

Submitting BOT Items

Project Development and Environmental Analysis Branch		Approved: 12/9/11 Version: 2.0
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Purpose

The purpose of this procedure is to establish a standardized process within PDEA for the submission of a Board of Transportation (BOT) item for professional services contracts which exceed \$30,000.00.

Background

Prior to execution by the Department, contracts must be placed on the Board of Transportation meeting agenda by the Professional Services Management Unit (PSMU). The Professional Services Management Unit presents the contract to the Board of Transportation for their consent. Upon consent by the Board of Transportation, the Administrator of the Technical Services Division or their designee will execute the contract and return it to the Contract Negotiator.

Board of Transportation (BOT) agenda items must be received by the Program Development Branch 30 days before the desired BOT meeting. Therefore, work on the agenda item should start a minimum of two (2) weeks before the cutoff date for submitting an agenda item. Cutoff Dates are posted on the Program Development Branch intranet portal and updated yearly.

Responsibility

- ✚ PDEA-PM – responsible for writing up the BOT item and submitting to the PDEA Office Manager.
- ✚ PDEA Office Manager – responsible for compiling the BOT items from PDEA each month and submitting to PSMU.
- ✚ Professional Services Management (PSMU) Manager – responsible for coordinating with the Program Development Branch to add all BOT items to the BOT meeting agenda.

Procedures

Estimate Contract Amount

1. Once a firm has been selected or it is determined that a supplemental contract is required, the Project Development Engineer will first estimate the total contract amount.
 - For an **Original Contract**, estimate the total contract amount by listing the major milestones and/or deliverables (e.g. CP1, CP2, NRTR, etc.), estimating the cost of each milestone to the nearest \$50,000 and computing the total estimated cost from the individual estimates.
 - For a **Supplemental Contract**, estimate the contract amount by listing the major milestones and/or deliverables that are remaining to complete the proposed contract work, estimating the cost of each remaining milestone to the nearest \$50,000, and computing the subtotal cost from the individual estimates.

You will deduct any unutilized funding remaining in the original contract from the subtotal to obtain the total estimate for the supplemental contract.
 - For both types of contracts, list any subconsultants to be utilized and their percentage of the total estimate.
2. Make sure adequate Preliminary Engineering funds have been established for the project. For Supplemental Contracts, check the remaining PE Funds against the contract amount. If warranted, submit a request for additional funds to the Program Development Branch – Program Management Section. Refer to the “Requesting PE Funding” procedure.

Develop and Submit Board Agenda Item

The BOT Agenda Item for TIP projects should be submitted to the PDEA Office Manager thirty-five (35) days prior to the desired BOT meeting. The PDEA-PM will do the following:

1. For an **Original Contract** determine which of the following is being requested:
 - Less than \$ 250,000.00 (Information Only submission), or;
 - \$ 250,000.00 or greater (BOT consent submission).
2. For a **Supplemental Contract** determine which of the following is being requested:
 - The Original Contract was less than \$ 250,000.00 and the sum of the current Supplement and all previous Supplement(s) are less than 25 % of the Original Contract (Information Only submission), or;
 - The Original Contract was \$ 250,000.00 or greater and the sum of the current Supplement and all previous Supplement(s) are less than 10 % of the Original Contract (Information Only submission), or;
 - All other cases (BOT consent submission).
3. Access two forms, the [BOT Agenda Item Form](#) and the PDEA [Unit Manager's Write-up form](#) and save them to the appropriate project folder.
4. The BOT Agenda Item Form contains the blank format for both an original contract and a supplemental contract. For this form:
 - The Maximum Engineering Fee is the estimated contract cost you calculated in the procedure above.

