DATE: March 27, 2014

SUBJECT: Highway Design And Technology Next Generation Team (#23)  
Guidance for Policy and Procedure Changes  
Combining Preliminary Engineering and Final Design Phases for Minor Projects

TO: DISTRICT EXECUTIVES

FROM: Thomas P. Macioce, P.E./s/  
for R. Scott Christie, P.E.  
Deputy Secretary for Highway Administration

The Highway Design and Technology PennDOT Next Generation Team has proposed a cost and time saving initiative. This initiative allows the Preliminary Engineering (PE) Phase and Final Design (FD) Phase on certain projects to be combined into a single agreement part or work order. This initiative is limited to projects that are funded exclusively with state money in design and classified as a project of minor complexity. While phases may be combined into one agreement part/work order, long established controls (i.e. prohibition on right-of-way acquisition absent NEPA clearance, etc.) are still in effect. This memo provides guidance to assure awareness and understanding of this initiative which is currently permitted and promoted by the Team.

Creating a scope of work: It is suggested to follow these parameters when establishing a scope of work:

- Tasks with a long established history of having separate parts and deliverables in both PE and FD (i.e. preliminary & Final Right-of-way, Preliminary & final MPT, etc.) can either be incorporated into the part/work order as separate and distinct tasks or combined into one task (i.e. Right-of-Way plan preparation) as long as the objective and deliverable of the combined task provides the same result as separate tasks while not violating any Department policy or regulation.
- Tasks that are typically only in PE (i.e. Environmental Clearance) or only in FD (i.e. PS&E preparation) should be maintained as such within the part/work order.

Funding Control: Funding for eligible projects with separate PE & FD phases on the TIP may be combined into one part/work order without modifications to the TIP. When combining the scopes of work for PE and FD phase into one part/work order, it is suggested to include both phases in the funding information section of the part/work order and utilize the “invoice %” column to allocate costs between phases as shown in the following screenshot.
The consultant profit (fixed fee) factors of 21.2 % for PE 23.5% for FD should be weighted in proportion to the proposed direct payroll for each task to determine the combined profit factor.

Should you require any additional information, please contact J. Michael Long, P.E., Chief of the Contract Management Section, at (717) 787-7894.

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