

SUMMARY OF STAFF HOURS AND DIRECT LABOR COSTS

CLASS														Total Direct Labor	
Avg. Hourly Wage															
TASK	ACT. CODE	Hours	Dollars	Hours	Dollars										
TOTALS															

STAFF WORK SCHEDULE

CLASSIFICATION

WORK SCHEDULE FROM _____ TO _____

	Weekly/ Monthly						Total Hours	Total Direct Labor Costs
TOTAL								

Consultant Activity Task List

**Construction,
Materials & Maintenance**

- 113 Permits For Hwy Maintenance
- 208 Soils Engineering
- 238 Materials Testing & Reporting
- 239 Materials Research
- 270 Construction Engineering- Gen
- 272 Inspection-General Field
- 273 Quantity Measurement
- 274 Materials Quality Control
- 275 Bridge Inspections
- 276 Material Records & Plant Review
- 277 Pavement Design, Materials
- 278 Pavement Management System
- 826 Construction Finals Completion
- 850 Public Involvement
- 852 Evaluate Constr Mat'ls Quality
- 853 Evaluate Work Operation
- 855 Post Letting Design
- 856 Establish Construction Item
- 857 Eval Hazardous Material Issues
- 858 Evaluate Environmental Issues
- 859 Eval Improvement Project Issues
- 860 Evaluate Utility Issues
- 861 Evaluate Railroad Issues
- 862 Archive Improvement Project
- 880 Evaluate Vendor
- 881 Const Contract Accounting
- 882 Prepare Request For Proposal
- 883 Negotiate Proposal
- 884 Amend Contract
- 885 Enforce Labor Provisions

Project Development Codes

- 271 Staking
- 729* Survey-General
- 739 Response To Inquiries
- 740 Project Dev-Admin/Coordination
- 743 Public Inf. Meetings & Hearing
- 746 Proj Dev-Utilities/RR/Agency
- 747 Project Develop-Meetings
- 749 Project Develop-Negotiations
- 771 Project Management
- 773 Consultant Management
- 851 Establish Project Reference

***Combined Survey codes for Consultants**

Design Codes

- 737 Design-R/W Plats-Recording
- 741 Prelim Design-General
- 742 Finalize Design Elements
- 745 Design-R/W-Plats Development
- 748 Design-Reports
- 762 Envir Imp-Air Quality
- 763 Envir Imp-Archaeology
- 765 Envir Imp-Contaminated Sites
- 766 Envir Imp-Drainage/Stormwater
- 767 Envir Imp-Environment Documents
- 768 Envir Imp-Erosion Control
- 769 Envir Imp-History
- 770 Design-Cadds-Drafting
- 775 Process Survey Data
- 776 Prelim Design-Geometrics
- 778 Prelim Design-Drainage
- 784 R/W Plat Prep (Drafting)
- 785 Signals And Lighting
- 786 Compute Quantities & Details
- 787 Design-Drafting-R/W
- 788 Traffic Control & Const Staging
- 789 Final Design-Drainage
- 790 Post PS&E Work-Addenda
- 791 Design-R/W Plats-Revisions
- 794 Plans, SP's And PS&E Docs
- 796 Envir Imp-Sound Quality
- 797 Envir Imp-Species/Habitats
- 798 Envir Imp- Wetlands/Waterways
- 799 Plan Review
- 854 Scoping

