

# 2018 TxDOT Professional Engineering Procurement Services Conference

November 26–28, 2018



AT&T Hotel & Conference Center ★ 1900 University Avenue ★ Austin, Texas 78705



# PEPS



## MONDAY, NOVEMBER 26

**3:00 P.M. – 7:00 P.M.**      **REGISTRATION**  
*Prefunction Area*

## TUESDAY, NOVEMBER 27

**8:00 A.M. – 9:00 A.M.**      **REGISTRATION AND BREAKFAST**  
*Prefunction Area*

**9:00 A.M. – 10:00 A.M.**      **MEET AND GREET**  
*Prefunction Area and Ballroom*

**10:00 A.M. – 11:15 A.M.**      **OPENING REMARKS**  
*Zlotnik Ballroom*  
**Lucio Vasquez, P.E., PEPS Deputy Division Director**  
**Martin Rodin, P.E., PEPS Division Director**  
**Brian Barth, P.E., Director of Project Planning & Development**

**11:15 A.M. – NOON**      **BREAK**

**NOON – 1:00 P.M.**      **LUNCH & KEYNOTE ADDRESS**  
**Randy Hopmann, P.E., Director of District Operations**

**1:00 P.M. – 1:30 P.M.**      **BREAK**

## CONCURRENT BREAKOUT SESSIONS

1:30 P.M. – 3:00 P.M.

## Conference Room 301

**UNDERSTANDING THE FEDERAL PROCUREMENT PROCESS****Moderator:**

**Norma Glasscock, P.E.,**  
PEPS Fort Worth Service  
Center Manager

*Topics included in this session's discussion are: changes in the federal process to eliminate Statements of Qualification; component of a Request for Proposal; what to expect in interviews; and best practices for submitting proposals for the federal process.*

**Martha Juch, P.E., CFM, D.WRE, PEPS Continuous Improvement Project Manager**

## Amphitheater 204

**NEGOTIATIONS - RATES AND LEVEL OF EFFORT****Moderator:**

**Lucio Vasquez, P.E.,**  
PEPS Deputy Division  
Director

*This session will cover the best practices and procedures for negotiating the level of effort, scope, schedule, and budget for specific deliverable contracts, and the challenges associated with negotiating multiple indefinite deliverable contracts.*

**Phil Howlett, P.E., Procurement Engineer, PEPS – San Antonio Service Center**

**Shirin Helmi, P.E., PMP, CFM, Procurement Engineer – PEPS Central Service Center**

## Salon C

**CONTRACT SERVICES UPDATES****Moderator:**

**Larry Wenger, P.E.,**  
PEPS San Antonio  
Service Center Manager

*This session will cover the latest updates on contract-related policies and procedures from our Contract Services Division.*

**Kenneth Stewart, Contract Services Division Director**

3:00 P.M. – 3:30 P.M.

**BREAK**

**CONCURRENT BREAKOUT SESSIONS**

**3:30 P.M. – 5:00 P.M.**

**Conference Room 301**

***HISTORICALLY UNDERUTILIZED BUSINESS AND DISADVANTAGED BUSINESS ENTERPRISE (HUB/DBE) ISSUES***

**Moderator:**  
**Norma Glasscock, P.E.,**  
*PEPS Fort Worth  
Service Center Manager*

*This session will cover the requirements and processes for promoting business opportunities with firms owned by minority, women, or disadvantaged individuals.*

**Martha Arnold, Project Specialist, Civil Rights DBE Statewide Outreach & Reporting**

**Teresita Alvarado, Project Specialist, Civil Rights HUB Statewide Outreach & Reporting**

**Amphitheater 204**

***CONSULTANT SELECTION TEAM (CST) SCORING AND HOW SELECTION TEAMS ARE FORMED***

**Moderator:**  
**Lucio Vasquez, P.E.,**  
*PEPS Deputy Division  
Director*

*This session will cover how members of a consultant selection team are selected, and the procedures for scoring the consultant solicitation responses.*

