

DBE Workshop Presentation

Consultant Selection Process

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Nathan R. Czech, P.E.

Chief Statewide Consultant Engineer



What does WisDOT want to see in a good NOI?

- Addresses all points in the Consultant Requirements Section
- Good brief descriptions of example projects
- Similar attributes to project being solicited
- Good availability for listed staff - especially key staff
- A clear explanation of the staff's availability



What does WisDOT want to see in a good NOI?

- Relevant comparable experience
- Verification that project narrative is understood
- Information needs to be accurate and representative
- Honest assessments of staff's work quality



Areas for Improvement on NOI's?

- Read the full project scope
- Insufficient information to determine qualifications
- Unrelated project experiences noted
- Poor grammar



Areas for Improvement on NOI's?

- Obvious errors resulting from cutting/pasting
- Evaluate past experience for listed staff
- Being accurate about availability of listed staff
- Focus on the key players' qualifications



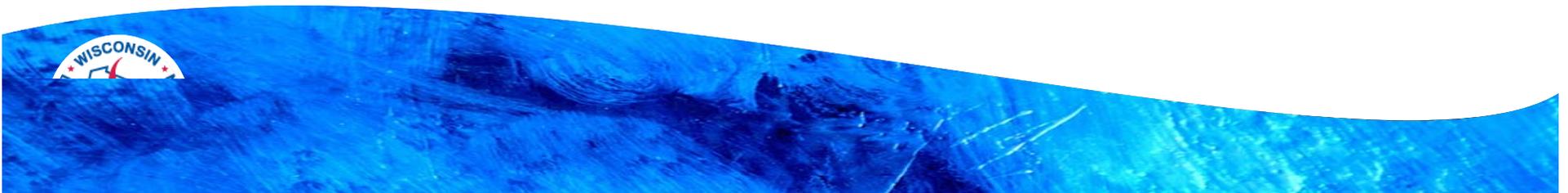
Areas for Improvement on NOI's?

- Address project specific skill or consultant requirements
- Identifying their specific roles on past projects
- Follow the furnished format



What makes a winning selection?

- Project specific NOI
- Identifying project specific needs
- One that demonstrates that they have seen the project



What makes a winning selection?

- One that nails every aspect about the project
- Discussed potential issues with the local units of government
- Staffing at the appropriate level based on project complexity
- Good past performance on comparable projects



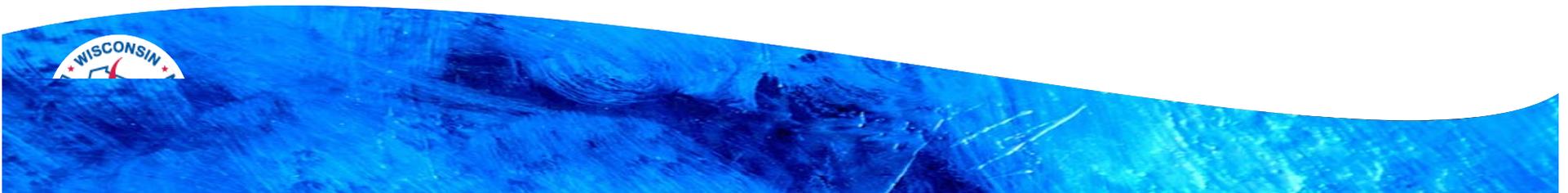
What makes a winning selection?

- An accurate and complete NOI without obvious errors
- Demonstrate successful experience working together
- Be upfront & completely honest with any information in the NOI



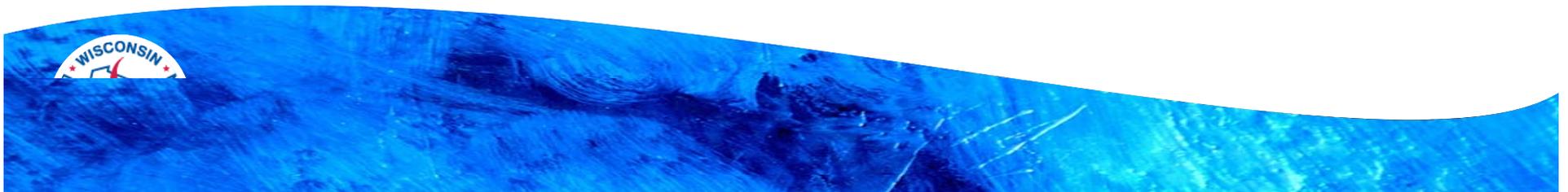
What makes a winning selection?

- Not submitting the same NOI for 5 different projects
- Identifying project specific needs
- Communicating the ability to provide a successful project



Local Programs

- Application process for each local program is different as is the post-award period.
- The periods or dates for which consultants are solicited varies greatly.
- Projects occur throughout the year, every year.



Local Programs

- Pay attention to the application process and award
- Good way to be alerted to future or potential solicitations for bids



WisDOT Local Program Website

WisDOT Website – wisconsindot.gov

-Doing Business

-Local Government

-Assistance Programs



Local Roads Improvement Program (LRIP) –

Applications are made available in September of ODD years. (September 1 (*odd*) – January 15 (*even*))

Transportation Alternatives Program (TAP) –

Applications are made available in late October of ODD years (October 31 (*odd*) –January 31 (*even*))



Congestion Mitigation and Air Quality (CMAQ) Program –

Generally only available to counties abutting Lake Michigan

**Applications are made available April 15 of
ODD years (April 15 (odd) – June 15 (odd))**

Surface Transportation Program (STP) – Local Bridge Program –

**Applications are made available in January of
ODD years (January 15 (odd) – June 1 (odd))**



Questions?



BEST PRACTICES FOR CONSULTANTS – SUSTAINABLE STRATEGIES FOR CONTINUED GROWTH

- ▶ Minal Hahm, PE, CFM - M Squared Engineering, LLC.
- ▶ Harvind Singh - SINGH & Associates
- ▶ Amanda Zacharias - Alfred Benesch & Co.



General

- Broad service sectors vs. specialized
- How did you break into additional markets / or have you?
- Do you hire specialists or train from within?
- How did you become successful in getting DOT prime work?
- HR topics – Millennials/new generation in a digital world (cell phone usage, net surfing, motivation, etc.)
- Training your staff
- Policies on PTO vs. vacation plus sick.
- Employee morale – how far do you take it?
- Website



Marketing Strategies

- ▶ Do you take the time to set up a plan and associated budget?
- ▶ Justifying memberships in various groups (tips?)
- ▶ Other tips



Financial/accounting

- ▶ Getting the right accountant
- ▶ Finding the right staff
- ▶ Software recommendations
- ▶ Other tips

