

NEGOTIATION HANDBOOK
PROFESSIONAL SERVICES CONTRACTS
FLORIDA DEPARTMENT OF TRANSPORTATION



Update History:

Date of Update	Section Changed	Page Numbers
9/7/2007	Attachment D – Current Averages	D – 1
9/ 24/2008	Attachment B – Field Crew Supervisor job class added	B – 2 thru 3
12/11/2008	Attachment D – Current Averages & Department Limits	D – 1 thru 2
12/24/2008	Update Operating Margin Guidelines, Section 5.0	9-13
4/06/09	Removed Salary Escalation Section	4
2/14/11	Updated Identification of the basis for proposed rates on page 4; Updated Direct Expense information, pages 5-6; Updated Sub costs information on page 6; Updated Operating Margin Section, pages 7-11; Updated Standard Classes in Attachment B; Updated averages for Overhead, Exp, & FCCM in Attachment D; Updated Self-Certification Form in Attachment E; Updated Attachment F; Added Certification of Use of Lower Tier Subs in Attachment J.	1- 14; Attachments B, D, E, F, J
6/13/11	Expanded guidance related to compensation, Section 4a(2).	5
7/24/12	Updated averages for Overhead, Exp, & FCCM in Attachment D	Attachment D
9/18/12	Contract Modifications- Rate Adjustments to Professional Services Consultant Contracts	Page 15
9/18/12	Added Policy Statement on Use of Field Office Rates for On-Premises Consultant Employees	Attachment K
2/5/2013	Update Attachment D – Current Avgs & Dept. Limits	D1 – D2
5/15/2013	Update Attachment B – Add Two New CEI Job Classes	Attachment B
2/19/2014	Negotiation of cost of services section, Negotiation of Method of Compensation, Documentation of Negotiations, Termination of Negotiations Update Attachment D – Current Avgs & Dept. Limits, Update Attachment E – Self-Certification of Accounting System and Reimbursement Rates Replace Attachment G – Reimbursement of Permits Update Attachment H – Policy for Use of Department Space and Equipment Update dollar threshold for requiring overhead audit	Attachment D, Attachment E, Attachment G, Attachment H
10/31/2014	Added Contract Duration Adjustment Factor	13
11/25/2014	Added Negotiation of Rates for Construction Engineering Inspection	6
1/7/2015	Update Attachment D – Current Avgs & Dept. Limits	D1 – D2
2/10/2015	Update Attachment B – FDOT Standard Work Classes Add Attachment L - Standard Items and Item Descriptions for Geotechnical and Materials Testing firms	Attachment B Attachment L
2/20/2015	Update Attachment B – Add New Job Class	Attachment B
4/30/2015	Update Senior Project Engineer and CEI Senior Project Engineer's typical qualifications	Attachment B

7/17/2015	CEI Senior Project Engineer's typical qualifications	Attachment B
7/22/2015	Update Sole Proprietor Costs	8
9/16/2015	Update Sub-Consultant/Subcontractor/sub-vendor costs Add new Attachment, Attachment M – Simplified Self-Certification for Non-Professional Services Firms	8 Attachment M
10/6/2015	Edit cleanup	Pages 1-9
1/11/2016	Update Attachment B – FDOT Standard Work Classes Update Attachment D – Current Avgs & Dept. Limits	Attachment B Attachment D
1/29/2016	Update Operating Margin Guidelines; Attachment N	Section 4 and 5; Attachment N
2/24/2016	Minor updates to qualifications for several engineering job classifications	Attachment B
10/10/2016	Update Job Classifications	Attachment B

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**NEGOTIATION GUIDELINES
PROFESSIONAL SERVICES CONTRACTS
FLORIDA DEPARTMENT OF TRANSPORTATION**

Introduction

Florida law requires state agencies to acquire Professional Services by competitive negotiation. The process mandated by statute (287.055, 337.107 and 337.1075, Florida Statutes), Administrative Rule (14-75, Florida Administrative Code), and departmental procedures (FDOT 375-030-002) requires a competitive selection of the consultants based on qualifications, followed by a competitive negotiation process to establish a fee for the desired services. The objective of the total consultant acquisition process is the selection of a well-qualified firm at a fee that is fair, competitive and reasonable to both the state agency and the consultant. Negotiations should be conducted in good faith, recognizing that compromise may be required to achieve an equitable contract. The Department's negotiators must recognize the legitimate interest of the consultant industry in recovering their costs and making a reasonable profit when performing work for the Department. Conversely, the consultants must recognize the legitimate interest of the Department in receiving quality work at a fair, competitive and reasonable cost, to accomplish the work program while maximizing the use of taxpayers' dollars. A contract that is beneficial to both parties is the desired outcome of a successful negotiation.

The negotiation portion of the consultant acquisition process consists of establishing agreement between the Department and the Consultant on the following major points:

1. Scope of services to be performed
2. Work effort required (both quantity and level of personnel required)
3. Cost of services
 - a. Wage rates
 - b. Overhead cost
 - c. Direct expenses and subconsultant costs
 - d. Operating margin and contract duration adjustment factor (CDAF)
4. Method of compensation

The following information provides general guidelines for the negotiation process. Although the various components are described separately, the negotiation process should be approached from a holistic perspective since scope, work effort and cost are interrelated. The negotiation of one of these variables might have a significant impact on the other two. Both project management personnel and professional services staff should be involved in negotiating the contract terms for the Department. Typically, the project management personnel would assume the lead role in negotiating the scope of services and staff hour requirements, while professional services would assume the lead with costs and method of compensation. However, it is strongly recommended that one person have primary responsibility for the negotiation and participate in all phases of the process.

Negotiation Procedures

1. Fee Proposals

At the completion of final selection, the number one ranked firm should be requested to provide comments on the scope of services, as well as a detailed staff hour estimate where appropriate, a fee proposal in standard format, and support for all costs contained in the fee proposal. Attachment A provides the Department's Automated Fee Proposal Guidelines.

Florida Statutes specifically require the Department to conduct a detailed analysis of costs for contracts acquired under the Consultants Competitive Negotiation Act, and the fee proposal must provide sufficient information to allow this. The fee proposal should be reviewed as well as supporting information. Any errors, deficiencies, omissions, etc., noted during the review of the fee proposal by the Professional Services Unit (PSU) will be brought to the attention of the selected Consultant, and corrected data will be requested immediately.

2. Negotiation of Scope of Services

The final negotiated scope of services should be tailored to ensure a mutual understanding of the project. During this negotiation process each work activity or milestone should be discussed to determine how it is to be accomplished, the nature of the deliverable, and its format. If the consultant's understanding is not in accord with that of the Department, discussions should be conducted to arrive at a mutual understanding of the services to be accomplished, the method by which it will be accomplished, and the nature of the final product. Either party to the negotiations should feel free to request written confirmation in the form of modification of the scope to reflect agreed-to terms.

The scope of services is one of the major factors affecting the fee for consultant services since it defines the nature and volume of work to be performed. A well written scope of services establishes the tasks to be performed, materials to be delivered, meetings to be attended, schedule to be met, equipment that will be used, standards that will be followed, and responsibilities of both the consultant and the Department.

The detail established in the scope of services sets the stage for subsequent negotiations. A detailed and thorough scope of services leads to an understanding of the services needed to complete the assigned project as well as an understanding of the sequence of tasks to be accomplished. This allows for informed development of the staff-hour estimates and project fee.

The scope of services should be prepared in standard Department format. A standard scope of services is available on the Department's website for project development & environmental studies (PD&E), highway and bridge/structural design, construction engineering & inspection (CEI), and district geotechnical and materials testing projects. The standard scope of services should be used, where practical, however, modifications should be made to reflect the actual agreed-to terms and requirements for the specific project. This will facilitate preparation and evaluation of staff hour estimates, and any desired modification of the scope during the negotiation process.

Following are typical major items within the scope of services requiring negotiation:

- a. Work activities
- b. Deliverables
- c. Numbers of and types of meetings, presentations, etc. to be attended or provided
- d. Schedule for project services
- e. Division of responsibilities and relationship between Consultant and Department

3. Negotiation of Work Effort

The objective of this process is to ensure that the proposed staff hours are reasonable for the specific project. It is also critical to determine if a reasonable distribution of work among various levels of staff is proposed to ensure the most economical staffing commensurate with the complexity of the project.

Upon receipt by the Department of the Consultant's staff hour estimate, the Department's estimate shall be provided to the consultant. The Consultant's staff hour estimate should be compared with the Department's and the differences evaluated. Discussions will be conducted with the Consultant to resolve differences between the Department and consultant staff hour estimates. As with the entire negotiations process, a record should be kept of the key points discussed and the resulting resolution.

The basis for an accurate staff hour estimate is a well-developed scope of services. With such a basis, a series of work activities may be readily identified as staffing elements. Those elements should be used for both the Department and consultant estimates for ease of reconciliation. The estimates by both parties should be made in the same standard format. Standard Staff Hour Estimation forms are available in Excel format for PD&E, highway and bridge/structural design projects on the Department's Project Management/Production Support Office website. For PD&E, highway and bridge/structural design, the Department's Staff Hour Estimating spreadsheet forms must be used by both the Department's project manager and the selected consultant in preparing the staff hour estimate to facilitate the negotiation process.

The published typical ranges of staff hour effort should be treated as only a beginning point. Each project must be independently evaluated to determine a fair estimate of required staff hours. The basis for the estimate should be the specific requirements for the project under consideration together with a history of actual staff requirements for past projects with similar requirements. Where specific requirements cannot be identified during the negotiation phase, a limiting amount will be made to serve as the basis of the contract.

Following are the major items relating to work effort requiring negotiation:

- a. Staff hours, overtime, survey crew days, etc.
- b. Levels of personnel required
- c. Distribution of work among levels of personnel
- d. Subconsultants (Quantity of work effort, personnel)
- e. Delineation of work to be provided by consultant, the Department, or others

4. Negotiation of Cost of Services

a. Wage rates:

In accordance with Florida Statute, the PSU must perform a cost analysis to ensure the proposed costs are reasonable, accurate and allowable.

The fee proposal must contain a certification that any direct costs proposed are not included as overhead in the Consultant's accounting system (Form No. 375-030-39). The certification should be signed by the Consultant's comptroller, chief financial officer, accountant, or other appropriate person who is knowledgeable of the Consultant's normal accounting requirements. At a minimum, the review of the fee proposal by the PSU must include the following:

(1) Identification of the basis for rates

- (a) The wage rates must be certified in writing as being current and accurate by a responsible company official. The Department will require payroll registers to confirm the accuracy of the pay rates. The submittal will contain a certification from a responsible company official that the rates are actual current rates on that particular date. Resumes will be used to validate and confirm employee qualification.
- (b) If averages for select employees are used, payroll information of how the average rate was computed (i.e., straight average, weighted average, etc.) must be provided. When this is the case, care should be taken that only employees actually committed to and needed for the project are used in computing the average.
- (c) Consultants (geotechnical, aerial photography, etc.) that normally work on a unit price basis will be required to provide a copy of their standard fee schedule and attest that the fees contained therein are their normal fees for such services (whether performed for private or governmental clients). In addition, identification of the cost basis for such rates (i.e. labor hours and wage rates, overhead and operating margin, equipment use rates verified by audit, etc.) should be required where practical. Firms who are compensated in whole or in part using fee schedule rates will be required to complete a certification statement during contract negotiations, attesting to full disclosure of intended use of lower tier subconsultants/subcontractors/sub-vendors, including use of drilling subs. All lower tiered subconsultants/subcontractors/subvendors must be named in the agreement in accordance with Section 4 of the Standard Professional Services Agreement in order to be considered an authorized subconsultant/subcontractor/subvendor. Geotechnical and Material Testing firms shall utilize the Standard Items and Item Descriptions for Geotechnical and Materials Testing firms identified in Attachment L when submitting the AFP.

