

COST PROPOSAL 1 Page 1 of 3
ACTUAL COST-PLUS-FIXED FEE OR LUMP SUM (FIRM FIXED PRICE) CONTRACTS
 (DESIGN, ENGINEERING AND ENVIRONMENTAL STUDIES)

Note: Mark-Ups are Not Allowed

Prime Consultant

Subconsultant

2nd Tier Subconsultant

Consultant: _____ Date: _____

Project No. _____ Contract No. _____

Project Name _____

DIRECT LABOR

Name	Classification	Fee Range	Hours	Actual Hr Rate	Total
Christopher Hodge	Principal Engineer II		4	\$ 103.37	\$ 413.48
Stacey Randall	Principal Engineer I		486	\$ 84.13	\$ 40,887.18
Senior Engineer II	Senior Engineer II		200	\$ 98.56	\$ 19,712.00
Project Engineer I	Project Engineer I		870	\$ 62.50	\$ 54,375.00
Senior Engineer I	Senior Engineer I		208	\$ 83.52	\$ 17,372.16
Principal Surveyor I	Principal Surveyor I		40	\$ 96.15	\$ 3,846.00
Princpal Planner I	Principal Planner I		67	\$ 112.98	\$ 7,569.66
Project Planner I	Project Planner I		354	\$ 57.69	\$ 20,422.26
Planner I	Planner I		440	\$ 38.50	\$ 16,940.00
Project Engineer II	Project Engineer II		344	\$ 71.11	\$ 24,461.84
Engineer II	Engineer II		0	\$ 54.00	\$ -
Engineer I	Engineer I		378	\$ 43.50	\$ 16,443.00
Designer	Designer		40	\$ 33.00	\$ 1,320.00
Senior Surveyor II	Senior Surveyor II		0	\$ 88.94	\$ -
Senior Surveyor I	Senior Surveyor I		4	\$ 67.31	\$ 269.24
Project Surveyor II	Project Surveyor II		0	\$ 61.00	\$ -
Project Surveyor I	Project Surveyor I		96	\$ 58.03	\$ 5,570.88
Surveyor II	Surveyor II		98	\$ 49.00	\$ 4,802.00
Surveyor I	Surveyor I		0	\$ 38.00	\$ -
1-Person Survey Crew	1-Person Survey Crew		0	\$ 64.05	\$ -
2-Person Survey Crew	2-Person Survey Crew		92	\$ 126.10	\$ 11,601.20
3-Person Survey Crew	3-Person Survey Crew		0	\$ 178.68	\$ -
Project Coordinator	Project Coordinator		60	\$ 43.00	\$ 2,580.00
Administrative Assistant	Administrative Assistant		0	\$ 37.00	\$ -
			3,781		

LABOR COSTS

a) Subtotal Direct Labor Costs	\$ 248,585.90
b) Anticipated Salary Increases	\$ 18,001.20

c) **TOTAL DIRECT LABOR COSTS [(a) + (b)]** **\$ 266,587.10**

INDIRECT COSTS

d) Fringe Benefits (Rate:)	59.68%	e) Total Fringe Benefits [(c) x (d)]	\$ 159,099.18
f) Overhead (Rate:)	132.13%	g) Overhead [(c) x (f)]	\$ 352,241.54
h) General and Administrative (Rate:)	0.00%	i) Gen & Admin [(c) x (h)]	\$ -

j) **TOTAL INDIRECT COSTS [(c) + (g) + (i)]** **\$ 511,340.72**

FIXED FEE

k) **TOTAL FIXED FEE [(c) + (j)] x fixed fee 10%** **\$ 77,792.78**

l) CONSULTANT'S OTHER DIRECT COSTS (ODC) – ITEMIZE (Add additional pages if necessary)

<u>Description of Item</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Cost</u>	<u>Total</u>
Mileage	740	Actual	\$0.70	\$ 518.00
Hotel (Per Diem)	13	Night	\$129.00	\$ 1,677.00
Travel (Per Diem)	10	Actual	\$64.50	\$ 645.00
Meals (Per Diem)	8	Actual	\$86.00	\$ 688.00
Prelim Title Reports				\$ 1,500.00
Potholing	1		\$9,000.00	\$ 9,000.00
i) TOTAL OTHER DIRECT COSTS				\$ 14,028.00

m) SUBCONSULTANTS' COSTS (Add additional pages if necessary)

██████████	\$ 59,821.00
██████████	\$ 121,297.93
██████████	\$ 59,500.01
██████████	\$ 52,216.76
██████████	\$ 135,915.49

m) TOTAL SUBCONSULTANTS' COSTS \$ 428,751.19

n) TOTAL OTHER DIRECT COSTS INCLUDING SUBCONSULTANTS [(l) + (m)] \$ 442,779.19

TOTAL COST [(c) + (j) + (k) + (n)] \$ 1,298,499.80

NOTES:

1. Key personnel **must** be marked with an asterisk (*) and employees that are subject to prevailing wage requirements must be marked with two asterisks (**). All costs must comply with the Federal cost principles. Subconsultants will provide their own cost proposals.
2. The cost proposal format shall not be amended. Indirect cost rates shall be updated on an annual basis in accordance with the consultant's annual accounting period and established by a cognizant agency or accepted by Caltrans.
3. Anticipated salary increases calculation (page 2) must accompany.