**Raul Ortega, P.E., Procurement Engineer – PEPS Central Service Center**

**Salon C**

***ADMINISTRATIVE QUALIFICATIONS REQUIREMENTS AND PROCESSES***

**Moderator:**  
**Larry Wenger, P.E.,**  
*PEPS San Antonio  
Service Center Manager*

*This session will walk through what constitutes a complete overhead audit package. It will also include discussion of when an indirect cost rate is applied.*

**Roy Gonzales, PEPS Business Operations Manager**

**Bruce Reed, RM, CRMA, Administrative Qualifications Analyst**

**5:30 P.M.**

***HUB/DBE RECEPTION***

*Prefunction area*

## CONCURRENT BREAKOUT SESSIONS

8:00 A.M. – 9:30 A.M.

## Conference Room 301

**CONDUCTING PRIME PROVIDER EVALUATIONS**

**Moderator:**  
**Joseph “Joe” S. Jancuska, P.E., CFM,**  
*PEPS Dallas Service Center Manager*

*The new format for completing and approving Prime Provider Evaluations through PS-CAMS will be outlined during this session. It will also include discussion of the necessary courageous conversations associated with completing evaluations.*

**Dan M. Neal II, P.E., P.G.,** *PEPS Center of Excellence Section Director*

**Travis Campbell, P.E.,** *Project Delivery Office Supervisor*

## Amphitheater 204

**CONSTRUCTION ENGINEERING INSPECTION ISSUES**

**Moderator:**  
**Gail Eileen Morea, P.E.,**  
*PEPS Houston Service Center Manager*

*This session will include a discussion of best practices and unique challenges associated with construction engineering inspection projects.*

**Kori Rodriguez, P.E.,** *PEPS Section Director of Service Center for Divisions*

**Gina E. Gallegos, P.E.,** *Construction Division Director*

## Salon C

**PRE-CERTIFICATION AND NON-LISTED WORK CATEGORIES**

**Moderator:**  
**Charles K. Davidson, P.E., CTCM,**  
*PEPS Austin Service Center Manager*

*This session will cover the roll out of the new pre-certifications and include an update on the progress to date from the first procurement wave of Fiscal Year 2019.*

**Stacy James, P.E.,** *PEPS Continuous Improvement Project Manager*

9:30 A.M. – 10:00 A.M.

**BREAK**

## CONCURRENT BREAKOUT SESSIONS

10:00 A.M. – 11:15 A.M.

### Conference Room 301

#### ***PRECLUSION – WHEN AND HOW PRECLUSION IS APPLIED***

**Moderator:**  
**Joseph “Joe” S. Jancuska, P.E., CFM,**  
*PEPS Dallas Service Center Manager*

*This session will include a general discussion on the policy moving forward regarding the preclusion of firms between the design and construction phases.*

**Dan M. Neal II, P.E., P.G.,** *PEPS Center of Excellence Section Director*

### Amphitheater 204

#### ***WORK AUTHORIZATION DEVELOPMENT***

**Moderator:**  
**Gail Eileen Morea, P.E.,**  
*PEPS Houston Service Center Manager*

*This session will include discussions on the 50-day work authorization metric, what PEPS has accomplished this year, and PEPS’ goals moving forward.*

**Jaime Vela, P.E.,** *PEPS Central Service Center Manager*

### Salon C

#### ***INVOICING – AN UPDATE ON INVOICING AND THE NEW PEPS INVOICE CENTER***

**Moderator:**  
**Charles K. Davidson, P.E., CTCM,**  
*PEPS Austin Service Center Manager*

*This session will cover the invoicing processes and procedures for various contract types as well as an overview of the issues and challenges associated with the roll out of the new Invoice Center in PEPS.*

