



# MnDOT General Engineering Consultant (GEC) Preconstruction Services Master Contract Program

September 10,  
2013

## District/Office Fact Sheet

### Program Overview

This GEC Master Contract Program will support the Department's needs for preconstruction design bid build project activities and services. There are five Master Contract GEC consultants, and their Master Contracts define the general terms and conditions under which preconstruction services will be conducted. As specific work items are identified, MnDOT will write Work Order Contracts to clearly define tasks, schedules, deliverables, staffing, and costs necessary to deliver the specific project tasks.

The Program will be administered and managed by Chris Roy, Director of MnDOT's Office of Project Management and Technical Support. Work Order Contracts related to specific projects, will be administered and managed by MnDOT's Office of Project Management and Technical Support in close coordination with other districts and offices within MnDOT.

### What type of work can this Program be used for?

Project Development. This includes, but is not limited to:

- Bridge Specifications and Design Criteria
- Preliminary Bridge Plan
- Bridge Visual Quality
- Noise Analysis
- Environmental Documentation
- Geometric Layout
- Traffic Engineering and Forecasting
- Surveying
- Public Involvement Meeting
- Economic Analysis
- Special Project Documents
- Preliminary/Final Hydraulics Design
- Pavement Type Selection
- Soils Survey and Letter
- Soils Review and Approval
- Foundation Recommendations
- Utility Coordination
- Project Cost Estimating (inc.conceptual and contractor style estimates)
- Road Design
- Permits

For More  
Information

Contact:

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Consultant Services  
(651) 366-4774  
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*Your Destination...Our Priority*



- Agreements
- Right-of-Way
- Scoping
- Risk Analysis
- Alternative Procurement Methodologies
- State Project Management Staff Development
- Visualization, 3D Design and 4D Scheduling
- P6 Scheduling

**GEC Master Contract Consultants:**

<u>District 1</u>	<u>District 2</u>	<u>District 3</u>	<u>District 4</u>	<u>Metro</u>	<u>District 6</u>	<u>District 7</u>	<u>District 8</u>
HDR	Stantec	HDR	Kimley Horn	HDR	Kimley Horn	Stantec	Stantec
TKDA	Kimley Horn	SRF	Stantec	Kimley Horn	SRF	TKDA	TKDA
				SRF			
				Stantec			
				TKDA			

**When should I use this Program?**

This Program is beneficial when MnDOT must act quickly to meet time, resource, or planning constraints. It is appropriate for time-sensitive situations where a letting cannot be met and we do not have the time to procure a consultant with an existing method. For projects that fit under MnDOT’s Pre-qualification Program, you should utilize all levels (Direct Select, Letter of Interest (LOI) and LOI/RFP) whenever possible. For projects that are over \$100K, this GEC Program provides a significant time savings benefit (see below). However, for contracts under \$100K, the GEC Program provides little time savings compared to the Pre-qualification Program.

**How do I get a contract/work order started?**

1. Contact Chris Roy to discuss the anticipated work order so he is kept abreast of the possible workloads coming in for each GEC.
2. Email Kelly Arneson and Chris Roy with the following information:
  - What you would like the consultant to do (scope of work and cost estimate)
  - Why you would like to use this GEC Program and why the other contracting methods such as the Prequalification Program or an RFP process do not work
3. Once the work order proposal is reviewed and approved, a consultant will be assigned to the Work Order and Kelly will assign a work order number. If TTAA\* applies, the In-house Estimate form must be completed and emailed to Brad Hamilton. Districts/Offices will then contact that consultant assigned to negotiate the scope of work and budget. After negotiations with the GEC, the District/Office will complete a Requisition form and send it to Melissa McGinnis for processing along with the scope of work and budget for the particular work order. It will then be assigned to Kelly Arneson, the Contract Administrator. Kelly will write the work order contract and execute it.

**How long does it take?**

From the time the Requisition is received, along with the scope of work and budget you can expect it to take 2-4 weeks for execution for all Work Order contracts written under this GEC Program regardless of the contract value. Typical contract methods such as RFPs and LOIs can take 18-21 weeks to execute.



**Who pays for it? Where does the money come from?**

Each District/Office is responsible for funding each work order contract. Any approved funding can be utilized including federal funds.

**Does Taxpayer Transportation Accountability Act (TTAA) apply?**

\*TTAA applies to those work orders that meet the requirements (applicable work types and over \$100,000.00).

See TTAA process instructions and guidance at:

<http://www.dot.state.mn.us/consult/training.html>

