estimated cost of construction
- Provide the scope of work to be performed by the Consultant
- Identify the deliverable and the time for completion of design & permitting functions
- Provide the most recent Work Order Proposal Form (consultant can be directed to download the form from CIP's webpage)
- Provide a timeline for submission of Work Order Proposal

A site visit may be conducted or the meeting may be held at the site.

Receipt & Review of Initial Work Order Proposal

Upon receipt of the initial Proposal the Project Manager will:

- Provide copy of Proposal to Contracts Division for review.
- Review the Proposal
 - Does Proposal adequately address the scope of work
 - Are the deliverables correct and, if necessary, clearly defined
 - Are the timelines for the deliverables reasonable
 - Is the proposed cost fair and reasonable
 - Are the personnel classifications correct for the tasks to be performed
 - Are the hours assigned to each task for each classification reasonable
 - Do the deliverables and payment milestones correspond
- Receive and review comments from Contracts Division (discuss with Contracts Divisions as necessary)
- Notify consultant in writing (letter or e-mail) of required revisions or issues to be addressed.

Review of Revised Work Order Proposal

Upon receipt of the revised Proposal the Project Manager will:

- Review Proposal to ensure that all required revisions/issues have been made or addressed

- Ensure that no other changes have been made in areas that were previously reviewed and accepted
- Resolve remaining issues with Consultant
- Upon acceptance of the Proposal the Project Manager will prepare a Work Order Form in accordance with these procedures.