



Southwestern
Regional Operations

Task Order Submission Process

Sean Grinnell, PE
SWRO Program Delivery Engineer

Objective

- **Provide Broad Summary**
 - **Purpose**
 - **Steps**
- **Generate Discussion & Comments**
- **Illustrate the Process**

Purpose

- **Standardize Utilization of the Regional On-Call Contracts**
- **Ensure Funding is Verified**
- **Provide Required Information for Accurate Project Accounting**
 - **Ensures Task UPC's receive expenditures, NOT the Contract UPC's.**
- **Ensures Standard Transition from PE to CN Phases**

Step 1: Update Estimate

Update the Task Order Estimate

- **PCES Final Submission**
 - Estimate Amount
 - Task Items using Contract Pricing
 - CE&I Costs
 - Contingency

The screenshot displays the PCES interface for project 102759. The 'Project Estimates' tab is active, showing a table of estimate items. A red box highlights the 'Final Submission' row, with a message: 'Estimate matching Task Order Value must be uploaded'. The value '\$499,413.13' is shown in a red box next to it.

Type	Date	Author	Version	PE	RW	CN	Total
Pre-Scoping	2/17/2012	Amy Frye	POOL	\$2,000		\$498,000	\$500,000
Scoping	1/31/2013	Anthony Mullins	2.94	\$0	\$0	\$500,000	\$500,000
PFI							
PH							
FI							
RW							
Final Submission							\$499,413.13
Award							13
Expenditures							

TRANSPORT Estimate		RUMS Estimates	
Prime Project No:	Date:	Date	
Road Construction Totals		RW Acquisition	
Road, Util., Traffic, etc.		RW Relocation	
Constr. Contingency		RW Utility	
Construction Engineering		Cons. Utility	
Contract Requirements		Total	\$0
State Police			
Railroad			
State Forces	\$0.00		
Bridge Totals			
Bridge Work			
Contingency			
Construction Engineering			
Contract Requirements			
State Police			
Railroad			

Step 2: Funding Verification

- **The PM will Request Funding Verification**
 - **At Regional Level**
 - **By email to Mary Miller & Sean Grinnell**
- **ROPA or ROPD will Verify Funding**
 - **Not Funded?**
 - **ROPA / ROPD will discuss appropriate actions**
 - **Funded?**
 - **ROPA / ROPD will reply to PM that the TO Funding is verified.**

Step 2: Funding Verification

- Further Verification
 - Programming Division
 - District PIM Director
 - PD-4 Returned to PIM Director and PM
 - PD-4 Approved Date required on Task Order CN Summary Form

VIRGINIA DEPARTMENT OF TRANSPORTATION
Richmond, Virginia
PD-4
PROGRAMMING DIVISION - INTER-OFFICE MEMORANDUM

MEMORANDUM
RAAP CONTRACT
TO: Mr. Mark E. Cacamis, P.E.
Attention: Mr. Don Silies

Date: 01/00/1900
Town/County/District: Arlington Northern Virginia
AD DATE: Jan-00
ESTIMATED START DATE: Jan-00
ESTIMATED COMPLETION DATE: Jan-00

RE: Funding Verification for Advertisement is Approved
Please note that Construction - Phase 9104 will be open to charges when the contract is awarded or upon request on non-contract projects. Our recommendation is based on the following analysis. If there are any questions, please call.

State Project # 0 FR: 0 TO: 0	UPC # 0 Federal Project: 0 Federal Eligibility 0									
Comments: 0										
Tier 0										
ALLOCATIONS SUMMARY	COST ESTIMATES						FUNDING ANALYSIS			
Prior Allocations	\$0	+	Expenditure To Date	STIP Estimate	Scope/Right of Way Estimate	Selected PCS Estimate	SYIP or SSYP Estimate	THIS ANALYSIS	% FUNDED	AMT NEEDED FOR 100%
FY 2013 Federal	\$0	-					0	0	0.0%	\$0
FY 2013 State	\$0	PE	\$0	\$0	\$0	\$0	0	0	0.0%	\$0
Trans. In Process	\$0	RW	\$0	\$0	\$0	\$0	0	0	0.0%	\$0
Other	\$0	CN	\$0	\$0	\$0	\$0	0	0	0.0%	\$0
Total Funding	\$0	Less (-) Total Estimated Cost						\$0	Equals (=)	\$0

PLEASE NOTE:

Armenta F. Delaney
Finance Section
Programming Division
(804) 786-0864

0

FUTURE FUNDING	
FY 13/14	\$0.00
FY 14/15	\$0.00
FY 15/16	\$0.00
FY 16/17	\$0.00
FY 17/18	\$0.00
FY 18/19	\$0.00
TOTAL	\$0.00

STIP THRESHOLD LIMITATION PERCENTAGE APPLIES TO EACH PHASE	
STIP estimate amount	Limit Requiring Amendment
Up to \$2 Million	100%
> \$2 - \$10 Million	50%
>\$10 - \$20 Million	25%
>\$20 - \$35 Million	15%
Above \$35 million	10% not to exceed \$10M

STIP Limitations Do Not Apply - Project is not Programmed as Federal.

