



NEWSLETTER

NEGOTIATIONS



PennDOT and ACEC-PA Encourage Partnership through Mutual Gains Negotiations

In 2006, concerned with the length of time it takes to execute contracts, PennDOT and ACEC/PA began to investigate negotiation methods used by other states. The Joint PennDOT/ACEC/PA Transportation Task Force determined that Florida Department of Transportation (FDOT) and the Florida Institute of Consulting Engineers (FICE) had developed a sound model to use in developing a process for Pennsylvania.

The goals of Mutual Gains Negotiations are to quickly and efficiently execute contracts that are fair and reasonable to all parties. The tools currently being developed to assist in that effort include Standard Procedures for scope clarification and a Staff Hour Estimating Guide.

Mutual Gains Negotiations requires a mutual understanding of the project scope and expectations prior to the development of a price proposal. The new process focuses on scope clarification and agreement. Great emphasis is placed upon both parties meeting and agreeing to the project complexity, scope, and mutual expectations of deliverables and plan presentation.

Staff Hour Guide – What Is It?

The Staff Hour Guide is intended to provide uniform negotiations for professional services contracts statewide. The initial focus will be Preliminary Engineering and Environmental Clearance Tasks. PennDOT and Consultant Project Managers will continue to use the detailed descriptions of the work tasks covered in the Work Breakdown Structure together with the range of staff hours required to complete every project task that is covered in the Staff Hour Guide.

Simply stated, the staff hour guide provides a list of all WBS Tasks, the unit of measure, the staff hour range, and the basis for the staff hour range. The unit of measure may be different for each task. Examples include the number

of sheets for roadway plans, the number of noise receptors, acres of wetland, etc. The “basis for the staff hour range” provides additional details as to what is included in the task to meet the range of hours. Click [HERE](#) for an example of the staff hour guide.

Who is on the Staff Hour Guide Subcommittee?

Six Teams were established on the subcommittee and they comprise two highway groups, a structures group, a traffic group, and two environmental groups. In addition, a small cultural resources group was established as part of one of the environmental groups. Click [HERE](#) for an organization chart illustrating the team composition.

Where are we now?

The Staff Hour Guide Teams anticipate completing the first draft of the Staff Hour Guide in early 2008. At that time, the Task

Force will distribute the document to PennDOT and the consultant community for a 60 day review period. After reviewing the comments and revising the estimates, the Staff Hour Guide will be circulated for use during a

six month testing program. A training program will put developed and implemented prior to the testing phase. During the testing, the Task force will evaluate comments and make revisions as necessary. Following the testing,

the Staff Hour Guide will be fully implemented. The implementation process is shown [HERE](#).

How do I get more info?

The Task Force will prepare regular newsletters to keep all stakeholders up to date on the progress. These brief updates will focus on different aspects of the process. A website has been developed to provide up to date information on the process. For more information, please check www.mutual-gains.com.