(2) Negotiation of salary rates or compensation

Consultants with audited overhead rates who maintain a published fee schedule but do not bill exclusively from the schedule must maintain a job cost accounting system for their hourly services. However, the direct costs of services billed on cost-based rates or scheduled fees, shall be excluded from the calculation of direct expense rates. The accounting system description will include assurance of the segregation of the costs to deliver fee or rate based services from the costs associated with hourly services. The Basis of Accounting and Description of Accounting System Note should contain the following text, or text containing the same essential elements: “The Company maintains a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Direct costs incurred in providing services billed to clients at unit rates or on the basis of a published fee schedule are charged by functional accounts and accumulated as a single project or grouping to allow segregation of such costs from other direct costs. Each project is assigned a job number so that costs may be segregated and accumulated in the Company’s job-order cost accounting system.”

A comparison of the actual current salary rates with prevailing rates for the class of personnel will be performed. The Consultant Wage Rate Report on the Procurement website provides wage rate statistics for various Consultant staff classifications by district. The Consultant Wage Rate Report can be accessed at the following link:

www2.dot.state.fl.us/sasweb/cgi-bin/broker.exe?_service=default&_program=inetprog.db2.afpwagerateform.scl

The Consultant Wage Rate Report shall be run and printed on the submittal due date for the Automated Fee Proposal. If personnel with unusually high salaries are proposed, the negotiators must determine whether there is sufficient need for that individual to justify their work on the project at that rate. If there is not a legitimate need for their expertise, they will not be allowed to bill time on the project. The Department may negotiate contract rates as averages for employee classifications.

Arbitrary or across the board limitations on direct salary/wage rates which do not consider the factors prescribed in the Federal Acquisition Regulation (FAR) cost principles are contrary to the requirements of the Federal Brooks Act, 40 U.S.C. 1104(a)), which requires fair and reasonable compensation considering the scope, complexity, professional nature, and value of the services to be rendered (as required in 23 U.S.C. 112(b)(2). Additionally, if limitations or benchmarks on direct salary rates and total compensation are too low, it could limit the number of firms and the qualifications of the firms which submit proposals to perform work on projects. Furthermore, direct labor limitations or benchmarks not supported by the cost principles create associated disallowed indirect costs which effectively limits the calculated indirect cost rate, contrary to 23 U.S.C. 112(b)(2)(D) and 23 CFR 172.7(b).

(3) Negotiation of Rates for Construction Engineering Inspection

When negotiating professional services contracts for Construction Engineering Inspection (CEI), FDOT has established a benchmark, based on the Consultant Wage Rate Report (link provided in Attachment C). This database of wage rate information is provided by employee classification, and by geographic location (district).

For purposes of negotiating CEI consultant personnel direct salaries by job classification, FDOT will analyze the experience and quality of the individual proposed for rate determination and use the appropriate district 75th percentile by job classification (i.e., upper quartile) as the maximum limit, based on one year history of actual unloaded rates. However, the 75th percentile may be exceeded when warranted by project complexity. When the 75th percentile is exceeded, it will only be for the select position(s) that warrant such an increase, as determined by the assigned Construction Office. A complex CEI project is defined as one that has numerous complicated traffic phases, involves highly technical construction features requiring specialized skills of the inspection staff. A complex project may also include complex involvement by multiple third parties (i.e., multiple utility relocations, railroads, airports, regulatory agencies, municipalities). The size of the project will not necessarily determine whether the construction project is complex. Large, repetitive projects on their own are not considered complex. The project complexity and essential staff requirements shall be addressed by the Department's representative and/or the Technical Review Committee at the Consultant marketing meetings, the pre-proposal meeting, and the project scoping meeting held after the #1 ranked consultant is selected. For purposes of assessing the 75th percentile values during contract negotiation, the Wage Rate Report shall be run and printed on the submittal due date for the Automated Fee Proposal. In some cases, the Consultant and Department may agree to review and use other geographic data (other District or Statewide wage rate data,) due to limited or an absence of data for a particular classification in the project District report. This determination shall occur at the project scoping meeting after final selection. The Construction Office will also finalize the determination of essential positions, if any, that warrant an exception to the 75th percentile at the project scoping meeting.

b. Overhead:

- (1) If the Consultant is prequalified at the unlimited level with the Department, a copy of the Procurement Office's prequalification letter with the approved overhead rate should be included in the fee proposal. Audited overhead rates are not negotiated. The Consultant's actual approved overhead rate as reflected in the letter of approval or in the Professional Services Information System will be used. If the Consultant voluntarily proposes to use a lower overhead rate than the current audit in order to keep overall project costs competitive, the Department may accept the lower overhead. The use of a lower overhead rate will not be a requirement for contracting. The average overhead rates for both home office and field office overhead are included in Attachment D. These average overhead rates are provided for

comparison purposes. They are one of the tools the Department's negotiators may use to determine the competitiveness of the overall costs proposed. The submission of an updated overhead audit after the end of the Consultant's fiscal year is required as part of the prequalification renewal process.

- (2) If the proposed project requires the establishment of a field office, a separate overhead rate for the field office must be submitted. If the Consultant does not have an approved field office overhead rate which has been established through the prequalification process, a field office overhead rate will be prepared by the Consultant in accordance with the instructions contained in Chapter 5.6 of the AASHTO Uniform Audit and Accounting Guide (see Table 5-6, page 42), available on the Procurement Office website.
- (3) If the proposed project involves the use of Department office space or equipment by consultants, the Department's policies provided as Attachments H and K, should be observed. Use of the Field Office for non-CEI type projects: For contract negotiation purposes, a field office rate (labor and expenses) shall be applied when full time (40hr/wk) Consultant staff is assigned in Department space for a minimum of six consecutive months.
- (4) For contracts with fees less than \$500,000, the Department is authorized to contract with firms without an audited overhead rate. The Consultant must provide a self-certified overhead determination in the standard format provided in Attachment E for review by the Rate Review Auditor in Central Office Procurement. The average overhead rates provided in Attachment D will be used as caps on maximum awarded overhead (indirect costs) rates for firms who submit unaudited rates, including interim reimbursement rates, self-certified reimbursement rates, and job cost accounting system review reimbursement rates for use on professional services contracts.

c. Direct expenses:

Direct project expenses will be compensated using the direct expense rate which is required as a part of annual overhead audits performed for fiscal years ending December 31, 2002 and after. All professional services contracts negotiated since October 1, 2003 have included reimbursement of direct expenses by application of a direct expense rate based on the audit listing of direct costs in relation to the direct labor base. Separate audited rates are required for home office expenses and field office expenses. These rates represent the ratio of direct expenses to actual direct labor excluding premium overtime. Field office set up, mobilization, de-mobilization, rent, and utilities costs are excluded from the audited field office direct expense rate in the audit submittal. The Department will reimburse the costs of field office set up, mobilization, de-mobilization, rent, and utility costs as a direct project cost on the contract rather than through the field office direct expense percentage, provided the aforementioned costs are documented by appropriate receipts. Of course, if the field office is provided through the construction contract or by the Department on another contract, the Consultant does not incur rent or utilities costs, so they cannot be invoiced or

booked. There should normally be no other direct expense compensation. The only exceptions to this would be unusual and infrequently occurring items that cost in excess of \$10,000. When such items are compensated separately from the direct expense rate, they must be excluded from the direct expense pool used to calculate the direct expense rate. When Consultants propose such items, the negotiator will discuss this with the Central Office Procurement prior to accepting it.

If the Consultant does not have a current approved audit that includes a direct expense rate, an expense rate may be negotiated on the basis of the average expense rate data available in the Negotiations Handbook, Attachment D. If this method of determining the compensation for expenses is not used, then sufficient documentation must be provided to support the basis for all expenses contained in the price proposal. Written quotes from vendors, invoices reflecting prices paid on previous purchases, copies of catalog pages, etc., may be used as support for the proposed prices.

As a general rule, the method of acquisition for any capital asset (item costing \$1,000 or more and having a life expectancy of 1 year or more) will be determined through the use of a lease versus purchase analysis. A copy of the analysis will be included in the fee proposal. A reasonable allowance for salvage value of the items, based on the term of the project, must be provided for the purpose of such items.

Acquisition of tangible capital assets for Department ownership through service contracts is normally not acceptable. The requirements of **Rule 60A-1.017, F.A.C.**, must be considered when this is necessary. Property acquired as part of a service contract must be handled in accordance with **Procedure No. 350-090-010, Tangible Personal Property Procedure**.

Unit rates used to compute travel costs may not exceed those authorized for State employee travel in accordance with Section 112.061, F.S.. Air fare must be based on coach rates with reasonable advance purchase and costs for rental cars must be based on the use of compact cars, unless otherwise justified and approved by the Department. Mileage for private vehicles must be at the state rate. Firms with an audited direct expense rate will not be reimbursed directly on a contract for travel costs. Travel expenses will be reimbursed through the direct expense percentage.

d. Subconsultant/Subcontractor/Sub-vendor Costs:

Subconsultant/subcontractor/sub-vendor costs must be specifically identified in the price proposal and supported in a manner that will allow the contracting office to make a determination that the proposed costs are fair, reasonable and competitive. Intended use of all lower tier subs, must be disclosed during contract negotiations, regardless of tier level. Unauthorized subs are not in accordance with the Standard Professional Services Agreement, Section 7A, which states: "The Consultant..will not sublet, assign, or transfer any work under this Agreement to other than subconsultants specified in the Agreement without the written consent of the Department." Subs will require submittal of the same type of data as required for the prime Consultant. This includes support for wage rates, rates per unit of work, direct expense rates and overhead rates. Subconsultants technically qualified in a

standard work type are required to submit an overhead audit prepared by an independent CPA if their fees on a single contract are \$500,000 or greater. If the subconsultant fee is less than \$500,000, a self-certified overhead statement certified by a principal of the subconsultant firm must be completed on the Self-Certification of Accounting System and Reimbursement Rates, Form No. 375-030-51 (Attachment E). These overhead statements must be sent to Central Office for review and approval. In order for the Department to ensure that the rates for non-technically qualified or non-professional services firms utilized on professional services contracts are fair, reasonable and competitive, the Procurement Office will negotiate rates for these firms in accordance with one of the following methodologies:

1. Prime consultants shall request at least two quotes and will utilize the lowest rates. This is to be used for equipment rates, court reporters, and corrosion inspection and testing, aerial photography, and maintenance of traffic.
2. Non-technically qualified firms or non-professional services firms will submit the Simplified Self-Certification for Non-Professional Services Firms, Form No. 375-030-92 (Attachment M). Adequate support must be provided with the form when submitted, as specified in the Form, including pay roll registers or evidence of draws. Copies of approved self-certified overhead rates for non-prequalified or non-professional services firms will be maintained by Central Office Procurement.
3. Rates supported by competitively procured contractual services contracts where price was a factor in selection (FDOT "B" contracts), can be used. (support of best value)
4. Procurement staff will utilize available comparable salary survey information for labor rates to negotiate a reasonable rate.

The prime consultant should not receive overhead and operating margin for subconsultant/subcontractor/sub-vendor services. Subconsultant/subcontractor/sub-vendor fees are pass-through costs, and cannot include administrative mark-up. See Attachment I for guidance on this issue.

5. Negotiation of Operating Margin plus Contract Duration Adjustment Factor

The operating margin which is paid in a Consultant contract does *not* represent net profit to the Consultant. Operating Margin is intended to compensate the Consultants for normal business expenses that are excluded from allowable overhead by Federal Regulation (e.g., interest, advertising, bad debts, unrecovered direct costs, etc.). These legitimate costs cannot be recovered on Department contracts except through operating margin. Operating margin compensates the Consultant with a reasonable fee. Consultant operating margin also absorbs the loss when the reimbursed salary is less than the actual salary for a given contract.

