



# MnDOT Post Letting Services Master Contract Program

June 2, 2014

## District/Office Fact Sheet

### Program Overview

This Master Contract Program will support the Department's needs for construction project activities and services. There are six Master Contract consultants, and their Master Contracts define the general terms and conditions under which post letting 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 Consultant Services. Joel Williams, Contract Administration Engineer, with the Office of Construction & Innovative Contracting will provide technical expertise for the Program. Work Order Contracts related to specific projects, will be administered and managed by Contract Administrators within the appropriate District/Office.

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

- Construction Inspection Grading and Base, Bituminous and Concrete.
- Construction Inspection - Bridge Construction
- Construction Surveying
- Materials Sampling & Testing- Field Sampling and Testing
- Materials Sampling & Testing- Plant Inspection/Bituminous
- Materials Sampling and Testing- Plant Inspection/ Concrete
- Construction Contract Administration & Management
- Project Scheduling

### Master Contract Consultants:

Braun Intertec  
HDR  
SEH  
SRF  
URS  
WSB

### When should I use this Program?

This Program is beneficial when MnDOT must act quickly to respond to the variations in MnDOT's Construction Program. This Program will allow MnDOT to mitigate its time, resources and planning constraints that are caused by the changing of letting dates that in turn impact the availability MnDOT's Staff.

For More  
Information

Contact:

Kelly Arneson  
Consultant Services  
(651) 366-4774  
[Kelly.arneson@state.mn.us](mailto:Kelly.arneson@state.mn.us)

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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 but under \$1 Million, this Program provides a significant time savings benefit (see below). However, for contracts under \$100K, the Program provides little time savings compared to the Pre-qualification Program.

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

1. Contact Kelly Arneson to discuss the anticipated Work Order Contract so she is kept abreast of the possible workloads coming in for each Master Contract Consultant.
2. Email Kelly Arneson 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 Post Letting Services Master Contract Program and why the other contracting methods such as the Prequalification Program or an RFP process do not meet needs.
3. Once the work order proposal is reviewed and approved, a consultant will be assigned to the Work Order Contract 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 Consultant, the District/Office will follow the process of writing a Work Order Contract. All Work Order Contracts under this Program will be administered by Contract Administrators in the District/Office.

### **How long does it take?**

There is a potential of time savings as the solicitation has been completed up front which eliminates several weeks from the process. It is up to each District/Office to complete the work orders in a timely manner to utilize this Program to its fullest potential. 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>

