

# Consultant Contracts

Eric Pelfrey, P.E. – Division of Professional Services

Jim Fisher – Office of Information Technology

# Business Value

- **Reduce Time**
  - Reduce time from Advertisement - Notice to Proceed to 100 days
- **Better Cost & Product**
  - Improve Estimation and Negotiation Process
    - Consistency in Estimates
  - Replace Lost Experience
    - Historical As Negotiated Pricing Research Tool
    - Updated Production-Hour Range Sheet
- **Replace Manual Document Creation Process**
  - Increase Consistency & Reduce Human Errors
  - Increase Efficiency
- **Increase Ease of Managing Consultant Information**
  - Upgrade Existing Database

## Information Technology Upgrades

- **New Consultant Management Database**
  - 217 firms in system
  - Information from prequalification application
  - Updated contacts for each firm
  - Prequalification categories and status
- **Enhanced Data Management**
  - Automation will reduce errors and time to process contracts and modifications
  - All users have access
  - Allow for more detailed and accurate reporting

## Information Technology Upgrades

- New Contract Management Database
  - Professional Services has begun using this system
    - Draft project advertisements and monthly Bulletins
    - Create and submit production-hour estimates
    - Write contracts, modifications, and other standard format documents
    - Monitor contract status and project schedule
  - Planning, Environmental, Structure Design, Geotechnical Services, Right-of-Way, Traffic, etc.
  - Consultants will eventually submit estimates

# Solution Components

## Advertising

- Management of
  - Consultants & Prequalifications
  - Contract Status
- Automated Document Generation
  - Advertisements & Bulletins
- Electronic Approval Workflows
  - Email Notifications & Reminders

## Selecting

- Management of
  - Procurement Schedule Events
- Automated Document Generation
  - Selection Process Forms
- Automated Notifications

## Estimating

- Management of
  - Production Hour Estimates
- Research Tools
  - Historic As-Negotiated Estimates
  - Consultant vs Department Estimate Comparisons
- Electronic Approval Workflows
  - Email Notifications & Reminders

## Contracting

- Automated Document Generation
  - PDC Meeting Agenda
  - Contract & Notice to Proceed
- Electronic Approval Workflow
  - Contract Review

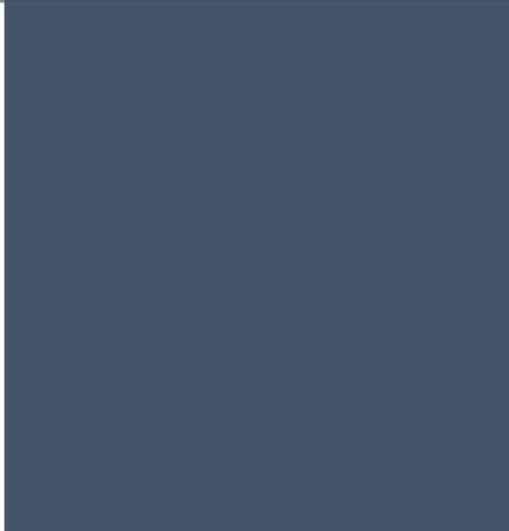
# Site Navigation

The screenshot shows a web browser window with the address bar containing the URL <https://kytc.sharepoint.com/sites/profsvcs/default.aspx>, which is highlighted with a red box. Below the browser window is the Office 365 header with the text "Office 365" and navigation options "BROWSE" and "PAGE". The main content area features a yellow diamond logo with a black "K" and an arrow pointing up and right. To the right of the logo is the text "Professional Services" in a large font, with "Contract Management" and "Consultant Management" listed below it. "Consultant Management" is highlighted with a red box. Further right are the links "AdminApp" and "Recent" with a dropdown arrow. Below this navigation area, the text "Professional Services" is displayed in a large, light blue font.

# Consultant Management

- Consultant Contact Information
- Pre-Qualification Services
- Edited only by Professional Services
- Viewable by all users

# Consultant App Cookbook



## KYTC Professional Services

Consultant App Cookbook

Last Modified: July 7, 2014

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# Consultant Management

[Back to site](#)

## Consultants

Name ▲	Address ▼	City, State Zip ▼	Consultant Phone ▼	Primary Contact ▼	Renewal Due Date ▼	DBE ▼
3Di, LLC	200 Mero Street	Frankfort, KY 40601			1/1/1970	
5H Technolgy, Inc.*	110 S Third Street	Paducah, KY 42001	270-448-0755	Crystal Hutcheson	2/1/2015	✓
Abbie Jones Consulting*	1022 Fontaine Road	Lexington, KY 40502	859-559-3443	Abbie Jones	12/1/2014	✓
Accurus, LLC	2408 Chatterworth Lane	Louisville, KY 40242	502-749-7442	Scott Moser	1/1/2015	
Adam Kirk	137 McClelland Springs Drive	Georgetown, KY 40324	859-421-2567	Adam Kirk	2/1/2015	
Adams, Blake Engineering, Inc.	29 Atkins Street	Stanton, KY 40380	606-663-2722	Blake Adams	3/1/2015	
AECOM Technical Services, Inc.	303 East Wacker Drive Suite 600	Chicago, IL 60601	312-938-0300	Denise Casalino	10/1/2014	
AGE Engineering Services, Inc.	165 Foster Lane	Stanford, KY 40484	606-365-8362	Douglas Gooch	5/1/2015	
Air Survey Corporation	200 Mero Street	Frankfort, KY 40601			1/1/1970	
Alfred Benesch & Company	205 N. Michigan Ave., Suite 2400	Chicago, IL 60601	312-565-0450	James Blanusha	2/1/2015	
Allen Engineering, Inc.*	2509 Lenlake Court	Lexington, KY 40513-1426	859-229-7362	Lilli M. Allen	9/1/2014	✓
AMEC Environment & Infrastructure, Inc.	11003 Bluegrass Parkway, Suite 690	Louisville, KY 40299	502-267-0700	James Shepard	1/1/2015	
American Consulting Engineers	200 Mero Street	Frankfort, KY 40601			1/1/1970	
American Engineers, Inc.	65 Aberdeen Drive	Glasgow, KY 42141-8238	270-651-7220	Ben T.Quinn	3/1/2015	
American Structurepoint, Inc.	7260 Shadeland Station	Indianapolis, IN 46256	317-547-5580	Cash Canfield	10/1/2014	
Anne Morris & Associates, LLC*	425 Holly Street	Columbia, SC 29205	803-429-7849	Anne Morris	3/1/2015	✓
Apex Companies, LLC	15850 Brabbs Branch Way, Suite 200	Rockville, MD 20855	301-417-0200	Donald Olinger	5/1/2015	
Apogee Environmental and Archaeological, Inc.	208 Main Street	Whitesburg, KY 41858	606-633-7677	Katie Owens	2/1/2015	
Applied Pavement Technology, Inc.	115 W. Main Street , Suite 400	Urbana, IL 61801	217-398-3977	Kathryn Zimmerman	5/1/2015	
ARCADIS, U.S., Inc.	213 Court Street, Suite 700	Middletown, CT 06457	860-503-1500	Roy Cooper	11/1/2014	
Archaeological Consulting						



Create Consultant

# Consultant Management

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← Consultant: American Engineers, Inc.

**Details** Contacts Prequalifications

Phone  
270-651-7220

Website  
american@aei.cc

Address 1  
65 Aberdeen Drive

Address 2

City State Zip  
Glasgow KY 42141-8238

Renewal Due Date Action  
02/28/14

Employee Count  
68

Professional Engineer Count  
58

KY Employee Count

KY Professional Engineer Count  
17

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← Consultant: American Engineers, Inc.

Details **Contacts** Prequalifications

Ben T.Quinn	270-651-7220 65 Aberdeen Drive
Primary Contact	Glasgow, KY 42141-8238
Ben Quinn, Jr.	270-651-7220 65 Aberdeen Drive
Not the Primary Contact	Glasgow, KY 42141-8238
Kenneth Young	270-651-7220 65 Aberdeen Drive
Not the Primary Contact	Glasgow, KY 42141-8238
Richard Tutt	270-651-7220 65 Aberdeen Drive
Not the Primary Contact	Glasgow, KY 42141-8238

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← Consultant: American Engineers, Inc.

Details Contacts **Prequalifications**

**Roadway Design**

None	Full	Conditional	
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Rural Roadway Design
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Urban Roadway Design
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Surveying
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Photogrammetry And Related Services
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Advanced Traffic Engineering Design and Modeling

**Structure Design**

None	Full	Conditional	
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Structure Design - Spans Under 500'
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Structure Design - Spans Greater than 500'

**Traffic Engineering**

None	Full	Conditional	
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Traffic Engineering Services
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Electrical Engineering Traffic Signal Services
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Electrical Engineering Roadway Lighting Services

**Construction Engineering Services**

None	Full	Conditional	
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Structural Steel Fabrication Inspection
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Bridge Painting Project Inspection
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Bridge Painting Project Management
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Construction Project Supervision
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Construction Scheduling / Claims Analysis

**Transportation Planning / Corridor Planning**

None	Full	Conditional	
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Highway Planning Services
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Transportation Corridor & Systems Planning
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Road Centerline Data Collection
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Traffic Data Collection

# Contract Management

- Creating a Draft Advertisement
- Entering Consultant Selection Information
- Utilizing Comparable Projects for Estimating
- Negotiating Production-Hours
- Viewing the Status of a Contract & Documents
- Approval Workflows

# Contract App Cookbook

## KYTC Professional Services

Contract App Cookbook

Last Modified: August 18, 2014

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# Deployment and Training Schedule

## Consultant Management

- Deployed in late June
- Prequalifications database
- Consultant information

## Contract Management

- Deployed to Professional Services in late July
- Implementation and Training
  - October and November
- Online Refresher Training
  - December