Operating margin in Department contracts is calculated as a percentage of direct salaries. The percentage is negotiated within a range of 12 to 42 percent. The resulting dollar amount is the "fixed fee" portion of a cost plus fixed fee type contract or becomes part of the total fixed price in a lump sum agreement. The negotiation of operating margin as a fixed fee provides incentives for the Consultant to efficiently complete the contract requirements. Completing the contract with less than estimated costs (excluding the fixed fee) benefits both the Department (lower overall contract cost)

and the Consultant. Federal Highway Administration (FHWA) will not participate in cost reimbursement contracts unless the Consultant's operating margin is established as a fixed fee.

The operating margin is negotiated based on the complexity of the project, the degree of financial risk assumed by the Consultant, the project schedule and Consultant cost controls. The following Operating Margin Guidelines table provides direction on how these factors should be weighted and considered.

The table is only a guide, *not a fixed formula*, for negotiating operating margin. There is a large variation in operating margins with the range to account for the wide spectrum of cost control by various Consultants that conduct business with the Department. There will be significant variation in operating margin from contract to contract. Negotiators *SHALL NOT* use a standard operating margin for all contracts.

The table summarizes how these factors should be weighted and considered in developing the cost control portion of the operating margin for each individual contract. For cost control efforts, a formula *should NOT* be used to calculate the percentage to be applied.

The factors to be considered in negotiating the cost control efforts shall include:

- Burdened salary rates by classification, inclusive of overhead, expense percentage and Facilities Capital Cost of Money (FCCM) only;
- Specific services requiring specialized staff, qualifications of proposed team;
- Reasonableness of the proposed distribution of staffing for the project;
- Burdened salaries by geographic region;
- For CEI contracts, if the firm has audited Overhead or Direct Expense percentages that include Premium Overtime (reimbursed) or firms where the Premium Overtime is reimbursed directly on the contract (excluded);
- Other items specific to the contract being negotiated.

It is possible for negotiators to negotiate operating margins outside of the range for special circumstances on a contract. For example, if overhead rates, direct expense rates or salaries are significantly above (or below) the normal range, operating margins below (or above) the ranges may be negotiated. Other factors that impact the cost/benefit to the Department and/or Consultant may also be considered.

The operating margin, overhead rate and direct expense rate may not be applied to the premium portion of overtime costs. Operating margin and overhead are not allowed on direct expenses or subconsultant expenses.

The fee proposal must include a justification for the proposed operating margin.

The Operating Margin Guidelines table summarizes the ranges that are to be used as a guide in negotiating the operating margin for each contract.

Operating Margin Percentage Calculation for Direct Salaries

Criteria	Range of Percentage
Project Complexity	5% to 7%
Degree of Risk (Financial)	3% to 5%
Project Schedule	1% to 3%
Cost Control Efforts	3% to 27%
TOTAL	12% to 42%

The following table summarizes the definition, suggested standards, and representative project types for each of the criteria in the operating margin.

Operating Margin Guidelines Table (This table is intended as a guideline, not a fixed formula.)			
Criteria	% Range	Suggested Standards	Typical Project Type
<p>Complexity of Project: The degree of difficulty associated with the project. Are there unique aspects to the project? Degree of coordination with others outside FDOT should be considered. This includes other agencies, municipalities, etc., Multiple Districts, multimodal projects.</p>	<p>5% - 7%</p>	<p>Low - Straight forward projects. Well defined and specific scope of services.</p>	<p>Bridge Inspection: bridge inspection except scour: All; CEI: Category 1 Bridges, 3R Rural, signalization, simple and straight forward projects; Design: Simple 3R-Rural; 3R Urban ride only; Geotechnical: standard; PD&E: Small simple projects with specific scopes; Planning: Data/traffic Counts; Survey: Resurfacing 3R rural/urban; Traffic Operations: turn-lane projects (design)</p>
		<p>Medium - Projects with some specialized areas requiring some specialized skills.</p>	<p>Bridge Inspection: generally not applicable; CEI: resurfacing with some improvements; ITS, construction on new alignments, and signal system timing, development and implementation; rural arterials and rural interstate capacity improvements Design: 3R Urban with some improvements, intersection improvements with safety, Category 1 bridges; PD&E: widening with limited issues and bridge replacement with limited impacts; Railroads: All; Survey: survey in water areas; Traffic Operations: traffic operations studies and signal design projects</p>
		<p>High - Complex multi-disciplined projects requiring specialized skills with significant management issues. Project that has numerous complicated traffic phases, involves highly technical construction features requiring specialized skills of the inspection staff. A complex project may also include complex involvement by multiple third parties (i.e., multiple utility relocations, railroads, airports, regulatory agencies, municipalities).</p>	<p>Bridge Inspection: bridge scour; CEI: CEI for multi-level bridges in a corridor or interchange; numerous complicated traffic phases, specialized technical skills; Coating Systems; bridge projects involving movable spans, significant post-tensioning operations, pre-cast segmental components, and steel structures with large horizontal and vertical curvature; Multiple third party involvement (railroads, utilities, airports, municipalities, regulatory agencies) Design: new alignments, major widening, major reconstruction; railroad bridge design; Segmental/Class 2 bridges, Movable Bridges, PD&E: PD&E with Feasibility study, multiple disciplines, significant issues; Planning: large planning (multimodal);</p>

		The size of the project will not necessarily determine whether the construction project is complex. Large, repetitive projects on their own are not considered complex.	Survey: pilings and bridges; Traffic Operations: ITS
Degree of Risk (Financial): The amount of financial risk assumed by the Consultant in relation to the project.	3% - 5%	<p>Low - Contracts with well defined and specific scopes, minimal probability of cost overruns and low financial risk exposure. Scope clarification meeting held, if applicable</p> <p>Medium - Projects with potential for additional coordination efforts with outside agencies/parties; coordination with several Districts, multiple municipalities, etc.</p> <p>High - lump sum consultant contracts with possibility of overrunning costs; experimental design; projects involving significant financial risk, hazardous materials, potential for significant unknown issues.</p>	<p>Bridge Inspection: bridge inspections; CEI: subconsultants providing support personnel, ITS; Design: Simple 3R Rural, 3R urban ride only; Geotechnical: All; PD&E: accurate and specific scope & pre-negotiation meetings; Planning: Most Planning; Survey: all, including SUE; Traffic Operations: traffic operations studies; traffic counts</p> <p>Bridge Inspection: bridge scour; CEI: Standard CEI contract; Design: design for new alignments, major reconstruction, and widening; PD&E: experimental design and broad scopes; Planning: some planning; Railroads: All; Traffic Operations: traffic signal projects, ITS design</p> <p>CEI: high visibility, lump sum CEI contracts, multiple projects; Design: projects with multiple bridges; PD&E: multiple alternatives, multiple agency approval required; Planning: large multimodal projects (airports, seaports, railroads, transit)</p>
Project Schedule	1% - 3%	<p>Low - no critical short term deadlines or requirements for large staffing concentrations, unfunded projects to go on the shelf</p> <p>Medium - Standard schedule</p> <p>High - High visibility projects with short durations and aggressive schedules requiring large commitment of staff. Fast track projects with high profile and quick implementation schedule</p>	<p>Bridge Inspection: Bridge Inspection; Bridge Scour; CEI: resurfacing; support services; Design: all 3R projects, standard schedule; PD&E: no design phase scheduled in Work Program; Planning: All; Railroads: All; Traffic Operations: ITS; Survey: all 3R projects;</p> <p>Bridge Inspection: generally not applicable; CEI: ITS; push button construction; Design: standard design; bridges, large corridors; Traffic Operations: traffic counts; Survey: increased number of crews needed</p> <p>Bridge Inspection: generally not applicable; CEI: multi-financial project contract, construction bonus, Urban (day & night), high visibility; phased utility reallocations by others during the construction project; Design: Mobility/ Economic Stimulus; PD&E: design phase funded in the Work Program,</p>

			bridge replacements
Cost Control Efforts: The degree to which the Consultant controls its costs for wage rates (by region), overhead, expenses and FCCM.	3% - 27%	Low (3% - 6%) - Lower or minimal cost control efforts Medium (7% to 15%) - Moderate cost control efforts High (16% - 27%) - Substantial cost control efforts	The cost control is not generally dependent upon the type of project. Factors to be considered in negotiating this criteria: burdened salary rates (by region) by classification, specialized services requiring specialized staff, reasonableness of the proposed distribution of staffing for the project, reimbursed or excluded premium overtime, and other project specific items
Total	12% - 42%		

Operating Margin Dos and Don'ts

The following additional guidance is provided for negotiation of operating margin:

Dos

- a) Every consultant firm should be considered separately on a given contract when negotiating operating margin.
- b) Mitigating circumstances or other factors that affect the project may be considered when awarding operating margin.
- c) Remember to practice mutual gains and consider value.
- d) Remember that negotiation is not personal.
- e) Be flexible and open to considering the other side's point of view.
- f) If the conditions warrant, the maximum in operating margin can be awarded.
- g) Look at each element separately.
- h) Be fair.
- i) Parties to the negotiation should share their rationale for proposed operating margin with the other party. Listen to counter-points of view.
- j) Operating margin can be an incentive.
- k) All parties to the contract should have a role in establishing operating margin.
- l) The same cost principles which are used in negotiating the prime consultant's fee should also be applied to the subs.
- m) Operating Margin can be different for the prime and subs, depending on the degree of risk and complexity of the services performed by the firm.

Don'ts

- a) Operating margin determination should not be fixed formula.
- b) Fixed values should not be assigned on the basis of work discipline or project type (i.e., design, CEI, planning, etc.)
- c) Subconsultants should not be capped at the prime's multiplier (note: multiplier is inclusive of overhead, direct expense, FCCM, and operating margin).
- d) The operating margin awarded to a consultant firm on a previous contract should not be a factor in the current negotiation effort.
- e) Operating margin awarded to a given consultant should not be a fixed amount based solely on audited overhead data (i.e., for every contract Consultant Firm XYZ gets this year, they will get X% for cost control or XX% for operating margin)

- f) Don't let a small variance in operating margin between negotiating parties cause a breakdown in the negotiations process.
- g) Don't paint yourself into a corner with absolutes. Don't hold positions based on "that's the way it's always been done".
- h) Don't employ a "Take it or Leave it" strategy. Rigid positions damage relationships.
- i) Operating margin is negotiated within a range of 12 to 42%, without an arbitrary cap within a district.
- j) Don't exclude important information. Listen and be willing to consider other opinions.
- k) Don't negotiate raw labor rates. Consider the fully loaded rates, since this will determine the real cost of services on the project.

Contract Duration Adjustment Factor

For contracts of longer duration (reference table below), the Department shall allow a Contract Duration Adjustment Factor (CDAF). CDAF is defined as an economic price adjustment, necessitated by instability of labor costs for an extended period of contract performance (Reference 48 CFR Section 16.203). CDAF is not negotiated, but shall be a fixed number of points based on the overall anticipated length of contract (project schedule). CDAF points shall be allocated by the Department as follows:

CDAF Points applied to direct labor

Anticipated Length of Contract	CDAF Points
0- 12 months	0
13- 24 months	0
25- 36 months	3
37- 48 months	4.5
49- 60 months	5.5

- a) For new contracts, CDAF is applied beginning with the first labor hour incurred.
- b) CDAF shall only be applicable for contracts selected (contract final ranking) on or after November 1, 2014.
- c) In the event a contract selected on or after November 1, 2014 is extended (time extension) by six or more months, CDAF shall be applied prospectively to the extended/remaining services only, in accordance with the table shown above.
- d) CDAF shall not be applied to contracts selected before November 1, 2014, nor contract amendments/time extensions for contracts selected before November 1, 2014.
- e) For calculation purposes, CDAF shall be added to operating margin and applied to unloaded direct salaries.
- f) CDAF is applicable only to consultant firms who are awarded operating margin points.

