



IN REPLY REFER TO
FILE NO.

INTRADEPARTMENTAL CORRESPONDENCE

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

DATE: January 31, 2020

BY _____ DATE _____
 BY _____ DATE _____
 BY _____ DATE _____

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

RECOMMENDED FOR APPROVAL DATE

RECOMMENDED FOR APPROVAL DATE

APPROVED DATE

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 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.