Bridge Codes

- 1001* Preliminary Structure Design
- 1002* Final Structure Design

***For Consultants Use Only**

Recommended Non-Engineering Activity Task List

General Codes

- 102 Administration
- 103 General Supervision
- 104 Project Supervision
- 105 Project Supervision-Prem Pay
- 106 Professional And Technical
- 107 General Office Work
- 108 General Field Work
- 109 General Shop Work
- 111 Maint & Repair Of Equipment
- 112 Maint & Repair Of Buildings
- 114 Minority/Women Bus.Ent.Effort
- 115 Safety Shoes—Travel Code 97
- 119 Hearings - General
- 120 Quality
- 121 Training
- 122 Meetings And Conventions
- 123 Travel Time
- 124 Budget Analysis
- 125 Hazardous Materials
- 126 Contract Admin-DOT Mgrs & Supvs
- 128 Counseling Time-Emp Assist Coor
- 129 Approved Prof Development Time
- 131 Lost Time Waiting For Work
- 279 Weather Delay
- 321 Project And Method Development
- 322 Inventory Or Data Gathering
- 323 Data Veri, Edit & Manual Proc
- 324 Data Analysis And Forecasting
- 325 Base Mapping,Graphics & Draft
- 326 Report Writing
- 327 Report Editing
- 328 Report Review
- 329 Equipment Installation
- 330 Equipment Servicing

Sign Shop Codes

- 336 Sign Mfg - Rush Orders
- 337 Sign Mfg - Regular Production

Real Estate Codes

- 240 R/E Management-Mgrs & Supv
- 241 Proj Admin(RE Specialist)
- 242 R/E Support (Prog Asst & Tech)
- 247 Relocation Assistance
- 253 Nominal Parcel Acquisition
- 254 Real Estate Appraisal
- 255 Appraisal Review
- 256 Acquisition-Negotiation-Agents
- 259 R/E Technical User Groups
- 260 Property Management
- 261 Rental Of Property
- 262 Surplus Land Sales
- 265 Litigation
- 266 LPA Coordination
- 267 General Real Estate Services

Special Services Codes

- 232 Analytical Control
- 233 Map Manuscript Preparation
- 234 Stereo Compilation
- 605 Roll Film
- 606 Aerial Film
- 607 Graphic Arts
- 608 Contact Printing
- 609 Aerographics
- 610 Aerial Photography
- 620 Mosaic Construction
- 625 Halftone Assembly
- 630 Aerial Plans
- 641 Coordinate Consultant Drillers
- 642 Supervise Consultant Drillers
- 643 Cadds
- 644 Data Gathering & Borings
- 645 Laboratory Testing
- 646 Geophysical Engineering
- 661 Expedient Mapping
- 662 PX Mapping
- 663 DTM
- 664 Aerial Cross Sections
- 665 Map Editing
- 680 User Support & Training-Survey
- 681 Equipment Coordination-Survey
- 682 GIS Activities

CONSULTANT ACTIVITY TASK LIST AND DEFINITIONS/DESCRIPTIONS

CODE	TASK	DESCRIPTION	CATEGORY
208	Soils Engineering	Work includes all aspects of soils analysis including report preparation.	MATERIALS & SOILS
277	Pavement Design, Materials	Work includes all aspects of pavement design including pavement analysis and actual report preparation.	MATERIALS & SOILS
644	Data Gathering & Borings	Work includes gathering all data for soils and pavement analysis including borings.	MATERIALS & SOILS
729	Survey-General	General Survey Code for Use by Consultants Only	SURVEY**
737	Design-R/W Plats-Recording	Work includes preparation and assimilation of R/W plats for documentation at the local place of record.	R/W PLAT
739	Response to Inquiries (Incl. Gen. Public & Local/Elected Officials)	Work includes responding to inquiries from the general public and/or Local or Elected Officials. This code may be used for a specific project or may be used for general inquiries with your appropriate non-participating project identification.	PUBLIC INVOLVEMENT
740	Project Dev-Admin/Coordination	Work includes all tasks associated with project programming, staffing and scheduling by supervisors and managers.	ADMIN & COORDINATION
741	Preliminary Design-General	Work includes developing title sheets, typical sections, traffic control concepts, staging, preliminary cost estimates, R/W needs, etc.	PRELIMINARY DESIGN
742	Finalize Design Elements	Work includes determining final horizontal and vertical alignment, geometric elements, earthwork analysis and other relevant tasks.	FINAL DESIGN (Post DSR)
743	Public Info Meetings & Hearings (Including Prep & Response)	Work includes preparation and response as well as attending public information meetings and public hearings.	PUBLIC INVOLVEMENT
745	Design-R/W-Plats Development	Work includes all aspects of right-of-way plat development including drafting.	R/W PLAT
746	Project Dev-Utilities/RR/Agency	Work includes project contacts with utilities, railroads and other agencies (such as non-environmental State or Federal agencies, Regional Planning Commissions, etc.) to coordinate, negotiate or simply notify these groups of their possible involvement in the project.	UTILITY, RR & OTHER AGENCIES
747	Project Development-Meetings	Work includes preparation and attending all project prosecution and progress meetings such as Operational Planning Meetings, Design Review Meetings, etc. DOES NOT INCLUDE Public Information Meetings and Public Hearings. (See Activity Code 743 - Public Involvement).	MEETINGS
748	Design-Reports	Work includes preparation of all reports (EXCEPT Environmental, Pavement and Soils Reports which will be prepared under Activity Codes: 767 - Environmental Documents; 277 - Pavement Design; 208 - Soils Engineering). Reports may include Concept Definition Reports, Exception to Standards Reports, Design Study Reports, STH Changes, Structure Survey Reports, etc.	REPORTS
749	Project Development-Negotiations	Work includes all tasks associated with negotiations with consultants and/or contractors for contracts, addenda or change orders.	NEGOTIATIONS
762	Envir Imp-Air Quality	Work includes activities associated with analysis of air quality including data gathering and modeling.	ENVIRONMENTAL IMPACTS
763	Envir Imp-Archaeology	Work includes contracting for, meeting about, and assisting in archaeological surveys, investigations and data gathering.	ENVIRONMENTAL IMPACTS

