



Georgia Department of Transportation

Negotiation Manual for Engineering and Design Related Consultant Services



Office of Procurement
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Purpose

The *Negotiation Manual for Engineering and Design Related Consultant Services* was developed by the Georgia Department of Transportation (GDOT) to document procedures and guidelines that govern the negotiation and administration of engineering and design related consultant contract directly related to construction contracts, funded fully or in part with Federal-Aid Highway Program (FAHP) or state funds. This manual provides consistent procedures and guidelines for those individuals responsible for the negotiation and administration of professional services contracts and ensures Consultant Service Contracts are negotiated at fair and reasonable costs as specified by the Federal Brooks Act, 40 U.S.C 1104.

Included in the manual are standard definitions and labor classifications, established for the negotiation of GDOT contracts, designed to establish a uniform language between GDOT and Consultant firms. Labor classifications include positions, titles, education level, and experience requirements based on industry standards.

Consultant and GDOT personnel shall adhere to all applicable GDOT policies; the *Procurement Manual, Management and Administration of Engineering and Design Related Consultant Services*; Negotiation Manual; Georgia statutes; federal laws/regulations; and contract standard terms and conditions.

Code of Conduct

Employees of GDOT are expected to maintain and exercise the highest moral and ethical standards of conduct and judgement while fulfilling their duties and responsibilities on behalf of the Department. Employees must be alert when conducting business with employees and non-employees to avoid even the appearance of misconduct, personal or financial gain, or conflict of interest. While performing Departmental duties, employees are required to comply with all state and federal laws; Code of Ethics for Government Service (O.C.G.A. 45-10-1); Governor's Executive Order (dated January 14, 2019); and all GDOT policies.

Chapter 1 : Scope of Services

1.1 Defining the Scope of Services

A scoping meeting shall be held for each task order prior to submitting a requisition for negotiations to the Office of Transportation Services Procurement (TSP). The GDOT project manager (GDOT PM) and consultant project manager (PM) will agree upon a scoping meeting date. Prior to the scoping meeting, the GDOT and Consultant PMs will collaborate to develop a draft scope of services and task list. The agreed to draft scope of services and tasks list will be shared with internal and external subject matter experts (SMEs), selected to perform an independent review. The GDOT PM and SMEs will prepare for the forthcoming scoping meeting by reviewing the draft scope of services and tasks list, performing any necessary project research, visiting the project site, and/or completing any necessary coordination.

Attendees of the scoping meeting shall include the GDOT PM, representatives of the Consultant's team, and subject matter experts (SMEs) from both teams as necessary. The scoping meeting shall be scheduled and facilitated by the GDOT PM. The purpose of the

scoping meeting is to reach a consensus on the scope of services, assumptions, other direct costs, and labor categories needed for the project. Discussions concerning the level of effort/hours or payment methods are not permitted during the scoping meeting; these details will be covered during the negotiation phase. The focus of the scoping meeting should be on clarification and final definition of the scope of services. The Consultant shall document the results of the scoping meeting with meeting minutes detailing the understanding and agreement between both parties of the proposed scope of services, and any assumptions to be used during the negotiation phase.

Items discussed during the scoping meeting should include clear, detailed assumptions documented with accurate, unambiguous, and precise language that will serve as the foundation for subsequent negotiations if required. The scope of services should establish each work activity to be performed; materials to be delivered; description type and the number of meetings to be attended; schedules and milestones to be met; GDOT's standards and processes to be followed; and responsibilities of both the Consultant and the Department. Both parties shall discuss and identify the necessary labor classifications and experience level of personnel necessary to accomplish the work activities to be performed. This labor information defines the approach to staffing the work and allows comparison of the internal, independent estimate of hours prepared by GDOT's PM and SMEs during negotiations. The final negotiated scope of services should ensure a mutual understanding of the project prior to the Consultant preparing the cost proposal and GDOT preparing the internal independent estimate.

The basis for a good negotiation is a detailed scope of services and deliverables built around a series of well-defined work activities. For ease of reconciliation, the same activities and spreadsheet should be used by both the Department's internal independent hour estimate and the Consultant's cost proposal. To maintain the integrity of the negotiation process, GDOT internal hour estimates should be submitted to the negotiator independent of the Consultant, and Consultant cost proposals should be submitted to the negotiator independent of the GDOT PM and SMEs.

The following are the primary items that require negotiation:

- A. Scope of services to be performed.
- B. Labor classification and experience level of personnel to be assigned to the project.
- C. Work activities/tasks to be performed.
- D. Schedule requirements and milestones.
- E. Clarification of work to be performed by the Consultant and the Department.
- F. List of all available documents and design parameters relating to the project to be provided by the Department.
- G. Number and duration of site visits, meetings, and number of personnel performing site visits and attending meetings.
- H. List of deliverables.
- I. Unique project location characteristics, such as land-use context, travel modes, and construction challenges.
- J. Quality control requirements.
- K. Task order completion date defining the duration of the task order.

At the conclusion of the scoping meeting, documentation to be used for Negotiation purposes shall be submitted by the GDOT PM, along with a “DRAFT” Word document with scope of services/deliverables, and all agreed upon items which may include but not limited to:

- A. Minutes from the scoping meeting reviewed for completeness, accuracy, and confirmation of mutual understanding of the scope of services by both parties.
- B. Formatted “DRAFT” scope of services document (Word format).
- C. Clearly defined assumptions for the proposed scope of services listed in the “Assumptions” column of the cost proposal spreadsheet.
- D. List of deliverables in the task order template format.
- E. Task order’s estimated completion date (durations not to exceed 12 to 18 months).
- F. Internal independent hour estimate from GDOT’s PM.

The scope of services should be prepared and entered using TSP’s standard task order template, following the guided task order format. Consultant’s cost proposal and GDOT’s internal independent hour estimates shall **ONLY** be submitted to the GDOT negotiator assigned to that task order. In the event that a GDOT PM accesses a Consultant’s cost proposal during the negotiation process, the GDOT PM shall notify appropriate GDOT management and the GDOT PM may be replaced.

1.2 Allowable Scope of Services

Prior to developing the scope of services for a task order, it is critical that the GDOT PM and the Consultant understand that only the services advertised and included within the scope of services of the original Request for Qualifications (RFQ) solicitations can be included within a task order or project scope of services. For any additional engineering and design related services needed, the PM must:

- A. Procure the services under a new solicitation.
- B. Perform the work using in-house GDOT staff.
- C. Use a separate, existing GDOT contract that permits contracting of these services.

Any work performed outside of the scope of services of the original solicitation, master contract, individual executed tasks orders, or work done after a contract has expired will be considered an unallowable cost, and **shall not be eligible for Federal-aid reimbursement**. It is important that Consultants know and understand the scope of services and contract completion date for their contracts and task orders. Consultants are responsible for submitting requests for supplemental agreements (if applicable) and subsequent task orders needed to maintain the project’s schedule and to avoid working at their own risk; work performed at risk can result in non-payment on the basis that work was performed outside the original scope services, exceeded the maximum allowable compensation dollar amount for a task order, started working before a notice to proceed was issued, or continued working past the task orders completion date.

The GDOT PM is responsible for processing requests for supplemental agreements and subsequent task orders in accordance with their individual office policies and procedures and communicating the status to the Consultants.

Chapter 2 : Independent Estimate

2.1 Development of GDOT's Internal Independent Hours Estimate

An internal independent hour's estimate shall be prepared for each task order/project using the GDOT standard cost proposal template. The detailed independent estimate shall have the appropriate breakdown of the work activities/tasks, estimated labor hours, and classifications of labor required for the defined scope of services. GDOT's internal SMEs within their respective areas of expertise should be consulted when preparing GDOT's independent hour's estimates. The GDOT PM should initiate and coordinate the interaction with GDOT SMEs. The basis for the estimate should be the specific requirements for the project under consideration, together with a history of actual staff requirements for past projects with similar requirements. It is critical to determine a reasonable distribution of work between various levels of staff for work activities/tasks proposed to ensure the most economical staffing commensurate with the complexity of the project. The independent hours estimate and clearly spelled out task order assumptions shall be forwarded by the GDOT PM to the Office of TSP only, along with the formatted "DRAFT" scope of services document (Word version), minutes from the scoping meeting, agreed upon verbiage accepting scope/deliverables by both parties.

2.2 Development of GDOT Independent Cost Estimate

TSP will use the internal independent hours estimate provided by the GDOT PM, along with the prime consultant and subconsultants' actual direct salary rates (**with no escalation**); approved indirect cost rates; labor classifications; allowable other direct costs (ODCs); and the prime and subconsultant's fixed fee for the defined scope of services to compute GDOT's independent hour and cost estimate using TSP's cost comparison spreadsheet, that will be used as the basis for negotiation. The negotiators will perform a cost analysis to ensure the proposed costs are reasonable, accurate, and allowable.

The GDOT internal independent estimate is only available for review by GDOT and the Federal Highway Administration (FHWA). It's a confidential documentation and not available to the public. Negotiations should be conducted in good faith, recognizing that compromise may be required to achieve an equitable contract.

Review of the internal independent hour's estimate should confirm and ensure the following:

- A. The scope of services assumptions is consistent with the scope documentation.
- B. The task order scope of service and independent estimates accurately reflect the project's scope of services.
- C. Cost items are confirmed and calculated properly, and current labor and indirect cost rates are being utilized.
- D. Labor classifications are defined and utilized appropriately.
- E. All SME hours are compiled and properly accounted for across activities/tasks and on appropriate tabs within the spreadsheet.

NOTE: The use of independent estimates and determination of cost allowance in accordance with CFR 172.11 shall ensure contracts for consultant services are obtained at fair and reasonable cost, as specified in the Federal Brooks Act, 40 U.S.C 1104(a), which requires fair and reasonable compensation considering the scope complexity, professional nature, and value of the services to be rendered (as required by 23 U.S.C. 112(b) (2)).

Chapter 3 : Consultant's Cost Proposal

The Consultant shall use the standard GDOT cost proposal spreadsheet template developed during the scoping phase, including the scope of services assumptions and necessary activities/tasks identified. The cost proposal should be reviewed for accuracy of calculations and to ensure that all discipline tabs are carried forward to the cost summary tab. The Consultant shall ensure that the prime and subconsultant's fixed fee is calculated correctly and carried forward to the cost summary by firm(s) tab. The following items should be used/or included when developing your cost proposal:

- A. Current approved indirect Costs Rates (Overhead Rate).
- B. Agreed upon list of employees actually committed and needed to work on each task order using the standard labor classifications. The labor classifications must be used by all firms regardless of the various titles held by each firm. The agreed upon labor classification to be used during negotiation must be agreed upon in writing by GDOT PM during each task order scoping phase for the prime and its subconsultants. The agreed upon titles must be used both in the development of GDOT internal hours estimate and the Consultant cost proposal. (See the Negotiation Manual for Labor classification and definitions).
- C. Certified Payroll and Qualification letter (See Attachment A). The prime and each subconsultant shall provide a letter similar to (Attachment A) with a minimum of all criteria indicated, which identifies each person actually committed and needed to work on the task order and to ensure qualifications are met.

If the certified payroll information is submitted directly to a negotiator by a subconsultant, please ensure the subconsultant includes in the email the Contract ID, Task Order #, and prime Consultant's name.

- D. Fixed fee percent higher than ten percent (10%) must be approved during the scoping phase of the project by GDOT office head, following the details outlined in [Section 7.3 Fixed Fee](#) of the Negotiation Manual: A and B.
- E. The FCCM rate is not used in the calculation for the fixed fee amount.
- F. Other direct costs are allocable to the project, which is reasonable and allowable in accordance with the Federal Cost Principles.

See Chapter 7 for the approved elements of a Consultant's cost proposal and supporting documentation.

Chapter 4 : Use of Labor Classifications

4.1 Qualifications and Professional Standards

In the performance of services, the Consultant shall use the degree of care and skill ordinarily exercised by other similar professionals in the field under similar conditions and like circumstances.

The Consultant shall employ only persons qualified and duly registered as applicable in the appropriate category in responsible charge of supervision and design of the work and further shall employ only qualified and duly registered surveyors in responsible charge of any survey work.

The Consultant shall use the members of its professional staff presented to the Department at the time of agreement negotiations unless changes to the Consultant's staff are approved in writing by the Department. The Consultant shall endorse all work performed under an agreement. As applicable, such endorsements shall be made by a person duly registered in the appropriate category by the Georgia State Board of Registration for Professional Engineers and Land Surveyors, being fully employed by the Consultant and responsible for the work.

All final plans, documents, reports, studies, and other data prepared by the Consultant shall bear the professional's seal and signature in accordance with the Official Code of Georgia that governs and administers rules promulgated by and guidelines published by the Department which are in effect at the time. In the event that changes in the statutes or rules create a conflict with the requirements of the published guidelines, requirements of the statute and/or rules shall take precedence.

4.2 Project Management

The Department shall identify a project manager to serve as the Department's representative between the Department and the Consultant. The Consultant shall identify a project manager to serve as the Consultant's representative between the Department and the Consultant. If replacements and/or additions are requested for the Consultant staff, the Consultant shall communicate the needed changes in writing to the Department. Persons selected by the Consultant for replacement or addition shall possess comparable qualifications to those consultants identified in the Consultant Statement of Qualification (SOQ). If the proposed replacement or additional staff is not acceptable to the Department and the Consultant fails to provide an acceptable replacement the Consultant shall be considered in default and the Department shall have the right to terminate an agreement without liability.

4.3 Using Labor Classification during Negotiation

In order to ensure consistency and uniformity in the establishment of contract cost, Consultants shall adhere to standard labor classifications defined in the Negotiation Manual during contract negotiations. The Consultant shall propose staff within standard labor classifications as referenced in [Attachment B](#) and shall certify that each proposed staff meets the years of experience, education, and licensures/certification defined in the Negotiation Manual. GDOT reserves the right to request resumes of the proposed staff to validate and confirm their experience, education, and licensures/certification. Consultant's staff not fitting the definition

for their Labor Classification shall be reclassified. For purposes of establishing contract labor classifications, Consultant staff shall be classified according to the category definition provided in the Negotiation Manual, not based on the position or title they may hold within their firm. Standard labor classifications in the Negotiation Manual are used for aggregating similar staff based on years of experience, education, and licensures/certifications.

Based on the positions agreed to by the GDOT PM and Consultant from the project scoping meeting, Procurement will use the standard Labor Classification to verify proposed consultant staff to the appropriate labor classification. The consultant's staff shall be classified based on the highest-level labor class that matches his/her total years of experience, education, and licensures/certifications in accordance with the GDOT standard labor classifications definitions. Once the proposed consultant's staff is properly classified, Procurement will accept each position's rate based on actual, current salary rates within the position (as supported by payroll certification). Only staff actually committed to and required for the project are to be used in calculating the task order cost.

Prime and subconsultant's staff should not be combined; separate labor classifications should be established for each firm. If a firm does not have the staff to fulfill all necessary positions required for specified activities, the Department will either move forward with the classifications as submitted or, as a point of negotiation, consider the consultant's proposal of using staff from other classifications that can also perform that function.

For instances where a higher-level staff is being proposed for multiple labor classifications including lower classifications, the individual shall be classified based on the highest labor classification determined through review of their experience, education, and certifications, and correlated to a standard labor classes identified in the Negotiation Manual. If the individual is also being proposed in multiple lower labor classes, the Department will make a determination whether the individual is needed to fulfill those lower labor classes.

Chapter 5 : Negotiation of Work Effort

A comparative analysis between GDOT's independent (hours/cost) estimate and the Consultant's cost proposal will be prepared to ensure that the proposed staff hours and cost are reasonable for the specific project and associated work activities/tasks. This comparison is critical for determining if there is a reasonable distribution of work among the various levels of staff proposed and ensures that the staffing plan is economical and commensurate with the complexity of the project. The negotiations of the work effort will focus on the scope of services; staffing approach and labor classifications; and agreed upon assumptions for the purpose of clarifying and resolving any differences concerning the scope of the project and the level of effort necessary to accomplish the project scope of services. Each project must be independently evaluated to determine a fair estimate of the required staff hours. The basis for the estimate should be obtained from specific requirements for the project under consideration, along with historical data of actual staff requirements from past projects with similar requirements, if available.

The comparative analysis may produce the following results/actions:

- A. Task orders will be canceled/rejected when activities have not been scoped as outline in Chapter (1) one.
- B. If overall hours are acceptable and all required supporting documentation has been submitted, the task order will be processed for approval and routed for signatures and execution through CATS using DocuSign.
- C. The consultant may be requested to make reductions in hours in various disciplines that will bring the overall hours or hours for a particular discipline within an acceptable range. If the Consultant is unable to make the requested reduction(s) in hours, the task order will follow the process highlighted under Section item E below.
- D. A negotiation meeting may be scheduled (facilitated by the negotiator) for task orders that have three (3) disciplines or less, and the Consultant hours are between twenty percent (20%) and fifty percent (50%) of GDOT's internal hours with both parties to discuss only those disciplines in the discrepancy. It is the responsibility of GDOT PM's to ensure that the appropriate SME representatives are invited to the negotiation meeting.