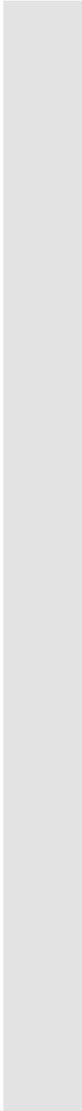
# Advertising

Selecting

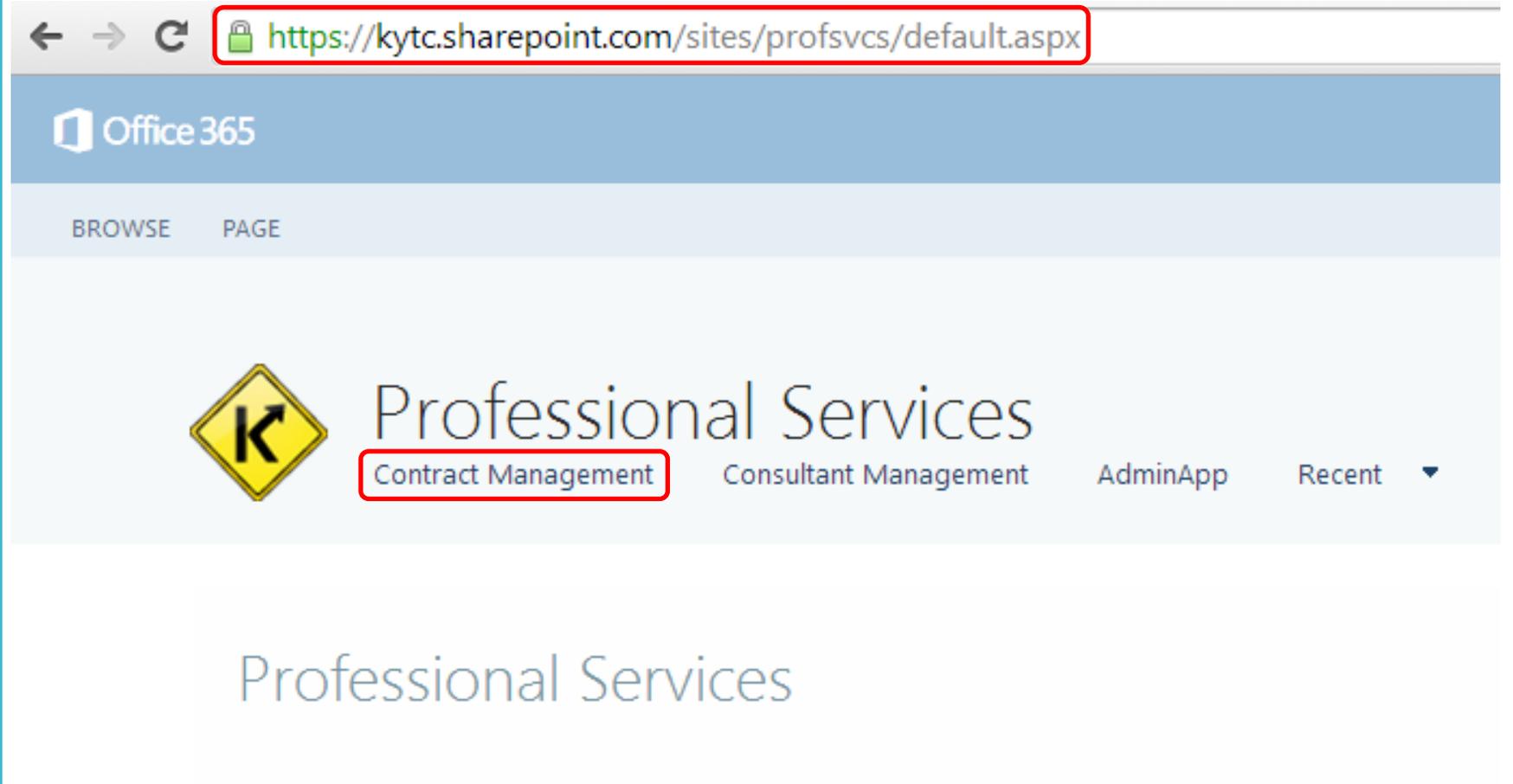
Negotiating

Contracting

Demo – Selecting a Project and Creating a Draft Advertisement



# Drafting Advertisements



The screenshot shows a web browser window displaying a SharePoint site. The address bar at the top shows the URL <https://kytc.sharepoint.com/sites/profsvcs/default.aspx>, which is highlighted with a red box. Below the address bar is a blue header bar with the Office 365 logo and the text "Office 365". Underneath this is a light blue navigation bar with the words "BROWSE" and "PAGE". The main content area features a yellow diamond-shaped logo with a black "K" and an arrow pointing up and to the right. To the right of the logo is the text "Professional Services". Below this text is a horizontal menu with four items: "Contract Management" (highlighted with a red box), "Consultant Management", "AdminApp", and "Recent" with a downward arrow. Below the menu is a large, light blue box containing the text "Professional Services".

## Professional Services

**Open Contracts** [Closed Contracts](#) [Bulletins](#)

Agreement Number	Primary Project Item Number	Type	Description	Phase	County	Route	Prime Consultant
2012-09-201320	01-0100.00	Project-Specific	LOCATION STUDY TO CONSIDER REPLACEMENT OPTIONS FOR THE US 51 BRIDGE OVER THE OHIO RIVER NEAR CAIRO, ILLINOIS. (B21). (06KYD)	Preliminary	BALLARD	US 51	CDM Smith, Inc.
2002-10-200352	01-0115.00	Project-Specific	PADUCAH-WICKLIFFE RD; 4-LANE US-60 FROM STAFFORD ROAD TO BETHEL CHURCH ROAD (INCLUDES KEVIL BYPASS)(TO BE LET WITH 1-115.10) (06CCR)(12CCR).	Preliminary	BALLARD	US 60	American Engineers, Inc.
2007-11-200819	01-0117.00	Project-Specific	IMPROVEMENTS TO US-68 TO PROVIDE LEFT TURN LANES FOR MARSHALL CO. HIGH SCHOOL AND CHRISTIAN FELLOWSHIP HIGH SCHOOL.(08CCR)(12CCR)	Preliminary	MARSHALL	US 68	American Engineers, Inc.
2013-04-201368	01-0152.00	Project-Specific	MAJOR WIDENING OF US 62 FROM KY 998 TO PADUCAH INFORMATION AGE PARK. (12CCR)	Preliminary	MCCRACKEN	US 62	
	01-0153.00	Project-Specific	UPGRADE KY 1286 (FRIENDSHIP ROAD) FROM US 45 TO NEW HOLT ROAD IN PADUCAH. (PRELIMINARY ENGINEERING) (12CCR)	Preliminary	MCCRACKEN	KY 1286	QK4, Inc.
2013-05-201354	01-0180.10	Project-Specific	CADIZ-AURORA; FROM 200 METERS WEST OF KY-1489 TO 200 METERS WEST OF PETE LIGHT SPRING ROAD.(10CCR)(12CCR)	Preliminary	TRIGG	US 68	Strand Associates, Inc. c/o PEH
	01-0180.11	Project-Specific	CADIZ-AURORA; FROM 200 METERS WEST OF PETE LIGHT SPRING ROAD TO CADIZ BYPASS (GRADE, DRAIN & SURFACE)(10CCR)	Preliminary	TRIGG	US 68	
2009-06-201051	01-0180.60	Project-Specific	CADIZ-AURORA; BRIDGE OVER LAKE BARKLEY (TOTAL CONSTRUCTION COST IS \$165 MILLION)(2006BOPP); (111B00020N)(10CCR)	Preliminary	TRIGG	US 68	
2007-03-200762	01-0180.70	Project-Specific	CADIZ-AURORA; BRIDGE OVER KENTUCKY LAKE (ESTIMATED CONSTRUCTION PHASE COST IS \$165 MILLION); (079B00023N)(10CCR)	Preliminary	MARSHALL	US 68	Baker Michael, Jr., Inc.
1997-05-749697	01-0181.00	Project-Specific	FROM AURORA TO MAYFIELD	Preliminary	CALLOWAY	KY 80	Johnson, Depp & Quisenberry
	01-0181.00	Project-Specific	FROM AURORA TO MAYFIELD	Preliminary	CALLOWAY	KY 80	
1997-01-719697	01-0181.20	Project-Specific	MURRAY-MAYFIELD RD; FROM US-641 TO MAYFIELD	Preliminary	CALLOWAY	KY 80	
2013-09-2013105	01-0181.50	Project-Specific	MURRAY-MAYFIELD RD; FROM KY 303 SOUTH OF MAYFIELD, NORTHWEST TO JULIAN M. CARROLL PARKWAY (PURCHASE PARKWAY). (EXTENSION OF 1-181.30)	Preliminary	GRAVES	KY 303	

Drafting  
Advertisements



Create  
Project-  
Specific  
Contract



Create  
Statewide  
Contract

# Drafting Advertisements

services

Contracts Bulletins

Type	Description	County	Route
Project-Specific	LOCATION STUDY OVER THE OHIO R	BALLARD	US 51
Project-Specific	PADUCAH-WICKLI ROAD (INCLUDES I	BALLARD	US 60
Project-Specific	IMPROVEMENTS T SCHOOL AND CHR	MARSHALL	US 68
Project-Specific	MAJOR WIDENING (12CCR)	MCCRACKEN	US 62
Project-Specific	UPGRADE KY 1286 PADUCAH. (PRELIM	MCCRACKEN	KY 128
Project-Specific	CADIZ-AURORA: F LIGHT SPRING ROA	TRIGG	US 68
Project-Specific	CADIZ-AURORA: F BYPASS (GRADE, D	TRIGG	US 68
Project-Specific	CADIZ-AURORA: B MILLION)(2006BO	TRIGG	US 68
Project-Specific	CADIZ-AURORA: B COST IS \$165 MIL	MARSHALL	US 68
Project-Specific	FROM AURORA TO	CALLOWAY	KY 80
Project-Specific	FROM AURORA TO	CALLOWAY	KY 80
Project-Specific	MURRAY-MAYFIE	CALLOWAY	KY 80
Project-Specific	MURRAY-MAYFIELD RD: FROM KY 303 SOUTH OF MAYFIELD, NORTHWEST TO JULIAN M. CARROLL PARKWAY (PURCHASE PARKWAY), (EXTENSION OF 1-181.30)(00CCR)	GRAVES	KY 303