SAMPLE

COST PROPOSAL 1 Page 2 of 3

ACTUAL COST-PLUS-FIXED FEE OR LUMP SUM (FIRM FIXED PRICE) CONTRACTS
(CALCULATIONS FOR ANTICIPATED SALARY INCREASES)

1. Calculate Average Hourly Rate for 1st year of the contract (Direct Labor Subtotal divided by total hours)

Direct Labor Subtotal per Cost Proposal	Total Hours per Cost Proposal	=	Avg Hourly Rate	5 Year Contract Duration Year 1 Avg Hourly Rate
\$248,585.90	3,781		\$65.75	

1. Calculate hourly rate for all years (Increase the Average Hourly Rate for a year by proposed escalation %)

	Avg Hourly Rate		Proposed Escalation			
Year 1	\$65.75	+	3.0%	=	\$67.72	Year 2 Avg Hourly Rate
Year 2	\$67.72	+	3.0%	=	\$69.75	Year 3 Avg Hourly Rate
Year 3	\$69.75	+	3.0%	=	\$71.84	Year 4 Avg Hourly Rate
Year 4	\$71.84	+	3.0%	=	\$74.00	Year 5 Avg Hourly Rate

3. Calculate estimated hours per year (Multiply estimate % each year by total hours)

	Estimated % Completed Each Year		Total Hours per Cost Proposal	=	Total Hours per Year	
Year 1	0.0%	*	3,781	=	0	Estimated Hours Year 1
Year 2	25.0%	*	3,781	=	945	Estimated Hours Year 2
Year 3	30.0%	*	3,781	=	1134	Estimated Hours Year 3
Year 4	30.0%	*	3,781	=	1134	Estimated Hours Year 4
Year 5	15.0%	*	3,781	=	567	Estimated Hours Year 5
Total	100.000%		Total	=	3,781	

4. Calculate Total Costs including Escalation (Multiply Average Hourly Rate by the number of hours)

	Avg Hourly Rate (Calculated above)		Estimated hours (Calculated Above)	=	Cost Per Year	
Year 1	\$65.75	*	0	=	\$0.00	Estimated Hours Year 1
Year 2	\$67.72	*	945	=	\$64,010.87	Estimated Hours Year 2
Year 3	\$69.75	*	1134	=	\$79,117.43	Estimated Hours Year 3
Year 4	\$71.84	*	1134	=	\$81,490.96	Estimated Hours Year 4
Year 5	\$74.00	*	567	=	\$41,967.84	Estimated Hours Year 5
			Total Direct Labor Cost with Escalation	=	\$266,587.10	
			Direct Labor Subtotal before Escalation	=	\$248,585.90	
			Estimated total of Direct Labor Salary Increase	=	\$18,001.20	

Transfer to Page 1

NOTES:

1. This is not the only way to estimate salary increases. Other methods will be accepted if they clearly indicate the % increase, the #
2. An estimation that is based on direct labor multiplied by salary increase % multiplied by the # of years is not acceptable.
3. This assumes that one year will be worked at the rate on the cost proposal before salary increases are granted.
4. Calculations for anticipated salary escalation must be provided.

Certification of Direct Costs:

I, the undersigned, certify to the best of my knowledge and belief that all direct costs identified on the cost proposal(s) in this contract are actual, reasonable, allowable, and allocable to the contract in accordance with the contract terms and the following requirements:

1. Generally Accepted Accounting Principles (GAAP)
2. Terms and conditions of the contract
3. [Title 23 United States Code Section 112](#) - Letting of Contracts
4. [48 Code of Federal Regulations Part 31](#) - Contract Cost Principles and Procedures
5. [23 Code of Federal Regulations Part 172](#) - Procurement,
6. [48 Code of Federal Regulations Part 9904](#) - Cost Accounting Standards Board (when applicable)

All costs must be applied consistently and fairly to all contracts. All documentation of compliance must be retained in the project files and be in compliance with applicable federal and state requirements. Costs that are noncompliant with the federal and state requirements are not eligible for reimbursement. Local governments are responsible for applying only cognizant agency approved or Caltrans accepted Indirect Cost Rate(s).

Prime Consultant or Subconsultant Certifying:

Name**:	_____	Title**	Principal
Signature:	_____	Date of Certification (mm/dd/yyyy):	_____
Email**:	_____	Phone Number:	_____
Address:	_____		

**An individual executive or financial officer of the consultant's or subconsultant's organization at a level no lower than a Vice President or a Chief Financial Officer, or equivalent, who has authority to represent the financial information utilized to establish the cost proposal for the contract.

List services the consultant is providing under the proposed contract:

Prime consultant
