



## Florida Department of Transportation

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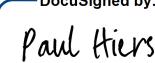
KEVIN J. THIBAULT, P.E.  
SECRETARY

### **PRODUCTION SUPPORT MEMORANDUM 22-01**

DATE: **February 7, 2022**

TO: District Directors of Transportation Operations, District Directors of Transportation Development, District Design Engineers, District Structures Design Engineers, District Roadway Design Engineers, District Traffic Operations Engineers, District Consultant Project Management Engineers, District Project Development Engineers

FROM: Paul Hiers, P.E., Manager, Production Support Office

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SUBJECT: **Staff Hour Forms and Guidelines for Negotiating Design Professional Services Contracts**

This memorandum announces the release of the updated *Staff Hour Forms and Guidelines*, and the *Design Scope of Services Online Tool*, dated January 2022. These documents are effective immediately and can be found on the [Production Support Office](#) website.

This update includes a new approach for negotiating staff hours for *Drainage* and *Landscape* plans production. An instructional webinar for the new approach can also be found on the [Production Support Office](#) website.

### **OVERVIEW OF NEW APPROACH**

The plans production tabs for *Drainage* and *Landscape* incorporate the following changes:

1. Staff hours are no longer negotiated on a “per sheet” basis but are based on project parameters such as length, type of project, or complexity of effort.
2. The “Range” column has been removed. The hours per project parameter often provide two or three defined levels of effort which integrate the range values contained in the deleted column.

- Based on project parameters, the Excel worksheet will calculate suggested staff hours to serve as a starting point for negotiations. If final negotiated hours are higher or lower than the calculated value, provide the reason for the adjustment in the comment column.

## **BACKGROUND**

The familiar Microsoft Excel files (Staff Hour Estimation Guidelines and Forms) were first released in 2003. Due to the passage of time, the Department determined that an overhaul of the Staff Hour Forms and Guidelines is necessary to address the following:

- Transition to **OpenRoads Designer (ORD)** and **2021 Civil 3D**.
- Adoption of new **FDM 900 Series** governing model-centric plans production.
- Changes in department procedures and processes to reflect current day practices.

An implementation plan was adopted to update the plans production tabs in 2022, and then the *General* and *Analysis* tabs in 2023. Below is the target release dates for plans production tabs:

Component	Target Release Date
<b>Drainage and Landscape</b>	
6b. Drainage Plans	Jan-22
26. Landscape Plans	
<b>Traffic</b>	
22. Signalization Plans	Apr-22
24. Lighting Plans	
20. Signing & Pavement Marking Plans	
<b>Roadway, Mapping, and ITS</b>	
5. Roadways Plans	Aug-22
29. Mapping	
34. ITS Plans	
<b>Structures</b>	
9. Structures - Summary of Miscellaneous Tasks & Drawings	Dec-22
10. Structures - BDR	
17. Structures - Retaining Walls	
18. Structures - Miscellaneous	
11. Structures - Temporary Bridge	Apr-23
12. Structures - Short Span Concrete	
13. Structures - Medium Span Concrete	
14. Structures - Structural Steel	
15. Structures - Segmental Concrete	
16. Structures - Movable Span	
<b>Architecture</b>	
31. Architecture Development	TBD

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The process used to develop the changes for each component (or tab) consists of five steps:

Step 1: Assemble the Development Team to consist of:

- (a) Central Office Staff Hour/Scope staff
- (b) Central Office Staff Hour Task Team Chair
- (c) Discipline Experts (2 consultants and 2 department staff)

Step 2: Develop the approach for estimating hours using project parameters. Hold one-hour weekly Development Team meetings until the production tab is completed.

Step 3: District Consultant Project Management Engineers and other department staff concur that new approach reflects current district practices.

Step 4: Staff Hour Task Team (consultant and department discipline experts) finalize the staff hour units per project parameter.

Step 5: Update Staff Hour Guidelines, develop training, conduct final QC review, and publish updated documents.

## **CONTACTS**

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