### Create Project-Specific Contract

Phase: Preliminary

District: 12

Item Number: 0198.00

Item Description: IMPROVE KY 194 FROM US 119 RAMP NEAR SMITH FARMS BOTTOM (CR 1458) TO NEAR DESKINS BRANCH CULVERT

Functional Class: Local

Terrain Type: Mountainous

Urban Rural Type: Rural

# Drafting Advertisements

Type	Description	Phase	County	Route
Project-Specific	LOCATION STUDY TO CONSIDER REPLACEMENT OPTIONS FOR THE US 51 BRIDGE OVER THE OHIO RIVER NEAR CAIRO, ILLINOIS. (B21). (06KYD)	Preliminary	BALLARD	US 51
Project-Specific	PADUCAH-WICKLIFFE RD; 4-LANE US-60 FROM STAFFORD ROAD TO BETHEL CHURCH ROAD (INCLUDES KEVIL BYPASS)(TO BE LET WITH 1-115.10) (06CCR)(12CCR).	Preliminary	BALLARD	US 60
Project-Specific	IMPROVEMENTS TO US-68 TO PROVIDE LEFT TURN LANES FOR MARSHALL CO. HIGH SCHOOL AND C	Preliminary	MARSHALL	US 68
Project-Specific	MAJOR WIDENING (12CCR)	Preliminary	MCCRACKEN	US 62
Project-Specific	UPGRADE KY 12 PADUCAH. (PRE	Preliminary	MCCRACKEN	KY 1286
Project-Specific	CADIZ-AURORA PETE LIGHT SPR	Preliminary	TRIGG	US 68
Project-Specific	CADIZ-AURORA BYPASS (GRADE	Preliminary	TRIGG	US 68
Project-Specific	CADIZ-AURORA MILLION)(2006B	Preliminary	TRIGG	US 68
Project-Specific	CADIZ-AURORA COST IS \$165 MILLION. (075000231)(10CCR)	Preliminary	MARSHALL	US 68
Project-Specific	FROM AURORA TO MAYFIELD	Preliminary	CALLOWAY	KY 80
Project-Specific	FROM AURORA TO MAYFIELD	Preliminary	CALLOWAY	KY 80
Project-Specific	MURRAY-MAYFIELD RD; FROM US-641 TO MAYFIELD	Preliminary	CALLOWAY	KY 80
Project-Specific	MURRAY-MAYFIELD RD; FROM KY 303 SOUTH OF MAYFIELD, NORTHWEST TO JULIAN M. CARROLL PARKWAY (PURCHASE PARKWAY). (EXTENSION OF 1-181.30)	Preliminary	GRAVES	KY 303

Processing

- ✔ Document set created.
- ⌛ Generating PHE comparison document.

# Drafting Advertisements

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## Professional Services

**Open Contracts** Closed Contracts Bulletins

Agreement Number	Primary Project Item Number	Type	Description	Phase	County	Route	Prime Consultant
	12-0198.00	Project-Specific	IMPROVE KY 194 FROM US 119 RAMP NEAR SMITH FARMS BOTTOM (CR 1458) TO NEAR DESKINS BRANCH CULVERT	Preliminary	PIKE	KY 194	

⏪ ⏩ 1 ⏪ ⏩

Showing Contracts 1-1 of 1

# Drafting Advertisements

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## Project-Specific Contract

Details Schedule Documents Modifications Selection Committee Members

Contract Type Agreement  
Prime Consultant

Phase Preliminary  
Prime Consultant Contact

PON2  
Second Place Consultant

Agreement Number  
Second Place Contact

Approximate Fee  
Third Place Consultant

Proposed Fee  
Third Place Contact

Negotiated Fee

User Division

Associated Bulletin

Closed Closed Date Closed Comr

Comments

Professional Services Projects

Edit Contract

Add Additional Project

Associate Contract with Bulletin

Send PDC Meeting Invite Reminder

Send Consultant Selection Notification

Manage Open Closed Status

# Drafting Advertisements

Modifications Selection Committee Members

tion Consultant Selected Pre-Design Conference

Prime Consultant

Prime Consultant Contact

Second Place Consultant

Second Place Contact

Third Place Consultant

Third Place Contact

Associate Contract with Bulletin

Bulletin

2015-03

Edit Contract Add Additional Project Associate Contract with Bulletin

Back to site

## Project-Specific Contract

Details **Schedule** Documents Modifications

Actual Event Schedule

Event Name	Event Date	Complete
Bulletin Posted	09/09/2014	-
Response Due	10/01/2014	-
First Selection	10/07/2014	-
Final Selection	10/22/2014	-
Pre-Design Conference	10/29/2014	-
Fee Proposal Due	11/06/2014	-
Department Estimate Received	11/06/2014	-
Contract Negotiations	11/18/2014	-
Ready to Write	11/20/2014	-
Contract Submitted to Consultant	11/22/2014	-
Contract Received from Consultant	11/29/2014	-
Contract Submitted to Legal	12/02/2014	-
Contract Received from Cabinet Secretary	12/09/2014	-
Notice to Proceed	12/17/2014	-

# Drafting Advertisements

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## ← Project-Specific Contract

[Details](#) [Schedule](#) **[Documents](#)** [Modifications](#) [Selection Committee Members](#)

[+ Upload Document](#)

[+ Create a Document](#)

✓	📄	Name
	📄	SimilarNegotiatedProj

- 📄 Create Advertisement**
- 📄 Create Confidentiality Form
- 📄 Create Ex Parte Disclosure Form
- 📄 Create Selection Notification Letters
- 📄 Create Contract
- 📄 Create Pre-Design Conference Meeting Minutes
- 📄 Create Notice to Proceed
- 📄 Create Signature Memo
- 📄 Create Consultant VS Department PHE Document
- 📄 Create Similar Negotiated Projects Document

Modified By	Content Type
<input type="checkbox"/> Eric Pelfrey	SimilarNegotiatedProjects

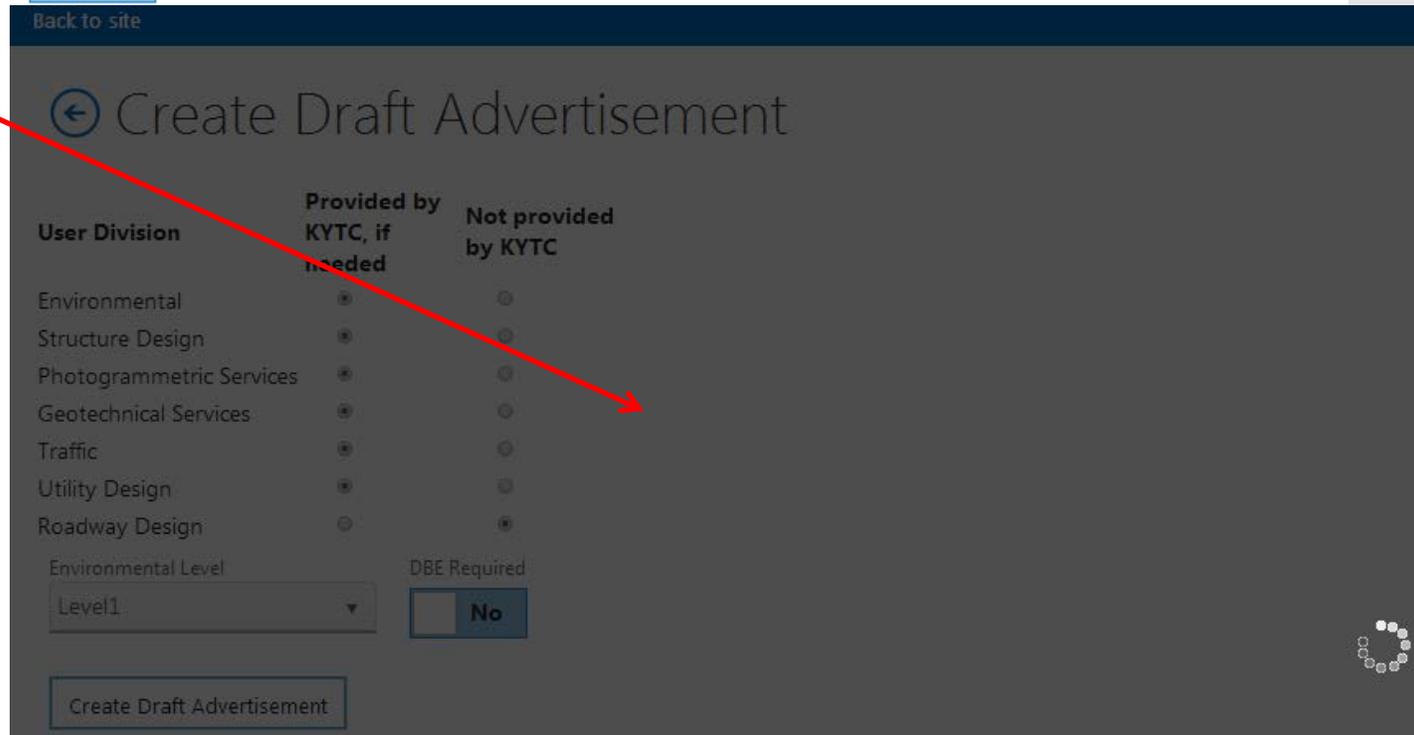
## ← Create Draft Advertisement

User Division	Provided by KYTC, if needed	Not provided by KYTC
Environmental	<input checked="" type="radio"/>	<input type="radio"/>
Structure Design	<input checked="" type="radio"/>	<input type="radio"/>
Photogrammetric Services	<input checked="" type="radio"/>	<input type="radio"/>
Geotechnical Services	<input checked="" type="radio"/>	<input type="radio"/>
Traffic	<input checked="" type="radio"/>	<input type="radio"/>
Utility Design	<input checked="" type="radio"/>	<input type="radio"/>
Roadway Design	<input type="radio"/>	<input checked="" type="radio"/>

Environmental Level  
Level1 ▾

DBE Required  
 No

Create Draft Advertisement



# Drafting Advertisements



# Drafting Advertisements

Word Online | Professional Services | Advertisement-2015-03-8031

FILE EDIT DOCUMENT PRINT SHARE FIND COMMENTS

**Edit in Word**  
Use the full functionality of Microsoft Word.

**Edit in Word Online**  
Make quick changes right here in your browser.

**A REQUEST FOR PROPOSAL FOR PERSONAL SERVICES CONTRACT**

Department of Highways  
Professional Services Procurement Bulletin 2015-03  
**PIKE / KY 194 / 12-0198.00**

This document constitutes a Request for Proposals for Personal Service Contract from qualified individuals and organizations to furnish those services as described herein for the Commonwealth of Kentucky, Department of Highways.

