Projects First-Round Winner

Innovations Challenge

April 2017

Prepared by Transportation Planning Missouri Department of Transportation

Automated LPA Concurrence

Site Actions * 🔡 Brow	ter hers List	Concurrence Submit - STP-5401(699)		
New New View Dem	American American	View	W Alert Me	
Surveys Suggestion Box Citizens Guide Quiz Guidance Center Archive	Assigned To: Project Number Project Description Entity (Gity or County Name) Assigned To: (1)	Edit Item X Delete Item Manage	Actions	
	a Assigned for: (1)	Request Type	Award	
	Assigned To:: Nikolas.Schaffner@modot.mo.gov (1)	Project Number	STP-5401(699)	
	Nikolas.Schaffner@modot.mo.gov STP. S401(699) Telegraph Road CRS Saint Louis County Collector Overlay	Project Description	Telegraph Road CRS Collector Overlay	
Libraries	5401(609) Collector Overlay	District	SL	
Lists	Ú.	Entity (City or County Name)	Saint Louis County	
Design Assistance Request		Entity's Contact Name	Joseph Kuless	
Request Guidance Center		Entity Email (if applicable)	JKulessa@stlouisco.com	
Concurrence Submit		District Contact Email	Hark.Sauerwein@modot.ms.gov; Wesley.Stephen@modot.ms.gov; Randall.Gauer@modot.ms.gov; Synthia.Simmone@modot.ms.gov; Thomas.ARCOskey@modot.ms.gov; William.Saibler@modot.ms.gov; Russell.Nien@modot.ms.gov; John.Brendel@modot.ms.gov Beh.Bittick@modot.ms.gov; Gregory.Willem@modot.ms.gov	
Alternate CG Survey	I Add new item	Address		
Shared Documents		Contractor Name	Pace Construction Company, LLC	
All Site Content		Low Bid Amount	\$1,565,000.00	
		Assigned To:	Nikolas.Schaffner@modot.mo.gov	
		Submittal Letter	Yes	
		Submittal Letter Content	A request for concurrence.; Indicates the requested awarded contractor; Indicates the requested award amount; Indicates the DBE Goal; Indicate if Prequalifications are required;) Indicates if bidders were declared non- responsive or irregular.	
		Advertisement	Yes	
		Bid Tabs and Engineers Estimate	Yes	
		Addendums	There are no Addendums	
		Signature Pages	Yes	
		Bid Bond for 1st Low	Yes	
		Bid Bond 2nd Low	Yes	
		Power of Attorney 1st Low	No	
		Power of Attorney 2nd Low	Yes	
		BCS - Bid Review	Low Tabs out; 2nd Low Tabs out; There are no significantally unbalanced unit prices; There are no bid items that vary significantly from the Estimate: There were no items added after Bid.	

Description

MoDOT provides oversight through the development and construction of projects and is responsible for administering the federal funds distributed to cities and counties. The Bidding and Contract Services section of the Design Division is responsible for providing concurrence in award or rejection of the bids received on Local Public Agency projects. The Automated LPA Concurrence process automates the bid concurrence through SharePoint and Harmon.ie.The cumbersome old LPA method was to submit concurrence requests and the documentation to a group email to be forwarded to Bidding and Contract Services and External Civil Rights for review. The recipient would inform the group that they were handling the request. The Bidding and Contract staff reviewed the documents and coordinated with the External Civil Rights Division to do the DBE review. Once reviewed, the Bidding and Contract Services created a letter reiterating the necessary information then emailed the local public agency, district staff and the External Civil Rights and Financial Services divisions.

Our innovation created a list in SharePoint to automate the facilitation and notification process. The LPA submits the request and documentation to the same email group, then one recipient adds it to the LPA Bid Concurrence List to populate the project data. The SharePoint list prompts an email to the district LPA staff, External Civil Rights staff and Bidding and Contracts staff. The Bidding and Contract staff will complete the review while populating the rest of the project data. External Civil Rights staff reviews and populates the DBE submittals data. Once the concurrence is complete, the SharePoint site automatically sends an email notification to the LPA, district LPA Staff, Financial Services and Bidding and Contract Services. The email serves as the letter of concurrence in award/reject and is saved to the SharePoint site for future referencing.

Benefit

This innovation simplifies the automation process and provides data to be instantaneously accessible for anyone to view and track the progress. By streamlining the bid concurrence process, it saves time and allowing staff to spend more time on the review. The approximate time savings per year is two weeks of labor, or 33 percent. When compared to the old method, the data storage space is reduced by 16GB, or 400 percent per year.

Materials and Labor

1 hour of staff time with no material costs.

For More Information Contact:

Patrick Hake at <u>Patrick.Hake@modot.mo.gov</u> or (573) 526-2919. Alternate contacts: Sam Niederham, Nikolas Schaffner, Amanda Haynes and Shelley Cooper

Additional photos or videos can be seen by accessing the Innovations Challenge SharePoint page at: http://sharepoint/systemdelivery/TP/Documents/InnovationsChallenge.aspx.

	Storage Space			
	old	New		
Typical File size	7.5 MB	Typical File size	7.5 MB	
Number of email recipients	17 (Original 2 + Distribution Avg 15)	Number of email recipients	2	
Number or requests per year	150	Number or requests per year	150	
	19125 MB		2250 MB	
File Retention in SP	0	File Retention In SP	1125	
File Retntion in SIMS	1125	File Retention In SIMS	1125	
Space Requirements	20250 MB	Total Space Requirement	4500 MB	
Approximate R	Reduction in Storage of Electronic Files o	f 16 GB/Year or 400%		
	Time			
	old	New		
Typical Process Time	60 Min	Typical Process Time	60 Min	
Time to Write	30 Min	Time to Write	0 Min	
Number of Requests per Year	150	Number of Requests per Year	150	
SP Set up Time (One Time)	0 Min	SP Set up Time (One Time)	480 Min	13500
				9048 0.670
Total Time Year One	13500 Min	Total Time Year One	9480 Min	4452
Total Time Each Future Years	13500 Min	Total Time Each Future Years	9000 Min	74.2
Other advantages:	te per year reduction in time is approxin	natery 2 weeks of man nours of 3	<u></u>	
Tracking Items:				
LPA staff can verify submittals				
LPA Staff can check status easily	, and without the need to contact others and wait f	or a response		
LPA staff the option of speeding	the process by uploading requests themselves			
Administration and Processing				
	ee if any requests are still pending their action			
	sibility for requests, with out having to confer with	others to ensure that they are the only pe	erson working on the requests	
CO Staff can quickly see if ECR h				
	if action on their part is necessary			
	ems is established and disposition can quickly and e	asily be determined.		
CO ECR staff can quickly identify A repository for all submitted ite Quality Control	ems is established and disposition can quickly and e	asily be determined.		