For calculation purposes, CDAF shall be added to Operating Margin and applied to direct salaries:

Operating Margin Criteria Plus CDAF	
Operating Margin Criteria	Range
Project Complexity	5% to 7%
Degree of Risk (Financial)	3% to 5%
Project Schedule	1% to 3%
Cost Control Efforts	3% to 27%
Total Operating Margin Points	12% to 42%
CDAF Points	0% to 5.5%
Operating Margin plus CDAF	12% to 47.5%

6. Negotiation of Method of Compensation

Discussions should be conducted with the selected consultant regarding the Method of Compensation. To some extent, the selection of whether the compensation element is to be lump sum or cost plus is a negotiable item. Under Departmental procedures, lump sum compensation elements may be used where the scope of services is well defined and the level of effort can be reasonably predicted. In addition, consideration must be given to requirements imposed by Federal Highway Administration (FHWA) for federally funded projects. The following standard methods of compensation will be used.

LUMP SUM: A firm fixed price not subject to adjustment due to the actual cost experience of the Consultant in the performance of the contract. This places the maximum risk on the Consultant and provides motivation for efficient cost management to maximize profits. It also minimizes the Department's time in contract administration. It is the recommended method of compensation when the scope of services is well defined and the level of effort can be reasonably predicted. The use of lump sum contracts for CEI work is prohibited unless the "extent, scope, complexity, character and duration of the work" have been established.

COST REIMBURSEMENT: The Consultant is reimbursed the actual costs incurred in the performance of the contract. A "maximum limiting amount" is normally established to cap the amount the Department will pay for the services. This method is used when the services are so vague or complex that the level of effort or expenditure cannot be estimated with reasonable accuracy. This provides minimal incentive to the Consultant to control costs and is time consuming to administer. FHWA only participates in cost reimbursement contracts in which the Consultant's operating margin is a lump sum or "fixed fee."

COST PER UNIT OF WORK: A negotiated unit rate for a repetitive task or deliverable product is established and paid for each unit produced. The unit rate is not subject to adjustment. A maximum limiting amount is normally established based on the estimated number of units required. This method is frequently used for geotechnical services, lab tests, soil explorations, traffic counts, bridge inspections, etc.

SPECIFIC RATES OF COMPENSATION: Rates are established for units of time, usually per hour. These rates normally include wages, overhead, estimated expenses and operating margin. A maximum limiting amount is normally established. This method is frequently used for surveying services.

7. Documentation of Negotiations

During the entire negotiation process, a summary or taped record of the resolution of all decisions between the Consultant and the Department will be kept and will be filed with the official agreement records in the PSU.

Final negotiations will reconcile any variances in work effort from that previously negotiated and established the compensation to be paid the Consultant for the services to be rendered. The results of all negotiations with the Consultant must be documented in writing and made a part of the permanent project file.

8. Termination of Negotiations

Compensation will be negotiated within the limits established by State and Federal law, rules and regulations, whichever is more restrictive. The negotiated compensation will be in an amount the Department determines is fair, competitive, and reasonable considering the scope and complexity of the project.

Should the Department be unable to resolve differences in the considered data or negotiate a fair and reasonable fee for the services, as determined by the Department, the Department will terminate negotiations with the consultant and provide written notice of termination to the consultant. The Department will then initiate negotiations with the Consultant previously ranked second by the Department's Selection Committee.

Should the Department be unable to negotiate an agreement with the second ranked Consultant, the aforementioned procedure will be initiated with the third ranked Consultant. Should the Department be unable to negotiate a satisfactory agreement with any of the selected Consultants, the Department will select additional Consultants in order of their competence and qualification and continue negotiations in accordance with these procedures until an agreement is reached, or initiate a new selection process in accordance with this procedure.

The decision to terminate negotiations is a business decision the Department makes and it should not cause the consultant to be viewed negatively or in any way impact their opportunity for future selections.

9. Contract Modifications

a. Amendments:

Contract Amendments may be used to increase or decrease total contract fees, where warranted by scope changes. When this occurs, a negotiation process very similar to that

involved with the original agreement is required. The Department prepares a scope of services and an independent staff hour estimate; a staff hour estimate and fee proposal is requested from the Consultant; and negotiations are conducted to establish a fair and competitive fee. For most supplemental amendments, the wage rates and multipliers have been established in the original agreement. Therefore, negotiations are usually limited to establishing staff hour quantities and direct expenses. Guidelines for the negotiation of original agreements should be applied to supplemental agreements.

b. Rate Adjustments to Professional Services Consultant Contracts

Wage rate adjustments are appropriate for the following scenarios on consultant contracts:

- Pulling plans off the shelf to revisit and revise or take to completion/plans update amendment (Rate adjustments are only applicable to contract services beyond the fifth year).
- Changing from design to post design (Rate adjustments are only applicable to contract services beyond the fifth year).
- Time extensions that extend contracts beyond the fifth year (Five years is the typical service term of a professional services contract. Rate adjustments are only applicable to contract services beyond the fifth year).
- Additional services added to a contract (Rate adjustments only applicable to contract services beyond the fifth year).

To address the aforementioned scenarios, rate adjustments may occur, but shall comport to the following:

If it is known that the contract time will extend beyond five years, the contract services projected beyond the fifth year are eligible for rate adjustment. The consultant firm would be allowed to submit new certified rate information as of the timeframe when the contract supplemental (or future time extension) is drafted, to update wage rates for the services projected beyond the fifth year. Contract multipliers may also be adjusted for the aforementioned services beyond the fifth year, including overhead rate, Facilities Capital Cost of Money (FCCM), direct expense rate, and operating margin. The contract multipliers would reflect the audit package information available at the time the contract supplemental (or future time extension) is drafted.

When new staff are added on a contract to perform different services due to phase changes within the same contract (from Project Development & Environmental Studies to Design), it is appropriate for the consultant firm to utilize current wage rate information for consultant staff performing services under the new phase.

c. Task Work Orders:

For task assignment type contracts, the original agreement typically establishes unit wage rates. As each work assignment is developed, a fee for that assignment is negotiated.

Therefore, procedures identical to those for supplemental amendments are followed for task work orders.

d. Work Stoppages:

In the event that a project is stopped or suspended by the Department, a reasonable period should be allowed for the Consultant to close out the project. Costs associated with such a close out should be negotiated with the Consultant when warranted.

Attachments

- A. Automated Fee Proposal Guidelines
- B. FDOT Standard Work Classes
- C. Average Actual Salary Rates and Average Negotiated Rates
- D. Current Averages for Audited Overhead, Expense, and FCCM Rates
- E. Self Certification of Accounting System and Reimbursement Rates
- F. Overhead Rates for Subconsultants on Construction Engineering & Inspection (CEI) Projects
- G. Reimbursement of Permits
- H. Policy on Use of Department Space and Equipment by Consultants and Outside Providers
- I. Administrative Add Ons for Subconsultant Costs
- J. Certification of Use of Lower Tier Subs
- K. Policy Statement on Use of Field Office Rates for On-Premises Consultant Employees
- L. Standard Items and Item Descriptions for Geotechnical and Materials Testing firms
- M. Simplified Self Certification for Non-Professional Services Firms
- N. Guideline for PE Acceleration

Attachment A
Automated Fee Proposal Guidelines

The most up-to-date Automated Fee Proposal and guidelines for its use can be found at:
<http://www.fdot.gov/procurement/formmenu.shtm>

Attachment B
FDOT Standard Work Classes

The following Job Classes are to be used for CATEGORIZING personnel on FDOT professional services consultant proposals. With the exception of where unusual project requirements exist, every effort should be made to list all personnel using these classes. These classes are not intended to be interpreted as Position Descriptions, but as a means of classifying personnel for proposals. **Personnel should be classified based on the classification definitions provided below, not based on the position title they hold within their firm.** It is recognized that exceptions will need to be made in the case of unusual staff requirements that do not fit within the standard job classes.

Class	Typical Qualifications
Accountant	Bachelors degree in Accounting. Only to be used for projects containing Work Type 22.0.
Acquisition Administrator	Current Real Estate Sales or Broker license with 5+ years of Acquisition experience.
Acquisition Agent	Current Real Estate Sales or Broker license with 3 or more years of Acquisition experience.
Appraisal Research Assistant	HS graduate or equivalent
Appraiser	registered and licensed appraiser
Archaeologist	Bachelors degree in related field and/or relevant experience
Architect	registered w/ 1+ years post registration experience
Architect Intern	entry level w/ degree and intern registration or equivalent
Associate Appraiser	registered or licensed appraiser
CADD/Computer Technician	Design and Drafting Associates degree with 1+ year of experience
CEI Architect	Registered Architect, with 4 yrs as registered architect. Please refer to CEI Scope of Services for additional information
CEI Asphalt Plant Inspector	HS grad or equiv, plus 1 yr of experience in surveillance & insp. of hot mix asphalt plant operations. Please refer to CEI Scope of Services for additional details.
CEI Assist Project Administrator/Project Engineer	A C.E. degree plus 1 yr of engineering exp. in constr. of major road or bridge; or for non-degreed personnel 6 years of engineering exp. Please refer to CEI Scope of Services for additional details.
CEI Assoc Contract Support Spec	HS grad plus 3 years of clerical exp. including 2 years exp. in constr. office mgmt. Please refer to CEI Scope of Services for additional details.
CEI Bridge Inspector	NACE Level I or BCI Level I; SSPC C-3 Lead Paint Removal; AWS Certified Welding Inspector. Please refer to CEI Scope of Services for additional details.
CEI Bridge Project Administrator	NACE Level III Certified or BCI Level II Certified; SSPC C-3 Lead Paint Removal; AWS Certified Welding Inspector. Please refer to CEI Scope of Services for additional details.
CEI Bridge Senior Inspector	NACE Level III Certified or BCI Level II Certified; SSPC C-3 Lead Paint Removal; AWS Certified Welding Inspector. Please refer to CEI Scope of Services for additional details.
CEI Building Inspector/Electrical	HS grad + 5 years exp. as building inspector or general contractor. Please refer to CEI Scope of Services for additional details.
CEI Casting Yard Engineer/Manager	P.E. in Fla. w/ 1 yr. of exp.; or non-registered with min. 3 years exp. Please refer to CEI Scope of Services for additional information.

Class	Typical Qualifications
CEI Communications Engineer	Elect. Engr. degree plus registered as a P.E. & 10 yrs exp. involving computer controlled systems for computerized traffic signal systems. Please refer to CEI Scope of Services for additional details.
CEI Consultant Engineer	A C.E. degree plus 2 years of eng. exp. in construction of major road or bridge structures, 2 years of which involved construction of major road or bridge structures with the exception of Complex Category 2 (CC2) bridge structures. Please refer to Contract Compliance Specialist Scope of Services for additional details.
CEI Contract Compliance Specialist	HS diploma or equivalent with 1 year of exp. as a resident compliance officer on a construction project or 2 years of assisting the compliance officer in monitoring the project. Please refer to Contract Compliance Specialist Scope of Services for additional details.
CEI Contract Support Specialist	HS diploma plus 4 years of road and bridge CEI exp. or a C.E. degree. Please refer to CEI Scope of Services for additional details.
CEI Environmental Specialist	B.S. degree in Environmental Science w/ 3 year's exp. Please refer to CEI Scope of Services for additional details.
CEI Geotech Engr- Cat I Bridge DSF (Drilled Shaft Foundations)	P.E. + 4 yrs exp as Geotechnical Engineer, including at least two Cat I bridges w/ drilled shaft foundations. Please refer to CEI Scope of Services for additional details.
CEI Geotech Engr- Cat I Bridge Pile	P.E. + 4 yrs exp. as Geotechnical Engineer including at least two Cat I bridges w/ pile foundations. Please refer to CEI Scope of Services for additional details.
CEI Geotech Engr- Cat II Bridge DSF (Drilled Shaft Foundations)	P.E. + 5 yrs exp as Geotechnical Engineer including at least one Cat II bridge w/ drilled shaft foundations. Please refer to CEI Scope of Services for additional details.
CEI Geotech Engr- Cat II Bridge Pile	P.E. + 5 yrs exp as Geotechnical Engineer, including at least one Cat II bridge w/ pile foundations. Please refer to CEI Scope of Services for additional details.
CEI Geotechnical Technician- DSF (Drilled Shaft Foundation)	CTQP Drilled Shaft Inspector w/ 3+ years exp. Please refer to CEI Scope of Services for additional details.
CEI Geotechnical Technician- Pile Foundation	CTQP Pile Driving Inspector w/ 3+ years exp. Please refer to CEI Scope of Services for additional details.
CEI Inspector/Engineer Intern	HS degree plus 2 yrs exp. in constr. inspection, or C.E. degree. Please refer to CEI Scope of Services for additional information.
CEI Inspector's Aide	HS degree or equivalent. Please refer to CEI Scope of Services for additional details.
CEI Instrument-Person	HS grad plus 3 yrs experience in construction surveying. Please refer to CEI Scope of Services for additional details.
CEI ITS Inspector	H.S. graduate or equiv. +2 years exp. in constr. inspection, one year of which was ITS const. inspection. Please refer to CEI Scope of Services for additional details.
CEI Landscape Inspector	H.S. graduate + 5 yrs commercial or roadway landscape construction exp. Please refer to CEI Scope of Services for additional details.
CEI Project Administrator/CEI Project Engineer	C.E. degree plus 2 years of engineering experience in constr. of major road & bridge, or for non-degreed personnel 8 yrs of engineering exp. If registered P.E., uses Project Engineer title. If non-registered, uses Project Administrator title. Please refer to CEI Scope of Services for additional details.