If after the negotiation's meeting, overall hours are still not within an acceptable range to complete the task order negotiation's process, GDOT management will determine the next course of action, which may include:

1. Cancellation of the current task order and re-assignment of a task order to an IDIQ/On-Call Contract.
 2. Reduction in the scope of services for the project to remove unknown or hard to negotiate tasks.
 3. Follow the process outline in item E below.
- E. If there is a fifty percent (50%) or greater difference between the total internal hours provided by GDOT and hours provided by the Consultant, negotiation of the task order will be canceled and the GDOT PM will be required to resubmit the work under a new task order request only after the following actions have been performed:
 1. The GDOT PM and the Consultant will be notified of the percentage differences for only those disciplines that need the assumptions and scope of services revisited and discussed in a face-to-face rescoping meeting with all necessary SMEs in attendance.

2. The purpose of the rescoping meeting should be to clarify and solidify GDOT's desired scope, identify those differences, and come to an agreement on the desired approach in relation to the scope of services for the project disciplines. This meeting should be held **without discussion** of actual man-hours. The meeting should focus on GDOT's intent for the project and the Consultant's strategy/goals to perform the work in detail.
3. After both parties have revisited and agreed upon the scope of services and assumptions required for the project during the rescoping meeting, the GDOT PM should submit a request for a new task order through RTS, along with the revised scope and revised internal hours.

The Consultant will be prompted by email through RTS to submit their cost proposal and all supporting documentation for the task order scope of services that have been agreed upon by both parties.

Overall cost or bottom-line price is not a justification to terminate negotiations with a Consultant firm. When negotiating a task order, both parties must make a good faith effort to negotiate the scope, level of effort, labor classification to be used, and reasonable cost for the Project. If the programmed funding or project budget allotment is not adequate to accommodate the cost of the task order and the hours/cost for the Consultant and GDOT estimates are within an acceptable range, the negotiator, along with the GDOT PM, must consider reducing, clarifying, and/or re-negotiating the details of the scope (e.g., activities/tasks, schedule, deliverables, assumptions, person-hours, and/or labor classifications) for completing the work. The focus on overall cost or bottom-line price only, without regard to the scope of work and the associated level of effort, is contrary to the intent of using the qualification-based selection process. If GDOT and the Consultant are unable to negotiate hours/cost at a fair and reasonable cost for a task order, GDOT may choose one of the following options:

- A. Performance of the work using GDOT staff.
- B. Utilization of a separate, existing contract under which services fall within the scope of work.

The following are major work items requiring negotiation:

- A. Scope of services/work.
- B. Activities/Tasks that supports the scope of services.
- C. Classifications of staff required for the project.
- D. Labor classifications and distribution of work among labor categories.
- E. List of deliverables.
- F. Schedule.
- G. Clarification of work performed by the Consultant and GDOT.
- H. Items to be provided by GDOT.

Chapter 6 : Contract Type

Contract type refers to the method in which the contract is structured to cover the scope/work.

6.1 Project-Specific

A Project-Specific contract provides for all work associated with a specific project or projects desired to be contracted with a Consultant to be scoped and total cost negotiated upfront. A Project-Specific contract requires a detailed scope of services that includes all the work to be placed under contract at the same time and negotiate the total cost for the contract. Project-Specific contracts do not utilize the task order concept.

6.2 Multiphase Project-Specific

Multiphase, Project-Specific contracts are similar to Project-Specific contracts except that the work is divided into phases such as survey, environmental, design, and right-of-way. Individual phases are negotiated (via task orders) and the work authorized, by phase. Future phases will typically be negotiated and authorized later in the contract term. Multiphase contracts give the Department latitude in determining to what extent the Consultant firm continues with the contract. They are helpful in defining and working with complex projects where the scope of future phases of work are not well defined. Multiphase, Project-Specific contracts allow the Department to move forward with a complex project through phases in a minimal amount of time but requires ongoing negotiations as each subsequent phase approaches.

Multiphase, Project-Specific contracts incorporate the task order concept for a specific project. The Consultant's contract is based on a general scope of work with a maximum dollar value and specifies the expertise needed for the project. Task orders are executed to authorize phases of the project where detailed tasks and deliverables are identified.

6.3 Indefinite Delivery/Indefinite Quantity (IDIQ)

Indefinite Delivery/Indefinite Quantity (IDIQ), also referred to as On-Call Contracts, cover basic contractual requirements without defining specific projects. These contracts are established to accommodate multiple projects or specialized services, which are established during the contract period and require the consulting firm to provide work and services on an as-needed or on-call basis. Typically, IDIQ contracts are used when specialized services will be needed for a number of different projects, e.g., field survey, wetland determination, hazardous waste analysis, geotechnical boring, traffic signal design, and lighting design, etc.

To maintain the intent of the Brooks Act (40.U.S.C. 1101-1104) in promoting open competition and selection based on demonstrated competence and qualifications, a maximum length of the contract, not to exceed five (5) years including extensions, and maximum dollar amount of contract must be defined with a solicitation. These thresholds provide for a defined termination of the contract to prevent an infinite amount of workload over an infinite period of time being awarded to a single consulting firm. IDIQ contacts cannot be supplemented for additional time past five (5) years or additional money past the dollar amount stated in the original solicitation.

Chapter 7 : Elements of Contract Costs and Supporting Documentation

The following section defines elements of contract costs and required supporting documentation.

7.1 Indirect Cost Rates

“Indirect Cost Rate” refers to a factor/ratio computed by adding all costs of a firm that cannot be associated with a single cost objective (e.g., general and administrative costs and fringe benefit costs), and dividing by a base value (usually direct labor cost) to determine a rate. This rate is applied to direct labor incurred on projects and allows a firm to recover the appropriate share of indirect costs allowable per the terms of specific agreements.

- A. Negotiators will utilize Federal Acquisition Regulation (FAR) indirect cost rates, approved for use by GDOT’s Office of Audits for each prime consultant and subconsultant on a contract.
 - 1. Contracts utilizing consultant’s staff working from their office will use the FAR audited office indirect cost rate.
 - 2. Contracts utilizing consultants working in the field will use the FAR audited field indirect cost rate. If a consulting firm does not currently have a field indirect cost rate, it may be appropriate to negotiate the use of a field indirect cost rate to reflect an equitable distribution of allowable costs to a field-based contract.
 - 3. Contracts utilizing consultants working within GDOT’s office space and using GDOT equipment will use an adjusted field rate, (labor and expenses)
- B. Audited indirect cost rates are non-negotiable.
- C. If a Consultant voluntarily proposes to use an indirect cost rate that is lower than their current approved audited rate, GDOT may accept the lower indirect cost rate; however, the Consultant must communicate their intention with GDOT’s Office of Audits to properly document the agreement to use the lower indirect cost rate.
- D. Upon completion of the project, the Department will determine final payment for indirect costs by an audit of the Consultant’s accounts to establish the actual allowable indirect costs rate experienced during the period of performance of the agreement. In the event the Consultant’s actual allowable indirect costs during this period is less than the indirect costs billed, the Consultant shall reimburse the Department the difference between the indirect cost billed and the actual indirect rate experienced during the period the performance of the agreement. Consultant shall invoice the Department at their GDOT approved indirect cost rate at the time of invoicing.
- E. For state-funded contracts the prime and subconsultants indirect cost rates, established in accordance with the FAR cost principles (as specified in 48 CFR 31), will be used up to the maximum indirect cost rates of 150% for the purposes of contract estimation, negotiation, administration, reporting, and contract payment.

7.2 Direct Salary or Wage Rates

In the absence of an assessment of reasonableness in accordance with federal cost principle to establish consultant direct salary or wage rate limitations or “benchmarks,” the Department shall use and apply the prime consultant and subconsultant’s actual direct salary or wage rates for estimation, negotiations, administration, and payment of contracts and contract modifications in accordance with 23 CFR 172.11(b) (2) (iii). The employee or classification of the employee must be reasonable for the proposed work. If personnel with unusually high

salaries are proposed, GDOT will make the determination whether there is sufficient need for that individual to justify their work on the project at that rate. If there is not a legitimate need for their expertise, GDOT will revisit the work activities to be performed. Escalation is not a negotiable cost and is therefore unallowable based on the above listed Code of Federal Regulations (CFR). Direct salary or wage rates will be verified as follows:

- A. The prime and each subconsultant shall provide a letter similar to (Attachment A) with a minimum of all criteria indicated, which identifies each person actually committed and needed to work on the task order and to ensure qualifications are met.
- B. Overtime charged to the project(s) must follow applicable provisions of the Federal Acquisition Regulations and the AASHTO Uniform Audit & Accounting Guide. Overtime, as defined by the Federal Acquisition Regulations (FAR), is time worked by a contractor's employee in excess of the employee's normal workweek. A normal workweek is generally a forty (40) hours.
- C. Hourly Employees – Unless specifically authorized in writing by GDOT, no premium overtime pay will be considered by GDOT and will not be paid. Additionally, regular pay for hours worked in excess of the normal workweek must be charged consistently to Direct Labor and in accordance with the policies of the Consultant.
- D. Salaried Employees – Firms which pay salaried employees straight time pay for overtime hours worked in excess of the normal workweek must charge this time consistently to Direct Labor and in accordance with the policies of the Consultant. Consultants that do not compensate salaried employees for overtime hours worked in excess of the normal workweek must account for these hours in accordance with FAR 31 utilizing either the Effective Rate Method or Salary Variance Method. The method used must be disclosed during contract and task order negotiations and must be used consistently for all projects and in accordance with the Consultant's written policy. Failure to utilize one of the two prescribed methods for uncompensated overtime or applying the method consistently and in accordance with the firm policy, can result in these charges not being compensable by the Department.

Note: Arbitrary or across the board limitations on direct salary/wage rates which do not consider the factors prescribed in the Federal Acquisition Regulation (FAR) cost principles are contrary to the requirements of the Federal Brooks Act, 40 U.S.C. 1104(a), which requires fair and reasonable compensation considering the scope, complexity, professional nature, and value of the services to be rendered, as required in 23 U.S.C. 112(b) (2). Additionally, if limitations or benchmarks on direct salary rates and total compensation are too low, it could limit the number of firms and the qualifications of the firms which submit proposals to perform work on projects. Furthermore, direct labor limitations or benchmarks not supported by the cost principles create associated disallowed indirect costs which effectively limits the calculated indirect cost rate, contrary to 23 U.S.C. 112(b)(2)(D) and 23 CFR 172.7(b).

7.3 Fixed Fee

- A. The fixed fee dollar value of the Consultant's compensation for rendering professional engineering services is a percentage of total direct labor and indirect cost only. The determination of the amount of fixed fee shall consider the scope, complexity, contract duration, degree of risk borne by the Consultant, amount of subcontracting, and professional nature of the services, as well as the size and type of contract. The

establishment of fixed fee shall be contract or task order specific. *Please see GDOT FHWA approved Procurement Manual, Management, and Administration of Engineering and Design Related Consultant Services dated 6/20/2016, section 5.1.3.23 Fixed fee for the bases of determining the fixed fee percentage.*

Fixed Fee = Fixed Fee % X ((Total Direct Labor + (Indirect cost % X Total Direct Labor))

- B. Consideration of a fixed fee adjustment greater than ten percent (10%) will be examined on a case-by-case basis during the scoping phase. If a Consultant requests a fixed fee adjustment greater than ten percent (10%), they must submit written justification identifying and explaining how they would mitigate the project schedule, complexity, risk factors, range of scope, and other factors or circumstances that would justify an increase in the fixed fee percent based on the scope of services that are currently being scoped. The written justification should be submitted to the appropriate GDOT office head (discipline) for review, written input, and recommendations. The GDOT office head must provide a written response to the request. The written justification must be approved during the scoping phase of the Project by the GDOT Office for that discipline. Any fixed fee request of twelve percent (12%) or greater must be approved by a Division Director. Fixed fees in excess of fifteen percent (15%) of the total direct labor and indirect costs of the contract may be justified only when exceptional circumstances exist.
1. A cost-plus fixed fee contract is a cost reimbursement contract that provides for payment to the consultant a negotiated fee that is fixed at the inception of the contract. The fixed fee does not vary with actual cost but may be adjusted by a formal contract modification as a result of changes in the work to be performed under the contract. Under this payment method, the prime's and sub-consultants' fixed fee dollar amounts are fixed at the inception of the contract.
 2. When the fee earned by the prime or sub-consultant is allowed to increase over the performance period of the contract with increases in the cost of direct labor (hours worked/and or salaries increase) and/or increases in the indirect cost rate, it creates the prohibited "cost plus a percentage of cost" payment method, which is not allowed.
 3. The FCCM rate is not used in the calculation for the fixed fee amount.
- C. Markups or administrative fees on subconsultants' cost are not allowable. Prime consultants are directly reimbursed for managing their subs consultants through their associated direct labor, indirect cost, and profit.

7.4 Facilities Capital Cost of Money (FCCM)

Facilities Capital Cost of Money (FCCM) is an imputed cost related to an engineering consultant's investment in fixed assets and facilities approved by the GDOT Office of Audits. These costs are billed to a project as a percentage of direct labor only. When an engineering consultant chooses to claim the cost of money, the estimated FCCM must be specifically identified in the cost proposals relating to the contract under which the cost is to be claimed. FCCM must not be included in the fee base when determining the fixed fee.

Facilities capital cost of money is an imputed cost related to an engineering consultant's investment in fixed assets/facilities used in contract performance, regardless of whether the source of the investment is equity or borrowed capital. Cost of money is charged as a rate in

a manner similar to indirect cost. The resulting cost of money is not a form of interest on borrowing. The costs of the capital investment must be determined, measured, and allocated to contracts in accordance with CAS 414.

Engineering consultants are not required to propose facilities capital cost of money in pricing and performing a contract. However, if the prospective contractor fails to identify or propose facilities capital cost of money in a proposal for a contract that will be subject to the cost principles for contracts with commercial organizations, facilities capital cost of money will not be an allowable cost in any resulting contract. Reference: FAR 15.404-4 and FAR 31.205-10

Accounting for facilities, capital cost of money generally occurs through a memorandum entry of the cost. The engineering consultant must maintain, in a manner that permits audit and verification, all relevant schedules, cost data, and other data necessary to fully support the entry. On the engineering consultant's indirect cost schedule, the facilities capital cost of money amount must be shown as a separate line item or, alternatively, must be disclosed in the notes. This is necessary to distinguish cost of money from the company's other expenses. This is required because, per FAR 15.404-4, profit/fee does not include amounts applicable to facilities capital cost of money.

7.5 Other Direct Costs

Other Direct Costs (ODCs) proposed on contracts are project specific costs that are not included in the FAR audited indirect cost rate approved by GDOT's Office of Audits. The federal cost principle will be used in determining the reasonableness, allowability, and allocability of direct contract costs. The Consultant shall own the equipment required to provide the work and services. The cost of any nonexpendable tools, instruments, or equipment used in the execution and performance of the contracts shall not be an allowable direct cost when such items are of the nature and kind of tools, instruments, or equipment normally and generally used by the Consultant. The cost of this equipment should be included in the consultant's indirect cost rate. The cost for specialized equipment should be billed at the actual cost incurred by the Consultant with written approval from the GDOT project manager. Equipment should be considered "specialized" if it cannot be considered standard equipment for that particular Consultant's normal operational business needs.

It is the responsibility of the Consultant to account for costs appropriately and maintain adequate records and supporting documentation to demonstrate costs claimed to have incurred are allocable to the contract, and comply with applicable cost principles. It is important to **note that all costs or prices based on estimated costs for contracts or task orders shall be eligible for Federal-aid reimbursement, only to the extent that cost incurred or cost estimates included in negotiated prices are allowable in accordance with the Federal Cost Principles.**

7.6 Direct Expense Rate

The Direct Expense Rate (DER) is the percentage of other direct costs expressed as a percentage of direct labor cost. If a cost proposal's DER is less than eight percent (8%) of direct labor (8% X Direct Labor), submittal of supporting documentation of direct costs is not required. However, details of direct costs determined shall be presented in the cost proposal and provided for the contract/task order under consideration. The following applies to DER on GDOT contracts:

- A. GDOT has established a non-negotiable, eight percent (8%) of DER limit for estimating direct project expense during the negotiations of cost plus fixed fee contracts/task orders only. The DER can only be used for disciplines within the scope of services that warrant the need for ODCs and the Consultant who anticipates incurring direct project expenses. The direct expense rate can be used by a prime consultant and subconsultants for costs that will not require supporting documentation.
- B. The DER will be calculated by multiplying eight percent (8%) of the proposed Total Direct Labor Cost (DLC).
 - 1. Consultants who elect to use the DER for estimating purpose will not be required to submit supporting documentation during contract negotiation; however, they are required to provide information and an explanation of how the anticipated ODCs were computed for the project.
 - 2. It is the Consultant's responsibility to account for costs appropriately and maintain adequate records and supporting documentation to demonstrate incurred costs are allocable to the contract and comply with applicable cost principles.
 - 3. If a consultant estimates their ODCs for a project will be greater than the established eight percent (8%) DER allowed, the Consultant must provide adequate documentation to support the basis for all expenses contained for that discipline within the cost proposal.

NOTE: GDOT reserves the right to request supporting documentation at any time and for any reason at its discretion.