**I. PROJECT DESCRIPTION**

County - **PIKE**  
Route - **KY 194**  
Item No. - **12-0198.00**  
Project Description - **IMPROVE KY 194 FROM US 119 RAMP NEAR SMITH FARMS BOTTOM (CR 1458) TO NEAR DESKINS BRANCH CULVERT**

**II. PROJECT INFORMATION**

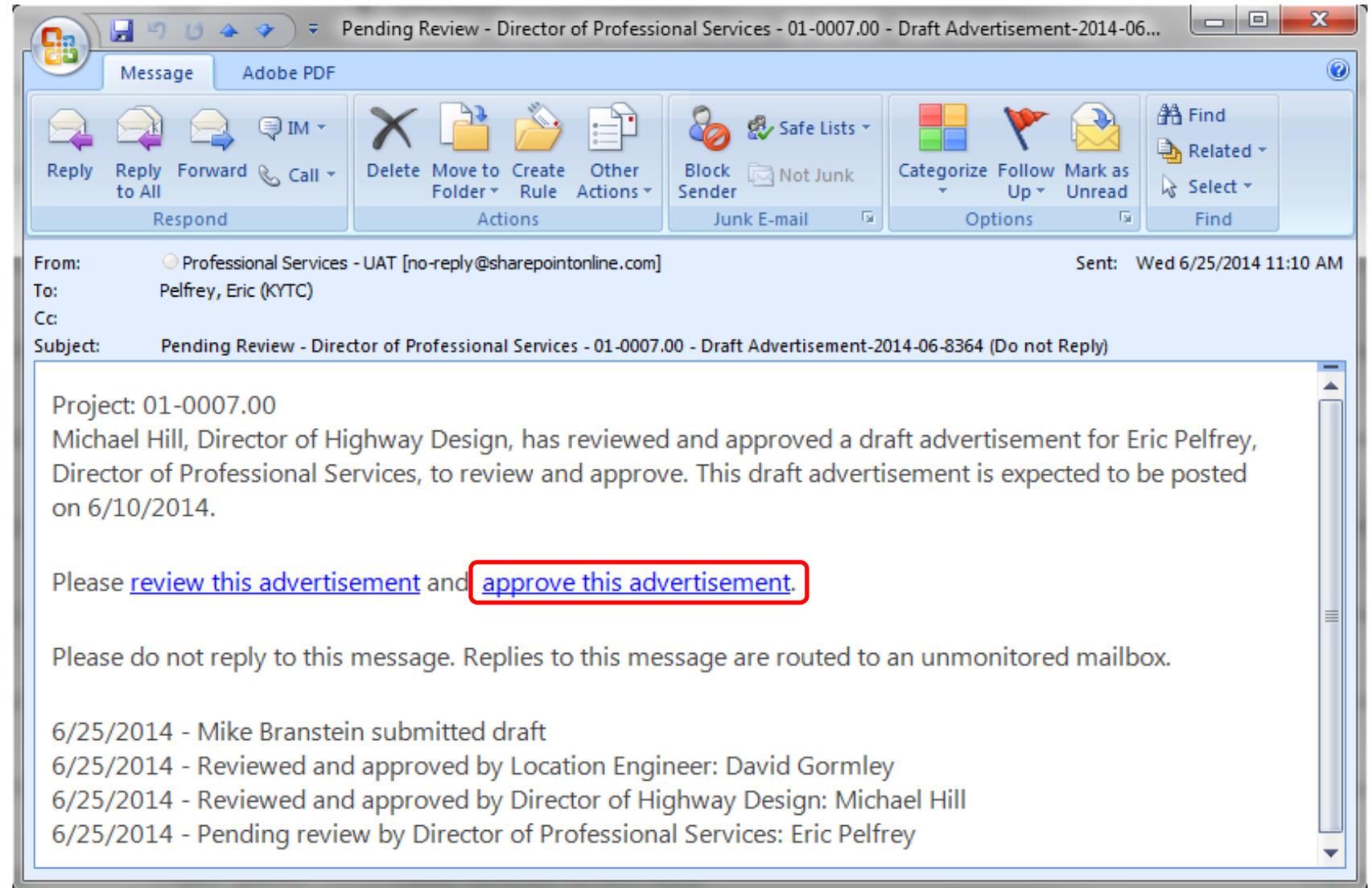
Project Manager -  
User Division - Highway Design  
Approximate Fee -  
Project Funding -  
Project Length - **2.049**

**III. PURPOSE AND NEED**  
[Instructions for Purpose and Need](#)

**IV. DBE REQUIREMENT**  
None

**V. SCOPE OF WORK**

# Approval Workflows



The screenshot shows an Outlook window with the following details:

- Title Bar:** Pending Review - Director of Professional Services - 01-0007.00 - Draft Advertisement-2014-06...
- Message Header:**
  - From:** Professional Services - UAT [no-reply@sharepointonline.com]
  - To:** Pelfrey, Eric (KYTC)
  - Subject:** Pending Review - Director of Professional Services - 01-0007.00 - Draft Advertisement-2014-06-8364 (Do not Reply)
  - Sent:** Wed 6/25/2014 11:10 AM
- Message Body:**
  - Project: 01-0007.00
  - Michael Hill, Director of Highway Design, has reviewed and approved a draft advertisement for Eric Pelfrey, Director of Professional Services, to review and approve. This draft advertisement is expected to be posted on 6/10/2014.
  - Please [review this advertisement](#) and [approve this advertisement](#).
  - Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox.
  - 6/25/2014 - Mike Branstein submitted draft
  - 6/25/2014 - Reviewed and approved by Location Engineer: David Gormley
  - 6/25/2014 - Reviewed and approved by Director of Highway Design: Michael Hill
  - 6/25/2014 - Pending review by Director of Professional Services: Eric Pelfrey



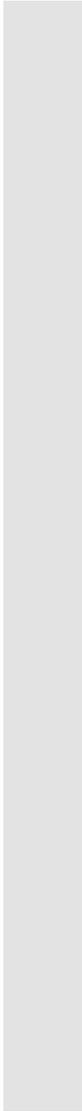
Advertising

**Selecting**

Negotiating

Contracting

Demo – Managing Project Schedule and Creating Documents



# Consultant Selection

nts Modifications Selection Committee Members

✓ t Selection    ✓ Consultant Selected    ✓ Pre-Design Conference

Prime Consultant  
Burgess & Niple, Inc.

Prime Consultant Contact  
Steven McDevitt

Second Place Consultant  
GRW Engineers, Inc.

Second Place Contact  
Ben Fister

Third Place Consultant  
Stantec Consulting Services

Third Place Contact  
Scott Murray

### Edit Contract

Phase  
Preliminary

PON2  
1400002443

Agreement Number  
2014-05-201455

Approximate Fee  
\$ 600,000.00

Proposed Fee  
\$ 1,083,716.00

Negotiated Fee  
\$ 968,191.00

User Division  
Select

Prime Consultant  
Burgess & Niple, Inc.

Prime Consultant Contact  
Steven McDevitt

MENTAL OVERVIEW

# Project-Specific Contract

**Details** Schedule Documents Modifications Selection Committee Members



Bulletin Posted    Response Due    First Selection    Consultant Selected    Pre-Design Conference    Fee Proposal Due    Contract Negotiations    Notice to Proceed

# Consultant Selection

Contract Type  
Agreement

Prime Consultant  
Burgess & Niple, Inc.

Phase  
Preliminary

Prime Consultant Contact  
Steven McDevitt

PON2  
1400002443

Second Place Consultant  
GRW Engineers, Inc.

Agreement Number  
2014-05-201455

Second Place Contact  
Ben Fister

Approximate Fee  
\$600,000.00

Third Place Consultant  
Stantec Consulting Services, Inc.

Proposed Fee  
\$1,083,716.00

Third Place Contact  
Scott Murray

Negotiated Fee  
\$968,191.00

User Division  
Highway Design

Associated Bulletin  
2014-05

Closed    Closed Date    Closed Comments  
false

Comments  
PRELIMINARY ENGINEERING & ENVIRONMENTAL OVERVIEW

- Edit Contract
- Add Additional Project
- Associate Contract with Bulletin
- Send PDC Meeting Invite Reminder
- Send Consultant Selection Notification
- Manage Open Closed Status

Di	County1	Item_No_	Project Description	Agreement_	Route_N	Action_	Scope of Action	Consultant	\$ Amount	Bulletin_	Bulletin_Dat	1st_Com_M	2nd_Com_Meet	Proposal_Dead	Proposal_Rec_	PreDesign_
7	WOODFORD	345.00	NEW ROUTE	201455	NEW ROUTE	AGREEME	PRELIMINARY ENGINEERING	Burgess & Niple, Inc.	\$968,191.00	14-05	11/12/2013	12/10/2013	12/20/2013	3/17/2014	3/17/2014	3/17/2014

[Back to site](#)

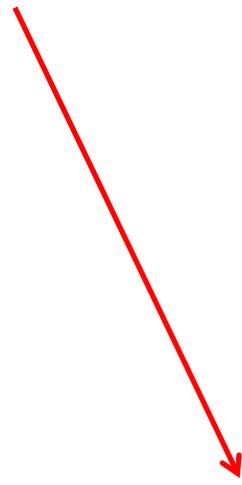
## Project-Specific Contract

Details **Schedule** Documents Modifications

### Actual Event Schedule

Event Name	Event Date	Complete
Bulletin Posted	11/12/2013	Yes
First Selection	12/10/2013	Yes
AdHoc	12/10/2013	-
Final Selection	12/20/2013	Yes
Pre-Design Conference	03/17/2014	Yes
Fee Proposal Due	03/17/2014	Yes
Proposal Received	03/17/2014	Yes
Response Due	03/17/2014	Yes
Department Estimate Received	03/19/2014	Yes
Contract Negotiations	03/27/2014	Yes
Ready to Write	04/08/2014	Yes
Contract Submitted to Consultant	04/11/2014	Yes
Contract Received from Consultant	04/21/2014	Yes
Contract Submitted to Legal	04/23/2014	Yes
Contract Received from Cabinet Secretary	04/29/2014	Yes
Notice to Proceed	06/11/2014	Yes
eMars End Date	10/01/2016	Yes