Class	Typical Qualifications
CEI Public Information Officer	H.S. graduate or equiv., and 3+ yrs of public information experience. Please refer to CEI Scope of Services for additional details.
CEI Res Compliance Specialist	HS grad with 1yr. experience. Please refer to CEI Scope of Services for additional details.
CEI Rod-Person/Chain-Person	HS grad with some survey exp. preferred. Please refer to CEI Scope of Services for additional details.
CEI Secretary/Clerk Typist	HS grad or equivalent plus 2 yrs clerical exp. Please refer to CEI Scope of Services for additional details.
CEI Senior Environmental Specialist	M.S. Degree in Physical or Natural Science & 7 yrs exp. Please refer to CEI Scope of Services for additional details.
CEI Senior Inspector- Bldg Struct.	HS grad plus 8 yrs exp. in construction inspection. Please refer to CEI Scope of Services for additional details.
CEI Senior Inspector/Senior Engineer Intern	HS grad plus 4 years exp. in constr. inspection, or C.E. degree & 1 year of road & bridge CEI experience. Please refer to CEI Scope of Services for additional details.
CEI Senior ITS Inspector	H.S. graduate or equiv. +4 years exp. in constr. inspection, two years of which were ITS construction inspection. Please refer to CEI Scope of Services for additional details.
CEI Senior Project Engineer	C.E. degree, & registered in the State of Florida as a P.E. (or if registered in another state, the ability to obtain registration in the State of Florida within six months) and 6 years of engineering experience. Please refer to CEI Scope of Services for additional details.
CEI Software Engineer	Elect. Engr. degree & 5 yrs exp. in traffic signal design, analysis, and implementation. Please refer to CEI Scope of Services for additional details.
CEI Survey Party Chief	High School graduate +4 years of experience in construction surveying. Please refer to the CEI Scope of Services for additional details.
CEI Systems Technician	H.S. graduate + 5 yrs exp. in electronic systems and/or traffic engineering technician level work. Please refer to CEI Scope of Services for additional details.
CEI Utility Coordinator	H.S. graduate or equivalent with 4+ years exp. in utility coordination. Please refer to CEI Scope of Services for additional details.
Certified Bridge Inspector	FHWA bridge inspection course graduate
Chief Archaeologist	Masters or PhD in related field with 20+ years of experience
Chief Computer Programmer	20+ years of programming experience and experience in software development
Chief Designer	20+ years of design experience , non-registered
Chief Engineer	PE (or if registered in another state, the ability to obtain registration in the State of Florida within six months) w/ 20+ years of post registration experience
Chief Geotechnical Engineer (Design)	P.E. (or if registered in another state, the ability to obtain registration in the State of Florida within six months) with 20+ yrs exp. in geotechnical foundation construction engineering
Chief Planner	Degree in planning or equivalent, with 20+ years exp.
Chief Scientist	Degree in related field with 20+ years of experience
Chief Utility Coordinator	HS Graduate with 20+ years of utility coordination experience including interpreting plans, and assisting the Utility Agency

Class	Typical Qualifications
	Owners (UAO) with completion of their work schedules and agreements, and FDOT, FHWA, and AASHTO standards, policies, procedures, and design criteria.
Computer Programmer	5+ years of programming experience and experience in software development
Contract Coordinator	Experience with coordinating contracts, amendments, or TWO
CPA	Licensed Certified Public Accountant, with 3 years post registration experience in business valuation. Only to be used for projects containing Work Type 22.0.
Designer	5+ years of design experience, non-registered
Designer - Associate	1 – 4 years of design experience, non-registered
Electrical Engineer	EE degree w/ 2+ years of post-graduate experience
Engineer	entry level PE (or if registered in another state, the ability to obtain registration in the State of Florida within six months) (PhD in Engineering without a PE license also acceptable)
Engineering Intern	entry level w/ engineering degree; EIT
Engineering Technician	Entry level up to 3 years of experience
Environmental Specialist	B.S. degree in physical or natural sciences or engineering w/ 2+ year's exp.
Geotechnical Engineer (Design)	P.E. (or if registered in another state, the ability to obtain registration in the State of Florida within six months) with 5+ yrs exp. in geotechnical foundation construction engineering
Geotechnical Technician (Design)	3+ years exp.
GIS Specialist	Degree in related field; or combination of education and experience
Graphic Designer	Degree in Graphic Design and/or relevant experience
Inspector	H.S. graduate or equivalent +2 years experience in inspection
ITS Inspector	H.S. graduate or equivalent +2 years experience in inspection, one year of which is ITS construction inspection
Land Planner	Degree in related field; or combination of education and experience or AICP
Landscape Architect	registered w/ 5+ years of experience
Landscape Architect Intern	entry level w/ BS degree or equivalent
Landscape Designer	Non-registered with 3+ years of experience
MAT Asphalt Plant Inspector	H.S w/ 4yr Industry Experience and Asphalt Plant Level 1&2
MAT CADD/Computer Technician	Technical Certification and/or 2 yrs experience
MAT Chief Engineer	P.E. (or if registered in another state, the ability to obtain registration in the State of Florida within six months) w/ 20+ years of post registration experience
MAT Engineer	P.E. (or if registered in another state, the ability to obtain registration in the State of Florida within six months) w/ 5 yrs Industry Experience
MAT Engineer Intern	Entry level w/ Engineering Degree and E.I.T. Certificate
MAT Engineering Technician	H.S. grad w/ 1yr Industry Experience and applicable CTQP qualifications
MAT Geologist	B.S. degree in Geology w/ 2yrs experience
MAT Geologist Professional	P.G. w/ 5 yrs Industry Experience
MAT GIS Specialist	2yrs Applicable Experience
MAT Inspector	H.S. grad w/ 1yr Industry Experience and applicable CTQP qualifications
MAT Pre-stress Inspector	H.S. grad w/ 1yr Industry Experience and applicable

Class	Typical Qualifications
	qualifications
MAT Principal Engineer	P.E. (or if registered in another state, the ability to obtain registration in the State of Florida within six months) w/ 15+ years of post registration experience
MAT Project Manager	H.S. grad w/ 3yrs Industry Experience
MAT Secretary/Clerical	Entry level w/ H.S. degree or equivalent
MAT Senior Asphalt Plant Inspector	H.S w/ 4yr Industry Experience; CTQP Asphalt Plant Level 1&2; CTQP Asphalt Paving Level 1&2; must complete additional training (if required by District).
MAT Senior Engineer	P.E. (or if registered in another state, the ability to obtain registration in the State of Florida within six months) w/ 10 yrs Industry Experience
MAT Senior Engineering Technician	H.S. grad w/ 4 yrs Industry Experience and applicable CTQP qualifications
MAT Senior Inspector	H.S. grad w/ 4 yrs Industry Experience and applicable CTQP qualifications
MAT Technical Secretary	H.S. grad w/ 3 yrs applicable Technical Experience
MAT Technician Aid	Entry level w/ H.S. degree or equivalent
Mechanical Engineer	ME degree w/ 2+ years of post-graduate experience
MOT - Qualified Worker/Flagger	MOT Intermediate Certification
MOT - Qualified Worksite Traffic Supervisor	MOT Advanced Certification
MOT Off-Duty Law Officer with Vehicle	Includes vehicle, labor and all coordination services.
Office Manager/EEO/RCS	3+ years of clerical experience (for use in CEI contracts only)
Planner	Degree in planning or equivalent/ 1+ years of experience
Principal Engineer	PE (or if registered in another state, the ability to obtain registration in the State of Florida within six months) w/ 15+ years of post registration experience
Project Architect	registered w/ 5+ years of post registration experience
Project Engineer	PE (or if registered in another state, the ability to obtain registration in the State of Florida within six months) w/ 2+ years of post-registration experience
Project Manager	PE (where appropriate) w/ 5+ years of post registration experience
Project Planner	Degree in planning or equivalent/ 5+ years of experience
Property Management Administrator	Current Real Estate Sales or Broker license with 5+ years of Property Management experience.
Property Management Agent	Current Real Estate Sales or Broker license with 3 or more years of Property Management experience.
Public Information Officer	H.S. graduate or equivalent, and 3+ years of public information experience
Relocation Administrator	5+ years of demonstrated current experience in administering and providing relocation assistance under the provisions of the Uniform Act.
Relocation Agent	3 or more years of demonstrated current experience in administering and providing relocation assistance under the provisions of the Uniform Act.
Scientist	Relevant Degree / Entry Level
Secretary/Clerical	entry level w/ HS degree or equivalent
Senior Accountant	Bachelors degree in Accounting with over 5 years experience in

Class	Typical Qualifications
	public accounting. Only to be used for projects containing Work Type 22.0.
Senior Acquisition Agent	Current Real Estate Sales or Broker license with 3+ years of Acquisition experience.
Senior Archaeologist	Masters or PhD in related field w/ 10+ years of experience
Senior Architect	registered w/ 10+ years of post-registration experience
Senior Certified Bridge Inspector	5+ years serving as a safety bridge inspection team leader who also coordinates, assists and provides guidance to other bridge inspection teams
Senior Computer Programmer	10+ years of programming experience and experience in software development
Senior Designer	10+ years of design experience, non-registered
Senior Electrical Engineer	EE degree w/ 10+ years of post-graduate experience
Senior Engineer	PE (or if registered in another state, the ability to obtain registration in the State of Florida within six months) w/ 10+ years of post-registration experience
Senior Engineering Technician	8+ years of experience
Senior Environmental Specialist	M.S. Degree in Physical or Natural Science & 7 yrs exp.
Senior Geotechnical Engineer (Design)	P.E. (or if registered in another state, the ability to obtain registration in the State of Florida within six months) with 10+ yrs exp. in geotechnical foundation construction engineering
Senior Inspector	HS degree + 4 years of experience
Senior ITS Inspector	H.S. graduate or equivalent +4 years experience in inspection, two years of which is ITS construction inspection
Senior Landscape Architect	registered w/ 10+ years of post-registration experience
Senior Mechanical Engineer	ME degree w/ 10+ years of post-graduate experience
Senior Planner	Degree in planning or equivalent w/ 10+ years of experience
Senior Project Engineer	C.E. degree, registered in the State of Florida as a PE (or if registered in another state, the ability to obtain registration in the State of Florida within six months) and 6 years of post-registration experience
Senior Relocation Agent	3+ years of demonstrated current experience in administering and providing relocation assistance under the provisions of the Uniform Act.
Senior Scientist	Relevant Degree w/ 10+ years of experience
Senior Specialist	No wage rate data collected
Senior Utility Coordinator	HS graduate with 10+ years of utility coordination experience including interpreting plans, and assisting the Utility Agency Owners (UAO) with completion of their work schedules and agreements, and FDOT, FHWA, and AASHTO standards, policies, procedures, and design criteria.
Specialist	No wage rate data collected
Suit Coordinator	2+ years of experience in real estate suit preparation.
SUR Aerial Sensor Operator	HS Graduate or Equivalent and 1+ years experience with the type of sensor(s) and data collection system(s) being utilized for raw data collection.
SUR Chief Scientist	Master Degree or Higher in needed field of subject matter expertise
SUR Chief Surveyor	PSM with 20+ years post license experience
SUR Contract Coordinator	5+ years of experience, includes activities such as coordinating proposals, invoices, labor tracking activities, and contract