**Tira Dobrozensky, CTCM,** *PEPS Invoice Center Manager*

**11:15 A.M. – NOON**

***BREAK***

**NOON – 1:00 P.M.**

***LUNCH AND KEYNOTE ADDRESS***

*Zlotnik Ballroom*

**James M. Bass,** *TxDOT Executive Director*

**1:00 P.M. – 1:15 P.M.**

***BREAK***

**1:15 P.M. – 2:15 P.M.**

***CLOSING SESSION – FUTURE CHANGES IN PEPS***

*Zlotnik Ballroom*

**Martin L. Rodin, P.E.,** *PEPS Division Director*

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## CONFERENCE SPEAKERS

### **Teresita Alvarado, Project Specialist** *Civil Rights HUB Statewide Outreach & Reporting*

After working for 19 years with the Department of Aging and Disability, Teresita joined TxDOT on September 2013. Teresita provides, training, monitoring and compliance oversight for TxDOT's Historically Underutilized Business (HUB) Program and the Small Business Enterprise (SBE) Program. In addition, Teresita manages special projects that work towards continuous improvements on policies, procedures and the optimization of current program managing systems.

### **Martha Arnold, Project Specialist** *Civil Rights DBE Statewide Outreach & Reporting*

Martha has been working with the DBE Program at TxDOT for 17 years. She has experience in DBE certification, compliance, goal setting, outreach, and DBE program fraud. In her current role as Civil Rights Project Specialist, Martha provides training, technical assistance, guidance, compliance monitoring and oversight on federally funded projects.

Martha holds a Master of Business Administration degree, is a Certified Compliance Administrator (CCA), and is currently working towards obtaining the Master Compliance Administrator (MCA) certification.

### **Brian R. Barth, P.E.**

#### ***Director of Project Planning & Development***

As the Director of Project Planning & Development, Brian is responsible for overseeing the Transportation Planning and Programming, Right of Way, Environmental Affairs, Professional Engineering Procurement Services, and Transportation Programs division. He began his TxDOT career as an engineering assistant in the Dallas District. Brian earned his Bachelor of Science in Civil Engineering from the University of Texas at Austin.

### **James M. Bass**

#### ***TxDOT Executive Director***

James Bass has served as executive director of TxDOT since 2016. Bass has worked extensively on preparation of TxDOT's Legislative Appropriations Requests,



Operating Budgets and Cash Forecasting System. He also works on the agency's public-private partnerships and corresponds with the Legislative Budget Board, State Auditor's Office and the Office of the Texas Comptroller. Previously he oversaw TxDOT's Financial Management Division, Toll Operations Division, and Project Finance and Debt Management Division. Bass began his TxDOT career in 1985 working summers in the Fort Worth District.

He has a bachelor's degree in accounting from the University of Texas at Austin.

### **Travis Campbell, P.E.**

#### ***Project Delivery Office Supervisor***

Travis began his career at TxDOT nine years ago. He began as an engineering assistant in the Dallas District and worked through the engineering rotation program in roadway design and construction. Travis joined the Dallas District Project Delivery Office in 2015 supervising the Hydrology and Hydraulic Section. In late 2017, Travis became the Project Delivery Office supervisor where he oversees a team of engineers managing consultants doing planning, schematics, and detailed PS&E.

Travis holds a B.S. in Civil Engineering from Texas A&M University and is a licensed Professional Engineer in the State of Texas.





**Charles K. Davidson, P.E., CTCM**  
**PEPS Austin Service Center Manager**

Charles is a 20-year veteran of TxDOT. In his current position he is responsible for managing the procurement, negotiation, and contract administration activities in support of the Austin District. Prior to PEPS, Charles designed his first road working for Tampa Electric when he was cooping in Florida. He earned his B.S. in Civil Engineering from the University of Tennessee. He also has a minor in business administration and graduated the year the Volunteers won the national championship.

**Tira Dobrozensky, CTCM**  
**PEPS Invoice Center Manager**

Tira has been with TxDOT for 3 years. She currently oversees the processing of all PEPS invoices for 8 Services Centers, including six metro service centers, one service center made up of 19 urban and rural districts, and one service center for divisions made up of 14 divisions. The Invoice Center processes an average of 12,000+ invoices a year. Tira has over 20 years of experience in contracting, finance, budget, invoicing, and management. She is also a Certified Texas Contract Manager.