7.7 Supporting Documentation

Supporting documentation: commonly known as allowable ODCs and acceptable supporting documentation include:

- A. Travel, transportation, lodging, meals, and incidental expenses by consultants on official company business related to a GDOT project are allowable, subject to the limitations contained in FAR Part 31.205 and Federal Travel Regulation (FTR) prescribed by the General Services Administration (GSA). For the purpose of preparing cost proposals, lodging per diem rates shall exclude taxes.
- B. Per Diem expense for travel within the State of Georgia are allowable when consultants are on official travel related to a GDOT project greater than fifty (50) miles radius from their Georgia Office location for more than twelve (12) hours.
- C. Expenses for travel outside the State of Georgia must be listed in the consultant's cost proposal or approved in writing in advance of the travel by the Department in order to be deemed an allowable direct cost.
- D. Airfare must be based on coach rates with reasonably advanced purchases. Each purchase must be supported by a screenshot of the airfare cost, detailing at least two (2) weeks advance purchase of the ticket, with the date of the departure, arrival location, return date and number of passengers.
- E. Proposed lodging cost should be supported by the number of proposed days for lodging multiplied by the GSA per diem rate excluding taxes for the county where the project is located or the standard rate for all locations without specified rates.
- F. Costs for rental cars must be based on the use of compact cars, unless otherwise justified and approved by GDOT. Justification to be supported by a screenshot of the proposed

rental car cost per day. The rental car cost per day multiplied by the number of days will equal the total rental car's cost.

- G. Mileage for Personal Owned Vehicles must be billed at the GSA rate, supported by the calculation of the proposed mileage multiplied by the GSA mileage rate. A firm should not bill GDOT for mileage on a company owned vehicle. (Any exception will be cleared through GDOT's Office of Audit) Travel time and mileage to and from project sites are billable to the project; but daily commuting time and mileage are not billable to GDOT.
- H. External reproduction – requires a price list or screenshot from an external commercial vendor website or a recently paid invoice from the commercial vendor supporting the reproduction rates and the calculation for the reproduction total cost.
- I. Delivery, overnight, courier price list requires a captured screenshot from an external commercial vendor or a recently paid invoice from the commercial vendor supporting the courier rates and the calculation for the delivery, overnight, courier total proposed cost.

NOTE: Please be aware of GDOT's policy announcement for standard file format and plotting. "Beginning July 1, 2017, projects that have not held Preliminary Field Plan Review (PFPR) should begin using the small-format 11" x 17" standard file size for PDFs and plan distributions. Projects that have already held PFPR may remain in the large format at the discretion of the Design Phase Leader and Project Manager."

- J. Parking costs must be reasonable and shall not exceed \$15.00 per day.
- K. In order to ensure the cost for drilling, laboratory and other vendor services that are engineering, and design related are fair and reasonable, consultants shall comply with the following:
 - 1. Provide supporting documentation for services less than \$75,000.00 that are engineering, and design related services related to a highway construction project subject to the provisions of 23 U.S.C 112(b)(2)(A). A written quote from vendors when providing vendor services that may include, but not limited to items such as core borings, subsurface drilling, traffic control services, land clearing, court reporters, translators, and aerial photography. The quotes shall be dated on the company's stationery or other suitable document identifying the business name, phone number, and person submitting the quotes (phone quotes are not acceptable; email quotes with the requested information are acceptable.) The quotes should be in response to an initial inquiry for pricing for a specific project. All quotes should have the attached specifications, terms and conditions and/or appropriate contract ID number and PI number referenced.
 - 2. The combined cost for drilling and laboratory services greater than \$75,000.00 per geotechnical, environmental or pavement work type shall require quotes in addition to written approval from the Office of Material and Testing, prior to submitting the consultant cost proposal during negotiation, identifying the contract ID number, and PI number.
 - 3. If laboratory testing services for geotechnical investigation, structure testing, or other types of evaluation are being considered, they will be categorized as engineering support services. Testing must be in a laboratory certified by the AASHTO reSource, formerly Materials Reference Laboratory (AMRL) and test results will need to be reviewed and attested by a registered Professional Engineer.
 - 4. Consultants providing laboratory services in-house shall include a schedule of price per test (unit rates) and quantity of test in their cost proposal that are fixed for the duration of the contract/task order. **If the associated laboratory and or equipment costs are not included in, the firm's audited indirect cost rate and the firm has established**

recovery accounts to accumulate the laboratory expenses in a separate account.)

Laboratory services on a unit price basis will be required to provide a copy of their standard fee schedule and attest that the fees contained therein are the normal fees for such services whether for private or governmental clients.

NOTE: All unaudited unit rate prices may be negotiated at GDOT's discretion.

5. Consultants **cannot** utilize a unit rate pricing approach for laboratory services if their associated laboratory and or equipment costs are included in their company's audited indirect cost rate. The Laboratory services cost must use the cost-plus fixed fee payment method, which requires the use of negotiated man-hours to cover the laboratory costs.
6. Consultants providing drilling services in-house shall include a schedule of unit prices and quantity of tests in their cost proposals that are fixed for the duration of the contract/task order. **(If the associated drilling and or equipment costs are not included in the firm's audited indirect cost rate and the firm has established recovery accounts to accumulate the drilling expenses in a separate account.)** Drilling services on a unit price basis will be required to provide a copy of their standard fee schedule and attest that the fees contained therein are the normal fees for such services whether for private or governmental clients.
NOTE: All unaudited unit rate prices may be negotiated at GDOT's discretion.
7. Consultants **cannot** utilize a unit rate pricing approach for drilling services if their associated drilling and or equipment costs are included in their company's audited indirect cost rate. The drilling services cost must use the cost-plus fixed fee payment method, which requires the use of negotiated man-hours to cover the drilling costs.
8. Reimbursement for Drilling and Laboratory Services will be based on the actual quantity of work performed and not the total negotiated cost.
9. All associated drilling and or laboratory ODC's shall follow all ODC's requirements with in this Negotiation Manual for Engineering and Design Related consultant services and must be easily reconcilable.
10. If a consultant anticipates exceeding the drilling and/or laboratory negotiated quantity by an amount greater than twenty percent (20%), they must obtain approval from the GDOT Office of Material and testing, prior to exceeding the estimated quantity.
11. If a drilling or laboratory company is not available or cannot honor the quoted prices due to the time the quote was provided and the time the services are requested, the consultant must:
 - i. Obtain written approval to change any geotechnical drilling or laboratory company that was utilized during negotiation from the GDOT Office Head in writing, so long as the cost is not increased.
 - ii. A separate task order will be processed to cover any increased drilling or laboratory costs that cannot be covered within an executed task order's maximum allowable compensation dollar amount.

7.8 Subconsultant

Sub-consultant's costs must be specifically identified in the cost proposal and supported in the same manner as the prime consultant. The intended use of all lower tier sub-consultants must be disclosed during contract negotiation, regardless of tier level. Unauthorized use of sub-consultants that are not in accordance with the Standard Professional Services Agreement, USE OF SUB-CONSULTANTS which states: "Any change to the list of preapproved subconsultants must be approved by the Department in writing. The Consultant agrees not to assign, sublet, or transfer any or all of its interest in an Agreement without the prior written

approval of the Department.” Subconsultants shall follow the same guidelines as the Prime Consultant regarding direct labor, indirect cost rate, direct expense, fixed fee, and ODCs. Markup or administrative fees added to a sub-consultants' cost is not allowable. Prime consultants are directly reimbursed for managing their sub-consultants through their associated direct labor, indirect cost, and profit.

The combined total dollar value of all subconsultant cost on a contract shall not exceed forty-nine percent (49%) of the total dollar value of the contract.

Chapter 8 : Method of Compensation

The methods of payment shall be lump sum (firm fixed price), cost plus fixed fee, cost per unit of work (menu of services), or specific rates of compensation (fixed billable hourly rate). A single contract may contain different payment methods as appropriate for compensation of different elements of work.

The “Cost Plus a Percentage of Cost” and “Percentage of Construction Cost” methods of payment shall not be used, as stated in 23 CFR 172.9 (b) (2). Also, as detailed in the Procurement, Management, and Administration of Engineering Design Related Services – Questions and Answers, last updated May 23, 2017, IV. Compensation (Payment) method; Question 2; Anytime the fee earned by a consultant increase over the performance period of the contract with the increases in the cost of actual labor and/or indirect cost creates a cost plus a percentage of cost payment method.

8.1 Lump Sum/Fixed Price

Lump sum (fixed price) is a negotiated payment method that provides for a fixed price, not subject to any adjustment. The Consultant agrees to fulfill its obligation regardless of cost with no expectation of additional compensation beyond the agreed upon lump sum price in the performance of the work. Changes in the amount of the lump sum contract/task order can only be made through a formal supplemental agreement if the scope of services changes materially.

GDOT audits of transportation contracts are intended to be a key control to help ensure that prices paid by the government for needed goods and services are fair and reasonable and that contractors are charging the government in accordance with applicable laws, the Federal Acquisition Regulation (FAR), Cost Accounting Standards (CAS), and contract terms.

For lump sum contracts, the government agrees to pay a set price for goods or services regardless of the actual cost to the contractor. A lump sum contract is ordinarily in the government’s interest when the risks involving the project and the project’s price are minimal or can be predicted with an acceptable degree of certainty and a sound basis for pricing exists, as the contractor assumes the risk for cost overruns.

Accordingly, GDOT’s right to audit lump sum contracts is covered under the Federal Acquisition Regulation Part 52 (FAR 52.215-2) which states: the Contracting Officer, or an authorized representative of the Contracting Officer, shall have the right to examine and audit all records and other evidence sufficient to reflect properly all costs claimed to have been incurred or anticipated to be incurred directly or indirectly in performance of the contract.

In addition, the consultant is required to retain records in accordance with that clause; failure to do so can result in costs being disallowed in accordance with FAR 31.201-2(d). Finally, the agency can request that the Consultant disclose pricing information under its right to determine whether the fixed price is reasonable (FAR 15.4).

8.2 Cost Plus Fixed Fee

Cost plus fixed fee is a cost reimbursement payment method that provides for payment to the prime and subconsultant a negotiated fee that is fixed at the inception of the contract, together

with all allowable incurred cost. Each individual consultant's fixed fee shall not vary with the actual cost in the performance of the work by the prime and/or subconsultants, in accordance with FAR Part 16.306. A formal contract modification is required for any amendments to the terms of the existing contract that change the cost of the contract; significantly change the character, scope, complexity, or duration of the work or significantly change the condition under which the work is required to be performed, in accordance with 23 CFR 172.9(e)(1). The Maximum Allowable Compensation dollar amount will be established as an estimate of the total cost for the purpose of obligating funds and establishing a ceiling that the Consultant shall not exceed.

8.3 Cost Per Unit of Work

Cost Per Unit of Work also referred to as (Menu of Services), is a cost reimbursement payment method that provides for the payment of an agreed-upon fixed cost for an agreed-upon effort per unit of work. The "Cost Per Unit of Work" method establishes a loaded, fixed unit rate up front, which will not change for the duration of the contract and provides reimbursement to the consultant based on the actual units worked. The maximum allowable compensation dollar amount will be established as an estimate of the total cost for the purpose of obligating funds and establishing a ceiling that the Consultant shall not exceed. The GDOT project manager shall manage and request the unit of work (menu item) to be performed by the Consultant and the Consultant shall not be in direct control of the number or menu items worked. It is essential that the Consultant track and maintain a record of the actual work completed.

The following should be considered when using the Menu of Services task orders:

- A. The Specific Rate of Compensation payment method should be limited to contracts or components of contracts when the effort per unit of work is well-defined but the number of units is uncertain.
- B. The Consultant is not entitled to the maximum allowable compensation dollar amount unless it has been earned based on the actual number of menu items completed.
- C. All subconsultants used to perform services on a Menu of Services task order **must** be identified during the negotiation process. Each firm employee's actual salary rates and indirect cost rates will be used from each firm to determine their menu costs and the task order menu items cost will be averaged by the number of firms committed to perform those individual menu items.
- D. When more than one Consultant will be providing the same unit of work as part of a Menu of Service task order, the menu cost will be determined by calculating each consultant cost individually, using the same negotiated number of hours and that consultant individual certified payroll rates, indirect cost rate, and FCCM percentages; and average all of the consultants individual unit cost to determine a single menu item cost.
- E. If other direct costs are needed in the performance of the task order, a table of allowable other direct costs will be included in the task orders to cover billable rates for travel, transportation, lodging, meals, and incidental expenses by consultants on official company business related to a GDOT project.
- F. Each menu item's scope, assumptions, complexity, needed personnel and firms to perform the services must be agreed upon for each menu item.
- G. The Menu of Services' task order duration should be limited to twelve (12) to eighteen (18) months to allow for adjustments of salaries and indirect cost rates.

- H. All subconsultants used to perform services on a Menu of Services task order must be identified during the negotiation process and will not be added to a menu of service task order after the task order has been executed.
- I. The hours negotiated for a menu of services task orders are for individual, stand-alone activities and should not be used to establish or estimate hours associated with specific projects.

8.4 Specific Rates of Compensation

Specific Rates of Compensation, also referred to as (billable hourly rates), is a cost reimbursement payment that provides for reimbursement for consultant services based on direct labor hours at specified fixed hourly rates [including direct labor cost, indirect costs, and fee (profit)], plus any other expenses/cost. The “Specific Rate of Compensation” method establishes a loaded, fixed hourly rate up front for **each employee** which will not change for the duration of the contract and provides reimbursement to the Consultant based on the actual labor hours worked. The performance periods should be limited to twelve (12) to eighteen (18) months to allow for annual adjustments of salaries and indirect cost rates. The Maximum Allowable Compensation dollar amount will be established as an estimate of the total cost for the purpose of obligating funds and establishing a ceiling that the Consultant shall not exceed.

This payment method should be used only when it is not possible at the time of contracting to estimate the extent or duration of, or estimate costs with, any reasonable degree of accuracy. The Specific Rate of Compensation payment method should be limited to contracts or components of contracts for specialized or support type services where the Consultant is not in direct control of the number of hours worked, such as Construction Engineering and Inspection (CEI) and Roadway Testing Technician (RTT) contracts. When using this payment method, GDOT project manager shall manage and monitor the Consultant’s level of effort and classification of employees used to perform the contract services to ensure the most economical staffing commensurate with the complexity of each project and cost controls are employed by the Consultants. Each using office must have a work order approval process in place to document each work order approved dollar amount and employees approved to work on specific rate of compensation task orders.

The following should be considered when using billable rates task orders:

- A. Current approved Indirect Costs Rates (Overhead Rate).
 - 1. For projects where the consulting firm’s employees will work out of their established home or branch office shall use the company’s approved office indirect cost rate.
 - 2. For projects where the consulting firm’s employees will not work out of their established home or branch office shall use their approved field indirect cost rate.
 - 3. For projects where the consulting firm’s employees will work out of a GDOT’s office space will use an adjusted field rate to reflect an equitable distribution of allowable cost to the contract (as specified in 48 CFR 31.203(f).
- B. If other direct costs are not included in the fixed billable hourly rate, a table of allowable other direct costs will be included in the task orders; if needed, to cover travel, transportation, lodging, meals, and incidental expenses by consultants on official company business related to a GDOT project.

- C. The name and labor classification of each consultant's employee should be listed in each task order with an individual billable rate based on their actual current pay rate. The average calculation used for a select group of employees using the same labor classification is Not allowed.
- D. Only actual consultant's employees should be listed in each task order. If the need arises to add additional personnel to a billable rate task order, a formal written request should be submitted to the GDOT PM and approved by the using office's Office Head. After approval a request should be placed to procurement using RTS requesting to add the additional personnel. Procurement will request certified payrolls and a complete billable rate spreadsheet template. The additional personal will be added to the task order by an approval letter after the billable rate information has been verified and approved. A formal supplemental agreement will not be executed to add additional personnel to billable rate task orders.
- E. In order to establish rates for Vehicles, Cell phones and Laptops/tablets for use on a GDOT CEI contract, the proposed direct expense cost must be certified that the costs will be incurred specifically for the contract under negotiation and ***not included in the company's indirect cost rate or owned by the company***. Consultants must provide the following information to establish additional hourly expense costs to be added to the calculated billable rate. The additional expense cost **will not change** for the duration of the Master Contract:
1. Currently proposed lease agreements detailing the cost and number of vehicles, in addition to the cost of vehicle insurance, and vehicle maintenance for thirty-six (36) months. The total vehicle cost should be divided by thirty-six (36) months to compute the monthly cost and then, the monthly vehicle cost should be divided by 152 hours to compute the hourly rate for the vehicle.
 2. New cell phone plans for new phones should detail the monthly fee for each phone. The monthly cellphone cost should not be included in the consultant's overhead rate and should be divided by 152 hours to compute the hourly rate for cell phones.
 3. Laptop/tablet quote. The total cost for the computer should be divided by thirty-six (36) months to compute a monthly cost. The monthly cost should be divided by 152 hours to compute the hourly rate for computers.

The consultant's actual cost for trucks, cell phone, and laptop/table will be used up to the established GDOT Cap. In order to control cost and ensure the most economical cost for the vehicles, cell phone, and laptop/tablet use, GDOT has established a maximum allowable cost for each of the direct expenses on CEI task orders. The maximum amount for each direct expense will be evaluated periodically to ensure the amounts are reasonable. The direct expense shall be capped for use of vehicles, cell phones, and laptop/tablet costs on all CEI task orders to ensure the most economical cost, each of these costs **MUST be** incurred for the current contract and not a part of the companies overhead.

- F. The following formula must be used to calculate the fixed billable rate for each consultant's employee:

(Employee current hourly rate)
((Employee current hourly rate) X approved indirect/field rate percentage))
((Employee current hourly rate) +((Employee current hourly rate)X indirect/field rate percentage))X10%= Fixed Fee
(FCCM % X Direct Labor Rate)
+ (Trucks; Cell and Laptop) (for CEI Billable Rate only)
= Fixed Billable Rate

8.5 GDOT Audit Rights for all Methods of Compensation

The Department's Office of Audits shall have the right to audit the financial records of the Consultant to determine the allowable costs incurred by the Consultant. An audit will consist of, but is not limited to, a review of the labor hours and rates, negotiated indirect cost rates (provisional or actual), the fixed fee(s), subcontracts, and/or the direct costs established in the agreement.

