Georgia Department of Transportation

Interoffice Memo

DATE: August 20, 2025

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Date: 2025.08.20 16:15:39-04'00'

TO: Division of Program Delivery, ACEC Community

SUBJECT: Project "Quick Start" and "Rider" Billable Rates Contracts Guidance

One of the four stated goals of the Georgia Department of Transportation (GDOT) is to "Streamline Processes". The initial procurement of consultants through a **Billable Rates Contract (BRC)** has been implemented to help reduce the start-up time needed for the consultants to begin working on programmed projects when many project variables are difficult to determine. The goal of this memo is to provide GDOT and the consultant community with guidance on how to implement these initial **BRCs** to streamline the procurement process and overall project. It should be noted that billable rate **"Rider"** contracts are still often utilized in conjunction with cost plus fixed fee contracts as "insurance" for unforeseen additional efforts; but this memo is highlighting **BRCs** use as the initial contracting mechanism for larger scaled capital improvement projects before a cost-plus fixed fee contract is utilized.

Below is a list of major activities commonly needed during the initial design phase of a project and is not specific to any project type. Specific activities listed are appropriate for inclusion in an initial **Billable Rates Contract (BRC) (e.g. "Quick Start" BRC).**

Example Project & Task Management Services (to better define a more traditional cost-plus fixed-fee payment method scope including kickoff meetings, initial coordination meetings, contracting, etc.)

Concept Phase (to be used in development of initial concept layouts and/or a concept report)

Design Traffic Counts/Projections

- Prepare Traffic Count Map
- Traffic Request Form completion, submission to the Office of Planning, and follow-up coordination and revisions.
- Traffic data collection (traffic volumes, turning movement counts, etc.) (Requires vendor quote)
- Traffic volume/forecasting methodology preparation, review, and concurrence,
- Traffic Engineering Studies, including Intersection Control Evaluation (ICE) Stages 1 and 2
- Updates to existing traffic studies and their related documents
- Preparation of and updates to a Project Execution Plan (PXP)
- Right-of-entry letter preparation

Note: There may be instances in which the GDOT Project Manager can coordinate with GDOT Planning to complete initial traffic counts if the BRC Notice to Proceed (NTP) is issued during or immediately before periods during which the traffic counts cannot be completed to maintain the project baseline schedule.

Database Preparation:

- Aerial Mapping, including coordination with GDOT to determine the corridor size and data collection method (drone or airplane). (Requires vendor quote)
- Data processing and creation of mapping.
- Establish horizontal/vertical control.
- Compiling GIS, survey, and/or aerial data to develop a preliminary database.

Environmental Document:

- Generation of Environmental Survey Boundary
- Special studies field work
- Early coordination for cultural resources and National Environmental Policy Act (NEPA)
- Section 106 Notification
- Archaeological Resources Protection Act (ARPA) Permitting
- Special Access Permitting (Forest Service Land)
- Habitat surveys for protected species
    - Seasonal surveys
    - Section 7

Public Involvement:

- Stakeholder Identification
- Early Detour Coordination

The Consultant should work with the GDOT Project Manager throughout this process and utilize the latest GDOT Billable Rates Spreadsheet template for activities tracking. The GDOT Project Manager shall approve all personnel and activities/tasks in advance of personnel charging hours to any billable rates contracts. Approval shall occur via email with activities/tasks tracking spreadsheet. When new personnel are added to a contract and approved by the GDOT PM, the GDOT PM shall coordinate with Procurement staff to formalize the billable rate with certified payrates from the consultant via GDOT's Request Tracking System (RTS).

If you have any general questions about the above referenced process, please contact your assigned project manager. Should you need further clarification of this memo, please contact Charles A. Robinson of the GDOT Office of Program Delivery at chrobinson@dot.ga.gov or (404) 631-1439.

Attachments: Typical Quick Start and Rider Use Flowchart

FAQ Guidance

- Question: Should the billable rates contract (BRC) task orders be extended?

  Response: The typical maximum allotted time for a BRC is 12 months and should not be extended. A new BRC task order should be executed before the BRC task order expires.

- Question: Does BRC use such as for “Quick Start” and “Rider” contract require preapproval of the work hours by the GDOT PM prior to commencing corresponding project activity.

  Response: Yes, GDOT PM approval is required prior to commencing work on a BRC.

- Question: Can expenses and/or vendor services be reimbursed under BRC task order?

  Response: Yes, subject to Attachment B of the standard BRC task order template.

- Question: Should the consultant wait until a deliverable assigned to the BRC is complete before invoicing.

  Response: No, BRC invoices for reimbursement should be submitted on a monthly basis.

- Question: What type of documentation must the consultant provide to GDOT for the task(s) that will be performed under a BRC?

  Response: The consultant should have written confirmation from the GDOT PM on what task(s) will be performed under the BRC prior to beginning efforts on those tasks. As part of this confirmation, the consultant should provide the GDOT PM with an estimate of the total task effort using the Billable Rates Spreadsheet (see below link, under the Category: Program Delivery menu). See Attachment B of the standard BRC task order template for details.

  https://www.dot.ga.gov/GDOT/pages/designresources.aspx

- Question: What type of documentation does the consultant need to provide to GDOT for the invoicing of tasks under a BRC?

  Response: See Attachment B of the standard BRC task order template.

- Question: Should the BRC task order be used exclusively for project management?

  Response: No, not exclusively. The appropriate project management scope and hours need to be included in all Cost Plus Fixed Fee (CPFF) task order contracts. However, project management scope and hours related to tasks being procured under the BRC are appropriate to include in the BRC.

- Question: Does the Quick Start BRC take the place of the Rider BRC?

  Response: No, these are two different mechanisms that each have a unique purpose. See the explanation in the attached memo.

- Question: Can a BRC be updated for new rates regarding staff already included on the BRC over the contract period?

  Response: No. Staff that are already included on an existing BRC may not update their rates over the contract period. Additional staff may be added to an existing BRC using those staff members’ rates at the time they are added to the BRC.

- Question: Can ODCs be part of the BRC or just work hours?

  Response: ODCs can be included in the BRC if requested by the consultant in advance of use and approved by the assigned GDOT PM.

- Question: Can a new consultant staff member being added to the project begin work prior to specific overhead rate receiving final approval by GDOT procurement?

  Response: Yes, but GDOT PM approval of the new staff member is needed and sufficient contract budget capacity must be in place on the currently executed contract.

Typical Project Contract PDP Process Flow - Preconstruction

"Quick Start" Billable Rate Contract

Concept Phase

Cost Plus Fixed Fee Contract + Billable Rate Contract "Rider"

Preliminary Design Phase

Cost Plus Fixed Fee Contract + Billable Rate Contract "Rider"

Final Design Phase

Cost Plus Fixed Fee Contract + Billable Rate Contract "Rider"