Available for AWARD

\$0
Avail. For AWARD less CN Est.
\$0

If less than zero, a transfer of funds is needed

THIS ANALYSIS VS. STIP ESTIMATE	
PE	N/A
RW	N/A
CN	N/A
Amount & % Difference by Phase	

Copies to:

Project Manager
Right of Way - Project Scheduling & Certification Section
District Administrator
District Planning & Investment Manager/Program Director
District PE Manager
Location & Design - State L&D Engineer
District Location & Design Engineer
Urban Manager - IF URBAN
Scheduling & Contract - Assistance Division Administrators
Scheduling & Contract - Plan Review Section
Programming Division - Finance Manager/District Team

Federal Comments:

Step 3: Maintenance Charges

- PM Requests Charge

ID's by Email

- Tony Dodson
 - GR & PM Tasks
- Bob Yates
 - Traffic Signals
- Tony or Bob will
 - Enter ID's into Sitemanager
 - Return to PM

Bristol District
Regional On-Call GR Contract

Task UPC 102759
Maintenance Charge ID's

2/25/13

027-083-340-731-102759-11011	Route 83 - Buchanan County - Task UPC 102759
027-460-340-731-102759-11011	Route 460 - Buchanan County - Task UPC 102759
027-602-340-731-102759-11011	Route 602 - Buchanan County - Task UPC 102759
027-604-340-731-102759-11011	Route 604 - Buchanan County - Task UPC 102759
027-605-340-731-102759-11011	Route 605 - Buchanan County - Task UPC 102759
027-614-340-731-102759-11011	Route 614 - Buchanan County - Task UPC 102759
027-621-340-731-102759-11011	Route 621 - Buchanan County - Task UPC 102759
027-623-340-731-102759-11011	Route 623 - Buchanan County - Task UPC 102759
027-627-340-731-102759-11011	Route 627 - Buchanan County - Task UPC 102759
027-636-340-731-102759-11011	Route 636 - Buchanan County - Task UPC 102759
027-642-340-731-102759-11011	Route 642 - Buchanan County - Task UPC 102759
027-650-340-731-102759-11011	Route 650 - Buchanan County - Task UPC 102759
027-651-340-731-102759-11011	Route 651 - Buchanan County - Task UPC 102759
027-681-340-731-102759-11011	Route 681 - Buchanan County - Task UPC 102759
027-707-340-731-102759-11011	Route 707 - Buchanan County - Task UPC 102759
027-717-340-731-102759-11011	Route 717 - Buchanan County - Task UPC 102759
027-718-340-731-102759-11011	Route 718 - Buchanan County - Task UPC 102759

Step 4: Federal Authorization

Form TE-C
Rev. 02-2013

- **Federally Eligible?**
 - **PM Requests Federal Authorization**
- **Authorization Date & Number**
 - **Documented on Task Order CN Summary Form**

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF TRANSPORTATION
TASK ORDER
Construction Phase Summary

Task Order UPC# or CSC#: 102759	Task #: 13-08	State Project #: 9953-013-R76, P101, N501
Charge Code ID: See Maintenance Charge Tab or Attached	Task Order Items: \$399,530.50	
<small>To be used with Original Contract Bill Items</small>		
Charge Code ID: <input type="text"/>	CE Cost: \$79,908.10	
<small>To be used with Work Order Items</small>		
Charge Code ID: N/A - CEI Invoice shall be charged to UPC 102759	Contingencies: \$19,076.53	
<small>To be used with CEI and Other Charges Relative Appropriate Activity</small>		
Other: <input type="text"/>		Total Project Value: \$499,413.13
Task Order Federal Eligibility: Not Federally Eligible		
Federal Auth. Date: <input type="text"/>	FHWA#: <input type="text"/>	
Funding Verification Received: <input type="text"/>	Estimated Construction End Date: 12/01/13	
<small>Note: Written confirmation of Task Order funding is required prior to submitting Task Order package to Construction.</small>		
Other Required Documentation:		
(I) Location and description of proposed work:		
<small>If additional space is needed for the description of work, add a sheet and label it Attachment (IV).</small>		
<input type="text" value="Guardrail installations and upgrades on various primary, and secondary routes in Buchanan County."/>		
(II) Estimate of Proposed Work		
(III) Plan Detail and/or Schedule		
(IV) Additional Description for proposed work		

The authorization to do the work identified in the Task Order listed above is to be performed in accordance with the unit prices, specifications and provisions as set forth in the Regional Contract (identified below) and the attached plan detail and/or schedule attached. The quantities set forth herein will be subject to adjustment.

