



DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

INTRADEPARTMENTAL CORRESPONDENCE

February 29, 2024

REFERRED TO

- REFERRED FOR ACTION
ANSWER FOR MY SIGNATURE
FOR FILE
FOR YOUR INFORMATION
FOR SIGNATURE
RETURN TO ME
PLEASE SEE ME
PLEASE TELEPHONE ME
FOR APPROVAL
PLEASE ADVISE ME

MEMORANDUM

TO: Chad Winchester
Chief Engineer
From: Paulette Territo
Consultant Contracts Services Administrator

BY DATE
BY DATE
BY DATE

SUBJECT: Revised Consultant Compensation and Work Types

We request your approval to revise the original Consultant Compensation and Work Type table, dated January 31, 2020, signed by Christopher P. Knotts, Chief Engineer. The original memo is attached for reference (pages 4 and 5). Since that original table was published, Consultant Contract Services has been asked to add more services to the table and obtain your approval, which we have on individual basis. This letter is to capture the additional services highlighted in yellow on the table and once approved, to be posted on the CCS website.

Any exception to these standards requires written approval from the Office of the Chief Engineer. Consultant Contract Services will not process any contract, task order, or other contract action that is contrary to this directive.

If additional information is required or if you have questions, please contact me at 225-379-1469.

Attachments:

- Revised Consultant Compensation and Work Type Table 2/29/24
Original Consultant Compensation and Work Types Memo 1/31/2020

DocuSigned by: Mark Chenevert 2/29/2024
RECOMMENDED FOR APPROVAL DATE
DocuSigned by: Mike Vosburg 3/6/2024
RECOMMENDED FOR APPROVAL DATE
DocuSigned by: [Signature] 3/7/2024
APPROVED DATE

Rev 2/29/2024

Non-Negotiated Lump Sum	Negotiated Lump Sum	Cost Plus Fixed Fee (negotiated unless otherwise noted)	Specific Rates of Compensation	Cost Per Unit of Work
<i>Work effort needed to perform the scope is predictable and consultant is subject to few risks outside its control</i>	<i>General work effort is predictable but input on detailed task breakout before contracting is desirable, consultant is subject to few risks outside its control</i>	<i>Consultant is subject to cost uncertainties/risks outside of its control (e.g., site risks, outside contractor schedules)</i>	<i>Contract might never be tasked, dependent on external events (e.g., natural disasters), or consultant is serving as owner's representative on a construction project (e.g., CE&I)</i>	<i>Work effort per unit is predictable and closely tied to the level of production associated with the deliverable</i>
Typical Road Design (e.g., 3R projects, intersection imprv'mts, ordinary capacity)	Complex Road Design (e.g., interstate interchanges, urban interstate or arterials)	Utility Coordination (in Design and/or Construction)	CE&I (non-negotiated) and Owner Verification	Geotech
Simple Traffic (e.g., Tier One Analysis)	Complex Traffic (not otherwise described)	Environmental	Construction Support	Real Estate
Off-system Bridge Design	Simple On-system Bridge Design (typically rural; e.g., slab-span, quad-beam, PPC girder)	Complex Bridge Design (not otherwise described)	Embedded or Similar Staff Augmentation Contracts¹	SUE (Designation)
Small/Routine Program Management (e.g., Local Road Safety, Safe Routes to Public Places, Road Transfer)	Value Engineering	Major Program Management (e.g., ARRA, LTM) ITS Implementation & Design	Emergency Response Contracts (e.g., debris monitoring)	
Feasibility Reviews		Innovative Procurement Support	ITS Management, Operations & Maintenance Engineering & Inspection (ME&I)	
Typical Survey (e.g., Property Survey, R-o-W Mapping, and Topographic) *2		Constructability Review (non-negotiated) (should only be used on large, highly complex projects)	* Survey for Section 64 and Section 79 for FEMA reimbursed contracts	
Inspection (other than CE&I)		CPM -Critical Path Monitoring	SUE Services	

¹ To be used only when consultant staff is placed on an on-call basis and tasked as needed by DOTD staff to review/produce specific deliverables. Not to be used for program management or other services required on an annual or similar ongoing basis.

² Specific Rates of Compensation to be used for survey work for Section 64 and Section 79 for FEMA reimbursed contracts



IN REPLY REFER TO
FILE NO.

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MEMORANDUM

DATE: January 31, 2020

TO: Darlene Major
CCS Administrator

District Administrators

Project Managers

Area Engineers

Section Heads

CC: Ed Wedge
Deputy Chief Engineer

Vince Latino
Assistant Secretary of Operations

Chad Winchester
Project Development Division Chief

Michael Vosburg
Construction Division Chief

FROM: Christopher P. Knotts, P.E. *CPK*
Chief Engineer

RE: Consultant Compensation and Work Types

Effective immediately, for all consultant contracts procured or task orders issued through DOTD Consultant Contract Services under R.S. 48:285 *et seq.*, Project Managers must select contract compensation types in accordance with the below table based on the type of work being performed. Where the table distinguishes between "Typical"/"Simple" and "Complex" iterations of a given work type (as in the case of Road and Bridge Design or Traffic Engineering), illustrative examples are provided; however, the appropriate Section Head will be responsible for determining whether the services in question should be considered "Complex". For contracts containing multiple work types, the appropriate compensation type must be used for each major work type.

Any exception to these standards requires written approval from the Office of the Chief Engineer. **Consultant Contract Services will not process any contract, task order, or other contract action that is contrary to this directive.**

RECOMMENDED FOR APPROVAL DATE

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APPROVED DATE

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Simple Traffic (e.g., Tier One Analysis)	Complex Traffic (not otherwise described)	Environmental	Construction Support	Real Estate
Off-system Bridge Design	Simple On-system Bridge Design (typically rural; e.g., slab-span, quad-beam, PPC girder)	Complex Bridge Design (not otherwise described)	Embedded or Similar Staff Augmentation Contracts ¹	SUE (Designation)
Small/Routine Program Management (e.g., Local Road Safety, Safe Routes to Public Places, Road Transfer)	Value Engineering	Major Program Management (e.g., ARRA, LTM)	Emergency Response Contracts (e.g., debris monitoring)	
Feasibility Reviews		Innovative Procurement Support		
Typical Survey (e.g., Property Survey, R-o-W Mapping, and Topographic)		Constructability Review (non-negotiated) (should only be used on large, highly complex projects)		
Inspection (other than CE&I)		CPM- (Critical Path Monitoring)		

¹ To be used only when consultant staff is placed on an on-call basis and tasked as needed by DOTD staff to review/produce specific deliverables. Not to be used for program management or other services required on an annual or similar ongoing basis.