

Consultant Engineering Fee Guidelines:

These Guidelines are for the completion of Engineering Fee Proposals for Consultants working for Cities, Counties or Authorities on Utility relocation for Georgia DOT projects:

- All estimates must show the type of worker (i.e. Engineer, surveyor, inspector, clerical) along with the estimated hours for each worker.
- Labor rates must be broken down into a base rate + overhead.
- Contingencies or miscellaneous categories are not allowed.
- Invoices or receipts must support all printing costs, etc.
- Copies of time sheets or trip logs must support all time and transportation costs.
Invoices and time sheets must be submitted with the appropriate bill.

HOURS

Should be reasonable and reflect the anticipated actual hours necessary to perform the work.

OVERHEAD

Overhead rates for State-only funded projects (EDS, FLF, GIP, etc.) cannot exceed 150% of direct labor.

Overhead rates for Federally funded projects may exceed 150% but the agreement will be audited to confirm the overhead rates.

PROFIT/FIXED FEE

A Profit/Fixed Fee amount above 15% of the total direct and indirect costs will not be accepted.

VEHICLE MILEAGE RATE

Vehicle mileage rate will not be accepted above 31 cents/mile
The Federal Travel Regulations current rates govern travel(1998).

The Federal Acquisition Regulations (FAR) can be located on the Web at <http://www.arnet.gov/far/>
CFR 48 (FAR) Subpart 31 is the governing regulation.

The Department also produces a "Consultant Audit Guide" which is available from the Office of Audits, Room 301, (404)656-5247