The Department's Office of Audits has the right to require supporting documentation for every dollar billed. For example, labor hours and rates would require the following supporting documents: timesheets, payroll reports, job costing reports, and other records as deemed necessary. Direct costs such as travel, meals, products, and services require actual invoices or receipts. Subconsultant costs also require supporting documentation, including the contract with the Consultant, invoices, and payment records.

Failure to comply with the above audit and financial reporting requirement could be cause for the Department to suspend payments, to terminate the agreement, to require a refund of all monies received under the agreement and to prohibit the Consultant from receiving funds from any state organization for a period of twelve (12) months from the date of notification by the Department.

Chapter 9 : Transportation Audit Services

9.1 Pre-Award Audit Review

The Office of TSP may request a pre-award audit review whenever one or more of the following circumstances exist:

- A. There is insufficient knowledge of the adequacy of the Consultant's accounting system in tracking direct labor costs, indirect cost, and direct non-labor expenses, and its separating of non-allowable costs.
- B. The Consultant's proposed indirect cost and the Facilities Capital Cost of Money (FCCM) rates have not been reviewed and accepted by the Office of Audits or, additional assurances are needed that the labor and/or direct non-labor cost rates are representative of current actual rates.
- C. There are questions about any of the proposed cost items.

If the Office of TSP determines that a Pre-Award Audit Review is appropriate, TSP will submit a request in writing to the Office of Audits. The request for services should be specific to the areas that need review (e.g. accounting system, indirect cost rate, labor rates, direct non-salary rates, etc.). The request should identify the prime firm, contract ID, and contact information for the prime and subconsultants, if applicable.

9.2 Accounting Systems

The Department will not award contracts to Consultants who do not have an adequate accounting system and subconsultants will not be allowed to be a part of the prime's contract if they do not have an adequate accounting system. Consultants will not lose prequalification status due to inadequate accounting systems; however, they will not be eligible to contract with the Department until their accounting system is deemed adequate for contracting purposes by GDOT's Audits Office.

The following information should assist Consultants in determining the adequacy of their accounting system:

- A. Accounting records must be in compliance with Generally Accepted Accounting Principles (GAAP).
- B. Accounting system must be on an accrual basis accounting; cash basis accounting is not in accordance with GAAP.
- C. Accounting system must segregate direct and indirect expenses; there should be no direct expenses in the indirect cost pool.
- D. Miscellaneous credit recovery accounts are not allowable in the indirect cost pool.
- E. Accounting system must have a labor costing component; direct costs must be identified and accumulated by project.
- F. The accounting system should be integrated with other accounting components.
- G. Method of allocating indirect costs to cost objectives should be logical and consistent.
- H. Accumulation of costs should be under general ledger control.

- I. Accounting system timekeeping systems should identify employee labor by cost objectives and labor distribution systems should charge direct and indirect labor to appropriate cost objectives.
- J. Accounting systems should produce interim reports, at least monthly, from your accounting system that provide the results of charges to contracts.
- K. Costs must be accumulated and reported in accordance with the Federal Acquisition Regulations (FAR).
- L. Written accounting and internal control policies and procedures specific to the organization's practices.
- M. Maintain separate accounts for expressly unallowable expenses.

This list is not meant to be all inclusive. It is provided to assist with questions consultants may have regarding the adequacy of their accounting system. Accountants assisting with accounting system issues should be familiar with GAAP, FAR, and all applicable rules and regulations governing the accounting for costs incurred on Government contracts.

If an accounting system is deemed inadequate, the Office of Audits will provide a report notifying the Consultant of the issues with the system. If consultants wish to continue doing business with the Department, the Consultant will take the necessary action(s) to correct accounting system issues. The Office of Audits will perform follow-up reviews of Consultant systems if requested by the Procurement. A follow-up review will not be conducted until at least one (1) full month of financial information has been recorded in the accounting system. If a Consultant's system is deemed adequate upon completion of the follow-up review, a revised report will be issued.

9.3 Internal Control and Consultant Business Questionnaire

The Department's Internal Control and Consultant Business Questionnaire (ICQ) is an important tool used by the Department for assessing the adequacy of Consultant accounting systems. It is very important that consultants provide complete and accurate responses to the ICQ. It is also very important that consultants update the ICQ if there are any changes in the information previously submitted to avoid potential issues that may arise during the final audit due to changes.

Providing honest and truthful answers to the questions on the ICQ is imperative. As defined in the FAR, "falsification or destruction of records or making false statements" is a cause for debarment, suspension, and/or ineligibility. If the Department determines that a Consultant falsified records or made false statements on the ICQ, or any other documents provided to the Department, the Consultant may be subject to debarment, suspension or may become ineligible for future contracts with the Department.

9.4 CPA Audited Indirect Cost Rates:

All Georgia-based consultants with \$250,000 or more in contracts with the Department will be required to obtain an audited indirect cost rate by a Certified Public Accountant (CPA) for each year the Consultant has contracts with the Department, beginning with the Consultant's 2005 accounting year-end close.

The Consultant's CPA should be fully aware of the following requirements regarding CPA audited indirect cost rates:

- A. The audit must be performed in accordance with Generally Accepted Government Auditing Standards (GAGAS).
- B. The indirect cost rate must be established in accordance with 48 CFR Part 31.
- C. The audit must be performed in accordance with the “Uniform Audit & Accounting Guide (AASHTO) with the Georgia Department of Transportation – Supplement – (Audit Prices and Cost Principles), Revised 01102.” The AASHTO guide is available online at <http://www.dot.state.ga.us/dot/audits/documents/pdg/auditguide.pdf>.
- D. The CPA audit must be received by the Office of Audits within the six (6)-month period following the Consultant's accounting year-end close.

Before the audited rate will be accepted by the Department, the Office of Audits will review the Consultant CPA’s audit report and work papers upon receipt of the indirect cost report. The Office of Audits will issue a letter to the Consultant and the Department’s Procurement Office stating the accepted rate, upon completion of the review.

The audited indirect cost rate once accepted by the Department will be used for that year's billings and as the provisional indirect cost rate for estimating purposes during the one-year period following acceptance of the rate for estimating and contract negotiation purposes on future contracts.

If your CPA does not perform the indirect cost audit in accordance with GAGAS, 48 CFR Part 31, and the AASHTO Audit Guide, it will not be accepted by the Department. Therefore, care should be taken when selecting a CPA to ensure they are qualified to perform GAGAS audits and are familiar with the Federal Acquisition Regulations.

Note: Federal Statutes (23 USC 112(b)(2)(C)) and 23 CFR 172.11(b)(1)(ii) requires GDOT to accept indirect cost rates established in accordance with the Federal Acquisition Regulations for one (1)-year applicable accounting periods by a cognizant federal or state government agency, if such rates are not currently under dispute.

If the proposed project involves the use of GDOT’s office space or equipment by consultants, an adjusted rate (labor and expenses) shall be applied when full-time, (40-hour/week) consultant staff is assigned in GDOT’s office space.

9.5 Provisional Indirect Cost Rates for New (Startup) Companies

A provisional home office indirect cost rate of one-hundred and twenty-five percent (125%) of direct labor will be used by the Department for estimating purposes for new (startup) companies with no audited rate. A CPA audited indirect cost rate must be obtained after the first full year of business. The audited indirect cost rate must be received by the Department within the six (6)-month period following the Consultant’s accounting year-end close. After the consultant’s audited indirect cost rate has been reviewed and accepted by the Office of Audits, the audited rate will be applied to that year’s billings and the following year's proposals for estimating purposes. A CPA audited indirect cost rate must be obtained by the Consultant for each year the Consultant has contracts with the Department.

A provisional field indirect cost rate of one-hundred and fifteen percent (115%) of direct labor will be used by the Department for estimating purposes on Construction Engineering Inspection (CEI) and Subsurface Utility Engineering (SUE) contracts for new (startup)

companies with no audited rate. A CPA audited field rate must be obtained after the first full year of business. The audited field indirect cost rate must be received by the Department within the six (6)-month period following the Consultant's accounting year-end close. After the consultant's audited field indirect cost rate has been reviewed and accepted by the Office of Audits, the audited field rate will be applied to that year's billings and the following year's proposals for estimating purposes. A CPA audited field rate must be obtained for each year the consultant has CEI or SUE contracts with the Department.

Chapter 10 : Reserved

Chapter 11 : Administration

11.1 Consultant Services in Management Support Roles

The use of consultants in management support roles does not relieve GDOT of its responsibilities associated with the use of Federal-Aid Highway Program (FAHP) funds, and shall be limited to large projects or circumstances where unusual cost or time constraints exist; unique technical or managerial expertise is required; and or an increase in GDOT staff is not a viable option.

Consultants in program management roles may provide day-to-day oversight, management, and performance assessment of other Consultants. Program Management Consultants (PMCs), project managers, and PMC staff may perform many roles and responsibilities traditionally assigned to GDOT staff including project management oversight and guidance; liaison with GDOT technical subject matter experts; invoice review; project controls; independent assurance of Consultants design and construction oversight; project communications, leadership in cooperation with GDOT; DBE performance oversight; independent quality audits of consultants quality plans, perform field inspections, system integration for ITS devices; training; and other owner responsibilities assigned by GDOT.

11.2 Key Personnel

A Consultant's submittal of their Statement of Qualifications (SOQs) is a representation and commitment by the firm that it will provide the key personnel identified in the SOQ to perform the services associated with the project for the duration of the contract. The Consultant acknowledges that the Department relied on this representation and commitment in its selection process and was a key factor in the selection of the most qualified Consultant and award of the contract. The Department considers changes in key personnel seriously, and Consultants shall not assume that proposed changes will be accepted. If the changes are considered substantial, which changes the total dynamics and qualifications of the team, the Department may terminate the contract. The Department will review the Consultant's proposed list of key personnel (key team leads) presented in the SOQ. No substitution or transfer of personnel, specifically identified in the SOQ, shall be made without prior written approval by the Department (*2 CFR 200.201 (Subpart C)* and *2 CFR 200.308-Subpart D*). Key personnel is those individuals whose qualifications were highly significant and appropriate in evaluating the overall qualifications of the project team. Key personnel includes, at a minimum:

- A. The project manager or persons in direct charge of the overall project work,
- B. The person in charge of each major engineering disciplines of the work (e.g., project engineer for bridge, pavement design, environmental, etc.);

C. Where applicable, the person in charge of the overall scheduling of the project work.

The Consultant shall not change key personnel assigned to a contract until it has obtained written approval from the GDOT PM. The Consultant shall notify the Department of a proposed change in the key personnel at least ten (10) calendar days prior to the change and shall inform the Department in writing of the reasons for the change and certify that the overall intent of the contract will not be impaired and the overall cost of the contract will not change. The request for a key personnel change shall include the name(s) of the key personnel, date of departure, proposed replacement, and the credentials/resume of the replacement. Qualifications of any key personnel proposed in a change shall be equal to or better than the qualifications of the person being replaced. A need on another project will not constitute justification for a change in key personnel.

The Department shall have the right to approve or reject the proposed successor. The Department will evaluate any proposed change in key personnel, and at its discretion, may decide to terminate the contract if, in the Department's sole discretion, the Department believes that the project team is materially different because of the change. The Department will make reasonable efforts to make its decision within thirty (30) calendar days of the Consultant's request to change key personnel. The request is not approved unless the Department states in writing of its approval of the change. If accepted, the Consultant does not have the right to re-negotiate the labor rate for the wage classification because of the change in personnel. The Consultant is not entitled to any additional compensation associated with any delay in the approval or the Department's non-approval of the change.

Failure to provide the Department with notification of a key personnel change may result in termination of the contract, award of damages to the Department, and loss of Pre-qualification status. For supplemental service contracts, if the selected individual associated with a supplemental service contract is not able to complete the term of the contract, the Department may terminate the contract. The effective date of termination may be immediate or the Department, at its sole discretion, may request the firm to furnish a temporary replacement for not more than sixty (60) days or until the new contract can be advertised. The temporary replacement must possess qualifications equal to or greater than the original supplemental service employee. GDOT shall not be charged a higher rate for the temporary replacement than was agreed to in the original contract. GDOT will terminate the old contract when the new contract has been executed. The Department may also choose to continue the contract with the replacement employee, but that is solely at the discretion of the Department.

11.3 Contract Suspension (Stop Work Notice)

Work on a contract may be suspended when extenuating circumstances occur beyond the control of the Consultant or GDOT, or when work cannot proceed as expected. Contracts are suspended and released at the discretion of the GDOT. For a contract which has been placed in suspension, the period of suspension will not count against the contract duration defined in the contract. The Consultant is not entitled to any compensation when a contract is suspended. Suspending of a contract is confirmed in writing through a stop work notice issued by the GDOT PM. The Consultant is advised that no work can be performed, and no costs can be incurred while the contract is in suspended status unless specifically addressed as part of the stop work notice. A contract is released from "suspended" status upon issuance of a written notice by the GDOT PM to resume work and through the processing of a contract modification by the GDOT PM. The Consultant is notified in writing by the GDOT PM when work may resume and informed of the adjusted contract completion date.

Chapter 12 : Shifting work effort/costs within an agreement

During negotiations, GDOT and the Consultant agree upon a certain effort and associated costs for major categories of the project. Examples of major categories on a typical project may include, but are not limited to the following:

- A. Project Management.
- B. Roadway Design.
- C. Environmental.
- D. Preliminary Design.
- E. Bridge Design & Hydraulics.
- F. Traffic Operations.
- G. Survey.

During the life of the project, the Consultant may formally request to shift the work effort and its associated costs from one major category to another with no increase of funds to the contract/task order's maximum amount or fixed fee for profit established within the agreement. If acceptable, this formal request will be approved by the GDOT PM's office head in writing and filed in the agreement folder. A supplemental agreement is not required for this action; however, the GDOT PM reserves the right to formally negotiate the costs of the effort(s) to be shifted through the Office of Procurement to ensure the Department has adequately assessed the value of the work to be performed. This process also applies to shifting efforts or costs between the prime consultant and any subconsultants on the team with no increase in the prime or subconsultants fixed fee amount. Shifting effort or costs from one task within a major category to another, within that same category, does not require approval from GDOT. An example of this would be shifting effort from the "Prepare Typical Section" task within the preliminary plans category to the "Finalize Staging Cross Sections" task within the final plans category.

Chapter 13 : Contract Modifications

13.1 Master Contract Supplemental Agreements

The Consultant shall submit requests for supplemental agreements in writing to the office head, including detailed justification for the supplement and description of impacts to schedule. All correspondence should be copied to the GDOT PM and office head. Upon approval by the Department, a supplemental agreement will be initiated between the parties. The Department will make the final determination if a supplemental agreement is necessary. Minor changes in the proposal which do not involve increased compensation, an extension of time, or changes in the goals and objectives of the project may be made by written notification of such change by either the Department or the Consultant with written approval by the other party.

Supplements to the master contract are amendments to the terms of the contract that alters scope, money, and time. Modifications that may change the cost of the master contract; significant changes to the character, scope complexity, or duration of the work; or significant changes to the conditions under which the work is required to be performed shall be requested and authorized by the issuance of an approved written contract modification. Contract modifications shall clearly define and document the changes made to the contract, establish the method of payment for any adjustments in contract costs, and comply with the terms and conditions of the contract and original procurement. GDOT will negotiate the contract modification(s) following the same procedures as the negotiation of the original master contract. GDOT may add to the contract only the type of services/work included within the scope of services of the original solicitation, from which the qualifications based selection was made. For any additional engineering and design related services outside of the scope of services established in the original request for qualifications, GDOT will procure those services under a new solicitation, use a different contract under which the services would fall within the scope of work, or perform the work in house by Department staff.

GDOT is not responsible for payment of any work performed by the Consultant prior to receipt of a fully executed supplemental agreement. Any extra work performed by the Consultant, without an approved and executed contract modification document is done at the Consultant's own risk.

Contract amendments may be used to increase or decrease total contract fees, where warranted by scope changes. When this occurs, a negotiation process very similar to that involved with the original agreement is required. The Department prepares a scope of services, an independent estimate is requested from the GDOT PM, and a cost proposal is requested from the Consultant, where negotiations are then conducted to establish a fair and reasonable cost.

13.2 Approval Process for Supplemental Agreements exceeding 20% of the original contract amount

A supplemental agreement which increases the contract total cost in excess of 20% of the original contract amount will require project justification and approval from the chief engineer and the treasurer. The requesting office must submit a letter to the chief engineer requesting approval of the increase along with supporting justification for the scope change and associated additional funds for the increase. The chief engineer and the treasurer will approve or disapprove the requested increase and notify the originating office. The supplemental agreement can then be routed for execution. If the funding increase and associated

supplemental work are not approved, a recommendation may be to terminate the existing contract or further instructions will be provided to the project manager.

13.3 Subconsultant Add/Remove from Contract

In order to adhere to the Qualification-Base Selection (QBS) process and federally-funded contract requirements, it is necessary that subconsultants, including Disadvantage Business Enterprise (DBE) subconsultants, be utilized on contract as they were listed in the original SOQ and approved in the contract. GDOT approval is required **prior** to a change (addition or removal) to the consultant team. After the execution of the contract, the prime consultant shall request and justify, through the project manager, the use of subconsultant or the replacement of an existing subconsultant. A request must be submitted using the Master Agreement Subconsultant Add/Removal form. The justification will be reviewed by the GDOT PM and TSP management for approval.

