

Procedures for Developing Appropriate Billable Rates for Engineering Consultant's Performing Contract Services within DOTD

Occasionally, DOTD PM's 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, etc., access to telephones and access to DOTD files. 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 ([http://notes1/ContWEB.nsf/b88769326453bef886256fe00047183a/c5ed4d24416c723186256feb004bba3/\\$FILE/checklist%20for%20PM's%20update%202014.pdf](http://notes1/ContWEB.nsf/b88769326453bef886256fe00047183a/c5ed4d24416c723186256feb004bba3/$FILE/checklist%20for%20PM's%20update%202014.pdf)), the PM is to include in the request the following:

- The consultant is required to work at DOTD (item 3, Project Name and Location)
- The items to be provided (Item 9, Items to be Provided by DOTD) (i.e., office, phone, etc.).
- In addition to the Scope of Services (Item 6) provided by the PM, the PM is to state whether this work is at an Engineer 5 DCL level or an Engineer 6 DCL level (links to job descriptions shown below)
- Contract type (item 12) is Billable Rate
- Contract time (item 11) in years. The maximum contract time allowed is 5 years.
- Fees (item 13). Overall Fee is maximum yearly fee times contract time in years. Maximum yearly fee is the proposed Billable rate times 2000 hours (2080 hours/year minus holidays).
 - Proposed Billable Rate = (3rd Quartile hourly rate of the Engineer 5 DCL or Engineer 6 DCL) X (1 + DOTD Payroll Additive percentage)[°]

[°] - The DOTD Payroll Additive percentage is currently 45%. This percentage can be obtained from the Budget Section and is to be updated at the beginning of each state fiscal year. 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 = (\$46.03)(1 + 0.45) = \$66.74/hour Round to nearest dollar,
therefore: \$67/hour
Maximum Yearly Rate = 2000 X \$67 = \$134,000
Overall Maximum Fee = 5 X \$134,000 = \$670,000

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

Engineer 5 DCL job description:

<http://www.civilservice.louisiana.gov/asp/OneStopJobInfo/DisplayJobSpec.aspx?JobCode=165480>

Engineer 6 DCL job description:

<http://www.civilservice.louisiana.gov/asp/OneStopJobInfo/DisplayJobSpec.aspx?JobCode=165490>

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