



Interoffice Memo

DATE: July 13, 2026

FROM: Chandria L. Brown, PE
Assistant P3 Pre-Let Administrator

Andrew Hoenig, PE
Assistant P3 Pre-Let Administrator

TO: Timothy Matthews, PE
P3 Division Director

SUBJECT: P3 Division Guidance – Task Order Template and Contracting Methods

Georgia DOT Office of Transportation Services Procurement recently updated the Consultant Task Order template for use by all consultants. The P3 Division, effective immediately, will utilize the new template.

In addition, the P3 Division evaluated available Task Order payment types (cost plus fixed fee, specific rates of compensation, and lump sum) for the most optimal application, continued compliance and alignment with 23 CFR Part 172, and compliance with the [Georgia DOT Procurement Manual](#).

The purpose of this memo is to provide guidance for the P3 Division's utilization of each payment type generally summarized below:

Cost Plus Fixed Fee (CPFF) – Should be utilized as the preferred payment method for Task Orders supporting Pre-let GEC activities where scope of services, deliverables, and project schedules can be clearly defined. This contract payment type is best suited for Design-Build projects with clear project scope definition for pre-let and procurement activities. A CPFF Task Order may be paired with a Rider Task Order to capture any unanticipated scope, as further summarized below. The procurement of CPFF Task Orders will be managed and negotiated by the Georgia DOT Office of Transportation Services Procurement. Independent Man Hour Estimates will be prepared by the PMC (or other independent designee as determined by the P3 Division Project Manager) and the GEC.

Specific Rates of Compensation (Bill Rates) – Should only be utilized when retaining flexibility in scope of work when it is not possible at the time of procurement to estimate the extent or duration of the work or to estimate costs with any reasonable degree of accuracy due to an evolving project scope and delivery method, or for Task Orders defining CEI services. The scope for these Task Orders should be more defined than the Rider Task Orders but remain at a higher level of definition to allow for flexibility in scope application. The Task Order budget may be determined utilizing an agreed-upon approach as directed by the P3 Division. Within the executed Task Order, Job Orders will provide the detailed scope and level of effort as negotiated by the GDOT PM. The Job Order scope along with assumptions will be discussed with the GDOT PM, GEC staff and applicable PMC staff in a scoping meeting. The negotiations of each Job Order will be managed by the GDOT PM, and supported with Independent Man Hour Estimates prepared by the PMC and GEC. To maximize effective scoping and negotiation

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durations, a flow chart for this type of Task Order has been developed and attached. In addition, the GEC shall submit staff additions as needed to the GDOT PM for approval.

Because P3 Division Project Managers are responsible for validating and comparing manhour estimates for billable rates task orders, the P3 Division will implement a continuous review process to assess scope requirements and manhour allocations, ensuring consistent application, improved estimating accuracy, and alignment with established program expectations.

Lump Sum – may be utilized for Task Orders supporting Post-let GEC activities where scope of services, deliverables, and project schedules can be clearly defined and effort progressed as planned. This contract payment type is similar to a CPFF Task Order, and may be paired with a Rider Task Order to capture any unanticipated scope, as summarized below. The procurement of Lump Sum Task Orders will be managed and negotiated by the Georgia DOT Office of Transportation Services Procurement and supported with Independent Man Hour Estimates prepared by the PMC and GEC. The Consultant assumes full responsibility for managing its costs, and the lump sum amount shall be paid in full upon satisfactory completion and acceptance of the work, regardless of whether the Consultant's actual costs are higher or lower than estimated. No additional compensation shall be due beyond the agreed-upon lump sum price.

Rider Task Orders – may be paired with CPFF, Lump Sum or Specific Rates of Compensation. Rider Task Orders are best suited for unexpected, smaller scope items not already defined. The maximum contract value or allowance will be determined by the GDOT PM. The scope of Rider Task Orders may be general and used for quick response and shorter durations as needs arise. The scope along with assumptions will be discussed with the GDOT PM, GEC staff and applicable PMC staff (as determined by the GDOT PM) in a scoping meeting to assess the level of effort of each Rider Job Order. The negotiations of each Rider Job Order will be managed by the GDOT PM, and supported with Independent Man Hour Estimates prepared by the PMC and GEC. In addition, the GEC shall submit staff additions as needed to the GDOT PM for approval.

Because P3 Division Project Managers are responsible for validating and comparing manhour estimates for rider task orders, the P3 Division will implement a continuous review process to assess scope requirements and manhour allocations, ensuring consistent application, improved estimating accuracy, and alignment with established program expectations.

The P3 Division program will continue to monitor the performance and effective use of these contracting methods and will adjust application and processes as needed.

Should you have any questions or need further information, please contact Chandria L. Brown at 404.631.1580 or chbrown@dot.ga.gov, or Andrew Hoenig at 404.631.1757 or ahoenig@dot.ga.gov.

CONCUR:



Timothy Matthews, P.E.
Director of P3

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CLB:AH

Attachment: Task Ordering Flow Charts

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