Old



New

Manage Project Schedule

# Creating Standard Documents

Back to site

## ← Project-Specific Contract

Details Schedule **Documents** Modifications Selection Committee Members

+ Upload Document

+ Create a Document

✓	Name	Modified	Modified By	Content Type
	7-345 00 Justification f	4 minutes ago	<input type="checkbox"/> Eric Pelfrey	Document
	B&N Woodford 7-345	11 minutes ago	<input type="checkbox"/> Eric Pelfrey	NoticeToProceed
	B&N Woodford 7-345	10 minutes ago	<input type="checkbox"/> Eric Pelfrey	ConsultantVSDepartmentPHEComparison
	ConfidentialityForm-20	22 minutes ago	<input type="checkbox"/> Eric Pelfrey	ConfidentialityForm
	ExParte-2014-05-2014	22 minutes ago	<input type="checkbox"/> Eric Pelfrey	ExParte
	Location Map 7-345 #	7 minutes ago	<input type="checkbox"/> Eric Pelfrey	ProjectMap
	Northwest Versailles M	5 minutes ago	<input type="checkbox"/> Eric Pelfrey	Document
	PHEComparison-07-03	August 22	<input type="checkbox"/> Adrian Wells	ConsultantVSDepartmentPHEComparison
	PreDesignConferenceM	14 minutes ago	<input type="checkbox"/> Eric Pelfrey	PreDesignConferenceMeetingMinutes
	SelectionLetters-2014-	25 minutes ago	<input type="checkbox"/> Eric Pelfrey	SelectionLetters
	SimilarNegotiatedProj	37 minutes ago	<input type="checkbox"/> Eric Pelfrey	SimilarNegotiatedProjects
	TC 10 Woodford 7-34	4 minutes ago	<input type="checkbox"/> Eric Pelfrey	Document

- Create Advertisement
- Create Confidentiality Form
- Create Ex Parte Disclosure Form
- Create Selection Notification Letters
- Create Contract
- Create Pre-Design Conference Meeting Minutes**
- Create Notice to Proceed
- Create Signature Memo
- Create Consultant VS Department PHE Document
- Create Similar Negotiated Projects Document

# Creating Standard Documents

Word Online | Professional Services | PreDesignConferenceMeetingMinutes-2014-05-201455

FILE EDIT DOCUMENT PRINT SHARE FIND COMMENTS

**Edit in Word**  
Use the full functionality of Microsoft Word.

**Edit in Word Online**  
Make quick changes right here in your browser.

Pre-design Conference Minutes Revised 1/22/14  
Page 1

### PRE-DESIGN CONFERENCE MINUTES

Item No.: 07-0345.00 County: WOODFORD Route: 0  
Consultant Name: Burgess & Niple, Inc. Pre-Design Conference Date: 3/17/2014  
Consultant Project Manager: Steven McDevitt  
Dept. Project Manager: Randy Turner Length: 0.000 BMP/EMP: 0.000 / 0.000  
Type of Work: NEW ROUTE(O) Environmental Type: Choose an item.  
Description: NORTHWEST VERSAILLES MOBILITY CORRIDOR. (06CCR)(10CCN)(12CCN)

The consultant is to provide engineering and related services for this project for the following items (check all that apply):

- Pre-design scoping study
- Preliminary Roadway Design
- Final Roadway Design

**Scoping Studies**

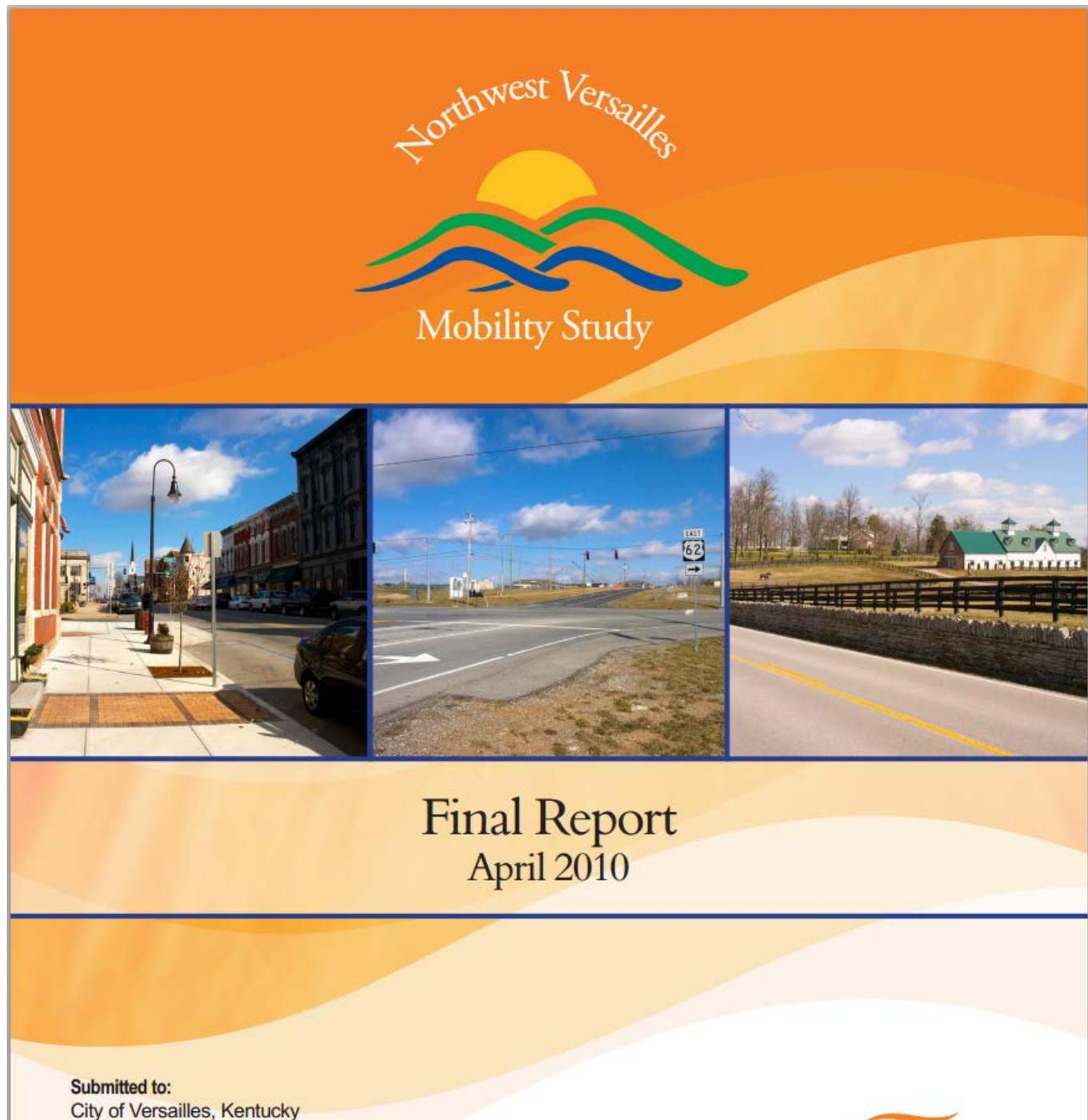
The type and extent of studies necessary for any given project will be defined at the Pre-design conference. The Department reserves the right to solicit other firms to complete the actual design of the project after studies are completed. The project may be split into design sections or may require the selection of another consultant to perform activities specifically identified during the study phase.

**Design Related Services**

The following design related services shall be performed as checked below:

	Not Required	Department	Consultant	Statewide
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Uploading Ad-Hoc Documents



# Uploading Ad-Hoc Documents

Back to site

## Project-Specific Contract

Details Schedule **Documents** Modifications Selection Committee Members

**+** Upload Document **+** Create a Document

Name	Modified
7-345 00 Justification for a Fixed-Cost Contract #	5 hours ago
B&N Woodford 7-345 NW Versailles Corridor NTP.xlsx #	5 hours ago
B&N Woodford 7-345 NW Versailles Corridor #	5 hours ago
ConfidentialityForm-2014-05-201455 #	5 hours ago
Contract-2014-05-201455 #	4 hours ago
ExParte-2014-05-201455 #	5 hours ago
Location Map 7-345 #	5 hours ago
Northwest Versailles Mobility Study Final Report #	5 hours ago
PHEComparison-07-0345.00	5 hours ago
PreDesignConferenceMeetingMinutes-2014-05-201455 #	5 hours ago
SelectionLetters-2014-05-201455 #	5 hours ago
SimilarNegotiatedProjects-07-0345.00	6 hours ago
TC 10 Woodford 7-345 #	5 hours ago

### Add a document

Choose a file **Choose File** Northwest Versailles ...tudy Final Report.pdf

Overwrite existing files

Destination Folder: /5158/ **Choose Folder...**

**OK** Cancel

# Uploading Ad-Hoc Documents

Back to site

## Project-Specific Contract

Details Schedule **Documents** Modifications Selection Committee Members

[+ Upload Document](#) [+ Create a Document](#)

✓	Name	Modified
	7-345 00 Justification for a Fixed-Cost Contract ✱	... 5 hours ago
	B&N Woodford 7-345 NW Versailles Corridor NTP.xlsx ✱	... 5 hours ago
	B&N Woodford 7-345 NW Versailles Corridor ✱	... 5 hours ago
	ConfidentialityForm-2014-05-201455 ✱	... 5 hours ago
	Contract-2014-05-201455 ✱	... 4 hours ago
	ExParte-2014-05-201455 ✱	... 5 hours ago
	Location Map 7-345 ✱	... 5 hours ago
	Northwest Versailles Mobility Study Final Report ✱	... 5 hours ago
	PHEComparison-07-0345.00	... 5 hours ago
	PreDesignConferenceMeetingMinutes-2014-05-201455 ✱	... 5 hours ago
	SelectionLetters-2014-05-201455 ✱	... 5 hours ago
	SimilarNegotiatedProjects-07-0345.00	... 6 hours ago
	TC 10 Woodford 7-345 ✱	... 5 hours ago

### ContractDocuments - Northwest Versailles Mobility Study...

EDIT

Save Cancel Paste Copy Delete Item

Commit Clipboard Actions

**i** The document was uploaded successfully. Use this form to update the properties of the document.

Content Type:

Create a new document.