Class	Typical Qualifications
	submittals. 3+ of those years on state or federal transportation contracts
SUR Field Crew Supervisor I	MOT Certification with 1+ years supervisory experience
SUR Field Crew Supervisor II	PSM and MOT Certification, with 1+ years supervisory experience
SUR Mobile Survey Analyst 1 (Entry)	HS Graduate or Equivalent with 2+ years survey experience, 1 of which must be in digital mapping using mobile remote sensing data.
SUR Mobile Survey Analyst 2 (Junior)	HS Graduate or Equivalent with 4+ years survey experience of which 2 years must be in processing, analysis, and adjustment of mobile remote sensing data
SUR Mobile Survey Analyst 3 (Senior)	HS Graduate or Equivalent with 6+ years survey experience of which 4 years must be in processing, analysis, and adjustment of mobile remote sensing data
SUR Mobile Survey Operator	HS Graduate or Equivalent with 4+ years survey experience, 2 of which must be in operation of mobile remote sensing equipment. Certification in MOT.
SUR Multi Engine Aircraft Pilot	FAA Certified and rated Aircraft Pilot w/ 1500 total logged pilot flying hours of which at least 500 hours were in multi-engine aircraft and at least 5 hours were in the make and model aircraft being flown
SUR Party Chief	HS Graduate or Equivalent with 5+ years of experience, or HS graduate with a Geospatial Science Related Secondary Degree or Certification with 2+ years Survey/Mapping/GIS experience.
SUR Principal Surveyor	PSM with 15+ years post license experience.
SUR Project Surveyor	PSM with 2+ years post licensure transportation Project Management experience
SUR Rotorcraft Pilot	FAA Certified and rated Rotorcraft Pilot w/ 1000 total logged pilot flying hours of which at least 250 hours were in Rotorcraft.
SUR Secretary/Clerical	Entry level w/ HS Grad or Equivalent
SUR Senior Project Surveyor	PSM with 6+ years post licensure transportation Project Management experience
SUR Senior Surveyor	PSM with 10+ years post license experience.
SUR Single Engine Aircraft Pilot	FAA Certified and rated Aircraft Pilot w/ 500 total logged pilot flying hours
SUR SUE Technician 1 (Entry)	HS Graduate or Equivalent with entry level experience in Utility or Survey
SUR SUE Technician 2 (Junior)	HS Graduate or Equivalent with 2+ years SUE experience
SUR SUE Technician 3 (Senior)	HS Graduate or Equivalent with 4+ years SUE experience
SUR Survey Technician 1 (Entry)	HS Graduate or Equivalent with entry level experience in Survey
SUR Survey Technician 2 (Junior)	HS Graduate or Equivalent with 2+ years survey experience
SUR Survey Technician 3 (Senior)	HS Graduate or Equivalent with 4+ years survey experience
SUR Survey/GIS/SUE Analyst 1 (Entry)	HS Graduate or Equivalent 1+ years Survey/Mapping/GIS experience
SUR Survey/GIS/SUE Analyst 2 (Junior)	HS Graduate or Equivalent with 5+ years, or HS plus Geospatial Related Secondary Degree or Certification (GISP) with 2+ years Survey/Mapping/GIS experience
SUR Survey/GIS/SUE Analyst 3 (Senior)	HS Graduate or Equivalent with 8+ years, or HS plus Geospatial Related Secondary Degree or Certification (GISP) with 4+ years Survey/Mapping/GIS experience
SUR Surveyor	PSM with 1+ year post licensure transportation experience

Class	Typical Qualifications
SUR UAS Operator	Unmanned Autonomous System (UAS) Operator - HS Graduate / equivalent with 1+ years survey experience, and 1+ years UAS experience. If system is airborne, a Federal Aviation Administration (FAA) Remote Pilot Certificate is also required.
Technician Aid	Entry level Design and Drafting
Utility Coordinator	H.S. graduate or equivalent with 4+ years of experience in utility coordination

Attachment C

Average Actual Salary Rates and Average Negotiated Rates

Current Wage Rate Data can be found with the attached link:

http://www2.dot.state.fl.us/sasweb/cgi-bin/broker.exe?_service=default&_program=inetprog.db2.afpwagerateform.scl

Attachment D

Current Averages for Audited Overhead, Expense and Facilities Capital Cost of Money (FCCM) Rates

Updated: January 11, 2016

<u>RATE</u>	<u># OBS.</u>	<u>HIGH</u>	<u>LOW</u>	<u>MEAN</u>
Home Office Overhead	1045	241.15%	112.40%	169.21%
Field Office Overhead	496	175.76%	84.28%	123.69%
Home Office Expense	945	36.14%	0.610%	9.80%
Field Office Expense	442	33.65%	1.10%	13.19%
FCCM	943	1.392%	0.035%	0.347%

The averages were calculated using three years worth of audit data, after eliminating the highest and lowest 5%. Self-certified rates, interim rates, and rates determined from job cost accounting system reviews were also eliminated from the calculations, since they are unaudited rates.

The average overhead, expense, and FCCM rates are to be used for comparatively assessing consultant cost control efforts, in accordance with Section 5.0, Negotiation of Operating Margin.

The averages will be used as caps on maximum awarded overhead (indirect costs) rates for firms who submit unaudited rates, including interim reimbursement rates, self-certified reimbursement rates, and job cost accounting system review reimbursement rates for use on professional services contracts.

Date: January 11, 2016
Subject: Department Limits on Consultant Overhead, Direct Expense, and FCCM for unaudited rates, including interim, self-certified, and job cost accounting system review rates

The Department will cap unaudited, rates, including interim reimbursement rates, self-certified reimbursement rates, and job cost accounting system review reimbursement rates submitted by consultant firms for use on professional services contracts.

Based on the latest review of three previous years of overhead audit statements submitted by qualified professional services consultants, the resulting limits are established as follows:

Home Office Overhead (Home Office Indirect Rate)	169.21%
Field Office Overhead (Field Office Indirect Rate)	123.69%
FCCM (Facilities Capital Cost of Money Rate)	0.347%
Home Office Direct Expense Rate	9.80 %
Field Office Direct Expense Rate	13.19%

Attachment E

Self Certification of Accounting System and Reimbursement Rates

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**SELF-CERTIFICATION OF ACCOUNTING SYSTEM AND
 REIMBURSEMENT RATES**

375-030-61
 PROCUREMENT
 02/14
 Page 1 of 2

Consultant Name: _____ Federal ID Number: _____
 Contact Person: _____ Phone Number: _____
 E-Mail: _____
 Qualifying For: Minor Projects (Under \$500,000)
 Or: Work Group 22

Accounting Questionnaire

1. General:

What Fiscal Year is used by your firm? _____
 Statements on cash or accrual basis? _____
 Do you use a Published Fee Schedule for all clients? If so, please provide. _____

2. Labor Costs (Time Sheets)

**Yes or No
 Response**

Do all employees keep time sheets? _____
 Do time sheets indicate project and overhead accounts? _____
 Do employees sign time sheets? _____
 Are time sheets reviewed and signed by supervisors? _____
 Are payroll expenditures distributed to appropriate accounts based on time sheets? _____
 Is a payroll register prepared for every pay period? _____

3. Reading Material

Have you read Section 1, Part II of the [Reimbursement Rate Audit Guidelines](#)? _____

4. Expenditures

Are all expenditures identified and recorded in the General Ledger as overhead or direct costs? _____
 Are direct costs identified as direct charges to projects regardless of eligibility for reimbursement? _____
 Are costs associated with the fee schedule excluded from the indirect and the direct cost pools? _____

5. Accounting for Costs and Expenses

Does the General Ledger separate direct cost from indirect (overhead)? _____
 Is a job cost ledger or cost report maintained for every project? _____
 Is the amount of premium overtime included in the direct or indirect expense rates? _____

6. Estimating Costs for Price Proposals

Is the method of estimating costs for pricing purposes consistent with the accumulation and reporting of costs under your job cost system? _____

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**SELF-CERTIFICATION OF ACCOUNTING SYSTEM AND
 REIMBURSEMENT RATES**

375-030-51
 PROCUREMENT
 02/14
 Page 2 of 2

SELF-CERTIFICATION OF ACCOUNTING SYSTEM AND REIMBURSEMENT RATES

RATE SUMMARY FOR YEAR ENDING: _____

Reimbursement rates are calculated by dividing total allowable costs by total direct labor costs. For these calculations, certain direct or indirect expenses, such as travel, mileage, interest, certain advertising costs, etc., must be limited or excluded in accordance with Florida Statute 112.061 or Federal Acquisition Regulations, sub Part 31.2. These regulations may be viewed on the Internet at https://acquisition.gov/far/current/html/Subpart%2031_2.html#wp1095552. If a field office is needed, a separate determination should be performed.

<u>Description</u>	<u>Home Office</u>	<u>Field Office</u>
Direct Labor Base	\$ _____	\$ _____
Fringe Benefit Rate	_____ %	_____ %
General Overhead Rate	_____ %	_____ %
Combined Overhead Rate	_____ %	_____ %
Direct Expense Rate	_____ %	_____ %

A listing of the fringe benefits and general overhead costs utilized in calculating the overhead rates shown above and a listing of the direct expenses utilized in calculating the direct expense rate shown above must be attached to this certification with any excluded items identified.

COMPUTATION OF FACILITIES CAPITAL COST OF MONEY (FCCM)- OPTIONAL

	<u>Balance Start of FY</u>	<u>Balance End of FY</u>
Net Capital Assets	\$ _____	\$ _____
<u>Average Net Book Value</u> (required)	\$ _____	
Average US Treasury Rate	_____ %	
Facilities capital Cost (Average x Rate)	\$ _____	
Direct Labor Base for Fiscal Year	\$ _____	
FCCM Rate (Cost/Direct Labor)	_____ %	

CERTIFICATION

I hereby certify that I have reviewed the information used to establish final indirect cost rates for the fiscal period as indicated in this form and to the best of my knowledge and belief:

- 1) All costs used to establish final indirect costs rates are allowable in accordance with the applicable costs principles of the Federal Acquisition Regulations (FAR) of Title 48, Code of Federal Regulations (CFR), part 31.
- 2) This submitted information (inclusive of indirect costs) does not include any costs which are expressly unallowable under the costs principles of the FAR of 48 CFR 31.

Additionally, I certify that all known material transactions or events that have occurred affecting the firm's ownership, organization, and indirect costs have been disclosed.

Also, it is hereby certified that the accounting system for this firm meets the minimum requirements set forth in Department Guidelines and that all information contained hereon, including attachments, is true and correct.