Contractor Name: RMD Holdings, LTD	Contract ID #: R976
<small>Firm's Name</small>	
State Project #: (NFO)GR01-951-S10, N501	FHWA #: STP-961-1(071)
Total Value of Task Orders issued in contract term # 2 (including this Task Order):	\$1,728,421.25

Notes:

Construction Phase Project Coordinator: Terry Mullins -Project Mgr.	Date: 02/15/13
<small>Name Assigned to Task Order UPC in Pool</small>	

Approved By: SWRO Project Manager

Signature	Anthony D. Dodson	Reg. Op. Project Manager	02/25/13
	Printed Name	Title	Date

Copy: Regional Operations Program Delivery Engineer
Regional Operations Program Administrator
SWRO-MM

Step 5: PM Certification

- **Prepare Necessary Documents**
 - **District**
 - **Accordance with**
 - L&D Plan Submission Process

Step 6: CN Summary Form

Form TE-C
Rev. 02-2013

- Completed TO CN Summary Form
- Accompanies Sealed Task Order

- ACE
- Tony or Bob
- RMOM

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF TRANSPORTATION
TASK ORDER
Construction Phase Summary

Task Order UPC# or CSC#: 102759		Task #: 13-08	State Project #: B052-013-R76, P101, N501
<small>County - Route - Asset - Activity - Str. ID - UPC - Dept Code</small>			
Charge Code ID:	See Maintenance Change Tab or Attached		Task Order Items: \$399,530.00
	<small>To be used with Original Contract Bid Items</small>		CE Cost: \$79,506.10
Charge Code ID:	To be used with Work Order Items		Contingencies: \$19,976.53
			Other:
Charge Code ID:	N/A - CEI Invoice shall be charged to UPC 102759		Total Project Value: \$499,413.13
	<small>To be used with CEI and Other Charges Relative Appropriate Activity</small>		
Task Order Federal Eligibility:	Not Federally Eligible		
Federal Auth. Date:	FHWA#: _____		
Funding Verification Received:	Estimated Construction End Date:		12/01/13
<small>Note: Written confirmation of Task Order funding is required prior to submitting Task Order package to Construction.</small>			
Other Required Documentation:			
(I) Location and description of proposed work:			
<small>If additional space is needed for the description of work, add a sheet and label it Attachment (IV)</small>			
Guardrail installations and upgrades on various primary, and secondary routes in Buchanan County.			
(II) Estimate of Proposed Work			
(III) Plan Detail and/or Schedule			
(IV) Additional Description for proposed work			

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Total Value of Task Orders issued in contract term #	2 (including this Task Order):		\$1,728,421.25

Notes:

Construction Phase Project Coordinator: Tony Mulline -Project Mgr. Date: 02/15/13

Name Assigned to Task Order UPC in Post

Approved By: SWRO Project Manager

	Anthony D. Dodson	Reg. Op. Project Manager	02/25/13
Signature	Printed Name	Title	Date

Copy: Regional Operations Program Delivery Engineer
Regional Operations Program Administrator
SWRO-MM

Step 7: Transition to Construction

- **PM will.....**
 - **Request CN Phase Activities are Opened**
 - **Update POOL Status to Awarded**
 - **Change PM to Designated ACE**

The screenshot displays the 'Project Pool' interface for a specific project. The header includes the VDOT logo and the slogan 'We Keep Virginia Moving'. The project details are as follows:

- Summary:** Description: FY-13 Guardrail task #13-08 - Buchanan County; State Project #: 9999-013-R76; UPC: 102759; Workflow: Active; SYP Status: Live.
- Project Information:** General | Schedule / Estimates | Misc | Jobs | Classification | Federal | Comments | STIP.
- Phases:** Has PE Phase, Has RW Phase, Has CN Phase.
- Estimates & Expenditures:**

Date	Approved Estimate (Scoping)	Expenditures (I)	Phase Activity Date (Schedule)	Current SY? Estimate (SYP)
03/08/2013				07/01/2012
PE	\$0	\$0		\$2,000
RW	\$0	\$0		\$0
CN	\$499,413	\$0	02/09/2013 (actual)	\$498,000
Total	\$499,413	\$0		\$500,000
- Programming Schedule:** PE: 02/26/2013; RW: 12/01/2013; CN: 02/26/2013.
- Construction Project Events:**
 - Awarded Date: 02/26/2013
 - Estimated Construction Completion: 12/01/2013
 - Contract Execution: [Blank]
 - Awarded Amount: [Blank]
 - Contract Letting: [Blank]
 - Construction Started: [Blank]
 - Construction Completed: [Blank]

Footer: Home | Pool | PCES | IPM | Schedule | Funding | CERS | SYP | SSYP | Dashboard | PCFA. © Copyright 2003 Virginia Department of Transportation. All Rights Reserved. Project Pool



QUESTIONS?

SWRO Task Order Submission Process

March 12, 2013