Name \*:

Title:

PrimaryItemNumber:

PrimaryDistrictNumber:

ContractType:

PrimaryProjectCounty:

ContractId:

Phase:

# ← Project-Specific Contract

Details Schedule **Documents** Modifications Selection Committee Members

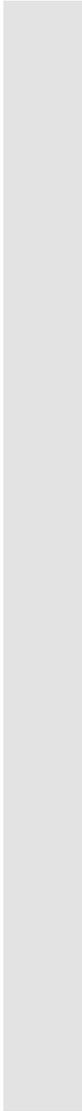
[+ Upload Document](#) [+ Create a Document](#)

✓ 	Name	Modified	Modified By	Content Type
	7-345 00 Justification for a Fixed-Cost Contract ✱	... Yesterday at 11:09 AM	<input type="checkbox"/> Eric Pelfrey	Document
	B&N Woodford 7-345 NW Versailles Corridor NTP.xlsx ✱	... Yesterday at 11:02 AM	<input type="checkbox"/> Eric Pelfrey	NoticeToProceed
	B&N Woodford 7-345 NW Versailles Corridor ✱	... Yesterday at 11:03 AM	<input type="checkbox"/> Eric Pelfrey	ConsultantVSDepartmentPHEComparison
	ConfidentialityForm-2014-05-201455 ✱	... Yesterday at 10:51 AM	<input type="checkbox"/> Eric Pelfrey	ConfidentialityForm
	Contract-2014-05-201455 ✱	... Yesterday at 12:19 PM	<input type="checkbox"/> Eric Pelfrey	Contract
	ExParte-2014-05-201455 ✱	... Yesterday at 10:51 AM	<input type="checkbox"/> Eric Pelfrey	ExParte
	Location Map 7-345 ✱	... Yesterday at 11:06 AM	<input type="checkbox"/> Eric Pelfrey	ProjectMap
	<b>Northwest Versailles Mobility Study Final Report ✱</b>	... 3 minutes ago	<input type="checkbox"/> Eric Pelfrey	Document
	PHEComparison-07-0345.00	... Yesterday at 11:32 AM	<input type="checkbox"/> Eric Pelfrey	ConsultantVSDepartmentPHEComparison
	PreDesignConferenceMeetingMinutes-2014-05-201455 ✱	... Yesterday at 10:58 AM	<input type="checkbox"/> Eric Pelfrey	PreDesignConferenceMeetingMinutes
	SelectionLetters-2014-05-201455 ✱	... Yesterday at 10:48 AM	<input type="checkbox"/> Eric Pelfrey	SelectionLetters
	SimilarNegotiatedProjects-07-0345.00	... Yesterday at 10:36 AM	<input type="checkbox"/> Eric Pelfrey	SimilarNegotiatedProjects
	TC 10 Woodford 7-345 ✱	... Yesterday at 11:09 AM	<input type="checkbox"/> Eric Pelfrey	Document

Uploading  
Ad-Hoc  
Documents



Advertising  
Selecting  
**Negotiating**  
Contracting



Demo – Research Tool, Entering Estimates, Negotiating

	A	B	C	D	E	F	G	H	I	J
1	<b>Contract Type</b>	<b>Sum of Total</b>	<b>Column Labels</b>			<b>Age (Notice to Proceed)</b>				
2		<b>Row Labels</b>	<b>04-8103.50</b>	<b>05-0367.20</b>	<b>07-0087.10</b>					
3	Agreement	<b>Final Plan Preparation</b>	<b>91</b>	<b>10201.5</b>	<b>9826</b>					
4		Assemble preliminary and final drainage folders		165	48					
5		Calculate final quantities		198	273.6					
6		Complete drainage summary		60	12					
7	<b>Functional Class</b>	Complete general summary		42	8					
8	Arterial	Complete pavement under-drain summary		39	8					
9	Collector	Complete paving summary		16.5	8					
10	Local	Computer setup	16	36	16	40	8	32	16	164
11	(blank)	Design entrances	75	135	160	80.36	190	21	15	676.36
12	Bridge Replacement	Detail cross sections		475.5	682					
13	Interstate	Develop blue line stream channel changes (=> 200')			48					
14		Develop diversion cross sections		90	60					
15		Develop diversion plan sheets		144	80					
16		Develop diversion profile sheets		96	32					
17	<b>Terrain Type</b>	Develop drainage situation (bridge)		144						
18	Flat	Develop drainage situation (culvert)		144	80					
19	Mountainous	Develop drainage system map		108	91.2					
20	Rolling	Develop erosion control plan		243	273.6					
21	(blank)	Develop final roadway model		1080	1938					
22		Develop pavement design		195	48					
23		Develop pipe sections (< 54")		94.5	92					
24		Develop proposed design		900	1824					
25		Develop temporary drainage		72	4					
26		Document available rock quantities								
27		Drainage analysis (200 acres < A < 1.0 sq. mile)		58.5	96					
28		Drainage analysis (A <= 200 acres)		135	172					
29	<b>Dist-ItemNo</b>	Drainage analysis (A => 1.0 sq. mile) - Level 2		240						
30	04-8103.50	Drainage analysis (A => 1.0 sq. mile) - Level 3								
31	05-0367.20	Drainage analysis (Entrance pipes)		150	160					
32	07-0087.10	Finalize templates & transitions		180	64					
33	07-8401.00	Generate plan sheets		648	344					
34	07-8401.00	Generate profile sheets		648	344					
35	09-8509.00	Inlet spacing calculations		375	20					
36	11-0139.00	Perform scour analysis		42						
37	11-8516.00	Plan revisions		252	182.4					
38	01-0314.20	Plot/Print copies of plans		120	96					
39		Prepare advanced situation folder - bridge		480						
40		Prepare advanced situation folder - culvert		342						
41		Prepare construction phasing plans		324	410.4					
42	<b>Phase</b>	Prepare coordinate control sheet		81	100					

Similar Negotiated Projects Research Tool

# Creating Department Estimate

The screenshot shows a web browser window with the following elements:

- Browser Tab:** Project Item # 07-0345.00
- Address Bar:** [https://uat-professionalservices.azurewebsites.net/HTMLClient/default.htm?SPHostUrl=https://kytc.SharePoint.com/sites/UAT&entity=ProfessionalServices\\_DatabaseData/ProjectContracts\(571\)&SPLanguage=en-US&SPClientTag=0&SPAppWebUrl=ht](https://uat-professionalservices.azurewebsites.net/HTMLClient/default.htm?SPHostUrl=https://kytc.SharePoint.com/sites/UAT&entity=ProfessionalServices_DatabaseData/ProjectContracts(571)&SPLanguage=en-US&SPClientTag=0&SPAppWebUrl=ht)
- Page Header:** Back to site
- Breadcrumb:** Project Item # 07-0345.00
- Navigation:** Details **Estimates** (highlighted with a red box)
- Table:** Estimates Table with columns: Type, Prepared By, Prepared Date, Total Hours, Last Updated, Last Updated By.
- Footer:** A row of four buttons: Create As Negotiated Estimate, Create Consultant Estimate, **Create KYTC Estimate** (highlighted with a red box), and Send Estimate Reminder.

The Windows taskbar at the bottom shows the system clock as 12:06 PM on 8/8/2014.

Back to site

## Project Item #: 07-0345.00 Estimate

Consultant  
 Contract Type  
 Agreement

Prepared By  
 DG  
 Prepared Date  
 8/8/2014

Estimate Type  
 KYTC  
 Status  
 Draft

**Survey (0)** Preliminary Line and Grade (0) | Right of Way (0) | Final Plan Preparation (0) | Meetings (0) | Public Involvement (0) | QA/QC (0) | Miscellaneous (0) TOTAL: 0

Number	Item	Unit Type	Crew	Amount	Hours / Unit	Total Hours	Comments
1	Control - (existing)	Mile					
2	Utilities - (data gathering, identification & contact)	No.					
3	Drainage - (sink holes, streams, pipes, etc.)	Mile					
4	Horizontal	Mile					
5	Vertical	Mile					
6	Process data	Mile					
7	Planimetric location	Mile					
8	Subsurface Utility Engineering, Quality Levels C & D	Mile					
9	Subsurface Utility Engineering, Quality Level B	LS					
10	Subsurface Utility Engineering, Quality Level A	LS					
11	Process data	Mile					
12	DTM data collection	Acre					
13	Verify terrain model accuracy	Mile					
14	Tie-ins	No.					
15	Drainage situations survey (Bridge)	No.					
16	Drainage situations survey (Culvert)	No.					
17	Drainage pipe section (non-situation size)	No.					

**1 - Control - (existing)** [Home] [Close]

Unit Type  
 Mile

Amount  
 13.66

Hours / Unit  
 4

Crew  
 1

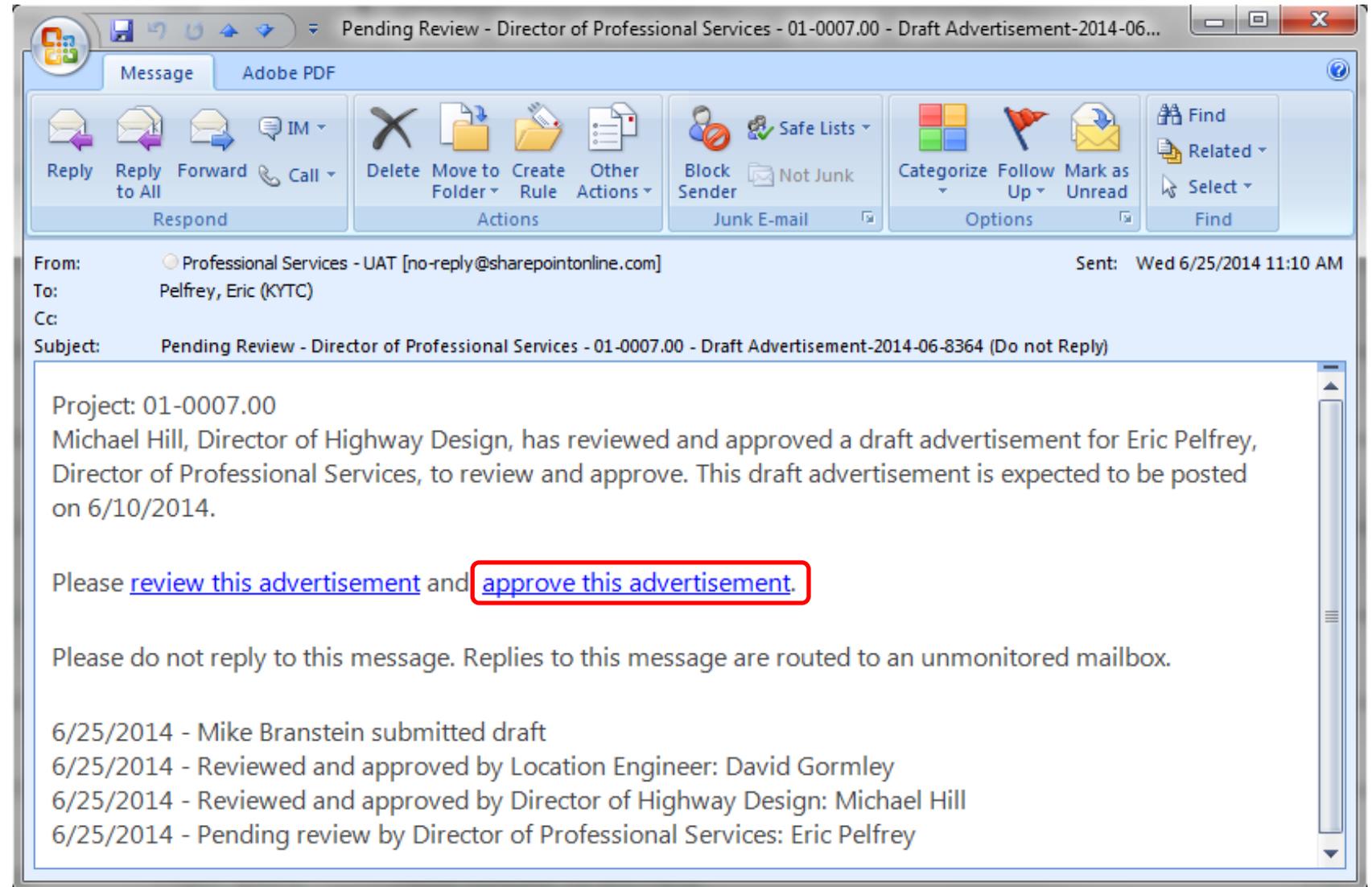
Item Comment  
 [Text Area]