**Gina E. Gallegos, P.E.**  
**Construction Division Director**

Gina oversees the functions of the Construction Division, which include statewide construction letting, contractor certification, bid analysis, the highway construction specifications committee, the contractor claims process, and highway materials and testing procedures. She began her career at TxDOT in 1994 as an engineering assistant with the Bexar Metro Area Office in the San Antonio District. She rotated through various sections such as design, lab and construction and later served as an Area Engineer before becoming the Director of Construction in the San Antonio District. Gallegos is a recipient of the 2016 Innovative Transportation Solutions Award and the 2017 Gibb Gilchrist Award. She graduated from Texas A&M University with a Bachelor of Science in Civil Engineering.

**Norma Glasscock, P.E.**  
**PEPS Fort Worth Service Center Manager**

Norma has 18 years of service with TxDOT. She currently serves as the Service Center Manager for Fort Worth. In this position she is responsible for leading the team of procurement engineers and contract specialists in facilitating the procurement and management of contracts and work authorizations for the District. She began her PEPS career in the August 2013 as a participant in the original LEAD program (Leadership Enrichment and Development). Prior to PEPS, Norma worked in the Snyder Area Office in the Abilene District. She earned her B.S. in Civil Engineering from Texas A&M University.

**Roy Gonzales**  
**PEPS Business Operations Manager**

Roy has been with TxDOT for 6 years. He currently serves as the director of the Administrative Qualifications Program and oversees a \$1 billion consultant contract budget. Roy is also responsible for overseeing all staffing and performance management for the PEPS Division. He has over 20 years of state service with progressive responsibilities in finance, budget, accounting, financial reporting, human resources, information management, and project management, including over 10 years in a supervisory role. Roy earned his MBA in Management Information Systems and his Masters of Project Management.

## CONFERENCE SPEAKERS

### **Shirin Helmi, P.E., PMP, CFM**

#### **PEPS Procurement Engineer**

Shirin has been with the department for two and a half years. She is responsible for procuring professional services and engineering contracts for various districts in TxDOT. In that role she develops, oversees, and negotiates scopes of work, contract work schedules, fees, level of effort and other contract agreements with engineering firms for a variety of contracts. Prior to joining TxDOT, Shirin designed, managed, and prepared construction documents, including PS&E, for various civil engineering projects. She has technical background in multi-disciplinary Civil Engineering projects, including roadway design and infrastructural utility design such as water, wastewater and storm drain. Shirin earned a Bachelor of Science in Civil Engineering from the University of Texas at Austin.

### **Randy Hopmann, P.E.**

#### **Director of District Operations**

Randy joined the TxDOT Administration in 2014. He currently oversees all 25 districts statewide as Director of District Operations, responsible for planning, design, construction, and maintenance activities of transportation systems in Texas. He began his TxDOT career in January 1985 as an engineering assistant in the Austin District and moved to the Tyler District in 1996 as the director of Transportation Planning and Development. In 2002, Hopmann was appointed Lubbock district engineer, serving until 2009, when he was named Tyler district engineer. Randy earned his bachelor's degree in civil engineering from Texas A&M University in 1984.

### **Philip Howlett, P.E.**

#### **Procurement Engineer, PEPS – San Antonio Service Center**

Phil began his TxDOT career in February 2001. In his current role as a Procurement Engineer he oversees the procurement of specific deliverable and indefinite deliverable contracts to help the Department's districts and divisions obtain the most qualified consultants. Phil performs the role of lead negotiator, which includes the negotiation of the scopes, schedule, rates, and level of effort. He began as an EIT in the San Antonio District's Laboratory. He has also worked out of the Seguin Area Office in Design and Construction, as well as the San Antonio District's Mobility Section

working on innovatively financed projects. Phil holds a Bachelor of Science in Civil Engineering from The University of Texas at San Antonio.