13.4 Task Order Supplemental Agreements

A task order supplemental agreement (modifications) is required for any amendments to the terms of the existing contract/task order that changes the cost of the contract/task order; significantly change the character, scope, complexity, or duration of the work; or significantly changes the conditions under which the work is required to be performed. The following should be considered prior to requesting a task order supplemental agreement:

- A. To ensure that the maximum allowable compensation dollar amount has not been exceeded and/or consultants have not worked outside the executed task order scope of services there will be no task order supplementals to add money.
- B. If additional scope and money are required, a new task order shall be requested in RTS by the GDOT PM and negotiated by the Office of TSP.
- C. To add additional scope to an executed task order that have unbilled hours and associated funds to cover the additional scope of service needed without an increase to the task order's current maximum allowable compensation dollar amount. The requirement of providing internal hours for the additional scope shall apply.
- D. To replace a subconsultant on an executed task order utilizing the negotiated or remaining man hours allocated to that discipline without an increase to the task order's current maximum allowable compensation dollar amount.
- E. To make corrections or reduction to the task order's scope, correction to the consultant's cost proposal or to reduce the task order maximum allowable compensation dollar amount.
- F. To reallocate negotiated man-hours to various consultants to accommodate changes in the scope of services, level of effort/hours and associated fixed fee.
 1. In accordance with 23 CFR 172.9(e)(3), negotiation shall follow the same procedures as the negotiation of the original contract.
 2. therefore, only the use of negotiated man-hours and its associated costs can be used to increase a consultant's level of effort and associated fixed fee.
 3. The use of other direct costs or differences in consultants' costs in relation to hours, labor rates and/or indirect cost rates cannot be used. There must be an equal number of hours reduction and increases among the various consultants without an increase in the total number of negotiated hours.

- G. The consultant associated with the increased level of effort/hours must use its current labor rates and indirect cost rate at the time of the supplemental agreement. A consulting firm may wish to voluntarily offer a lower indirect cost rate than what was originally approved by GDOT's Office of Audit in writing.

Under the cost plus fixed fee payment method, consultants have the flexibility with written approval from GDOT's Office Head to shift funds between sub-consultants, disciplines, or phases to cover the reimbursement of actual direct labor cost, indirect costs, plus any other direct costs subject to the agreement's maximum dollar amount; which does not significantly change the character, scope, complexity, duration of the work; or significantly changes the conditions under which the work is required to be performed. However, the Prime and sub-consultant's fixed fee amount does not vary with the actual costs incurred in the performance of the shifting of funds/work associated with the project without a formal supplemental agreement. When the fee earned by the prime or subconsultant is allowed to increase over the performance period of the contract with the increase in the cost of direct labor (hours worked/and or salaries increases) and/or increase in the indirect cost rate, it creates the prohibited "cost plus a percentage of cost" payment method, which is not allowed.

13.5 Project Closeout

The Consultant agrees to cooperate with the Department in conducting the necessary actions to closeout the project when all the conditions for doing so are complete. At the completion of the project, the Department shall send a stop work notice to the Consultant. The stop work notice states that the project is complete as of a specified date, all deliverables have been received or met, and no further charges should be posted to the project in the Consultant's job cost ledger. When the Consultant receives the stop work notice, Consultant must submit to the project manager, a final invoice, marked "Final" necessary to closeout the project, including the compilation of accounting records and other related documents for a project post audit. At the completion of the post audit, the parties agree to enter into a Project Completion Agreement to officially closeout the project and resolve any outstanding issues pertaining to the agreement, including the reimbursement to the Department of overpayments. In the event no Post Audit is required, the parties agree to enter into a Project Completion Agreement to officially closeout the project and resolve any outstanding issues pertaining to the agreement. The project closeout process can be used to closeout individual task orders that will increase the contract capacity in order to do future task orders when a master contract cannot be supplement for additional funds. Confirmation that a task order purchase order has been closed from the Office of Accounts Payable is need for TSP to close task orders in Contract Management Information System (CMIS), which will increase the master contract capacity.

13.6 Records Keeping and Availability

The Consultant shall maintain all books, documents, papers, accounting records, and other information pertaining to costs incurred under an agreement including all subsequent projects/task orders for inspection by the Department, the Federal Highway Administration, or any authorized representative of the Department or the Federal Highway Administration. Such materials shall be available at the Consultant's offices at reasonable times during the agreement period and for a period of three (3) years from the date of final payment. The Consultant shall

use cost principles as described in Federal Acquisition Regulation (48 Code of Federal Regulations (CFR) 1-31), Subpart 1-31.2.

The Consultant shall require all its subconsultants to maintain all such records, and all other information pertaining to cost, and further to require that said subconsultants make these materials available to the Department and/or the Federal Highway Administration. The Consultant shall affirmatively enforce this provision of an agreement with the subconsultants upon request of the Department or Federal Highway Administration.

Evidence of costs incurred by a subconsultant shall be made available at its offices for audit and inspection by the Department, the Federal Highway Administration, or any authorized representative of the Department or Federal Highway Administration at reasonable times during the agreement period between the Consultant and the subconsultant and for a period of three (3) years after written acceptance by the Consultant. It shall be the Consultant's responsibility to notify the Department, in writing, of the completion of the subconsultant's portion of the services so that the records of the subconsultant can be audited within the three (3) year retention period. Failure to do so may result in the Consultant being liable for any costs incurred by the subconsultant for the subconsultant's phase of the services which is not supported by the proper documentation. The final cost for the subconsultant's phase of the services will be made after total costs are determined by the final audit of the consultants.

All the provisions stipulated in an agreement will be applicable to subconsultants who entered into a subcontract as a result of an agreement. Refusal by Consultant to incorporate and enforce, or to ensure that the federal, state, or local governments have access to supporting documentation for every dollar billed on said agreement, will be considered a breach of contract terms and cause for termination of the contract and disallowance of prior reimbursed costs

Engineering and Design – Consultant/Subconsultant Certified Payroll and Qualifications Information

Master Agreement ID: _____ Task Order #:

Prime Consultant/Subconsultant Legal Name:

INSTRUCTIONS FOR COMPLETING THIS FORM: List all employees who will be working on the project along with their title, GDOT Labor Classification, verification that the employee meets minimum Labor classification requirements, and the employee's verified hourly payroll rate as of the signature date noted below.

Employee Name	Official Company Title	GDOT Labor Classification	Meets minimum GDOT Labor classification requirements (see attached)	Education (e.g. AA, BA, MA, DES)	Years' Experience	Professional Registration/Technical Certificate Number (if applicable)	Actual Hourly Payroll Rate
		Choose an item.	Yes <input type="checkbox"/> No <input type="checkbox"/>				\$
		Choose an item.	Yes <input type="checkbox"/> No <input type="checkbox"/>				\$
		Choose an item.	Yes <input type="checkbox"/> No <input type="checkbox"/>				\$
		Choose an item.	Yes <input type="checkbox"/> No <input type="checkbox"/>				\$
		Choose an item.	Yes <input type="checkbox"/> No <input type="checkbox"/>				\$

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE FOR EACH INDIVIDUAL IS TRUE AND ACCURATE.

SIGNATURE NAME (PRINTED) TITLE DATE

GDOT reserves the right to request additional information to substantiate information contained on this form. Falsification of information on the Certified Payroll and Qualifications Information form or any documents submitted during negotiations by the Consultant may result in the Department terminating the Master Agreement.

Attachment B: Labor Classifications Guidelines

The goal of developing labor classifications to be utilized when negotiating contracts/task orders with GDOT is to provide consistency of labor classifications and:

- A. Develop a standardized list of labor classifications and provide clear definitions that are to be interpreted the same by GDOT and all Consulting firms, regardless of the various titles held by each firm.
- B. Streamline the negotiation process.
- C. Defined requirements for personnel's experience, education, and registration based on industry standards.

Use of the Labor Classifications:

1. Labor classifications to be used during negotiation must be agreed upon in writing with the GDOT PM during contract scoping phase.
2. In very rare circumstances, GDOT may approve a Consultant's request to use a labor classification, not on the list must provide the name of the proposed labor classification, a definition of duties to be performed, required education, experience and or registration, license, and certification required. This occurrence will be RARE, and the position must be highly specialized for consideration. Approval by both the GDOT PM and TSP will be required.
3. Prime consultants and subconsultants will certify the qualifications for all personnel on each firm's individual Certified Payroll and Qualification Form ([Attachment B](#)) to ensure qualifications are met.
4. A separate Certified Payroll and Qualification Form will be required for each task order/contract.
5. Average calculation used for a select group of employees using the same classification can be attached to the Certified Payroll and Qualification Form supporting how the average rates were computed.
6. Labor rates for each classification must be within the Range of Reasonableness (ROR).
7. Labor classifications and rates allowed for one (1) contract are **NOT** automatically acceptable for different contracts.
8. Consultants are required to use labor classifications from the labor classifications list **only**.

Implementation of the Labor Classifications:

All contracts negotiated after **March 31, 2018**, must utilize labor classifications on the **2018 Labor Classifications and Definitions**. Labor classifications on the approved list will be the only labor classifications eligible to be used on GDOT contracts during cost negotiations. Existing contracts that require additional labor classifications must also use labor classifications from the current approved list. Consultants must use one of the labor classifications on the approved list based on the classification description, regardless of the title/name the firm currently uses for their own staff to describe the classification. The approved list will be updated annually to reflect GDOT and industry requirements, as needed.

2018 - GDOT Standard Labor Classification

The following labor classifications are to be used for CATEGORIZING personnel on GDOT professional services consultant cost proposals, except for where unusual project requirements exist. Classes are not intended to be interpreted as position descriptions but as a means of classifying personnel for cost proposals. Personnel should be classified based on the classification definitions provided below, not based on the position title they hold within their firm. It is recognized that exceptions will need to be made in the case of unusual staff requirements that do not fit within the standard labor classes.

ENGINEERING

Project Manager - Sr.

Responsibilities	Qualifications
Provides leadership and oversight of the technical performance on the projects in any discipline, which may include technical groups such as Bridge/Structures, Drainage, Environmental, Geotechnical, ITS, Materials, Planning, Survey, Roadway, ROW, Traffic, Utility, etc. Possesses extensive and diversified knowledge of applicable principles and practices. Applies advanced techniques, modifications, and theories and serves as technical liaison on matters pertaining to field of practice. May supervise other project managers or staff.	A minimum of 15 years of relevant experience and applicable current GDOT registration.

Project Manager

Responsibilities	Qualifications
Provides leadership and oversight of the technical performance on projects in any discipline, which may include Bridge/Structures, Drainage, Environmental, Geotechnical, ITS, Materials, Planning, Survey, Roadway, ROW, Traffic, Utility, etc. Possesses diversified knowledge of applicable principles and practices. Applies advanced techniques, modifications, and theories and serves as technical liaison on matters pertaining to field of practice. May also include QA/QC duties.	A minimum of 10 years of relevant experience and must meet applicable GDOT registration requirements for the contract.

Project Principal

Responsibilities	Qualifications
Responsible for the quality and timely delivery of the entire project as stated in the contract. Allocates resources, monitors the project performance, accountable for the entire project. Is also responsible for the quality and timely delivery of the project. May be an officer of the firm.	A minimum of a B.A. or B.S. degree or a minimum of 5 years of relevant experience; and must meet applicable GDOT registration requirements for the contract. PRIME CONSULTANT ONLY.

Project Engineer - Sr.	
Responsibilities	Qualifications
Provides technical performance on complex projects. Possesses diversified knowledge of engineering principles and practices. Applies advanced techniques, modifications, and theories and serves as technical liaison on matters pertaining to field of practice. Directs other engineers and/or technicians assigned to a project. May provide QA/QC. Coordinates within or among the technical disciplines of the project.	A minimum of 15 years of relevant experience and current GDOT registration.
Project Engineer	
Responsibilities	Qualifications
Provides technical performance on projects or designated tasks on large projects. Work requires application of standard engineering techniques and procedures, professional judgment to make modifications or execute complex features or solutions. Directs other engineers and/or technicians assigned to project. Coordinates within or among the technical disciplines of the project.	A minimum of 10 years of relevant experience and current GDOT registration.
Engineer - Sr.	
Responsibilities	Qualifications
Provides technical analysis or design for a project in a technical discipline such as Bridge/Structures, Drainage, Environmental, Geotechnical, ITS, Materials, Planning, Survey, Roadway, ROW, Traffic, Utility, etc. May provide QA/QC. Exercises considerable and significant independent judgment within established program parameters, policies and procedures	A minimum of 15 years of relevant experience and current GDOT registration.
Engineer	
Responsibilities	Qualifications
Provides technical analysis or design for a project in a technical discipline such as Bridge/Structures, Drainage, Environmental, Geotechnical, ITS, Materials, Planning, Survey, Roadway, ROW, Traffic, Utility, etc. Exercises considerable and significant independent judgment within established program parameters, policies, and procedures.	Licensed professional engineer in the state of Georgia.
Designer - Sr.	
Responsibilities	Qualifications
Utilizes MicroStation, inroads, and other specialized design tools and works under the direction of a registered professional to design a project. May include design in technical disciplines such as bridge/structures, drainage, environmental, geotechnical, ITS, materials, planning, survey, roadway, ROW, traffic, utility designation, and relocation. Works with substantial independence with moderate direction and oversight to prepare plans.	B.S. degree and 8 years of relevant experience or minimum of 12 years of relevant experience.

Designer	
Responsibilities	Qualifications
Utilizes MicroStation, inroads, and other specialized design tools and works under the direction of a registered professional to design a project. May include design in technical disciplines such as Bridge/Structures, Drainage, Environmental, Geotechnical, ITS, Materials, Planning, Survey, Roadway, ROW, Traffic, Utility Designation and Relocation.	B.S. degree or 4 years of relevant experience. (This category also includes Engineers-In-Training, Geologist-In-Training, and similar positions.)
CADD Technician	
Responsibilities	Qualifications
Performs routine drafting assignments. Prepares layouts, drawings, and designs according to project specifications using CADD software. Retrieves information from files, edits, produces hard copies, and updates drawings/designs.	CADD training required.
Project Administrator	
Responsibilities	Qualifications
Provides assistance to the project manager for the financial management of the project. Plans work, schedules quality control, coordinates with subs, etc.	Minimum of an associate degree, a minimum of 2 years of relevant experience.
Administrative	
Responsibilities	Qualifications
Performs administrative duties specific to a project typically requiring experience, skill, and knowledge of business policies and practices. Typical duties include preparing project-related correspondence and reports, scheduling/maintaining calendars of appointments, setting up meetings, making travel arrangements, responding to inquiries, taking meeting minutes, and using standard office equipment and computer software for word processing, spreadsheets, etc.	A minimum of a high school diploma or equivalent; or a minimum of 2 years of relevant experience.

ENVIRONMENTAL	
Air	
Manager/Team Leader	
Responsibilities	Qualifications
Applies a professional understanding of regulatory compliance requirements and project schedule. Responsible for managing the quality and schedule of all contracted activities.	The minimum educational requirement is a bachelor's degree from an accredited college or university in a related field. Must have a minimum of 5 years of experience with GDOT PDP.
Senior Specialist	
Responsibilities	Qualifications
Performs QC/QA and review of air analyses and air quality computer models and results for highway development projects as required by federal and state regulation and agency policy.	The minimum educational requirement is a bachelor's degree from an accredited college or university in a related field. Requires extensive knowledge of federal and state regulations relating to air quality, agency policy, and a minimum of 5 years' experience performing analysis using FHWA approved air quality models.
Specialist	
Responsibilities	Qualifications
Performs air quality analyses for highway development projects as required by federal and state regulation and agency policy. Uses air quality computer models such as MOVES2014, CAL3QHCR, AERMOD, and interprets results in context of existing policy and regulations and prepares reports that present results.	The minimum educational requirement is a bachelor's degree from an accredited college or university in a related field. Requires knowledge of federal and state regulations relating to air quality, agency policy, and a minimum of 2 years' experience performing analysis using FHWA approved air quality models or has required education background and serves as an assistant to a senior specialist.
Archaeology	
Manager/Team Leader	
Responsibilities	Qualifications
Principal investigator/lab manager: Applies a professional understanding of regulatory compliance requirements, professional standards, and project schedule. Responsible for managing the quality and schedule of all contracted activities.	Must meet the Secretary of the Interior's Professional Qualification Standards for Professionals in Archaeology, including a master's degree in archaeology, anthropology, or related field. Must have a minimum of 5 years of experience with GDOT PDP.
Senior Specialist	
Responsibilities	Qualifications
Field director/lab supervisor: Under the general supervision of a principal investigator, a field director/lab supervisor is responsible for all aspects of archaeological survey, excavation, and monitoring and subsequent analysis and reporting; and/or for specialized analyses (geomorphology, bioarchaeology, faunal analysis; paleobotanical studies, etc.). Prepares technical reports documenting the results of fieldwork and archival research. Performs evaluations and makes recommendations for significance, effect, and treatment. Develops work plans, research designs, and mitigation proposals. Prepares project budgets and scopes and assures adherence to them. Conducts site file searches at federal, state, and private repositories. Supervises field and lab technicians.	A minimum of a B.A. or B.S. degree in archaeology or related field; demonstrated relevant work experience; demonstrated knowledge of Georgia history/prehistory, archaeological method and theory; Section 106 compliance, and state regulations the management of cultural resources.