Last Updated  
 8/8/2014

Last Updated By  
 david.gormley@ky.gov

Creating  
 Department  
 Estimate

# Approval Workflows



The screenshot shows an Outlook window titled "Pending Review - Director of Professional Services - 01-0007.00 - Draft Advertisement-2014-06...". The email header includes the following information:

- From:** Professional Services - UAT [no-reply@sharepointonline.com]
- To:** Pelfrey, Eric (KYTC)
- Sent:** Wed 6/25/2014 11:10 AM
- Subject:** Pending Review - Director of Professional Services - 01-0007.00 - Draft Advertisement-2014-06-8364 (Do not Reply)

The main body of the email contains the following text:

Project: 01-0007.00  
Michael Hill, Director of Highway Design, has reviewed and approved a draft advertisement for Eric Pelfrey, Director of Professional Services, to review and approve. This draft advertisement is expected to be posted on 6/10/2014.

Please [review this advertisement](#) and [approve this advertisement](#).

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox.

6/25/2014 - Mike Branstein submitted draft  
6/25/2014 - Reviewed and approved by Location Engineer: David Gormley  
6/25/2014 - Reviewed and approved by Director of Highway Design: Michael Hill  
6/25/2014 - Pending review by Director of Professional Services: Eric Pelfrey

# Department Estimate

## ← Project Item #: 07-0345.00 Estimate

Consultant

Contract Type  
Agreement

Prepared By  
Adrian

Prepared Date  
8/15/2014

Estimate Type  
KYTC

Status  
Draft

Survey (1,620) | Preliminary Line and Grade (2,333) | Right of Way (0) | Final Plan Preparation (0) | Meetings (368) | Public Involvement (678) | QA/QC (0) | Miscellaneous (0) TOTAL: 4,999

Number	Item	Unit Type	Crew	Amount	Hours / Unit	Total Hours	Comments
1	Control - (existing)	Mile	1	13.66	4	55	
2	Utilities - (data gathering, identification & contact)	No.	1	9	2	18	
3	Drainage - (sink holes, streams, pipes, etc.)	Mile	1	13.66	2	27	
4	Horizontal	Mile	3	13.66	6	246	
5	Vertical	Mile	3	13.66	6	246	
6	Process data	Mile	1	13.66	4	55	
7	Planimetric location	Mile	3	13.66	10	410	
8	Subsurface Utility Engineering, Quality Levels C & D	Mile	3	13.66	10	410	

# Consultant Estimate

## ← Project Item #: 07-0345.00 Estimate

Consultant

Contract Type  
Agreement

Prepared By  
Adrian

Prepared Date  
8/15/2014

Estimate Type  
Consultant

Survey (1,833) | Preliminary Line and Grade (3,585) | Right of Way (0) | Final Plan Preparation (0) | Meetings (0) | Public Involvement (0) | QA/QC (0) | Miscellaneous (0) TOTAL: 6,114

Number	Item	Unit Type	Crew	Amount	Hours / Unit	Total Hours	Comments
1	Control - (existing)	Mile	1	13.66	5	68	
2	Utilities - (data gathering, identification & contact)	No.	1	9	3	27	
3	Drainage - (sink holes, streams, pipes, etc.)	Mile	1	13.66	5	68	
4	Horizontal	Mile	3	13.66	12	492	
5	Vertical	Mile	3	13.66	8	328	
6	Process data	Mile	1	13.66	4	55	
7	Planimetric location	Mile	3	13.66	6	246	
8	Subsurface Utility Engineering, Quality Levels C & D	Mile	3	13.66	10	410	

PRODUCTION-HOUR WORKSHEET														
2	COUNTY	WOODFORD	ITEM NO.	07-0345.00										
3	ROUTE	0	CONSULTANT	Burgess & Niple, Inc.										
4	DESCRIPTION	NORTHWEST VERSAILLES MOBILITY CORRIDOR. ((PREPARED BY												
5	PROJECT TYPE	DATE												
11	NO.	Item	UnitType	Crew	Amount	Hours/Unit	Total	Crew	Amount	Hours/Unit	Total	Diff	Neg. Hours/Unit (calc'd)	Neg Total (input)
12	<b>Survey</b>													
13	1	Control - (existing)	Mile	1	13.66	4	55	1	13.66	5	68	13		
14	2	Utilities - (data gathering, identification & contact)	No.	1	9	2	18	1	9	3	27	9		
15	3	Drainage - (sink holes, streams, pipes, etc.)	Mile	1	13.66	2	27	1	13.66	5	68	41		
16	4	Horizontal	Mile	3	13.66	6	246	3	13.66	12	492	246		
17	5	Vertical	Mile	3	13.66	6	246	3	13.66	8	328	82		
18	6	Process data	Mile	1	13.66	4	55	1	13.66	4	55	-		
19	7	Planimetric location	Mile	3	13.66	10	410	3	13.66	6	246	(164)		
20	8	Subsurface Utility Engineering, Quality Levels C & D	Mile	3	13.66	10	410	3	13.66	10	410	-		
21	11	Process data	Mile	1	13.66	4	55	1	13.66	3	41	(14)		
22	22	Contact & Interview Property Owners	Parcel	1	74	1	74	1	74	1	74	-		
23	28	Environmental areas	No.	3	2	4	24	3	2	4	24	-		
24	<b>Meetings</b>													
25	150	Preliminary line and grade inspection	No.		1	128	128	1	40	40	40	(88)		
26	153	Misc. project Coordination meetings	No.		2	54	108	2	30	60	60	(48)		
27	154	Project team meetings	No.		2	54	108	2	30	60	60	(48)		
28	157	Miscellaneous	LS		1	24	24	1	20	20	20	(4)		
29	<b>Preliminary Line and Grade</b>													
30	30	Computer setup	LS		1	8	8	1	16	16	16	8		
31	31	Prepare existing manuscripts	Mile		13.66	8	109	13.66	12	164	164	55		
32	32	Establish approximate property lines and owners	Parcel		74	0.75	56	74	1	74	74	18		
33	33	Study and develop typical sections	No.		27	2	54	27	4	108	108	54		
34	34	Study and develop horizontal alignments	Mile		13.66	32	437	13.66	40	546	546	109		
35	35	Study and develop vertical alignments	Mile		13.66	22	301	13.66	30	410	410	109		
36	36	Create and evaluate proposed roadway models	Mile		13.66	32	437	13.66	40	546	546	109		
37	37	Design entrances	No.		32	2	64	32	1	32	32	(32)		
38	38	Pre-size pipes	No.		28	2	56	28	1.25	35	35	(21)		
39	39	Pre-size culverts	No.		3	4	12	3	4	12	12	-		
40	40	Pre-size bridges	No.		3	8	24	3	20	60	60	36		

Consultant  
vs  
Department  
Comparison

**Unsupported Features** There are some features in your workbook that we can't show in the browser. [Learn more...](#)

	A	B	C	D	E	F	G	H	I	J	K	AA	AB
1	<b>PRODUCTION-HOUR WORKSHEET</b>												
3	COUNTY	Woodford		PROJECT TYPE	Phase I								
4	ROUTE	KY 2113		CONSULTANT	Burgess & Niple, Inc.								
5	DESC.	Falling Springs Blvd											
6		extension		PREPARED BY	Robin Sprague								
7	ITEM NO.	7-345.00		DATE	2/17/2014								
9	<b>SURVEY</b>							<b>Dept</b>	<b>Cons</b>	<b>Diff</b>	<b>Neg</b>		
10	No.	ITEM			CREW	UNIT	AMOUNT	HRS/UNIT	Hours	HRS/UNIT	Hours	Hours	Hours
11	<b>RECONNAISSANCE</b>												
12	1	Control - (Existing)			1	Mile	13.66	4	55	5	68	13	68
13	2	Utilities - (Identify & Contact)			1	No.	9	2	18	3	27	9	27
14	3	Drainage - (Sink Holes, Streams, Etc.)			1	Mile	13.66	2	27	5	68	41	68
15	<b>CONTROL</b>												
16	4	Horizontal			3	Mile	13.66	6	246	12	492	246	369
17	5	Vertical			3	Mile	13.66	6	246	8	328	82	328
18	6	Process data			1	Mile	13.66	4	55	4	55	0	55
19	<b>PLANIMETRIC SURVEY</b>												
20	7	Planimetric Location (Specify Complete, Pickup or Update)			3	Mile	13.66	10	410	6	246	-164	246
21	8	Utilities Location			3	Mile	13.66	10	410	10	410	0	410
22	9	Process Data			1	Mile	13.66	4	55	3	41	-14	41
23	<b>TERRAIN SURVEY</b>												
24	10	DTM Data Collection (Items 11-18 Not Required If Used)			3	Acre	0	0	0	0	0		0
25	11	Verify Terrain Model Accuracy			3	Mile	0	0	0	0	0		0
26	12	Tie-ins			3	No.	0	0	0	0	0		0
27	13	Drainage Situations Survey (Bridge)			3	No.	0	0	0	0	0		0
28	14	Drainage Situations Survey (Culvert)			3	No.	0	0	0	0	0		0
29	15	Drainage Pipe Section (Non-Situation Size)			3	No.	0	0	0	0	0		0
30	16	Flood Plain Data			3	No.	0	0	0	0	0		0
31	17	Railroad Surveys			3	No.	0	0	0	0	0		0
32	18	Additional Necessary DTM Data (Specify Pickup or Update)			3	Mile	0	0	0	0	0		0
33	19	Process Data			1	Mile	0	0	0	0	0		0
34	<b>ESTABLISH PROPERTY LINES &amp; OWNERSHIP</b>												
35	20	Contact & Interview Property Owners			1	Parcel	74	1	74	1	74	0	74
36	21	Field Tie Property Lines/Corners			1	Parcel	0	0	0	0	0		0
37	<b>STAKING</b>												
38	22	Stake Centerlines, Approaches, Detours			3	Mile	0	0	0	0	0		0
39	23	Stake Core Holes - Structures (Unit is Per Structure)			3	Mile	0	0	0	0	0		0
40	24	Stake Core Holes - Roadway (Unit is Per Core Hole)			3	No.	0	0	0	0	0		0
41	<b>SURVEY MISCELLANEOUS</b>												
42	25	Determine Roadway Elevations (Crown and EP)			3	Mile	0	0	0	0	0		0
43	26	Environmental Areas			3	No.	2	4	24	4	24	0	24
44	<b>SURVEY TOTAL</b>								<b>1620</b>		<b>1833</b>	<b>213</b>	<b>1710</b>

