

# DEPARTMENT OF TRANSPORTATION STATE OF GEORGIA

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## INTERDEPARTMENTAL CORRESPONDENCE

**FILE** [Project Name]  
[PI #, County]  
Design-Build

**OFFICE** Innovative Delivery

**DATE** [Date]

**FROM** Darryl D. VanMeter, P.E., State Innovative Delivery Administrator

**TO** Margaret B. Pirkle, P.E., Chief Engineer

**SUBJECT STIPULATED FEE RECOMMENDATION**

In accordance with procedures set forth in *Section 672-18-.11 of the Rules of State Department of Transportation Governing Design-Build Procedure*, a Stipulated Fee recommendation for a Design-Build project shall be made from the Department’s originating office which the project is assigned.

The Office of Innovative Delivery as the originating Office recommends **a Stipulated Fee in the amount of [#####]** be offered to the responsive, but unsuccessful Proposers who submit technical proposals in response to the RFP.

The Department will employ a Shortlist of up to five (5) Proposers on this project. The anticipated maximum Stipulated Fee amount to be obligated is **[#####]** [*Stipulated Fee is paid to responsive, but unsuccessful proposers; assume four Proposers multiplied by the Stipulated Fee*].

As background, *Section 1.6 of the Design-Build Manual* includes the following table as guidance for utilizing the Stipulated Fee. The project is being procured using the **Two Phase Low Bid or Best Value** selection method whereby all Shortlisted Proposers are eligible to submit a price and technical proposal in response to the RFP.

Design-Build Contract Value	Best Value	Two Phase Low Bid (w/ Shortlist)	Two Phase Low Bid (all qualified)	One Phase Low Bid
≥\$50M	0.2% Minimum 0.2% Recommended	0.1% Minimum 0.2% Recommended	0% Minimum 0.1% Recommended	No Stipulated Fee
<\$50M	0.2% Minimum 0.4% Recommended	0.1% Minimum 0.2% Recommended	0% Minimum 0.1% Recommended	No Stipulated Fee

In exchange for a Stipulated Fee, Proposers must turn over to the Department all project related information collected and prepared during the preparation of the price and technical proposal. This may include, but is not limited to [*modify as necessary*]:

- Approved Alternative Technical Concepts (ATC)
- Revised plan layouts
- Geo-technical data
- CAD files
- Detailed project schedule (including hourly schedule during the ABC period)
- Record of correspondence with agencies

This information will be provided to the awarded Design-Build Team. The Department will also have the ability to negotiate approved ATCs from unsuccessful Proposers into the awarded Design-Build Team’s contract to obtain additional value or cost savings for the Department.

[*Include a brief description of the anticipated source of funds such as CST*]

If you agree, please provide your concurrence and approval in the respective sections below, and provide a copy of the signed document to this Office. Please contact [*GDOT project manager*] should you need further information.

CONCUR:

\_\_\_\_\_  
K. Joe Carpenter, Jr., P.E.,  
Director of P3/Program Delivery

\_\_\_\_\_  
Date

APPROVE:

\_\_\_\_\_  
Margaret B. Pirkle, P.E., Chief Engineer

\_\_\_\_\_  
Date

APPROVE:

\_\_\_\_\_  
Angela Whitworth, Treasurer

\_\_\_\_\_  
Date

DVM:###

cc: Procurement Administrator