

Notes:

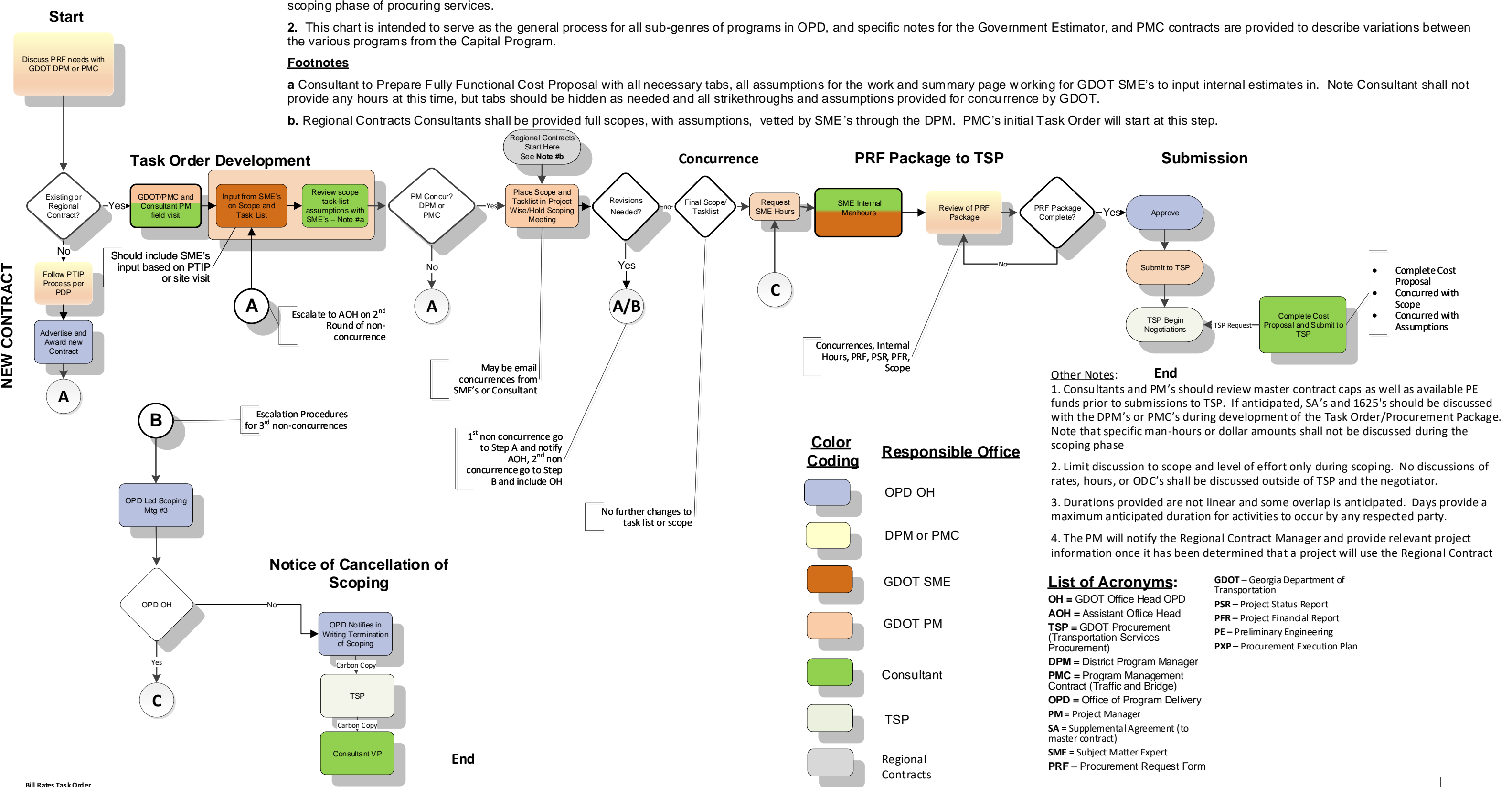
1. This chart outlines the process that will be followed by the GDOT Office of Program Delivery with respect to scoping initial or future task orders with consultants contracting with the Department. The Office of Transportation Services Procurement (TSP) includes further guidance and procedures for negotiations and contractual agreements with Georgia DOT. This procedure focuses specifically on the pre-negotiation/scoping phase of procuring services.

2. This chart is intended to serve as the general process for all sub-genres of programs in OPD, and specific notes for the Government Estimator, and PMC contracts are provided to describe variations between the various programs from the Capital Program.

Footnotes

a Consultant to Prepare Fully Functional Cost Proposal with all necessary tabs, all assumptions for the work and summary page working for GDOT SME's to input internal estimates in. Note Consultant shall not provide any hours at this time, but tabs should be hidden as needed and all strikethroughs and assumptions provided for concurrence by GDOT.

b. Regional Contracts Consultants shall be provided full scopes, with assumptions, vetted by SME's through the DPM. PMC's initial Task Order will start at this step.



Bill Rates Task Order
 1. Identify the need for additional scope, and expedited procurement, with the project team 2. Request draft task order and the task order funding cap amount. 3. Send all the above information (#2) to the appropriate SME Office for review, concurrence and/or comment (NOTE: Internal man-hours are not required.)
 4. Send all of the above information (#2 and 3) to the Director for approval to utilize billable rates contract (cc: AOH, OH). The Director will respond with an email approval 5. Submit all of the above information (#2, 3, and 4) into RTS for the OH approval.

Billable Rate task orders that do not need director approval:
 1. UOC revisions and shop drawings task orders are approved by the office head - should be reasonable amounts and limited time frames. These have an indefinite scope 2. PXP task orders - should be reasonable amounts and limited time frames (ex: \$6k and 1 year). These have a defined scope. 3. ROW Revisions task orders should be reasonable amounts and limited time frames. Billable Rate task orders that need Director approval:
 1. Increased scope for an already negotiated task. Task examples include a) Needing more archeology transects than in original task order. **Amount and level of effort unknown "on call"**. This billable rates request must be approved by the director. New scope not in the last task order should go through the regular negotiation process and be cost plus fixed fee.