Specialist	
Responsibilities	Qualifications
Archaeological field/lab technician: Under the general supervision of a field director, the technician performs tasks associated with all phases of archaeological investigation including systematic Phase I survey, Phase II limited testing, and Phase III excavation/mitigation. The technician will have mastered the requisite skills for each phase of investigation, such as orienteering for survey, and hand excavation techniques for testing and mitigation. The technician will also understand the record-keeping requirements for each phase of investigation. Performs laboratory work such as cleaning, packaging, and labeling artifacts; data and artifact analyses; flotation of soil samples; and curation preparation under appropriate supervision. Conducts site file searches at federal, state, and private repositories. Conducts archival research. Contributes to reports of investigations.	A minimum of a B.A. or B.S. degree and archaeological training (such as field school) or demonstrated work experience with the tasks outlined above. The degree to which a technician is allowed to work independently or is given leadership responsibilities (such as crew chief) is commensurate with experience.
Ecology	
Manager/Team Leader	
Responsibilities	Qualifications
Applies a professional understanding of regulatory compliance requirements and project schedule. Responsible for managing the quality and schedule of all contracted activities.	The minimum educational requirement is a bachelor's degree from an accredited college or university in related field. Must have a minimum of 5 years of experience with GDOT PDP.
Senior Specialist	
Responsibilities	Qualifications
Plan, coordinate, and lead ecological field studies involving state and federal waters delineations, habitat characterization and assessment of suitability for listed species, and targeted surveys for listed species. Provide oversight and detailed QA/QC review of technical documentation and permitting applications.	Minimum of a bachelor's degree in an environmental field of study with 5+ years of experience conducting ecological field studies and providing oversight and review of technical documentation. Must be able to effectively coordinate with other environmental subject matter experts and engineering staff in an effort to ensure all feasible avoidance and minimization efforts are explored and implemented where applicable. A strong knowledge of state and federal agency requirements is required.
Specialist	
Responsibilities	Qualifications
Conduct ecological field studies involving state and federal waters delineations, habitat characterization and assessment of suitability for listed species, and targeted surveys for listed species. Incorporate field findings into technical documentation for inclusion in environmental documents (including categorical exclusions, environmental assessments, environmental impact statements, and other technical reports as needed) to assess impacts. Prepare applicable state and federal permits associated with transportation projects, including USACE Section 404 permits and GA EPD Buffer Variance Applications.	Minimum of a bachelor's degree in an environmental field of study with 1 to 5 years of experience conducting ecological field studies or has required education background and serves as an assistant to a senior specialist.

Environmental Analyst	
Manager/Team Leader	
Responsibilities	Qualifications
Applies a professional understanding of regulatory compliance requirements and the GDOT PDP to effectively manage the environmental process and project schedule. Responsible for quality control and quality assurance for all deliverables.	The minimum educational requirement is a bachelor's degree from an accredited college or university in related field. Must have a minimum of five years of progressively responsible experience and be thoroughly familiar with GDOT PDP.
Senior Specialist	
Responsibilities	Qualifications
Able to lead environmental compliance of EISs, EAs and CEs. Other responsibilities include management of subcontractors, coordination of technical studies, and tracking and maintaining project schedules. Able to coordinate and lead public involvement/outreach efforts.	Minimum of a B.A. or B.S. degree and 5+ years of experience.
Specialist	
Responsibilities	Qualifications
Able to lead environmental compliance of CEs and assist with the preparation of EAs. Responsibilities include data collection and assisting in public involvement/outreach efforts.	Minimum of a B.A. or B.S. degree and 0 to 4 years of experience.
History	
Manager/Team Leader	
Responsibilities	Qualifications
Applies a professional understanding of regulatory compliance requirements and project schedule. Responsible for managing the quality and schedule of all contracted activities.	The minimum educational requirement is the completion of a master's degree from an accredited college or university in historic preservation, architectural history, architecture, or historic architecture. Must have a minimum of 5 years of experience with GDOT PDP.

Senior Specialist	
Responsibilities	Qualifications
<p>Senior historians are responsible for providing technical leadership in cultural resources and are well-versed in regulatory compliance requirements including Section 106 of the National Historic Preservation Act, and the Georgia Environmental Policy Act. Provides guidance and is responsible for establishment and/or maintenance of quality control processes and procedures. Senior Historians must complete the following tasks at a highly professional level: planning the scope of an architectural survey; assimilate relevant data by consulting the appropriate sources to identify known historic resources within the project area; conduct field surveys for properties 50+ years of age in project areas; secure sufficient information such as photos, floor plan, site plan sketch, to determine which properties 50 years of age meet the criteria for listing in the National Register of Historic Places (NR); conduct research on resources recommended eligible by consulting sources at the Department of Natural Resources, archives, libraries, historical societies and personal interviews to establish historic significance and associations; conduct courthouse research to determine a chain of title, historic boundary and a current boundary to establish proposed NR boundary for resources recommended eligible; compile survey results in a coherent, concise History Survey Report for State Historic Preservation Officer concurrence or to satisfy the requirement for technical studies under the Georgia Environmental Policy Act; apply Criteria of Effect and Criteria of Adverse effect in accordance with 36 CFR Part 800 to each resource recommended eligible to determine project effects; analyze noise data provided by specialist to compare predicted noise levels to ambient noise, using Federal Highway Administration (FHWA) noise standards, to assess audible effects; compile results in an assessment of effects document qualifications.</p>	<p>The senior historian should be able to act on the behalf of management, if the need arises, to any group of customers, both internal and external, on subject matter issues as well as policies and procedures, applicable laws, etc. The minimum educational requirement is a bachelor's degree from an accredited college or university in architectural history, architecture or historic architecture, historic preservation, or a closely related field in accordance with the Secretary of Interior's Standards with requisite experience (i.e. experience in fieldwork (survey) and resource identification). The completion of a master's degree from an accredited college or university in historic preservation, architectural history, architecture, or historic architecture is a preferred qualification for the Georgia Department of Transportation.</p>

Specialist	
Responsibilities	Qualifications
<p>Under the direct supervision of a history team leader/manager, the historian associate performs tasks associated with the evaluation of historic properties as well as the assessment of the effects to those properties. The historian associate will LEARN the requisite skills to complete competently the following tasks: planning the scope of an architectural survey; assimilate relevant data by consulting the appropriate sources to identify known historic resources within the project area; conduct field surveys for properties 50+ years of age in project areas; secure sufficient information such as photos, floor plan, site plan sketch, to determine which properties 50 years of age meet the criteria for listing in the National Register of Historic Places (NR); conduct research on resources recommended eligible by consulting sources at the Department of Natural Resources, archives, libraries, historical societies and personal interviews to establish historic significance and associations; conduct courthouse research to determine a chain of title, historic boundary and a current boundary to establish proposed NR boundary for resources recommended eligible; compile survey results in a coherent, concise History Survey Report for State Historic Preservation Officer concurrence or to satisfy the requirement for technical studies under the Georgia Environmental Policy Act; apply Criteria of Effect and Criteria of Adverse effect in accordance with 36 CFR Part 800 to each resource recommended eligible to determine project effects; analyze noise data provided by specialist to compare predicted noise levels to ambient noise, using Federal Highway Administration (FHWA) noise standards, to assess audible effects; compile results in an assessment of effects document qualifications.</p>	<p>The minimum educational requirement is a bachelor's degree from an accredited college or university in architectural history, architecture or historic architecture, historic preservation, or a closely related field in accordance with the Secretary of Interior's Standards with requisite experience (i.e. experience in fieldwork (survey) and resource identification). The completion of a master's degree from an accredited college or university in historic preservation, architectural history, architecture, or historic architecture is a preferred qualification for the Georgia Department of Transportation.</p>
Noise	
Manager/Team Leader	
Responsibilities	Qualifications
<p>Applies a professional understanding of regulatory compliance requirements and project schedule. Responsible for managing the quality and schedule of all contracted activities.</p>	<p>The minimum educational requirement is a bachelor's degree from an accredited college or university in a related field. Must have a minimum of 5 years of experience with GDOT PDP.</p>
Senior Specialist	
Responsibilities	Qualifications
<p>Performs QC/QA and review of noise analyses and noise mitigation/walls recommendations. Provide supervisory guidance and review for responses to noise complaints and public outreach materials for project noise analyses. Assists with supervision and preparation of public meeting. Prepare and provide preparation and presentations concerning highway project noise; attends public meetings.</p>	<p>The minimum educational requirement is a bachelor's degree from an accredited college or university in a related field. Requires extensive knowledge of federal and state regulations relating to highway traffic noise, and a minimum of 5 years of experience using the FHWA Traffic Noise.</p>

SURVEY	
Specialist	
Responsibilities	Qualifications
Analyzes potential noise impacts created by highway projects using the latest FHWA-approved Traffic Noise Model (TNM). Recommends appropriate noise mitigation, including analysis of noise walls using FHWA and GDOT criteria. Performs noise monitoring and responds to noise complaints. Must be familiar with FHWA regulations and GDOT's noise policy. Prepares for and attends public meetings and occasionally provides presentations related to highway traffic generated noise issues.	The minimum educational requirement is a bachelor's degree from an accredited college or university in a related field. Requires knowledge of federal and state regulations relating to highway traffic generated noise, and a minimum of 2 years of experience using the FHWA Traffic Noise Model or has required education background and serves as an assistant to a senior specialist.
Survey Project Manager	
Responsibilities	Qualifications
Lead position responsible to ensure schedule is met for survey. May be the same PM that handles other aspects of the project. Attends and holds meetings for pertinent staff to ensure adequate survey is being obtained. May supervise other staff. Submit invoices for payment in CMIS. Ensure project is on budget. Handles any required coordination for Railroad Right of Entries and Railroad Flagman. Prepare required GDOT reports. Responsible for ALL QA/QC.	5 years of PM experience and working knowledge of location surveys. Any GDOT qualifications for PMs.
Registered Land Surveyor/Chief Surveyor/Manager	
Responsibilities	Qualifications
Provide oversight and expert advice for all aspects of the survey. Ensure property research is detailed and thorough for the project. Ensure the field collected points are sufficient to create an accurate property and ROW database. May perform property resolutions in CADD. QA/QC control, property, DTM aspects of the survey. Ensure property resolution accurately depicts actual conditions.	Must Possess Registered Land Surveyors (RLS) license registered in Georgia. Must be prequalified with GDOT. Experienced in GDOT data collections procedures and control specifications. Knowledge of the GDOT survey manual
Survey Party Chief	
Responsibilities	Qualifications
This position supervises the day-to-day operations of the survey crew. This position is onsite each day to ensure correct data is being collected accurately. He may actually walk with the rodman to collect data. He will speak with property owners and answer questions on-site. He ensures the safety of the crew and ensures proper signs are placed for work zones. On occasions this position may serve as instrument man. He will fill out performance documents on the crew and may discipline employees. He is proficient with survey hardware and software including, total station, GPS, digital levels, targets, scanners, sonar equipment. May serve as rodman on certain crews. Reviews field work daily to provide QA/QC for the work and ensure any corrections are made regarding crossings, codes, etc. May serve as a senior party chief setting up jobs and ensuring QA/QC for all company field crews coordinating with each crew party chief for efficiency. Assist PM and/or survey technician prepare required GDOT reports. Responsible for field QA/QC.	High school or equivalent. Minimum of 5 years survey (minimum of 3 years) experience performing transportation related surveys. Boundary survey experience. Familiar with GDOT survey manual and guidelines.
Survey Technician/CADD	

<p>This position may work in the field or the office. They will be skilled at CADD software. This position will process all incoming survey data to correct crossings, codes, clean data, edit erroneous data, get the database ready to go to design. May process property lines, ROW using deeds, plats, plans. May visit the jobsite to get a working understanding of the project. Responsible for initial QA/QC.</p>	<p>High school equivalent. CADD training/1-year Minimum of experience in CADD software specifically Inroads. Ability to use and have a basic understand of the CADD programs necessary to produce GDOT Survey Data from Field Data Reduction, to elementary Inroads CADD functions.</p>
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Instrument Man

Responsibilities	Qualifications
<p>Position that will operate the survey equipment as needed. Can operate total stations/levels, scanners, GPS, VRS. Will be able to maintain the equipment and perform calibrations. Should be able to operate data collectors. Knowledgeable of instrument QA/QC procedures.</p>	<p>High school or equivalent. 12 months experience in field working on route surveying. Thorough understanding of GDOT safety procedures.</p>

Field Crew – Rodman

Qualifications	Responsibilities
<p>High school or equivalent/typically hired at entry level and has on job training.</p>	<p>Crew member that operates the rod for collecting data. This position will know what's needed for most of the survey such as pavement/DTM/topo collection. This position is sometimes the survey instrument operator.</p>

Chief Photogrammetrist

Qualifications	Responsibilities
<p>High school or equivalent + 10 years' experience in photogrammetry.</p>	<p>Leader of the photogrammetry unit. This position will QA/QC mapping, images, Lidar data. Perform HR responsibilities in the photogrammetry section, such as interviews, performance, discipline, etc. Will supervise personnel in the work unit. QA/QC selected photo points/ check bridging residuals. Ensure sufficient coverage is completed. Create performance plans and production schedules for team members. Ensure project is completed within timelines. May process GPS/IMU data from the flight.</p>

Photogrammetrist

Qualifications	Responsibilities
<p>High school or equivalent + 3 years' experience in field.</p>	<p>This position will supervise lower-level technicians. In charge of selecting photo control points with correct geometry. Ensure models have sufficient control for bridging of photography. May operate mapping CADD software to extract data to mapping database.</p>

Photogrammetry CADD Technician

Qualifications	Responsibilities
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high school or equivalent/6 months hands-on training.	Extract planimetrics and DTM data from 3D models. They will work on computer all day selecting all needed survey information for survey/mapping. Must be able to wear 3D glasses and look at computer for long hours. Must be aware of QA/QC methods for mapping extraction such as vertical index.
Pilot	
Qualifications	Responsibilities
A licensed airline pilot with the FAA.	Responsible for flying the plane during the aerial mission. Check weather reports for the flight and safety of mission. May coordinate with local airports to plan the mission. Should check the flight plan for accuracy and safety of the mission. Must be able to perform a preflight inspection of the plane. Ultimately responsible for the safety of crew and plane. The pilot has all decision-making once in air. Pilot should take care of all coordination needed for the flight and mission.
Sensor Operator	
Qualifications	Responsibilities
High school or equivalent.	Plan preflight info with the pilot. Responsible for providing flight lines and coverage for the flight. Also responsible for flight overlap and lateral overlap, ensure coverage is met, ensure photos are usable. Ensure plane flew on course to collect needed imagery. QA/QC imagery for resolution and coverage.

CONSTRUCTION ENGINEERING AND INSPECTION CEI

Project Manager

Responsibilities

Project Engineer – This is advanced-level technical work in functional areas of project administration and management. Employee, under limited supervision, independently manages construction activities on large complex projects (phases) such as complex bridge, urban, or interstate reconstruction projects.

Employee inspects and supervises lower-level inspectors performing routine to moderately complex inspections of roadway and structure construction processes and materials to assure compliance with the construction contract and other applicable guidelines. Work includes monitoring traffic control and erosion control on the project. Work also includes monitoring construction costs; negotiating prices for contract modifications with contractors; writing or supervising the preparation of reports and correspondence; and working and communicating with contractors, supervisors, subordinates, local officials, media, and the general public. Work may also include participating in concept meetings, field plan reviews (preliminary and/or final) and CPM schedule reviews.

Qualifications

Registered in state of Georgia as a professional engineer (or if registered in another state, must obtain registration in Georgia within six (6) months) and four (4) years of progressive transportation technician experience as an employee or consultant for a State Highway Agency; or degree in civil engineering or civil engineering technology (4-year curriculum) or construction management (4-year curriculum) and three (3) years of progressive transportation technician experience as an employee or consultant for a State Highway Agency; or degree in civil engineering technology (2-year curriculum) or construction management (2-year curriculum) and five (5) years of progressive transportation technician experience as an employee or consultant for a State Highway Agency; or high school diploma or GED and eight (8) years of progressive transportation technician experience as an employee or consultant for a State Highway Agency; or an equivalent combination of training and directly related experience.

Certifications

- A. Degreed Employee:
1. GDOT Worksite Erosion Control Supervisor (WECS).
 2. GDOT Field Concrete Technician Certification.
 3. Georgia Soil and Water Conservation Commission (GSWCC) Level 1a (Erosion Control).
 4. Completion of Project Management Training Program equivalent to GDOT Project Engineer’s Academy or demonstrated experience managing projects similar in size and complexity.
- B. Non-Degreed Employee:
1. Passing scores on GDOT’s Engineering Skills Development tests – Group 3 (Bridge and Structures Inspection and Portland Concrete Paving Inspection).
 2. GDOT WECS.
 3. GDOT Field Concrete Technician Certification.
 4. GSWCC Level 1a (Erosion Control).
 5. Completion of Project Management Training Program equivalent to GDOT Project Engineer’s Academy or demonstrated experience managing projects similar in size and complexity.
- Certifications from other agencies or states may possibly be substituted.

