

Procedures for Developing Appropriate Billable Rates for Engineering Consultants Performing Contract Services within DOTD FY24

Occasionally, DOTD PMs retain the services of consultants to perform work at DOTD. These contracts require the consultant to provide an individual to work at DOTD. DOTD usually provides office space, access to computers, printers, copiers, access to telephones, access to DOTD files, *etc.* The services required are usually those that can be performed by an Engineer 5 DCL or an Engineer 6 DCL level engineer.

When submitting the Advertisement Request for Engineering Services to CCS for such services, the PM shall include in the request the following information:

- That the consultant is required to work at DOTD (Project Name and Location)
- The items to be provided by DOTD, *i.e.*, office, phone, *etc.*
- In addition to the Scope of Services provided by the PM, the PM is to state his/her determination that this work is at an Engineer 5 DCL or an Engineer 6 DCL level.
- Contract type is Billable Rate
- Contract time in years. The maximum contract time allowed is 5 years.
- Fees. The overall fee will be the maximum annual fee multiplied by the contract time in years. Maximum annual fee is the proposed billable rate multiplied by a maximum of 2000 hours (2080 hours/year minus holidays).
 - Proposed Billable Rate = (Midpoint hourly rate of the Engineer 5 DCL or 6 DCL) X (1 + DOTD Payroll Additive percentage)

The DOTD Payroll Additive percentage is currently 32.64%. This percentage can be obtained from the Budget Section and is to be updated annually. The CCS Advertisement CGR is to verify the appropriate labor and payroll additive rates.

Example: PM requests a 5-year contract for a consultant that is required to work at DOTD. The level of services required is at an Engineer 6 DCL level.

Proposed Billable Rate = $(\$50.99)(1 + 0.3264) = \$67.63/\text{hour}$

Round to nearest dollar, therefore: \$68/hour

Maximum Yearly Rate = $2000 \times \$68 = \$136,000$

Overall Maximum Fee = $5 \times \$136,000 = \$680,000$

Please note that if the Consultant is required to travel, the overall and yearly maximum compensation may be increased to account for direct expenses (*i.e.*, mileage, lodging and meals). Documentation shall be provided by the PM to justify all direct expenses.

Civil Service job descriptions and pay grid:

<https://apps01.civilservice.louisiana.gov/asp/onestopjobinfo/Index.aspx>