As-Negotiated  
Production Hours

# As-Negotiated Production Hours

← Project Item # 07-0345.00

Details **Estimates**

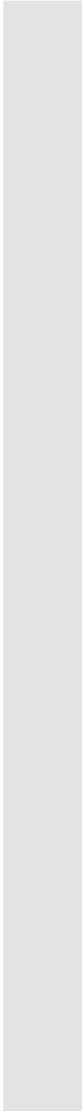
Estimates Table

Type	Prepared By	Prepared Date	Total Hours
KYTC	Adrian	08/22/2014	4999
Consultant	Adrian	08/22/2014	6586
<b>Negotiation</b>		08/22/2014	<b>5945</b>



Advertising  
Selecting  
Negotiating  
**Contracting**

Demo – Creating a Contract and Notice to Proceed



# Drafting the Consultant Contract

Back to site

## ← Project-Specific Contract

Details Schedule **Documents** Modifications Selection Committee Members

+ Upload Document

+ Create a Document

Name	Modified	Modified By	Content Type
7-345 00 Justification f	4 minutes ago	<input type="checkbox"/> Eric Pelfrey	Document
B&N Woodford 7-345	11 minutes ago	<input type="checkbox"/> Eric Pelfrey	NoticeToProceed
B&N Woodford 7-345	10 minutes ago	<input type="checkbox"/> Eric Pelfrey	ConsultantVSDepartmentPHEComparison
ConfidentialityForm-20	22 minutes ago	<input type="checkbox"/> Eric Pelfrey	ConfidentialityForm
ExParte-2014-05-2014	22 minutes ago	<input type="checkbox"/> Eric Pelfrey	ExParte
Location Map 7-345	7 minutes ago	<input type="checkbox"/> Eric Pelfrey	ProjectMap
Northwest Versailles M	5 minutes ago	<input type="checkbox"/> Eric Pelfrey	Document
PHEComparison-07-03	August 22	<input type="checkbox"/> Adrian Wells	ConsultantVSDepartmentPHEComparison
PreDesignConferenceM	14 minutes ago	<input type="checkbox"/> Eric Pelfrey	PreDesignConferenceMeetingMinutes
SelectionLetters-2014-	25 minutes ago	<input type="checkbox"/> Eric Pelfrey	SelectionLetters
SimilarNegotiatedProj	37 minutes ago	<input type="checkbox"/> Eric Pelfrey	SimilarNegotiatedProjects
TC 10 Woodford 7-34	4 minutes ago	<input type="checkbox"/> Eric Pelfrey	Document

Create Contract

FILE EDIT DOCUMENT ▾ PRINT SHARE FIND COMMENTS

 **Edit in Word**  
Use the full functionality of Microsoft Word.

 **Edit in Word Online**  
Make quick changes right here in your browser.

# Drafting the Consultant Contract

AGREEMENT NO. 2014-05-201455 – PROFESSIONAL SERVICES  
BURGESS & NIPLE, INC.

WOODFORD COUNTY ITEMNO. 07-0345.00

THIS AGREEMENT made and entered into by and between the Commonwealth of Kentucky, by and through the Transportation Cabinet, Department of Highways, hereinafter referred to as the "Department" and STEVEN, MCDEVITT 400 Blankenbaker Parkway, Suite 300 Louisville, KY 40243, hereinafter referred to as the "Consultant."

WITNESSETH, THAT WHEREAS, the Department desires the described engineering services to be performed in connection with the designated project;

AND, WHEREAS, the Consultant represents that he is in compliance with the Kentucky Statutes relating to the registration of professional engineers, and has signified his willingness to furnish engineering services for the Department.

NOW, THEREFORE, in consideration of the services to be performed by the Consultant and the compensation to be paid by the Department for such services, the parties hereto agree to be bound by the following terms, conditions and provisions on the hereinafter designated project set forth on the attached "EXHIBIT 1-A." Said exhibit and any documents, manuals, materials or references, including modifications to the date of this agreement, hereinafter mentioned are hereby made a part hereof as if copied at length herein. The designated project and the compensation due the Consultant are as follows:

COUNTY: WOODFORD  
FUNDING CODE: ADD FUNDING CODE  
ITEM NO. 07-0345.00  
ROAD NAME: 0  
FEE: \$968,191.00

# Drafting the Notice To Proceed Letter

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## ← Project-Specific Contract

[Details](#) [Schedule](#) [Documents](#) [Modifications](#) [Selection Committee Members](#)

[+ Upload Document](#)

[+ Create a Document](#)

✓	Name	Modified	Modified By	Content Type
	7-345 00 Justification f	About an hour ago	<input type="checkbox"/> Eric Pelfrey	Document
	B&N Woodford 7-345	About an hour ago	<input type="checkbox"/> Eric Pelfrey	NoticeToProceed
	B&N Woodford 7-345	About an hour ago	<input type="checkbox"/> Eric Pelfrey	ConsultantVSDepartmentPHEComparison
	ConfidentialityForm-20	About an hour ago	<input type="checkbox"/> Eric Pelfrey	ConfidentialityForm
	Contract-2014-05-2014	A few seconds ago	<input type="checkbox"/> Eric Pelfrey	Contract
	ExParte-2014-05-2014	About an hour ago	<input type="checkbox"/> Eric Pelfrey	ExParte
	Location Map 7-345 *	About an hour ago	<input type="checkbox"/> Eric Pelfrey	ProjectMap
	Northwest Versailles M	About an hour ago	<input type="checkbox"/> Eric Pelfrey	Document
	PHEComparison-07-03	47 minutes ago	<input type="checkbox"/> Eric Pelfrey	ConsultantVSDepartmentPHEComparison
	PreDesignConferenceM	About an hour ago	<input type="checkbox"/> Eric Pelfrey	PreDesignConferenceMeetingMinutes
	SelectionLetters-2014-	About an hour ago	<input type="checkbox"/> Eric Pelfrey	SelectionLetters
	SimilarNegotiatedProj	About an hour ago	<input type="checkbox"/> Eric Pelfrey	SimilarNegotiatedProjects
	TC 10 Woodford 7-34	About an hour ago	<input type="checkbox"/> Eric Pelfrey	Document

[Create Notice to Proceed](#)

# Drafting the Notice To Proceed Letter



## TRANSPORTATION CABINET

Frankfort, Kentucky 40622  
www.transportation.ky.gov/

**Steven L. Beshear**  
Governor

**Michael W. Hancock, P.E.**  
Secretary

June 11, 2014

Mr. Stephen J. McDevitt, P.E.  
Burgess & Niple, Inc.  
400 Blankenbaker Parkway – Suite 300  
Louisville, Kentucky 40243

Dear Mr. McDevitt:

SUBJECT: **Woodford County**  
**Item No. 7-345.00**  
Agreement No. 201455  
Authorization No. PON26251400002443  
NOTICE TO PROCEED WITH WORK  
AND APPROVAL FOR PAYMENT

This is your authority to proceed with work on the above project and to submit payment requests in regard to work set out under subject agreement. Please be aware that your agreement filed with, but has not been approved by, the Personal Service Contract Review Subcommittee of the Legislative Research Commission (LRC). You may assume approval from the LRC and payment for work requests may be submitted unless otherwise directed by this office.

**IMPORTANT CHANGES TO THE LAW GOVERNING INVOICING OF**

# Project Success

- Professional Services Involvement
  - Early and Often
  - Meaningful Feedback
  - Active Participation in Meetings and Reviews
- Team's Willingness and Ability to Change and Adapt
  - Project Scope and Everyone's Understanding of Requirements Changes
- District Project Managers and Central Office users
  - Please embrace new system and ask for assistance

# Drafting Advertisements

## Old System

- ✗ Manual project data entry
- ✗ By Professional Services
- ✗ No consistent language
- ✗ No consistent format

## New System

- ✓ SYP information imported
- ✓ By Project Manager
- ✓ Consistent language
- ✓ Consistent format

# Estimating and Negotiating

## Old System

- ✗ David Gormley comparables
- ✗ Historical information stored in Professional Services
- ✗ Eric Pelfrey negotiations

## New System

- ✓ Data-driven with filters
- ✓ Historic information readily available to Project Managers
- ✓ Automatically generated

# Approval Workflows

## Old System

- ✗ Adrian Wells emails
- ✗ Adrian Wells reminders
- ✗ Status viewed only by Professional Services

## New System

- ✓ Email Notifications
- ✓ Automatic reminders
- ✓ Status viewable by all users

# Drafting Contracts and Modifications

## Old System

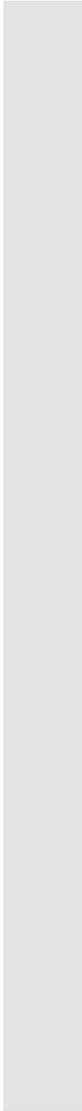
- ✗ Manual project data entry
- ✗ No consistent language
- ✗ No consistent format
- ✗ Potential for human error

## New System

- ✓ SYP information imported
- ✓ Consistent language
- ✓ Consistent format
- ✓ Single-point data entry

# Futures

- Train District Project Managers & Highway Design
- Continue to fine-tune and fix bugs
- Include Planning, Environmental Analysis, Structure Design, Geotechnical Services, Right-of-Way, Traffic, etc.



Questions?