

SAMPLE COST PROPOSAL**ON-CALL CONTRACT**

S-ADM 2033 (Rev. 06/04)

(2) Contract #: XXXXXXX

Attachment: A

Consultant: _____

Date: XX/XX/XX

Page # of #

(3)	Fringe Benefit %	Overhead %	General Administration %	Combined %
NORMAL	61.10% +	23.19% +	83.25% =	(4a) 167.54%
OVERTIME	61.10% +	23.19% +	83.25% =	(4b) 167.54%
		(5) FEE %		
		9.00%		

BILLING INFORMATION

CALCULATION INFORMATION

Name/Classification ¹	Loaded Hourly Billing Rates		Effective Date of Hourly Rate		% Escalation Increase	Actual Hourly Rate and/or Average Hourly Rate ²	Hourly Range for Class
	Straight	Overtime	From	To			
(6)	(7)	(7)	(8)	(8)	(9)	(10)	(11)
Person's Name 1, Project Manager	166.57	N/A	07/01/02	06/30/03	0.0%	57.12	N/A
	174.91	N/A	07/01/03	06/30/04	5.0%	59.98	N/A
	183.66	N/A	07/01/04	06/30/05	5.0%	62.98	N/A
Person's Name 2/Safety Officer	89.67	134.51	07/01/02	06/30/03	0%	30.75	N/A
	94.16	141.24	07/01/03	06/30/04	5.0%	32.29	N/A
	98.86	148.29	07/01/04	06/30/05	5.0%	33.90	N/A
Administrative Assistant	48.12	72.18	07/01/02	06/30/03	0%	16.50	15.00 to 17.50
	50.54	75.81	07/01/03	06/30/04	5.0%	17.33	15.75 to 18.38
	53.07	79.61	07/01/04	06/30/05	5.0%	18.20	16.54 to 19.29

- For all key team members that are listed on the Prime Consultant's Organization Chart, list the name and corresponding job classification. For all other employees (i.e. support staff/non-professional) list only the job classification. Teams members subject to FLSA are not eligible for overtime.
- For named employees enter the actual hourly rate. For classifications only, list the average hourly rate for that classification.
- Note employees/classifications that are subject to prevailing wage requirements with an asterisk (*).

SCHEDULE OF OTHER DIRECT COST ITEMS

DESCRIPTION OF ITEMS	UNIT	COST

If an Item listed on the ODC sample form is captured in the Consultant’s Overhead Percentages, the Consultant should note “not applicable” (N/A) in that section.

SAN DIEGO ASSOCIATION OF GOVERNMENTS (SANDAG)
**CONSULTANT INSTRUCTIONS FOR DEVELOPING
AN "ON-CALL" CONTRACT COST PROPOSAL
S-ADM 2033 (Rev. 06/04)**

SANDAG's Contracts and Procurement will only work directly with the Prime Consultant concerning the Contract and the Cost Proposal Instructions. The Prime Consultant must work with its Subconsultant(s) to develop the Cost Proposal. The Prime Consultant is responsible for obtaining valid cost proposal information and/or forms from its Subconsultant(s).

Audit Review of Cost Proposal - The Consultant's Cost proposal will be subject to an Audit review by Caltrans.

- To assist Caltrans Audit personnel, the Prime Consultant shall provide a contact person's name, telephone number, fax number and email address for themselves and each Subconsultant.
- For each Subconsultant the Prime shall provide the estimated total percentage(s) of the work anticipated to be performed by the Subconsultant.
- When submitting the Cost Proposal, the Subconsultant information may be submitted in a "cover letter" and/or on a separate page.
- If a revised cost proposal is required of the Prime and Subconsultants as a result of audit findings or cost negotiations, the Consultant will provide a new cost proposal with all requested revision(s) and a revised date. The revised cost proposal date shall be the same for the prime and subconsultants and the revised date shall be on each page of the revised cost proposal.

Instructions for completing the Cost Proposal are enumerated on the Sample Cost Proposal as follows:

1. The Prime and Subconsultant's Cost Proposal must be submitted in the format of the Sample Cost Proposal, On-Call Contract (S-ADM 2033).
2. On the right hand side of the page indicate the contract number(s), the attachment letter, the firm's name, date prepared, and page number of numbers (i.e. 1 of 6, 2 of 6, 3 of 6, etc.).
3. In the middle, center of the page, indicate the firm's percentages for the fringe benefits, overhead, and general administration for normal and overtime percentages. The firm's fringe benefits, overhead, and general administration percentages are subject to Caltrans audit review/approval.
4. **Combined %** - The combined percentage is the addition of the fringe benefit, overhead, and general administration percentage for both Normal and Overtime percentages. Provide combined percentages rates separately for "Normal" and Overtime" hours.

The combined percentage figures for "Normal" and "Overtime" hours may remain the same if the firm's business practice does not accumulate overhead costs separately for "Normal" and "Overtime" hours.

5. **Fee** - As a separate line item, indicate the fee percentage proposed. It should be noted that the fee percentage is subject to negotiation.