765	Envir Imp-Contaminated Sites	Work includes contacts, meetings, site visits, negotiations and other tasks associated with all phases of contaminated site investigation and remediation.	ENVIRONMENTAL IMPACTS
766	Envir Imp-Drainage/Storm Water	Work includes all activities above and beyond normal roadway drainage practices. It includes design of storm water management best management practices including retention and catch basins. Also negotiation of storm water.	ENVIRONMENTAL IMPACTS
767	Envir Imp-Environmental Documents	Work includes activities to prepare environmental impact statements, environmental assessments and environmental reports. Include required meetings and time required to prepare and review environmental documents.	ENVIRONMENTAL IMPACTS
768	Envir Imp-Erosion Control	Work includes design and installation of project erosion control and landscaping.	FINAL DESIGN (Post DSR)
768	Envir Imp-Erosion Control	Include initial surveys and data gathering to determine the existence and potential impacts on and of archaeological and historical sites, contaminated sites, wetlands and air and noise analysis in the appropriate individual activity code.	ENVIRONMENTAL IMPACTS
769	Envir Imp-History	Work includes activities associated with the 106 and Chapter 44 processes to determine existence, impacts and any required mitigation of historical sites.	ENVIRONMENTAL IMPACTS
770	Design-CADDs Drafting	Work includes all CADDs drafting tasks for all aspects of an improvement project including details, plan and profile sheets, etc.	CADDs CODES
771	Project Management	Work includes all aspects of project management including project scheduling, updating project management tasks, project budgeting, project monitoring and coordinating performance measure tasks.	ADMIN & COORDINATION
773	Consultant Management	Work includes all duties associated with managing a consultant project contract after negotiations are completed excluding plan review (See Activity Code 799 - Plan Review).	ADMIN & COORDINATION
775	Process Survey Data	Work includes all processing of survey data for use in roadway design. Includes loading, setup and translation of DTM's, Topo, etc.	PRELIMINARY DESIGN
776	Prelim Design-Geometrics	Work includes developing horizontal and vertical alignment and earthwork analysis and design.	PRELIMINARY DESIGN
778	Prelim Design-Drainage	Work includes pipe sizing, preliminary storm sewer design and other normal roadway drainage related tasks.	PRELIMINARY DESIGN
784	R/W Plat Preparation (Drafting)	Work includes CADDs drafting work on R/W plats.	R/W PLAT
785	Signals and Lighting	Work includes preparation of final traffic signal and/or lighting plans.	FINAL DESIGN (Post DSR)
786	Compute Quantities and Details	Work includes computing quantities and preparing details for inclusion in the final plans, specifications and estimate package.	FINAL DESIGN (Post DSR)
788	Traffic Control & Construction Staging	Work includes developing detour routes, developing pavement marking plans, signing Plans, determination and implementation of traffic mitigation measures, determining final staging plans for construction under traffic, etc.	FINAL DESIGN (Post DSR)
789	Final Design-Drainage	Work includes preparing final drainage and storm sewer plans for normal drainage practices (Not including stormwater management practices such as detention/retention basins and mitigation methods. See Activity Code 766 - Drainage/Stormwater Management).	FINAL DESIGN (Post DSR)