### **Stacy James, P.E.**

#### **PEPS Continuous Improvement Project Manager**

Stacy joined PEPS in May 2015 after more than 23 years working on design, project management, construction, and maintenance for the South Travis/Hays County Area Office of TxDOT's Austin District. Stacy provides support to the PEPS-COE Manager, coordinates with other PEP-COE staff in the development, maintenance, and improvement of systems and tools supporting the PEPS program and routine processes. Stacy holds a Bachelor of Science Degree in Civil Engineering from Texas A&M University.

### **Joseph "Joe" S. Jancuska, P.E., CFM**

#### **PEPS Dallas Service Center Manager**

Joe has over 30 years of service with TxDOT. In his current position he is responsible for managing the procurement, negotiation, and contract administration activities in support of the Dallas District. Prior to joining PEPS, Joe spent almost 26 years working at various levels in the Dallas District Roadway Design office. He earned his Bachelor of Science degree in Civil Engineering from the University of Texas at Arlington.

### **Martha F. Juch, P.E., CFM, D.WRE**

#### **PEPS Continuous Improvement Project Manager**

Martha has been with TxDOT for three and a half years. Her current responsibilities include support of the Center of Excellence programs and goals. Martha assists PEPS staff during the procurement cycles, leads the annual procurement planning efforts, edits policy manuals, writes and updates guidance documents, and serves on the team of developers/instructors for PEPS in-house training courses. She has over 30 years of experience in the public and private sector, working as a water resources engineer and planning manager for her own firm, local and international consulting firms, and the Harris County Flood Control District.

Martha earned a B.S. in Civil Engineering from Texas A&M, an M.S. in Environmental Engineering from Rice University, and a Masters in Engineering – Civil from Texas A&M.

# Accessing Consultant Contract Information

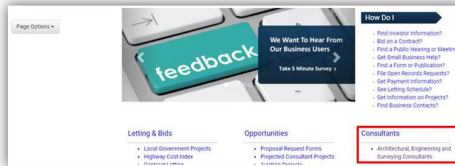
1

Click on 'Business' link on TxDOT homepage



2

Click on 'Architectural, Engineering, and Surveying Consultants' link



## Gail Eileen Morea, P.E.

### PEPS Houston Service Center Manager

Gail has over 25 years of service with TxDOT. In her current role she has oversight of a staff of 14 involving procurement, negotiation, and contract administration activities in support of the Houston District and the Houston Strategic Projects Office. Gail's background is both in the private sector (transportation and land development) and TxDOT. Using the lessons learned from regionalization she assisted in the development of a customer driven division focused on the procurement, negotiation and contract administration activities in support of the district. Gail holds a Bachelor of Science in Civil Engineering, a Bachelor of Science in Biology, and a Masters in Public Health.

## Dan M. Neal II, P.E., P.G.

### PEPS Center of Excellence Section Director

Dan has been with the department for 17 years. He currently manages the Center of Excellence, which supports the department's annual procurement planning efforts, provider selection, contract development & negotiation processes, and project management & contract management. This includes the pre-certification program and staff development and training. Dan earned his B.S. in Petroleum Engineering from the University of Texas at Austin.

## Raul Ortega, P.E.

### Procurement Engineer, PEPS – Service Center for Divisions

Raul began his TxDOT career in the summer of 2003 as a Summer Intern while attending the University of Texas at El Paso as a TxDOT Conditional Grant student. After graduating in May of 2006, Raul started full-time with TxDOT in June of 2006 in the El Paso District as an Engineering Assistant. During his tenure, he has had the opportunity to gain valuable experience through project management in the different phases of development, such as Schematic, PS&E, and Construction. In 2013, Raul joined the PEPS Division as a procurement engineer. Through these procurements, Raul has gained extensive procurement experience working with the consultant community, and with both TxDOT Districts and Divisions.

Raul holds a Bachelor of Science in Civil Engineering degree from the University of Texas at El Paso.