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5. **Name & Classification** - For each key team member that are listed on the Prime Consultant's organization chart, list their name and corresponding job classification. The job classification title should be descriptive of the function the team member will perform for the project. For all other employees (i.e. support staff, non-professional) list the job classification. When the Consultant has a "pool" of employees that can perform the necessary tasks and will randomly select individuals to perform the work, the "job classification" and "hourly range for class" may be utilized. The listing of specifically "named individuals" versus "classification only" is an issue that may be discussed and decided at the cost negotiation meeting. Employees/classifications that are subject to prevailing wage requirements should be annotated with an asterisk (*).
7. **Loaded Hourly Billing Rate** - Under "Loaded Hourly Billing Rates" the firm will list the "Straight", and "Overtime" rates for all named and/or unnamed classifications. To complete the "Loaded Hourly Billing Rates" section combines the applicable hourly wage rate with the combined overhead and fixed fee percentages. Below is the formula for calculating the "loaded rate" (with example figures):

$$\begin{array}{rcl} \text{Actual/Average Hourly Rate} & \times & \text{Combined \%} & = & (A) \\ \$30.75 & \times & 1.6754 & = & \$51.518 (\$51.52) \end{array}$$

$$\begin{array}{rcl} \text{Actual/Average Hourly Rate} & + & (A) & = & (B) \\ \$30.75 & + & \$51.52 & = & \$82.27 \end{array}$$

$$\begin{array}{rcl} (B) & \times & \text{Fee \%} & = & (C) \\ \$82.27 & \times & 0.09 & = & \$7.404 (\$7.40) \end{array}$$

$$\begin{array}{rcl} (B) & + & (C) & = & \text{Loaded Rate} \\ \$82.27 & + & \$7.40 & = & \$89.67 \end{array}$$

Overtime may be "not applicable" (N/A) for some of the classifications. Typically those classifications are Executive, Administrative, Professional, out-side Sales Personnel, Owners, Owner's Parents, Spouses, and their Children, etc. Overtime is completed with a "N/A" for exempt employees and with a figure for employee(s) subject to the Fair Labor Standards Act.

8. **Hourly Rates** - The "Effective Date of Hourly Rates" should cover the period stated in the contract under Article - Performance Period. If the contract is for a three year duration, the Consultant should list each year on a separate line for each named individual and/or classification (see sample cost proposal). The effective dates may have to be revised depending on when the contract is actually executed.
9. **Escalation for Cost of Living** - If escalations are anticipated during the contract period, provide the estimated escalations percentage. If the contract period will be for more than one year, the Prime and its Subconsultant(s) should indicate the anticipated escalation percentage for each individual/classification listed. Escalation increase are subject to negotiation and Caltrans audit review/approval.
10. **Actual Hourly Rate** - Where a specific employee is named, provide the "Actual Hourly Rate" and the effective dates of the rate.

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Average Hourly Rate - Where only the classification is listed, provide the "Average Hourly Rate" for the general classification. The "Average Hourly Rate" is calculated by adding the actual hourly salaries for the individuals in the "pool" and then dividing by the number of individuals in the pool. If the Consultant's "employee pool" has 5 individuals that the firm will be utilizing, the 5 actual hourly salaries would be added and divided by 5 to obtain the "Average Hourly Rate". Even though the employee is not named in the cost proposal, the Contract Manager shall pay the "actual salary rate" for the individual that is utilized from the "employee pool".

11. **Named Employee(s)** - With specifically named employee, the "Hourly Range for Class" should indicate "not applicable" (N/A).

Classification Employee(s) - With the classification only, provide the "Hourly Range for Class" rate for that classification.

12. **Other Direct Costs** - Utilizing the format of the sample "Schedule of Other Direct Cost Items" (S-ADM 2033) ODCs attached, indicate any anticipated "Other Direct Cost" (ODC) items, including in-house billing rates. Each Consultant is responsible for billing SANDAG for their ODCs at "actual" cost, without any additional markup or profit. ODCs are subject to Caltrans audit review/approval.
- In-house billing rates are generally for those services provided by the Consultant rather than by an outside vendor. For example, a Consultant may perform all of its reprographic work in-house and bill at an established per page billing rate. The established in-house billing rate should be supported and based on actual costs incurred by the Consultant. Or, a Consultant may send out their reprographic work and pay an outside vendor. ODC items are expenditures that are directly related to the contract/project, which are not captured in the Consultant's Overhead Percentages.
 - If part of the contracted work is to be subcontracted, the Consultant shall submit ODCs for each Subconsultant.
 - Only one ODC sheet should be included with the Prime Consultant's cost proposal that combines the Prime and Subconsultants ODC items. Normally, ODC items will vary from Consultant to Consultant depending on the Accounting method utilized by the Consultant; the ODC items listed on the "sample" form may vary from one Consultant to another. If an item listed on the ODC sample form is captured in the Consultant's Overhead Percentages, the Consultant should note "not applicable" (N/A) in that section.
 - Reimbursement for transportation and subsistence costs shall not exceed the rates to be paid nonrepresented/excluded State of California employees under current State Department of Personnel Administration rules detailed in the Caltrans Travel and Expense Guide.