Senior Inspector

Responsibilities	Qualifications	Certifications
<p>Senior Inspector – This is an advanced-level technical work supporting engineers in functional areas of structure and roadway construction inspection; materials sampling, inspection <u>and</u> testing. Work usually involves a fairly wide range of decision-making and use of <u>judgment</u>, and may include providing work direction to others.</p> <p><u>Employee</u> will function as lead project inspector conducting independent complex inspections, and <u>supervising</u> lower-level inspectors performing routine to moderately complex inspections of roadway and structure construction processes and materials to assure compliance with the construction contract. <u>Employee</u> may perform contract administrative duties such as field measurements of pay items as well as other Department required documentation. Work may include participating in concept meetings, field plan reviews (preliminary and/or final), CPM schedule reviews, project closeout, and other duties and responsibilities as assigned.</p> <p><u>Employee</u> may perform project engineering duties in lieu of project engineer on smaller construction projects (construction projects with let amounts less than \$5 million). <u>Employee</u> may be responsible for the administration, inspection, and management of local let projects once assigned to construction. Attend associated meetings relating to the administration of the project. Ensure local municipalities are in compliance with LAP process to effectively closeout project upon completion. Verifies that invoiced work is satisfactory. Ensures that funds estimated for each phase are allocated appropriately.</p>	<p>Non-engineering/construction management degree or high school diploma or GED and four (4) years of progressive transportation technician experience as an employee or consultant for a State Highway Agency; or an equivalent combination of training and directly related experience.</p>	<p>Certifications:</p> <ol style="list-style-type: none"> 1. Passing scores on GDOT’s Engineering Skills Development tests – Group 3 (Bridge and Structures Inspection and Portland Concrete Paving Inspection). 2. GDOT WECS. 3. GDOT Field Concrete Technician Certification. 4. GSWCC Level 1a (Erosion Control). <p>Certifications from other agencies or states may possibly be substituted.</p>

Inspector II		
Responsibilities	Qualifications	Certifications
<p>Inspector II – This is intermediate-level technical work supporting higher-level inspectors and engineers in functional areas such as construction inspection and surveying; scheduling and status; roadway design; traffic signal equipment; traffic signalization and geometrics; materials sampling; inspection and testing. Work usually involves a significant amount of decision-making and use of judgment, and may include providing work directions to others.</p> <p>Employee may perform project engineering duties in lieu of project engineer on smaller construction projects (construction projects with let amounts less than \$5 million). Employee will perform independent complex inspections of roadways and structure construction processes and materials to assure compliance with the construction contract. Employee will perform moderately complex inspections; or supervise other inspectors conducting routine and standardized inspections. Work includes inspecting asphalt and concrete for acceptable materials and mix; pavement for proper spreading, rolling, depth, alignment and compaction; roadways and structures for conformance to plans, and specifications; structural materials and members; placement of culverts; structural operations such as foundation excavation; placement of piling, reinforcing and structural steel, concrete and backfill; and traffic control and erosion control devices. Employee may also perform the more complex variety of calculations and computations. Employee will perform contract documentation duties, which includes field measurements of pay items as well as other Department required documentation. Work may include participating in concept meetings, field plan reviews (preliminary and/or final), CPM schedule reviews, project closeout, and other duties and responsibilities as assigned.</p>	<p>High school diploma or GED and three (3) years of progressive transportation technician experience as an employee or consultant for a State Highway Agency; or an equivalent combination of training and directly related experience.</p>	<ol style="list-style-type: none"> 1. Passing scores on GDOT’s Engineering Skills Development tests – Group 1 (Basic Highway Plan Reading, Basic Construction Surveying, and Basic Highway Math). 2. Passing scores on GDOT’s Engineering Skills Development tests – Group 2 (Asphalt Paving, Base Course Inspection, Excavation and Embankment, and Erosion Control). 3. GDOT WECS. 4. GDOT Field Concrete Technician Certification. 5. GSWCC Level 1a (Erosion Control). <p>Certifications from other agencies or states may possibly be substituted.</p>

Inspector I		
Responsibilities	Qualifications	Certifications
<p>Inspector – This is general-level technical work supporting higher-level inspectors and engineers in functional areas such as construction inspection and surveying; scheduling and status; roadway design; traffic signal equipment; traffic signalization and geometrics; materials sampling; inspection and testing. Work usually involves a significant amount of decision-making and use of judgment, and may include providing work directions to others.</p> <p>Employee will perform independent complex inspections of roadways and structure construction processes and materials to assure compliance with the construction contract. Employee will perform moderately complex inspections; or supervise other inspectors conducting routine and standardized inspections. Work includes inspecting asphalt and concrete for acceptable materials and mix; pavement for proper spreading, rolling, depth, alignment and compaction; roadways and structures for conformance to plans, and specifications; structural materials and members; placement of culverts; structural operations such as foundation excavation; placement of piling, reinforcing and structural steel, concrete and backfill; and traffic control and erosion control devices. Employee may also perform the more complex variety of calculations and computations. Employee will perform contract documentation duties, which includes field measurements of pay items as well as other Department required documentation.</p>	<p>High school diploma or GED and eighteen (18) months of progressive transportation technician experience as an employee or consultant for a State Highway Agency; or an equivalent combination of training and directly related experience.</p>	<ol style="list-style-type: none"> 1. Passing scores on GDOT’s Engineering Skills Development tests – Group 1 (Basic Highway Plan Reading, Basic Construction Surveying, and Basic Highway Math). 2. Passing scores on GDOT’s Engineering Skills Development tests – Group 2 (Asphalt Paving, Base Course Inspection, Excavation and Embankment, and Erosion Control). 3. GDOT WECS. 4. GDOT Field Concrete Technician Certification. 5. GSWCC Level 1a (Erosion Control). <p>Certifications from other agencies or states may possibly be substituted.</p>

Inspector I		
Responsibilities	Qualifications	Certifications
<p>Inspector Aid – This is entry-level inspector work supporting higher-level inspectors and engineers on assignments relating to highway and bridge construction inspection. Work is generally performed under technical and administrative supervision, and may include other duties and responsibilities as assigned.</p> <p>Employee will perform a range of routine and standardized work including, but not limited to, manual and/or electronic calculations, computations, and inspections of construction processes and materials to assure compliance with the construction contract. Employee will inspect truck load tickets for roadway aggregate base course; borrow material and asphaltic concrete at project field sites. Employee will perform a variety of simple materials sampling, inspection and/or testing. Employee will perform contract administrative duties, which may include field measurements of pay item quantities, project closeout, as well as other Department required documentation.</p>	<p>High school diploma or GED. Skill in use of computers (i.e. Microsoft Office, email, internet).</p> <p>Preferred: Knowledge of surveying, highway construction, or design. One (1) year transportation experience; or equivalent combination of training and directly related experience.</p>	<ol style="list-style-type: none"> 1. Passing scores on GDOT’s Engineering Skills Development tests – Group 1 (Basic Highway Plan Reading, Basic Construction Surveying, and Basic Highway Math). 2. GSWCC Level 1a (Erosion Control).

Junior Project Engineer		
Responsibilities	Qualifications	Certifications
<p>Junior Project Engineer – This is general-level technical work supporting higher-level inspectors and engineers in functional areas such as construction inspection and surveying; scheduling and status; roadway design; traffic signal equipment; traffic signalization and geometrics; materials sampling; inspection and testing. Work usually involves a significant amount of decision-making and use of judgment, and may include providing work directions to others.</p> <p>Employee will perform independent complex inspections of roadways and structure construction processes and materials to assure compliance with the construction contract. Employee will perform moderately complex inspections; or supervise other inspectors conducting routine and standardized inspections. Work includes inspecting asphalt and concrete for acceptable materials and mix; pavement for proper spreading, rolling, depth, alignment and compaction; roadways and structures for conformance to plans, and specifications; structural materials and members; placement of culverts; structural operations such as foundation excavation; placement of piling, reinforcing and structural steel, concrete and backfill; and traffic control and erosion control devices. Employee may also perform the more complex variety of calculations and computations. Employee will perform contract documentation duties, which includes field measurements of pay items as well as other Department required documentation. Work may include participating in concept meetings, field plan reviews (preliminary and/or final), CPM schedule reviews, project closeout, and other duties and responsibilities as assigned.</p>	<p>Degree in civil engineering or civil engineering technology (4-year curriculum) or construction management (4-year curriculum).</p> <p>Or degree in civil engineering technology (2-year curriculum) or construction management (2-year curriculum) and two (2) years of progressive transportation technical experience as an employee or consultant for a State Highway Agency.</p>	<ol style="list-style-type: none"> 1. GDOT WECS. 2. GDOT Field Concrete Technician Certification. 3. GSWCC Level 1a (Erosion Control).
Bridge Inspector II		
Responsibilities	Qualifications	Certifications
<p>Bridge Inspector II – This is advanced-level technical work supporting engineers in functional areas of bridge and roadway construction inspection; materials sampling, inspection, and testing. Employee supports engineers in management of construction activities on large complex bridge projects. Work usually involves a significant amount of decision-making and use of judgment and may include providing work directions to others. Employees may perform contract administrative duties such as field measurements of pay items as well as other Department required documentation. Work may include participating in preconstruction and project closeout meetings.</p> <p>Employee will function as lead project inspector conducting independent complex inspections, and supervising lower-level inspectors performing routine to moderately complex inspections of bridge and roadway construction processes and materials to assure compliance with the construction contract. Employee may perform contract administrative duties such as field measurements of pay items as well as other Department required documentation. Work may include participating in concepts meetings, field plan reviews (preliminary and/or final), CPM schedule reviews, project closeout, and other duties and responsibilities as assigned.</p>	<p>Degree in civil engineering or civil engineering technology (4-year curriculum) or construction management (4-year curriculum) and seven (7) years of progressive transportation technician experience as an employee or consultant for a State Highway Agency and construction experience on at least five (5) complex bridges; or degree in civil engineering technology (2-year curriculum) or construction management (2-year curriculum) and 10 years of progressive transportation technician experience as an employee or consultant for a State Highway Agency and construction experience on at least six (6) complex bridges; or high school diploma or GED and fifteen (15) years of progressive transportation technician experience as an employee or consultant for a State Highway Agency and construction experience on at least ten (10) complex bridges; or an equivalent combination of training and directly related experience. Ability to process information</p>	<p>A. Degreed Employee: GDOT Field Concrete Technician Certification:</p> <p>B. Non-Degreed Employee:</p> <ol style="list-style-type: none"> 1. Passing scores on GDOT’s Engineering Skills Development tests – Group 1 (Basic Highway Plan Reading, Basic Construction Surveying, and Basic Highway Math). 2. Passing scores on GDOT’s Engineering Skills Development tests – Group 2 (Asphalt Paving, Base Course Inspection, Excavation and Embankment, and Erosion Control). 3. Passing scores on GDOT’s Engineering Skills Development tests – Group 3 (Bridge and Structures Inspection and Portland Concrete Paving Inspection). 4. GDOT Field Concrete Technician Certification. <p>Certifications from other agencies or states may possibly be substituted.</p>

from the GDOT bridge manual as it relates to field activities.

Bridge Inspector I

Responsibilities

Bridge Inspector I – This is advanced-level technical work supporting engineers in functional areas of bridge and roadway construction inspection; materials sampling, inspection, and testing. Employee supports engineers in management of construction activities on large complex bridge projects. Work usually involves a significant amount of decision-making and use of judgment and may include providing work directions to others. Employees may perform contract administrative duties such as field measurements of pay items as well as other Department required documentation. Work may include participating in preconstruction and project closeout meetings.

Employee will function as lead project inspector conducting independent complex inspections, and supervising lower-level inspectors performing routine to moderately complex inspections of bridge and roadway construction processes and materials to assure compliance with the construction contract. Employee may perform contract administrative duties such as field measurements of pay items as well as other Department required documentation. Work may include participating in concepts meetings, field plan reviews (preliminary and/or final), CPM schedule reviews, project closeout, and other duties and responsibilities as assigned.

Qualifications

Degree in civil engineering or civil engineering technology (4-year curriculum) or construction management (4-year curriculum) and five (5) years of progressive transportation technician experience as an employee or consultant for a State Highway Agency and construction experience on at least four (4) complex bridges; or degree in civil engineering technology (2-year curriculum) or construction management (2-year curriculum) and seven (7) years of progressive transportation technician experience as an employee or consultant for a State Highway Agency and construction experience on at least six (6) complex bridges; or high school diploma or GED and ten (10) years of progressive transportation technician experience as an employee or consultant for a State Highway Agency and construction experience on at least nine (9) complex bridges; or an equivalent combination of training and directly related experience. Ability to process information from the GDOT bridge manual as it relates to field activities.

Certifications

A. Degreed Employee:
 GDOT Field Concrete Technician Certification:

B. Non-Degreed Employee:

1. Passing scores on GDOT’s Engineering Skills Development tests – Group 1 (Basic Highway Plan Reading, Basic Construction Surveying, and Basic Highway Math).
2. Passing scores on GDOT’s Engineering Skills Development tests – Group 2 (Asphalt Paving, Base Course Inspection, Excavation and Embankment, and Erosion Control).
3. Passing scores on GDOT’s Engineering Skills Development tests – Group 3 (Bridge and Structures Inspection and Portland Concrete Paving Inspection).
4. GDOT Field Concrete Technician Certification.

Certifications from other agencies or states may possibly be substituted.

Bridge Specialty Inspector II

Responsibilities	Qualifications	Certifications
<p>Bridge Specialty Inspector II – This is advanced-level technical work supporting engineers in functional area of bridge and roadway construction inspection; materials sampling, inspection, and testing. Employees support engineers in management of construction activities on large complex bridge projects. Work usually involves a significant amount of decision-making, use of judgment, and may include providing work directions to others. Employees may perform contract administrative duties such as field measurements of pay items as well as other Department required documentation. Work may include participating in preconstruction and project closeout meetings.</p> <p>Employee will function as lead project inspector conducting independent complex inspections, and supervising lower-level inspectors performing routine to moderately complex inspections of bridge and roadway construction processes and materials to assure compliance with the construction contract. Employee may perform contract administrative duties such as field measurements of pay items as well as other Department required documentation. Work may include participating in concepts meetings, field plan reviews (preliminary and/or final), CPM schedule reviews, project closeout, and other duties and responsibilities as assigned.</p>	<p>Thorough knowledge of specifications and standards, acceptable construction practices, materials, methods, and equipment used in highway construction. Thorough knowledge of mathematical functions, including surface area calculations related to highway/transportation engineering. Ability to read and comprehend construction plans and other documents associated with the project. Ability to process information from the GDOT bridge manual as it relates to field activities. High school diploma or GED and five (5) years of progressive transportation technician experience as an employee or consultant for a State Highway Agency; or an equivalent combination of training and directly related experience.</p> <p>Minimum certification – Employee of an SSPC QP-5 certified consultant company. NACE International (NACE) Coating Inspector Program (CIP) Level III and (3) three years of bridge coating inspection experience after certification.</p> <p>Minimum of (3) three years construction experience on at least (3) three bridge projects within the last (5) years. Experience includes the following: bridge deck repair, bridge joint repair, joint seal installations, and two-part epoxy polymer overlay construction.</p>	<p>A. Degreed Employee: GDOT Field Concrete Technician Certification:</p> <p>B. Non-Degreed Employee:</p> <ol style="list-style-type: none"> 1. Passing scores on GDOT’s Engineering Skills Development tests – Group 1 (Basic Highway Plan Reading, Basic Construction Surveying, and Basic Highway Math). 2. Passing scores on GDOT’s Engineering Skills Development tests – Group 2 (Asphalt Paving, Base Course Inspection, Excavation and Embankment, and Erosion Control). 3. Passing scores on GDOT’s Engineering Skills Development tests – Group 3 (Bridge and Structures Inspection and Portland Concrete Paving Inspection). 4. GDOT Field Concrete Technician Certification. <p>Certifications from other agencies or states may possibly be substituted.</p>

Bridge Specialty Inspector I

Responsibilities	Qualifications	Certifications
<p>Bridge Specialty Inspector I – This is advanced-level technical work supporting engineers in functional area of bridge and roadway construction inspection; materials sampling, inspection, and testing. Employees support engineers in management of construction activities on large complex bridge projects. Work usually involves a significant amount of decision-making, use of judgment, and may include providing work directions to others. Employees may perform contract administrative duties such as field measurements of pay items as well as other Department required documentation. Work may include participating in preconstruction and project closeout meetings.</p> <p>Employee will function as lead project inspector conducting independent complex inspections, and supervising lower-level inspectors performing routine to moderately complex inspections of bridge and roadway construction processes and materials to assure compliance with the construction contract. Employee may perform contract administrative duties such as field measurements of pay items as well as other Department required documentation. Work may include participating in concepts meetings, field plan reviews (preliminary and/or final), CPM schedule reviews, project closeout, and other duties and responsibilities as assigned.</p>	<p>Thorough knowledge of specifications and standards, acceptable construction practices, materials, methods, and equipment used in highway construction. Thorough knowledge of mathematical functions, including surface area calculations related to highway/transportation engineering. Ability to read and comprehend construction plans and other documents associated with the project. Ability to process information from the GDOT bridge manual as it relates to field activities. High school diploma or GED and three (3) years of progressive transportation technician experience as an employee or consultant for a State Highway Agency; or an equivalent combination of training and directly related experience. Minimum certification – NACE International (NACE) Coating Inspector Program (CIP) Level I or a Society for Protective Coatings (SSPC) Level I Bridge Coating Inspector (BCI). One (1) year of experience post certification.</p>	<p>A. Degreed Employee: GDOT Field Concrete Technician Certification:</p> <p>B. Non-Degreed Employee:</p> <ol style="list-style-type: none"> 1. Passing scores on GDOT’s Engineering Skills Development tests – Group 1 (Basic Highway Plan Reading, Basic Construction Surveying, and Basic Highway Math). 2. Passing scores on GDOT’s Engineering Skills Development tests – Group 2 (Asphalt Paving, Base Course Inspection, Excavation and Embankment, and Erosion Control). 3. Passing scores on GDOT’s Engineering Skills Development tests – Group 3 (Bridge and Structures Inspection and Portland Concrete Paving Inspection). 4. GDOT Field Concrete Technician Certification. <p>Certifications from other agencies or states may possibly be substituted.</p>