## CONFERENCE SPEAKERS

### **Bruce Reed, RM, CRMA**

#### ***Administrative Qualifications Analyst***

Bruce has been a TxDOT auditor for eight years and is the current Administrative Qualifications lead for the PEPS Business Operations Center. Bruce holds a Bachelor of Business Administration from Stephen F. Austin State University, is certified in Risk Management Assurance, is an Accredited Financial Examiner, and is licensed in Risk Management.

### **Martin L. Rodin, P.E.**

#### ***PEPS Division Director***

Martin began his TxDOT career in 1985 as an engineering assistant in the Dallas District Bridge Design Group. He later transferred to the Amarillo District, where he served as District Bridge Engineer, District Design Engineer, and Director of Transportation, Planning and Development. Martin moved into engineering consulting in 1997 serving as director of transportation for multiple firms in Texas, including LopezGarcia Group, URS, and CobbFendley. In 2015 Martin returned to TxDOT as Director of the PEPS Division.

He holds a Masters in Business Administration from West Texas A&M University and a Bachelor's in Civil Engineering from Texas Tech University.

### **Kori Rodriguez, P.E.**

#### ***PEPS Section Director of Service Center for Divisions***

Kori has been with TxDOT for 19 years. She is responsible for ensuring the TxDOT Divisions have the most qualified consultants to deliver the unique, specialized projects that they perform. Her Service Center works with 13 Divisions to help them procure and execute contracts and then help them perform contract administration. Kori's heart was always in Construction and in being able to see projects come to fruition and problem solve in the field. Contracting is all about problem solving as well, so PEPS has been a great opportunity for her to continue to problem solve and help improve the process for both her TxDOT customers and external consultant partners. Kori earned her B.S. in Civil Engineering from Texas A&M University.

### **Kenneth Stewart**

#### ***Contract Services Division Director***

Ken is a 14-year veteran of TxDOT. He currently leads a group of legal and contracting professionals in reviewing and negotiating a wide range of department transactions, and providing value added services to agency staff responsible for managing those contracts. He received a B.A. from the University of North Texas, and his J.D. from the University of Houston Law Center.

### **Lucio Vasquez, P.E.**

#### ***PEPS Deputy Division Director***

Lucio has been with the department for over 20 years. He is responsible for assisting the Division Director with managing the overall operations of the PEPS Division. Lucio earned a Bachelor of Science in Civil Engineering from Texas A&M University-Kingsville, and a Masters of Science in Engineering from the University of Texas at Austin.

### **Jaime A. Vela, Jr., P.E.**

#### ***PEPS Central Service Center Manager***

Jaime has been with TxDOT for 13 years and is currently responsible for supporting the 19 rural and urban districts with their professional services contracting needs. He is also responsible for managing all professional services contracts for those districts. Jaime started his career in the private sector (7 years) before joining TxDOT. His experience is in the areas of design for the development of both Schematic/Environmental and PS&E documents. His hobbies include traveling and raising Charolaise cattle with his father. Jaime holds a B.S. in Civil Engineering from Texas A&M University.

### **Larry Wenger, P.E.**

#### ***PEPS San Antonio Service Center Manager***

Larry is a 24-year veteran of TxDOT. He currently manages the PEPS procurement processes and consultant contracts for the San Antonio District. Larry's prior assignments include the management of a Large Area Office Construction Unit, a District Central Design Unit, a District Plan Review Unit and a District Consultant Contract Program. Larry is a graduate of Texas A&M – Kingsville with a Bachelor of Science in Civil Engineering.