(Signature)	(Date)
(Name and Title)	(Company Name)

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**SELF-CERTIFICATION OF ACCOUNTING SYSTEM AND
REIMBURSEMENT RATES
INSTRUCTIONS**

375-030-61
PROCUREMENT
02/14

Self-Certifications for Minor Project Work

Consultants requesting qualification for minor projects only, subconsultants with contract fees under \$500,000, or consultants qualifying solely to perform appraisal services or to prepare or review business damage estimates under Work Group 22, are not required to submit an audit report or to request an accounting system review. Each District Professional Services Unit (PSU) within the Department may negotiate reimbursement rates appropriate for the specific contract being negotiated in these instances.

Consultants performing work less than \$500,000 who desire to pre-establish reimbursement rates for presentation to the Department during contract negotiations may, as an option, submit a self-certified reimbursement rate request to Central Office Procurement. This request must contain the same cost information presented in a Reimbursement Rate Audit Report, but may be certified by a principal of the firm rather than a certified public accountant. Overhead, FCCM and direct expense rates established following review of a self-certified reimbursement rate request are subject to the currently established maximum caps based on the Department's review of average audited reimbursement rates. Current maximum caps for the Department's reimbursement rates are found on the Procurement Office website at <http://www.dot.state.fl.us/procurement/news.shtm>. Self-certified reimbursement rate requests should be forwarded to Central Office Procurement for review.

If the consultant performing minor services has not acted to pre-establish reimbursement rates prior to entering contract negotiations with the District PSU, the PSU may require the consultant to complete and submit a self-certified reimbursement rate request. The PSU should forward the report to Central Office Procurement for review. Central Office Procurement will prepare a report of the reimbursement rates supported by the financial information included with the self-certified reimbursement rate request. The Procurement Office report will be distributed to the consultant and the requesting PSU. Reimbursement rates established will be entered in the Professional Services Information System (PSI) database, and made available for use by all Department PSUs.

Self-Certification of Accounting System and Reimbursement Rates

Self-certified reimbursement rate requests are to be prepared accordance with this form. Page 1 of the form is a questionnaire concerning the consultant's accounting system and related information. Page 2 allows the consultant to list their proposed reimbursement rates, including: a declaration of a period ending date within 18 months of the certification date; the direct labor base for that period; the consultant's proposed fringe benefit rate, general overhead rate, and combined overhead rate; the proposed direct expense rate; and the average net book value of capitalized assets. Page 2 also requires certification of the information submitted by a principal of the firm.

Additional sheets must be attached listing the indirect and direct expenses supporting the consultant's rate calculations.

Attachment F
Overhead Rates for Subconsultants on Construction Engineering & Inspection (CEI) Projects

MEMORANDUM

DATE: February 18, 2014

TO: Professional Services Administrators

FROM: Carla Perry, P.E., Manager, Procurement Office

SUBJECT: Overhead Rates for Subconsultants on Construction Engineering & Inspection (CEI) Projects

There have been some questions regarding the appropriate overhead rate which should be allowed for subconsultants who are working on CEI projects. Currently, some negotiators are allowing the subconsultant (who may be furnishing administrative personnel for the field office and/or technical personnel for field operations) to charge an audited or negotiated field office overhead rate whereas other negotiators are restricting the subconsultant to fringe benefits and minimal general overhead. The differences in methodology have created problems for the subconsultants, especially when they move from District to District or even from job to job within the same District.

Although I believe the District should have the flexibility to negotiate in a manner that affords them a fair, reasonable and competitive price, I also believe that consistency in our negotiations- is important. The contractual arrangements between the prime consultant and the subconsultant are the responsibility of the prime; however, their arrangement does impact on the cost of our project and it is up to us to determine an acceptable price.

The same cost principles which are used in negotiating the prime consultant's fee should also be applied to the subconsultant. If the subconsultant is providing personnel which would otherwise be provided by the prime and for which the prime would be allowed to charge a full field office overhead rate, then the subconsultant should also be allowed a field office overhead rate which is computed on a comparable basis. The- subconsultant's overhead rate is computed on a direct labor basis just the same as the prime consultant and to not allow him to recover his allowable overhead would unjustly penalize him.

There may be instances where the subconsultant's overhead should be restricted. For example, assume that the subconsultant proposes to provide a secretary for a field office, but in lieu of assigning one of his employees to the job, he hires a temporary person on a contractual arrangement for the job. Since the person is not a bonafide employee of the subconsultant, he would not be entitled to any overhead for the employee.

We generally have an audited overhead rate and verification of the adequacy of the prime consultant's accounting system prior to selection, for a particular project. This information is-used during the negotiations process to help us obtain a fair, reasonable and competitive price; however, this same information may not be available for the subconsultant due to the lack of prequalification requirements. Subconsultants should be handled in the following manner:

1. Proposed costs less than \$500,000: The negotiating officer should require that the subconsultant provide documentation which will support all costs which are proposed. An independent overhead audit is not required, unless desired by the negotiating officer; however, the subconsultant should be required to provide some type of documentation, i.e., a trial balance, self-certification statement, etc, which will support the reasonableness of the proposed overhead rate.

The purpose of this memorandum is to provide additional guidance in the above areas; however, if you should have any questions, please contact the Procurement Office.

Attachment G
Reimbursement of Permits

DATE: November 8, 2013

TO: All Consultants qualified with the Florida Department of Transportation

The Department of Transportation is making a modification to the current contract negotiations procedures and practices, with regard to the reimbursement of permits for professional services consultant contracts. Effective with the 2013 reimbursement rate audit, the Department will reimburse the costs of permits as a separate direct cost rather than through the direct expense percentage submitted annually as part of the reimbursement rate audit.

Consultants will need to exclude all permits costs from the calculated direct expense percentage in your next annual reimbursement rate audit submittal. The Department will accept invoices that include the costs of permits, documented by appropriate receipts.

Generally, no other direct expenses should be invoiced as separate items. They will continue to be compensated through the direct expense percentage. This method of reimbursing permit costs may not be applied to existing contracts nor to supplement any existing contracts.

All consultants should immediately forward this e-mail to their independent CPA who prepares their annual audits.

If there are any questions, please contact Jeffrey Owens at (850) 414-4539.

Sincerely,

Carla Perry, P.E., Manager,
Procurement Office

Attachment H
Policy Statement (001375-025-)
Use of Department Space and Equipment
by Outside Providers



Florida Department of Transportation

CHARLIE CRIST
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

STEPHANIE C. KOPELOUSOS
SECRETARY

POLICY

Effective: July 19, 2007
Office: Procurement
Topic No.: 001-375-025-g

USE OF DEPARTMENT SPACE AND EQUIPMENT BY OUTSIDE PROVIDERS

It is the objective of the Florida Department of Transportation to enhance productivity by making the most cost-effective use of its resources. Professional Consultants and other service providers are a significant resource to the Department and it is the policy of the Department to be innovative in the use of this resource to increase effectiveness while controlling costs.

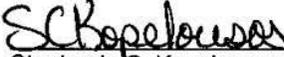
As part of the effort to achieve this objective, the Department may allow consultants and other service providers to share Department office space for the contract duration. Before allowing such use, the following conditions must exist:

It must clearly enhance the productivity of the consultant in performing the scope of services or require daily interaction with Department staff to effectively perform their duties. This would not usually be true of consultants working on a phase of a transportation project (Planning, Design, Right of Way, Construction, Maintenance). It may be true of consultants performing management or administrative support functions such as general consultants, systems consultants, or accounting and auditing consultants.

The decision to provide Department space to the consultant should be made prior to contracting so that consideration may be given to offsetting the cost of the consultant services with the value of the space provided. This would occur during the competitive negotiations of a professional services contract. For services acquired pursuant to sealed competitive bids or proposals, the request for proposal or invitation to bid should clearly identify the availability of Department space so that it may be factored into the bid price by the proposer.

Consultants housed in Department space may only work on the Department project requiring their presence. Other non-project activities, such as marketing, are prohibited.

Consultant staff working in Department space should, whenever possible, use available Department office equipment (furniture, computer hardware and software, copiers, etc.). Department equipment, which will be made available for consultant use on the project, should be identified prior to contracting, to allow the Department to realize maximum cost benefit in negotiated or bid prices. When Department equipment is not available, consideration may be given to allowing the consultant to bring their own equipment into Department space for use on the project, if it is essential to the effective performance of the contracted services. All applicable Department policies, procedures, standards and guidelines concerning consultant owned equipment, including data processing equipment and software, must be adhered to by the consultant.


Stephanie C. Kopelousos
Secretary

Attachment I
Administrative Add Ons for Subconsultant Costs

MEMORANDUM

DATE: February 19, 1993

To: Terry Cappellini, Manager, Contractual Services, MS 20
Woody Lawson, Turnpike Production, MS 98
Professional Services Administrators, Districts 1 - 7

From: Lowell R. Clary, Chief Internal Auditor

Copies: Buddy Marcoux, Frank Carlile, Tom Barry, Tereasa Stewart,
District Secretaries, Districts 1 - 7, Jim Ely

Subject: Administrative Add On Charges to Consultant Contracts

There have been past contracts between the Department and consultants which have allowed an administrative add on charge for the handling of subconsultants by the prime contractor in addition to the overhead, labor, and operating margin which are a normal part of the contract. These administrative fees, or whatever name they are proposed under, are charges which the consultant is already being reimbursed for through his overhead and operating margin portion of the contract.

When the Department enters into a contract with a consultant, we agree to pay the consultant for his labor, administrative overhead (which includes the operation cost of his home, branch, or field offices) plus an operating margin on his labor and overhead costs. In addition we also reimburse the consultant for any out of pocket expenses on a dollar for dollar basis. These additional expenses includes subconsultants. When the Department allows the consultant to include an additional administrative add on for the handling of subconsultants, we are actually allowing the consultant to bill us twice for what we are already paying him for in our reimbursement for labor, overhead, and operating margin. The same people who process the subconsultant paper work for the prime consultant are either being directly reimbursed as part of the direct labor, or their salary and expense cost are part of their overhead.

In order to prevent this from continuing, we suggest that any additional administrative add ons contained in a contract over and above the overhead, operating margin, and facilities capital cost of money be disallowed.

Attachment J
Certification of Use of Lower Tier Subs

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
CERTIFICATION OF USE OF LOWER TIER SUBS

375-030-40
PROCUREMENT
01/11

Financial Project No.: _____
Project Description: _____

I, the undersigned, certify that I have disclosed all lower tier subconsultants/sub-vendors proposed to be used by my firm to perform services on the subject FDOT contract.
In accordance with Section 7A of the Standard Professional Services Contract, I understand that: "The Consultant will not sublet, assign or transfer any work under this Agreement to other than subconsultants specified in the Agreement without the written consent of the Department."
I will comply with the aforementioned FDOT contractual requirement.
Additionally, I certify that all rates proposed by my firm in the fee proposal do not reflect blending of costs with lower tier subconsultants/sub-vendors.

I further certify that either:
(Indicate choice by checking box)

There are no lower tier subconsultants/sub-vendors to my consultant firm on this contract.

Or

I have disclosed all lower tier subconsultants/sub-vendors to my firm, and the full list of lower tier subconsultants/sub-vendors who may be utilized by my firm on this contract is provided below:

Firm Name: _____

Signature: _____

Name of Certifying Official (Print): _____

Title: _____

Date of Certification: _____

From: Blanchard, Brian

Sent: Monday, November 22, 2010

Subject: FDOT REQUIREMENT FOR DISCLOSURE OF LOWER TIER SUBS

In light of recent attention from Federal Highway Administration regarding contractor certification of costs, the Department feels it is necessary to re-emphasize a contractual requirement which was first disseminated to all FDOT prequalified geotechnical firms in 2007.

All professional services consultant firms, including geotechnical firms, are required to disclose the intended use of lower tier subs during contract negotiations. Lower tier subs, including drilling firms, must be authorized in the FDOT contract prior to services being rendered. It is not appropriate for geotech firms to certify rates as their own that are attributable to lower tier subs, or reflect a blending of the geotech firm's rates with lower tier drilling sub rates. Subconsultant/subcontractor rates are stand-alone, and each subconsultant/subcontractor should be separately authorized in the contract, regardless of tiered status. Unauthorized subs are not in accordance with FDOT Standard Professional Services Agreement, Section 7A, which states: "The Consultant... will not sublet, assign, or transfer any work under this Agreement to other than subconsultants specified in the Agreement without the written consent of the Department."

