**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

**INTRADEPARTMENTAL CORRESPONDENCE**

**REFERRED TO**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BY \_\_\_\_\_\_\_\_ DATE ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_

BY \_\_\_\_\_\_\_\_ DATE ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_

BY \_\_\_\_\_\_\_\_ DATE ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_



Date

Phone Number

**Memorandum**

To: Paulette Territo

Consultant Contracts Services Administrator

From: (Requestor)

(Requestor Title)

Subject: Request for Extra Work Letter

**Contract No. 44-XXXX**

**Project Name**

Transmitted herewith are the scope, man-hour estimate and direct expense estimate for an Extra Work Letter under the captioned Contract. The scope of work involves (brief summary here).

**For negotiated contract actions: (remove this paragraph if non-negotiated)**

The DOTD and the Consultant have agreed to the attached scope of work and have both independently developed work-hours and direct expense estimates. The Consultant has prepared a cost proposal using the “agreed upon” work-hours with the consultant’s audited rates.

(For information regarding negotiated contracts, see Section 2.1 Negotiated Contracts of the CCS Manual rev Dec 2020, which can be found at the following link: [CCS Manual rev Dec 2020](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/CCS/Manuals/CCS%20Manual%20rev%20Dec%202020.pdf))

If you have any questions or need any additional information, please contact XXXX at XXXX.

**REMINDER: SECTION HEAD APPROVAL IS REQUIRED FOR EXTRA WORK LETTERS.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

RECOMMENDED FOR APPROVAL DATE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

RECOMMENDED FOR APPROVAL DATE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

RECOMMENDED FOR APPROVAL DATE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

APPROVED DATE

**OBTAIN SIGNATURES ON THIS REQUEST FORM PRIOR TO SUBMITTING TO CONSULTANT CONTRACT SERVICES AT** [**DOTDCCSREQUESTS@LA.GOV**](mailto:DOTDCCSREQUESTS@LA.GOV)**.**

**PM, PLEASE READ PAGES 3 AND 4 FOR CCS GUIDANCE.**

|  |  |
| --- | --- |
| **Project Manager**  **Project Manager who will request budget. (If different from above.)** | Click or tap here to enter text.  Click or tap here to enter text. |
| **State Project No.** | H.XXXXXX |
| **Phase of Work:** | Select each type of work to be included under each Phase.  .1 – Stage 0/Feasibility  .2 – Environmental  .3 – Right of Way  .4 – Utility Relocation  .5 – Design/Engineering  .6 – Construction Support, Construction/CE&I Services |
| **Federal Oversight**  **For Extra Work Letters** | As described in the Federal Stewardship Agreement  Delegated  Full Federal Oversight  N/A |
| **Funding Source** | State Funds Only  Federal/State  Other |
| **Environmental Clearance**  **Type / Date** |  |
| **Compensation Type**  **See link on page 3 regarding compensation per work type.** | Check all that apply:  Lump Sum  Specific Rates of Compensation  Cost per Unit of Work  Cost Plus Fixed Fee |
| **Contract Time (Each Stage)**   * **Contracts expire when all services are accepted.** | For calculating compensation purposes only.  Calendar Days \_\_\_\_\_\_\_ |
|  | New NTP |
| **Comments:** | |

Initials:

Attachments

Copied to: (do not copy individuals in CCS – not necessary – assignments are distributed from our generic email DOTDCCSRequests@la.gov)

Please email this completed request (Pages 1 and 2) along with appropriate attachments in editable format to: [DOTDCCSRequests@la.gov](mailto:DOTDCCSRequests@la.gov). **Please do not copy other CCS staff so that we do not have multiple people responding to the same email.** These emails are checked daily and work is assigned in the order that it is received.

**Scope:** (in editable format)

The scope should be written by the DOTD Project Manager, keeping in mind that DOTD is directing “**the Consultant**” in what services shall be performed. The contract is between DOTD and “**the Consultant**”. Names of consultants shall not be mentioned in the scope of services. Dates and calendar days shall be removed from the scope and included in the Schedule of Deliverables that is sent out with the Notice to Proceed Letter.

**Compensation Type:**

To determine the type of compensation to be used per work type, see the Chief Engineer’s memo Compensation per Work Type: (**deviation from table requires Chief Engineer approval**)

<https://bit.ly/ConsultantCompensationandWorkTypeMemo>

**Negotiated contracts:**

#### For information regarding negotiated contracts, see Section 2.1 Negotiated Contracts of the CCS Manual rev Dec 2020, which can be found at the following link: [CCS Manual rev Dec 2020](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/CCS/Manuals/CCS%20Manual%20rev%20Dec%202020.pdf)

**Work-hours:** PM shall include with request:

* DOTD independent work-hours
* Consultant independent work-hours
* Cost proposal(based on consultant’s current audited rates)
  + The Consultant shall submit the **cost proposal using the agreed upon work-hours** per prime, per sub, per H# and per service, if applicable.
  + The cost proposal shall include the consultant’s current audited rates, not statewide averages, and shall be in the same compensation format as the contract action.  For example, it shall not be in specific rates of compensation format if the compensation type is lump sum.

**Non-negotiated contracts**:

Work-hours are developed by DOTD and **shall not** include a cost proposal from the Consultant.

Note: As long as the contract has not been supplemented to change to all negotiated language, you can still process non-negotiated actions on existing contracts with that language.

**Direct expenses:**

* Meals, lodging and mileage: see links below (specify if multiple people and multiple trips)
  + Meals: 1st and last day are now 75% and all days in between are full days and now includes M&IE (meals and incidental expenses) – check for location specific rates
  + Lodging: check for current GSA rates for location specific rates

[**Domestic Travel Lodging and Meal Rates - GSA**](https://www.gsa.gov/travel/plan-book/per-diem-rates)

* + Mileage: check for current GSA rates

[**Mileage Rate for Personally Owned Vehicles - GSA**](https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates)

* Quotes: need quote(s) to support price in cost proposals
  + Traffic Control, Police Support, Specialty Equipment Rentals, etc.
  + If Consultant owned equipment, see Article XXXIV Most Favored Customer Status (November 2021) in the contract.

An Extra Work Letter may be issued by the PM in cases when the additional compensation is small and the work does not constitute a change in scope. The cumulative value of all Extra Work Letters **shall not exceed 10% of the cumulative value of all contract compensation** exclusive of Extra Work Letters (original contract compensation plus all Supplemental Agreements).

**Advanced NTP** (if applicable) Division Head approval is required.

**Check legal maximum allowed for additional contract actions:**

1. Supplemental Agreement(s) to an Original Contract dated July 1, 2009, and afterward: the sum of all work must not exceed 1.75 times the value of either the Original Contract amount or the maximum compensation approved in the advertisement request by the Division Head, whichever is higher. If the supplemental agreement’s compensation exceeds 1.75 then a non-competitive supplemental agreement (see #2 below) would require Secretary Approval.
2. Use the following form for the non-competitive supplemental agreement to add additional compensation which goes over the 75% maximum: <https://bit.ly/Non-CompetitiveRequest>