# 2018 TxDOT Professional Engineering Procurement Services Conference

## Professional Development/Continuing Education Hours

November 27-28, 2018 ★ AT&T Hotel & Conference Center ★ Austin, TX

Name \_\_\_\_\_

District/Division/Company \_\_\_\_\_

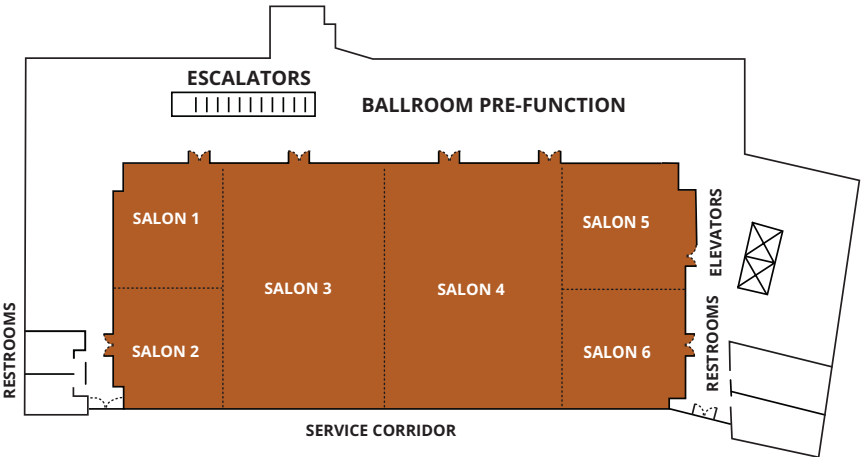
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INITIALS	SESSION TOPIC	HOURS
	<b>Understanding the Federal Procurement Process</b>	1.5 hours
	<b>Negotiations – Rates and Level of Effort</b>	1.5 hours
	<b>Contract Services Updates</b>	1.5 hours
	<b>Historically Underutilized Business and Disadvantaged Business Enterprise (HUB/DBE) Issues</b>	1.5 hours
	<b>Consultant Selection Team (CST) Scoring and How Selection Teams Are Formed</b>	1.5 hours
	<b>Administrative Qualifications Requirements and Processes</b>	1.5 hours
	<b>Conducting Prime Provider Evaluations</b>	1.5 hours
	<b>Construction Engineering Inspection Issues</b>	1.5 hours
	<b>Pre-certification and Non-listed Work Categories</b>	1.5 hours
	<b>Preclusion – When and How Preclusion is Applied</b>	1.5 hours
	<b>Work Authorization Development</b>	1.5 hours
	<b>Invoicing – An Update on Invoicing and the New PEPS Invoice Center</b>	1.5 hours

