

# Contract Management Staffing Categories

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The Professional Engineering Procurement Services (PEPS) Division procures and manages engineering, architecture, and surveying contracts for TxDOT. The budget is contained in the Fee Schedule for the contract and includes direct costs such as labor and other direct expenses, indirect costs (overhead), and profit. Payments from TxDOT to the provider, which are based on the rates negotiated in the contract, are made to reimburse or cover actual expenses within reasonable limits and to pay a reasonable profit.

A key component of labor direct costs are the staffing categories negotiated for the contract. PEPS uses a standard set of staffing categories (also known as job classifications) for the purpose of consistency and rate benchmarking. Currently, TxDOT uses more than 550 staffing categories when developing fee schedules for PEPS contracts. Common management staffing categories are defined below to help clarify their roles.

## Project Manager

Each contract has one designated Project Manager who will communicate directly with the TxDOT PM and be responsible for the execution of the work under the contract. This Provider Project Manager (PPM) must be a licensed engineer, architect, or surveyor and be employed by the prime firm. Exceptions for licensure must be approved by the PEPS Division Director. Only the PPM may bill to the Project Manager staffing category. The PPM will bill all hours worked on the contract to the Project Manager staffing category.

## Support Manager

A subprovider firm that has an employee who is acting as the project manager for the contract between the subprovider and prime provider may designate this person as a Support Manager. The Support Manager does not have the responsibilities, nor the risk, associated with the PPM and typically has lower rates than the Project Manager staffing category.

## Deputy Project Manager

PEPS allows the inclusion of a Deputy Project Manager (Deputy PM) on specific deliverable (SD) contracts for complex projects and large indefinite deliverable (ID) contracts for the Plans, Specifications, and Estimates (PS&E), Planning, Schematic/Environmental, Program Management Consulting, or General Engineering Consulting disciplines. If required by the contract, the Deputy PM will assist the PPM in providing oversight for large teams of staff or large geographic areas or may act as the PPM if the PPM cannot fulfill management duties; therefore, the Deputy PM must be an employee of the prime firm and must have credentials similar to the PPM. The Deputy PM may also be designated as a Task Lead on a Work Category for the contract. A separate staffing category will be included for the Deputy PM. The Deputy PM will bill all hours worked on the contract to the Deputy Project Manager staffing category.

## Work Authorization “Project Manager”

An employee of the prime provider firm who manages tasks in a work authorization may be designated a Work Authorization “Project Manager” (WA PM) in the Professional Services Contract Administration Management System (PS-CAMS) for the purposes of establishing a point of contact for a work authorization and enabling the employee to be evaluated in the system. However, a WA

PM is only a functional title not an actual negotiated staffing category. The contract Fee Schedule will not include a staffing category for this title.

## **Principal**

PEPS allows the inclusion of a Principal staffing category on large or complex SD contracts. The principal may be the signature authority for contracting documents, provide oversight for complex SD contracts, and act as a liaison to TxDOT if there are management issues which escalate beyond the prime provider's Project Manager. The principal must be an employee of the prime provider. The Principal staffing category hours should be limited for the contract. Note: if a contract has a Quality Assurance/Quality Control task, the Principal category should not be used to perform this task. A separate Quality Manager staffing category must be negotiated.

## **Senior Technical Advisor**

The Senior Technical Advisor is a member of the prime or subprovider's technical staff who provides specialized experience and knowledge in a support role to the PPM or Task Leader. The staffing category may be included in the Fee Schedule; however, hours for this job classification will be limited, as this person will only be used on an "as needed" basis.

## **Task Lead**

There is no staffing category for Task Lead. Employees of the provider or subprovider who have this designation during the contract procurement process will bill the contract according to the work they perform on the contract and the associated level of seniority listed on the Fee Schedule, i.e., Senior Engineer, Support Manager, etc.

## **Charging to the Project Manager labor category**

Only the designated contract Project Manager may charge to the Project Manager staffing classification. If there are task leaders or other support staff on the contract that use a professional title within their firm of project manager, have project manager responsibilities on a work authorization, or serve as project managers on other projects, they may not charge to the Project Manager staffing category. They must charge to other staffing categories in the contract.