ATMS/Signal Inspector		
Responsibilities	Qualifications	Certifications
<p>ATMS/Signal Inspector – This is advanced-level technical work supporting engineers in functional areas of roadway construction inspection; materials sampling, inspection, and testing. Employee supports engineers in management of construction activities on ATMS, traffic signal, and ramp metering projects. Work usually involves a significant amount of decision-making and use of judgment, and may include providing work directions to others.</p> <p>Employee will function as lead project inspector conducting independent complex inspections, and supervising lower-level inspectors performing routine to moderately complex inspections of roadway construction including ATMS, traffic signal, and ramp metering processes and materials to assure compliance with the construction contract. Employee may perform contract administrative duties such as field measurements of pay items as well as other Department required documentation. Work may include participating in concept meetings, field plan reviews (preliminary and/or final), CPM schedule reviews, project closeout, and other duties and responsibilities as assigned.</p>	<p>Degree in civil engineering or civil engineering technology (4-year curriculum) or construction management (4-year curriculum) and four (4) years of progressive transportation technician experience as an employee or consultant for a State Highway Agency and construction experience on at least three (3) ATMS/traffic signal type projects; or degree in civil engineering technology (2-year curriculum) or construction management (2-year curriculum) and six (6) years of progressive transportation technical experience as an employee or consultant for a State Highway Agency and construction experience on at least five (5) ATMS/traffic signal type projects; or high school diploma or GED and 10 years of progressive transportation technician experience as an employee or consultant for a State Highway Agency and construction experience on at least eight (8) ATMS/traffic signal type projects; or an equivalent combination of training and directly related experience.</p>	<p>Non-Degreed Employee: Passing scores on GDOT’s Engineering Skills Development tests – Group 1 (Basic Highway Plan Reading, Basic Construction Surveying, and Basic Highway Math).</p> <p>Certifications from other agencies or states may possibly be substituted.</p>
Office Manager		
Responsibilities	Qualifications	Certifications
<p>Office Manager – This is advanced-level administrative and technical work supporting engineers in functional areas of roadway construction inspection; materials sampling, inspection, and testing. Employee supports engineers in managing the office aspects of the project. Work usually involves, but is not limited to; reviewing plans for constructability, attending field plan reviews, and processing progress statements, final construction reports, construction contract modifications, and project closeout.</p>	<p>Civil engineering technology degree or construction management degree and one (1) year of road and bridge construction engineering inspection experience having performed/assisted in project-related duties [(i.e., reviewing and processing progress and final construction reports, Equal Employment Opportunity (EEO) compliance, processing construction contract modifications, etc.)]; or high school diploma or GED and four (4) years of road and bridge construction engineering inspection experience having performed/assisted in project-related duties [(i.e., reviewing and processing progress and final construction reports, Equal Employment Opportunity (EEO) compliance, processing construction contract modifications, etc.)]. Should be familiar with the Department’s procedures including the construction manual covering the project related duties as stated above and be proficient in the computer programs necessary to perform these duties.</p>	<p>Non-Degreed Employee: Passing scores on GDOT’s Engineering Skills Development tests – Group 1 (Basic Highway Plan Reading, Basic Construction Surveying, and Basic Highway Math).</p> <p>Certifications from other agencies or states may possibly be substituted.</p>

CEI Resident Compliance Officer		
Responsibilities	Qualifications	Certifications
<p>CEI Resident Compliance Officer – This is administrative-level work supporting GDOT EEO administrator, area engineers, construction project manager, engineers, and inspectors as well as CEI Method B project personnel. Employee, under limited supervision, monitors and evaluates construction projects for EEO, DBE, and OJT compliance. Work usually involves a significant amount of decision-making and use of judgment, and may include providing work direction to others.</p> <p>Employee will monitor/evaluate federal and or state compliance on a construction project, perform project reviews, evaluate, and act upon documentation required for construction contract compliance, and maintain appropriate files. Employee will ensure that all DBE-related documents and correspondence are accurate and up to date, and attend compliance reviews and furnish the complete project files for review. Typical areas of compliance responsibility include DBE compliance of the prime contractor and subcontractor, payroll verification and discrepancy resolution, Commercial Useful Form (CUF) review and approval, monthly/quarterly DBE participation reports review and approval, and processing of On-the-Job Training (OJT) requests. Employee will assist with DBE-related documentation and correspondence as requested including, but not limited to, performing labor interviews, CFR 230 Compliance Reviews, and CUF investigations. Also, assist in training district, contractor, and local government personnel.</p>	<p>High school diploma or GED and 2 years of experience in monitoring federal and or state compliance on a construction project. Prior experience in both state-funded and federal-aid funded construction projects and knowledge of EEO laws and/or GDOT’s Disadvantaged Business Enterprises (DBE) and On-the-Job Training (OJT) programs.</p>	<p>N/A</p>
Contract Support Specialist/Secretary		
Responsibilities	Qualifications	Certifications
<p>Contract Support Specialist/Secretary – This is administrative-level work supporting construction project managers, engineers, and inspectors. Employee, under general supervision, manages the clerical activities on large complex projects such as complex bridge, urban, or interstate reconstruction projects.</p> <p>Employee will perform clerical duties including, but not limited to, customer service, typing correspondence, filing documents, data entry, answering phone, making copies, receiving, recording, and distributing all incoming mail and correspondence. Employee will take down minutes of meetings and distribute in a timely manner. Assist engineers and inspectors with timesheets, maintain office supplies, and administrative support.</p>	<p>High school diploma or GED. Three (3) years of secretarial and/or clerical experience including two (2) years’ experience in office management. Ability to type at a rate of thirty-five (35) correct, words per minute. Experienced in the use of standard word processing software.</p>	<p>N/A</p>

Critical Path Method (CPM) Schedule Reviewer

Responsibilities	Qualifications	Certifications
<p>Critical Path Method (CPM) Schedule Reviewer – This is advanced-level technical work in functional areas of project administration and scheduling. Employee reviews a comprehensive work plan that graphically represents the construction logic of the project.</p> <p>Employee will review a road map that shows the relationships between construction and non-construction activities that will impact performance. These could include such items as production of design documents, review of shop drawings, and schedules of material procurement. Employee will also review and provide feedback of CPM schedules submitted by the contractor.</p>	<p>The project scheduler must have at least five (5) years of experience developing, managing, maintaining, and reporting on critical path method (CPM) based project schedules; and experience serving in a lead role on at least (3) transportation projects overseeing contractor scheduling activities, including reviewing, analyzing, and reporting on contractor schedules, schedule updates, and recovery schedules; as well as field verification, field schedule integration, and performing time-impact analysis on asserted schedule delays. Must be proficient with Primavera P6, MS Project, and applicable claims and forensic schedule analysis software.</p>	<p>Preferred: Project Management Certification</p>

Project Information Coordinator (PIC)		
Responsibilities	Qualifications	Certifications
<p>Project Information Coordinator (PIC) – This is administrative-level work supporting construction project managers, engineers, and inspectors. Employee, under general supervision, manages the communication activities on large complex projects such as complex bridge, urban, or interstate reconstruction projects.</p> <p>Employee will notify GDOT no less than twenty-one (21) days in advance of the start of any construction activity that will impact the general public or motoring public such as any change in traffic patterns to the existing general purpose lanes or existing transportation facilities so that GDOT can communicate the potential impacts of these activities with the general public and adjacent government entities. Employee will be available to answer questions via telephone, mail, email, or in person during normal business hours; and maintain a telephone log of complaints and a response to how and when the complaint was resolved. PIC will participate, as requested, in ongoing dialogue among customer groups, GDOT, and Consultant. Provide supportive information for media inquiries when requested by GDOT. Provide GDOT with information on project status, traffic impacts and other information for communication to stakeholder groups and the general public through email, text, and social media.</p>	<p>High school diploma or GED. Four (4) years of relevant experience on projects of similar type and scope.</p>	<p>N/A</p>

Attachment C: Prime Consultant's Subconsultant Add/Remove Request Form



PRIME CONSULTANT'S SUB-CONSULTANT ADD/REMOVE REQUEST FORM

Consultant Name:

Contract ID Number:

In order to adhere to the Qualification-Based Selection (QBS) process and federally-funded contract requirements, it is necessary that sub-consultants, including Disadvantaged Business Enterprise (DBE) sub-consultants, be utilized on contracts as listed in the original Statement of Qualification (SOQ) and approved in the contract. GDOT's approval, as shown by all signatures listed below, is required **prior** to any sub-consultant changes (**addition or removal**) and shall be requested and justified by completing this form.

Select the appropriate process(es) and complete ALL items applicable for the selected boxes.

<input type="checkbox"/>	Request to ADD a sub-consultant	<u>Sub-Consultant Name:</u>	YES	NO	N/A
1.	Is the sub-consultant to be added included in the original SOQ? If YES, why was the sub-consultant not included on the master agreement?		<input type="radio"/>	<input type="radio"/>	
2.	Can the work performed by the 'to be added' sub-consultant be performed by a firm already on the master agreement? If YES, provide the name of the firm and why the 'to be added' sub-consultant is needed.		<input type="radio"/>	<input type="radio"/>	
3.	If a sub-consultant is being replaced are they aware of this change?		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.	Is the 'to be added' sub-consultant replacing a DBE sub-consultant? If YES, explain how this will affect your ability to meet the DBE goal outlined in the contract.		<input type="radio"/>	<input type="radio"/>	
5.	Provide further justification for adding the sub-consultant, including a list of the area class(es) and service(s) the 'to be added' sub-consultant will perform on this contract.				

<input type="checkbox"/>	Request to REMOVE a sub-consultant	<u>Sub-Consultant Name:</u>	YES	NO	N/A
1.	Is the sub-consultant aware they are being removed?		<input type="radio"/>	<input type="radio"/>	
2.	Provide justification for removing the sub-consultant, including a list of the area class(es) and service(s) for the removed sub-consultant and which firm(s) will perform the work.				

When submitting this form, append the following (in PDF format):

- Completed CERTIFICATION OF LOWER TIER CONSULTANT REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION form – master agreement Appendix D (added sub-consultant only).
- Completed Georgia Security and Immigration Compliance Act Affidavit form (added sub-consultant only).
- Notice of Professional Consultant Qualification form (added sub-consultant and firms(s) gaining work).

Consultant Representative (name and title)

Consultant Representative Signature

Date

GDOT Department Head (name)

GDOT Department Head Signature

Date

TSP Manager (name)

TSP Manager Signature

Date

V1 2017_03_13

APPENDIX D

INSTRUCTIONS AND CERTIFICATION OF LOWER TIER CONSULTANT REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

This certification applies to sub-consultants, material suppliers, vendors and other lower tier participants.

By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

- A. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- B. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- C. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
- D. The prospective lower tier participant agrees by submitting this proposal that should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction unless authorized by the department or agency with which this transaction originated.
- E. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- F. A participant in a covered transaction may rely upon a certification of a prospective participant in lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
- G. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- H. Except for transactions authorized under paragraph E of these instructions, if the participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction in addition to other remedies available to the Federal Government, the department or agency may pursue available remedies, including suspension and/or debarment.

APPENDIX D
CERTIFICATION

I hereby certify that I am the _____ and authorized representative of the firm of _____, whose address is _____, and I certify that I have read and understand the attached instructions and that to the best of my knowledge and belief the firm and its representatives:

Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by the Consultant, Georgia Department of Transportation or by any Federal department or agency.

I acknowledge that this certification is provided pursuant to Executive Order 12549 and 49 Code of Federal Regulations (CFR) Part 29 and that this firm agrees to abide by the rules and conditions set forth therein for any misrepresentation that would render this certification erroneous, including termination of this Agreement and other remedies available to the Georgia Department of Transportation and Federal Government.

I further acknowledge that this certificate is to be furnished to the Georgia Department of Transportation, in connection with the Prime Consultant Agreement involving the participation of Federal-Aid Highway Funds, and is subject to applicable State of Georgia and Federal Laws, both criminal and civil.

Date

Signature of Authorized Representative

Type or Print Name

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

Consultant's Name:	
Sub-Consultant's (Your) Name	
Sub-Consultant's Address:	
Solicitation/Contract No.:	
Solicitation /Contract Name:	

SUB-CONSULTANT AFFIDAVIT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the individual, entity or corporation which is engaged in the physical performance of services under a contract with _____ (name of consultant) on behalf of the Georgia Department of Transportation has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b).

Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number
(EEV/E-Verify Company Identification Number)

Date of Authorization

Name of Sub-Consultant

I hereby declare under penalty of perjury that the foregoing is true and correct

Printed Name (of Authorized Officer or Agent of
Consultant)

Title (of Authorized Officer or Agent of
Consultant)

Signature (of Authorized Officer or Agent)

Date Signed

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

____ DAY OF _____, 201__

Notary Public

[NOTARY SEAL]

My Commission Expires: _____

Rev. 11/01/15

STATE OF GEORGIA DEPARTMENT OF TRANSPORTATION
NOTICE OF PROFESSIONAL CONSULTANT QUALIFICATION
 You are qualified to provide Consulting Services to the Department of Transportation for the
 area-classes of work checked below. Notice of qualification is not a notice of selection.

NAME AND ADDRESS		DISPOSITION DATE	EXPIRATION DATE
SIGNATURE			
1. Transportation Planning		3. Highway Design Roadway (continued)	
1.01 State Wide Systems Planning		- 3.09 Traffic Control System Analysis, Design and Implementation	
1.02 Urban Area and Regional Transportation Planning		- 3.10 Utility Coordination	
1.03 Aviation Systems Planning		- 3.11 Architecture	
1.04 Mass and Rapid Transportation Planning		- 3.12 Hydraulic and Hydrological Studies (Roadway)	
1.05 Alternate System and Corridor Location Planning		- 3.13 Facilities for Bicycles and Pedestrians	
1.06 Unknown		- 3.14 Historic Rehabilitation	
1.06a NEPA Documentation		- 3.15 Highway Lighting	
1.06b History		- 3.16 Valve Engineering	
1.06c Air Studies		- 3.17 Design of Toll Facilities Infrastructure	
1.06d Noise Studies		4. Highway Structures	
1.06e Ecology		- 4.01a Minor Bridges Design	
1.06f Archaeology		- 4.01b Minor Bridges Design CONDITIONAL	
1.06g Freshwater Aquatic Surveys		- 4.02 Major Bridges Design	
1.06h Bat Surveys		- 4.03 Movable Span Bridges Design	
1.07 Attitude, Opinion and Community Value Studies		- 4.04 Hydraulic and Hydrological Studies (Bridges)	
1.08 Airport Master Planning		- 4.05 Bridge Inspection	
1.09 Location Studies		5. Topography	
- 1.10 Traffic Studies		- 5.01 Land Surveying	
- 1.11 Traffic and Toll Revenue Studies		- 5.02 Engineering Surveying	
- 1.12 Major Investment Studies		- 5.03 Geodetic Surveying	
- 1.13 Non-Motorized Transportation Planning		- 5.04 Aerial Photography	
2. Mass Transit Operations		- 5.05 Aerial Photogrammetry	
2.01 Mass Transit Program (Systems) Management		- 5.06 Topographic Remote Sensing	
2.02 Mass Transit Feasibility and Technical Studies		- 5.07 Cartography	
2.03 Mass Transit Vehicle and Propulsion System		- 5.08 Subsurface Utility Engineering	
2.04 Mass Transit Controls, Communications and Information Systems		6. Soils, Foundation & Materials Testing	
2.05 Mass Transit Architectural Engineering		- 6.01a Soil Surveys	
2.06 Mass Transit Unique Structures		- 6.01b Geological and Geophysical Studies	
2.07 Mass Transit Electrical and Mechanical Systems		- 6.02 Bridge Foundation Studies	
2.08 Mass Transit Operations Management and Support Services		- 6.03 Hydraulic and Hydrological Studies (Soils and Foundation)	
2.09 Aviation		- 6.04a Laboratory Materials Testing	
- 2.10 Mass Transit Program (Systems) Marketing		- 6.04b Field Testing of Roadway Construction Materials	
3. Highway Design Roadway		- 6.05 Hazard Waste Site Assessment Studies	
3.01 Two-Lane or Multi-Lane Rural Generally Free Access Highway Design		8. Construction	
3.02 Two-Lane or multi-Lane with Curb and Gutter Generally Free Access Highways Design Including Storm Sewers		- 8.01 Construction Supervision	
- 3.03 Two-Lane or Multi-Lane Widening and Reconstruction, with Curb and Gutter and Storm Sewers in Heavily Developed Commercial Industrial and Residential Urban Areas		9. Erosion and Sedimentation Control	
- 3.04 Multi-Lane, Limited Access Expressway Type Highway Design		- 9.01 Erosion, Sedimentation, and Pollution Control and Comprehensive Monitoring Program	
3.05 Design of Urban Expressway and Interstate		- 9.02 Rainfall and Runoff Reporting	
3.06 Traffic Operations Studies		- 9.03 Field Inspections for Compliance of Erosion and Sedimentation Control Devices Installations	
- 3.07 Traffic Operations Design			
- 3.08 Landscape Architecture			

Sample Only. This actual Notice of Professional Consultant to be
 added to the actual form for each sub-consultant to be
 replaced.