*Signature (Your signature certifies your attendance at the sessions indicated)*

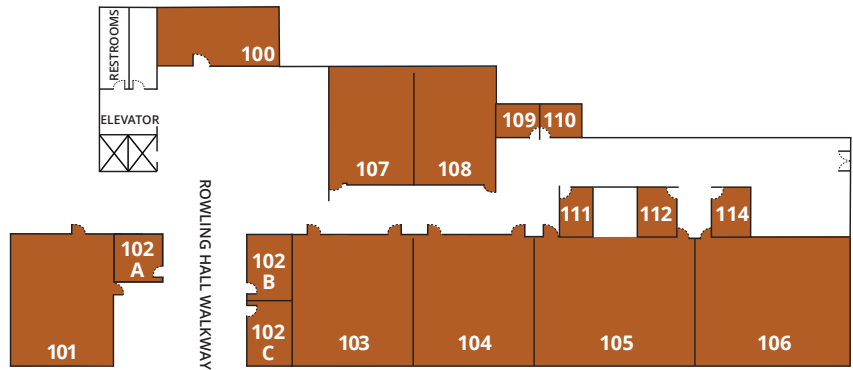
# CONFERENCE MAP

## Zlotnik Ballroom (ZB)



**M1**

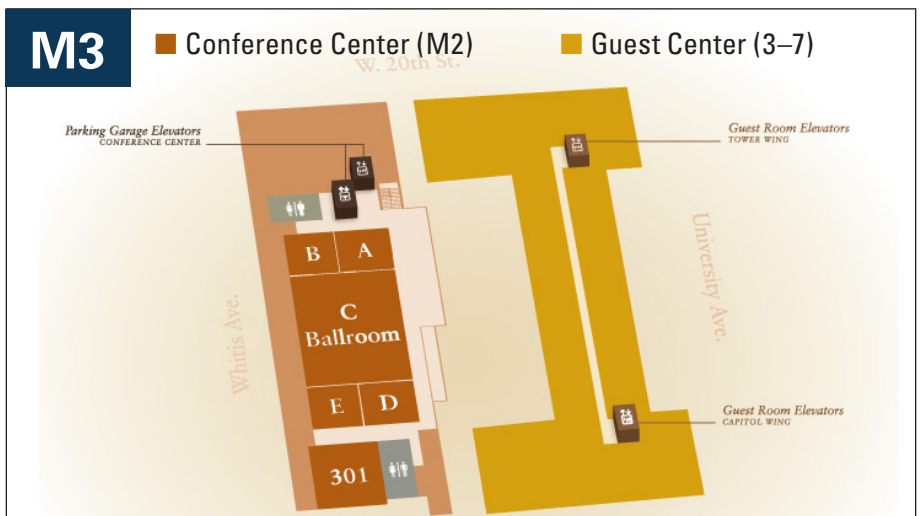
■ Conference Center (M1)



## CONFERENCE MAP

Amphitheater 204 can be found in the Conference Center on Level M2.

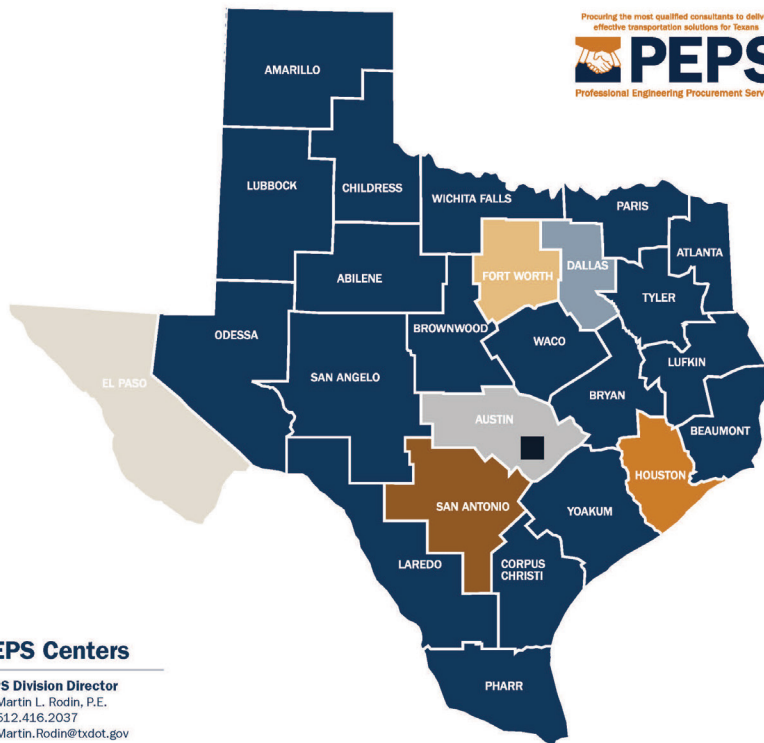
Conference Room 301 and Salon C can be found in the Conference Center on Level M3.





# PROFESSIONAL ENGINEERING PROCUREMENT SERVICES

Procuring the most qualified consultants to deliver effective transportation solutions for Texans



## PEPS Centers

### PEPS Division Director

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Martin.Rodin@txdot.gov

### Deputy Division Director

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### Business Operations Center

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### Center of Excellence

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Dan.Neal@txdot.gov

### Invoice Center

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### Austin Service Center

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### Fort Worth Service Center

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### Houston Service Center

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### San Antonio Service Center

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### Service Center for Divisions

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### Central Service Center

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Thank you for attending the 2018 PEPS conference.  
We look forward to seeing you next year!  
Please watch your email for a follow-up survey  
on this year's conference.

Thank you!