FDM 8-10 Attachment 1.3 Consultant Activity Task List

790	Post PS&E Work - Addenda	Work includes all tasks needed to prepare an addenda for a project after it has been advertised for letting.	FINAL DESIGN (Post DSR)
791	Design-R/W Plats-Revisions	Work includes all tasks involving any revisions to the R/W plat after the relocation order is signed.	R/W PLAT
794	Plans, SPs and PS&E Documents	Work includes compilation of all elements of the design process into the final plans, specifications and estimate package that is submitted to central office for letting, including all associated exhibits such as time charts, plan letter, status reports, etc.	FINAL DESIGN (Post DSR)
796	Envir Imp-Sound Quality	Work includes analysis and data gathering of project noise impacts. Activities Associated with the design, procurement and installation of noise barriers.	ENVIRONMENTAL IMPACTS
797	Envir Imp-Species/Habitats	Work includes analysis of impacts on endangered and threatened species including Development and implementation of conservation plans.	ENVIRONMENTAL IMPACTS
798	Envir Imp-Wetlands/Waterways	Work includes analysis and data gathering of project wetland impacts; procurement of required permits and water quality certifications; design, installation, monitoring and maintenance of wetland mitigation sites including wetland bank sites.	ENVIRONMENTAL IMPACTS
799	Plan Review	Work includes all plan review including district review of consultant plans and central office preliminary and final review.	PLAN REVIEW
826	Construction Finals Completion	Work includes all construction contract accounting activities completed after the contract time is stopped.	CONTRACT ADMIN CONSTRUCTION (Note: Other Codes Listed Above May Also Apply)
852	Evaluate Constr Materials Quality (Construction Project Testing)	Includes work such as material testing, sample gathering, documentation and materials test records.	MATERIALS & SOILS
853	Evaluate Work Operation (Construction Inspection)	Work includes documentation, inspection of pavements, culvert pipe, curb, base course, etc.	CONTRACT ADMIN CONSTRUCTION (Note: Other Codes Listed Above May Also Apply)
854	Scoping	Scoping involves developing a workable plan to meet the needs that the project was undertaken to address. A project plan assures that all key tasks are identified and that time, money and staff are allocated to accomplish them.	PRELIMINARY DESIGN
855	Post Letting Design	Includes work to document change in scope of project and the generation of plan work if needed.	CONTRACT ADMIN CONSTRUCTION (Note: Other Codes Listed Above May Also Apply)
881	Construction Contract Accounting (Computing, Entering, & Checking Pay Quantities)	Work includes computing, entering and checking contract pay quantities and the documentation thereof (including project diaries and source documents) both during and after the actual construction of the project.	CONTRACT ADMIN CONSTRUCTION (Note: Other Codes Listed Above May Also Apply)
885	Enforce Labor Provisions	Includes oversight of contractor payroll, apprentices, DBE verification and project investigation of labor provisions.	CONTRACT ADMIN CONSTRUCTION (Note: Other Codes Listed Above May Also Apply)
1001	Preliminary Structure Design	Work includes all tasks associated with the preliminary design of structures.	STRUCTURE DESIGN**
1002	Final Structure Design	Work includes all tasks associated with the final design of structures.	STRUCTURE DESIGN**

**For Consultant Use Only

Specific Rate Contract Staff Hours And Direct Labor Costs

Class														Total Direct Labor	
		Negotiated Labor-Related Rate													
Task	Act. Code	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Totals															