

# 3<sup>rd</sup> Annual PennDOT Dist. 8-0 / ASHE Conference

## Membership Questions

- Q. What is expected of the Consultants for this task (Open Plan) and how are they go to process this by hard copy through the ECMS format?
- A. *Consultants will be given a template to use for all 8-0 projects as a “.bk3” file. After the template is created, reviewed and accepted by the District, consultants will progress through WelcomHome*
- Q. What version of Open Plan are we talking about?
- A. *Deltek’s Open Plan version 3.1b also Deltek’s WelcomHome version 4.3*
- Q. Is there training on Open Plan available to the consultant?
- A. *A two day training conducted through PennDOT is available to consultants. Consult the ECMS training calendar.*
- Q. Is there criteria for what project or size of the project for an open plan to be created?
- A. *A Strike-Off-Letter (432-07-01) outlines what projects are to be scheduled through Open Plan. This S.O.L. can be found on ASHE’s website.*
- Q. What is the status of ECMS rewrite?
- A. *ECMS Wave 3 (consultant agreement management) is being rewritten. User Acceptance Training will begin this summer. It is expected that the full rollout will occur in late 2007 or early 2008.*
- Q. Is there anything being included in the ECMS rewrite for the invoicing module? Would there be any thought given to generating an automatic e-mail to the Prime consultant when sub consultant inputs an invoice in ECMS?
- A. *The invoicing module will undergo significant change. Automatic emails are being considered as part of the rewrite.*
- Q. Does PennDOT have any plans to implement a type of monitoring system for actual DBE/MBE/WBE usage?
- A. *The Department uses a Crystal Report to pull pertinent information from ECMS into a report that monitors DBE usage. There are no plans to make this reporting system available to the consultant community.*
- Q. What procedures is Penn DOT developing to better coordinate consultant design projects in Open Plan?
- A. *The Open Plan presentation available through this same ASHE website provides additional information on how the District will implement Open Plan.*

Q. Pre Schedule meeting after notice to proceed to begin development process. Who, what, where, when why how questions to be addressed?

A. *The District generally prefers to conduct a post scope clarification meeting in the field with the entire project team. Often, this clarification meeting also serves as the Engineering and Environmental (E&E) scoping field meeting. During the meeting, it is expected that any uncertainties contained within the consultant's technical proposal will be resolved. A revised technical proposal and accompanying price proposal would be due after the meeting.*

Q. Establishment of submission loops within schedule on all review processes. Coordination of accurate durations on Penn DOT review processes from each Penn DOT division.

A. *Durations under the control of the Department (i.e. approvals, reviews etc) will be set by the Department. As the use of Open Plan becomes more commonplace, it is expected that any shortcomings in durations outside of the consultants control will be addressed. Ultimately, the intent is to develop a standardized set of durations to use when developing the initial template. The District is also using consultants to assist in reviews in a timely manner.*

Q. What does the District need in an Open Plan schedule, etc?

A. *The Open Plan presentation available through this same ASHE website provides additional information on this topic.*

Q. What is the District looking for in Statements of Interest and Technical Proposals?

A. *Top issues in reviewing SOIs: must follow selection criteria, match past project experience to the project(s) being advertised, use "cut and Paste" judiciously;*

Q. What problems and/or positives is the District experiencing with DBE's?

A. *With few exceptions, both prime and subconsultant engineering communities are performing well.*

Q. Does the District have target manhours for specific tasks, etc?

A. *Several Engineering Districts (including District 8) are working with the Consultant Agreement Division on developing a range of manhours per various activities to use in negotiating engineering agreements.*