If uncovered in a contract audit, costs associated with unauthorized subconsultants/subcontractors would constitute an audit finding, and may ultimately be disallowed.

In order to ensure compliance with this disclosure requirement, the FDOT district Professional Services Offices will begin use of a certification statement, attesting to disclosure of all lower tier subs.

This certification will be required for geotechnical firms and surveying & mapping firms who are compensated in whole or part using fee schedule rates on FDOT contracts, whether at a prime or subconsultant level. The certification form will be completed and submitted during contract negotiations.

Please contact the Procurement Office, 414-4484, if there are any questions.

Brian A. Blanchard, P.E.

Assistant Secretary for Engineering & Operations

Attachment K
Policy Statement on Use of Field Office Rates for On-Premises Consultant Employees

MEMORANDUM

DATE: 9-17-12

Subject: Use of Field Office Rate for On-premises Consultant Employees

Projects involving consultant staff housed in FDOT facilities for an uninterrupted on-site project duration of 6 months or greater will utilize the field office overhead rate.

Field Office Overhead Rate:

Field office is defined as any office that the consultant or contractor specifically establishes or has furnished to them at or near the project site to be used exclusively for project purposes. The office may be a trailer, building, room or series of rooms, or workspace (cubicle, office, etc.) within any DOT owned or leased building, for the use of consultant personnel. If the proposed project requires the establishment of a field office, a separate overhead rate for the field office must be submitted. If the Consultant does not have an approved field office overhead rate which has been established through the prequalification process, a field office overhead rate should be prepared by the Consultant in accordance with the instructions contained in Chapter 5.6 of the AASHTO Uniform Audit & Accounting Guide (see Table 5-6, page 42).

Use of Field Office for non-CEI type projects: For contract negotiation purposes, a field office rate (labor and expenses) shall be applied when consultant staff is assigned in Department space for a minimum of six consecutive months. If the proposed project involves the use of DOT office space or equipment by consultants, the Department's policy on this issue, which is included as Attachment H, should be observed.

Please contact the Procurement Office, 414-4484, if there are any questions.

Brian A. Blanchard, P.E.
Assistant Secretary for Engineering & Operations

Attachment L
Standard Items and Item Descriptions for Geotechnical and Materials Testing firms

Item #	Item Description	Unit	NOTES / COMMENTS
100	Aggregate Acid Insol Retained 200 Sieve (FM 5-510)	Test	Includes all labor, equipment and materials to perform test.
101	Aggregate Carbonates and Organic Matter (FM 5-514)	Test	Includes all labor, equipment and materials to perform test.
102	Aggregate Organic Impurities in Sand for Concrete (AASHTO T 21)	Test	Includes all labor, equipment and materials to perform test.
103	Aggregate Shell Content of Coarse Aggregate (FM 5-555)	Test	Includes all labor, equipment and materials to perform test.
104	Aggregate Sieve Analysis of Fine and Coarse Aggregate (AASHTO T 27)	Test	Includes all labor, equipment and materials to perform test.
105	Aggregate Soundness (AASHTO T 104)	Test	Includes all labor, equipment and materials to perform test.
106	Aggregate Specific Gravity/Absorption Coarse (AASHTO T 85)	Test	Includes all labor, equipment and materials to perform test.
107	Aggregate Total Moisture Content by Drying (AASHTO T-255)	Test	Includes all labor, equipment and materials to perform test.
108	Aggregate Unit Mass and Voids (AASHTO T 19)	Test	Includes all labor, equipment and materials to perform test.
200	Asphalt Bulk Specific Gravity (FM 1-T 166)	Test	Includes all labor, equipment and materials to perform test.
201	Asphalt Content (FM 5-563)	Test	Includes all labor, equipment and materials to perform test.
202	Asphalt Friction Panel	Test	Includes all labor, equipment and materials to perform test. Included tests FM 5-563 (Asphalt Content) and FM 1-T030 (Gradation). Sampling & delivery are not included.
203	Asphalt Gradation & Content (FM 1-T 030 & FM 5-563)	Test	Includes all labor, equipment and materials to perform test.
204	Asphalt Gradation (FM 1-T 030)	Test	Includes all labor, equipment and materials to perform test.
205	Asphalt Gyrotory Compaction 3 Specimens (AASHTO T 312)	Test	Includes all labor, equipment and materials to perform test.
206	Asphalt Los Angeles (LA) Abrasion Coarse Agg (FM 3-C 535)	Test	Includes all labor, equipment and materials to perform test.
207	Asphalt Los Angeles (LA) Abrasion Small Agg (FM 1-T 096)	Test	Includes all labor, equipment and materials to perform test.
208	Asphalt Max Specific Gravity (FM 1-T 209)	Test	Includes all labor, equipment and materials to perform test.
209	Asphalt Pavement Coring – 4” dia with Base Depth Check	Each	Includes all labor, equipment, and materials required to obtain core, patch hole, field photos, cross slope, rut measurement, and thickness measurement (refer to MM3.2). Does not include MOT or mobilization.
210	Asphalt Pavement Coring – 4” dia without Base Depth Check	Each	Includes all labor, equipment, and materials required to obtain core, patch hole, field photos, cross slope, rut measurement, and thickness measurement (refer to MM3.2). Does not include MOT, mobilization or aggregate base depth check.
211	Asphalt Pavement Coring – 6” dia with Base Depth Check	Each	Includes all labor, equipment, and materials required to obtain core, patch hole, field photos, cross slope, rut measurement, and

Item #	Item Description	Unit	NOTES / COMMENTS
			thickness measurement (refer to MM3.2). Does not include MOT or mobilization.
212	Asphalt Pavement Coring – 6” dia without Base Depth Check	Each	Includes all labor, equipment, and materials required to obtain core, patch hole, field photos, cross slope, rut measurement, and thickness measurement (refer to MM3.2). Does not include MOT, mobilization or aggregate base depth check.
213	Asphalt Structural Panel (see long description for test methods)	Test	Includes all labor, equipment and materials to perform test. Includes tests: FM 5-563 (Asphalt Content), FM 1- T030 (Gradation), FM 1-T209 (Gmm - Maximum Specific Gravity) & FM 1-T166 (Gmb - Bulk Specific Gravity) . Sampling & delivery are not included.
300	Concrete Beam Flexural Testing (ASTM C78)	Test	Includes all labor, equipment and materials to perform test.
301	Concrete Compressive Compressive Strength of Grout\Mortar (ASTM C 109)	Test	Includes all labor, equipment and materials to perform test.
302	Concrete Cylinder Curing, Capping & Breaking (ASTM C39)	Test	Includes all labor, equipment and materials to perform test.
303	Concrete Drilled Cores and Sawed Beams (ASTM C42)	Test	Includes all labor, equipment and materials to test samples for compressive and flexural strength. Does not include equipment or labor for obtaining sample.
304	Concrete Masonry Unit Sampling & Testing (ASTM C140)	Test	Includes all labor, equipment and materials to perform test.
305	Concrete Pavement Coring - 4" Dia	Each	Includes all labor and materials required to obtain core, patch hole, field photos, cross slope, rut measurement, and thickness measurement. Does not include MOT, mobilization or aggregate base depth check.
306	Concrete Pavement Coring - 6" Dia	Each	Includes all labor and materials required to obtain core, patch hole, field photos, cross slope, rut measurement, and thickness measurement. Does not include MOT, mobilization or aggregate base depth check.
307	Concrete Resistivity (FM 5-578)	Test	Includes all labor, equipment and materials to perform test.
400	Geo 3D Thermal Modeling	Hour	Includes all labor, equipment and materials to provide service. Does not include equipment mobilization or engineering analysis and reporting.
401	Geo Auger Borings- Hand & Truck/Mud Bug	LF	Includes all labor, equipment and materials to perform test.
402	Geo Auger Borings- Track	LF	Includes all labor, equipment and materials to perform test.
403	Geo Backhoe (Owned)	Day	Use this line item when the Backhoe is owned. Daily usage rate for owned Backhoe where cost is not included in FDOT Direct Expense Labor multiplier.
404	Geo Backhoe (Rental without labor)	Task	Backhoe rental cost, when labor is not included in the task, above \$10,000 per Task which meets the definition of "extraordinary" expense and will be compensated using this item on the contract. Rate will be \$10,000, actual paid will be based on actual invoice. Backhoe rental costs below \$10,000 per Task are expected to be included in FDOT Direct Expense Labor multiplier.
405	Geo Barge (Owned)	Day	Use this line item when the Barge is owned. Daily usage rate for owned Barge where cost is not included in FDOT Direct Expense Labor multiplier.
406	Geo Barge (Rental without labor)	Task	Barge rental cost, when labor is not included in the task, above \$10,000 per Task, which meets the definition of "extraordinary"

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			expense and will be compensated using this item on the contract. Rate will be \$10,000, actual paid will be based on actual invoice. Barge rental costs below \$10,000 per Task are expected to be included in FDOT Direct Expense Labor multiplier.
407	Geo Chainsaw (Owned)	Day	Use this line item when the Chainsaw is owned. Daily usage rate for owned Chainsaw where cost is not included in FDOT Direct Expense Labor multiplier.
408	Geo Concrete Pad & Cover for Monitoring Wells	Each	Includes all labor, equipment and materials to build and provided one (1) 2 feet X 2 feet square pad with steel hand-hole or riser cover and lock.
409	Geo CPT Truck/Mud Bug 000-050 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.
410	Geo CPT Truck/Mud Bug 050-100 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.
411	Geo CPT Truck/Mud Bug 100-150 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.
412	Geo CPT Truck/Mud Bug 150-200 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.
413	Geo Crosshole Sonic Logging (CSL)	Day	Includes all labor, equipment and materials to perform test per Day. Does not include Mobilization or engineering & reporting labor.
414	Geo Dilatometer Sounding	Hour	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.
415	Geo Double Ring Infiltration (ASTM D3385)	Each	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.
416	Geo Dozer (Owned)	Day	Use this line item when the Dozer is owned. Daily usage rate for owned Dozer where cost is not included in FDOT Direct Expense Labor multiplier.
417	Geo Dozer (Rental without labor)	Task	Dozer rental cost, when labor is not included in the task, above \$10,000 per Task which meets the definition of "extraordinary" expense and will be compensated using this item on the contract. Rate will be \$10,000, actual paid will be based on actual invoice. Dozer rental costs below \$10,000 per Task are expected to be included in FDOT Direct Expense Labor multiplier.
418	Geo Drill Crew Support Vehicle	Day	Includes mobilization and daily use of equipment. Does include crew labor.
419	Geo Drilling Crew 2-Person	Hour	Intended to compensate for special circumstances not covered under other Geotechnical labor categories and/or unit rates as agreed to by the Department and Consultant.
420	Geo Drilling Crew 3-Person	Hour	Intended to compensate for special circumstances not covered under other Geotechnical labor categories and/or unit rates as agreed to by the Department and Consultant.
421	Geo Dynamic Pile Testing/Pile Driving Analysis	Day	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.
422	Geo Extra SPT Samples-Barge/Track/Amphibious 000-050 Ft	Each	Includes all labor, equipment, and materials required to obtain sample within depth specified. Does not include Mobilization, MOT or grouting of open hole.
423	Geo Extra SPT Samples-Barge/Track/Amphibious 050-100 Ft	Each	Includes all labor, equipment, and materials required to obtain sample within depth specified. Does not include Mobilization, MOT or grouting of open hole.
424	Geo Extra SPT Samples-Barge/Track/Amphibious 100-150 Ft	Each	Includes all labor, equipment, and materials required to obtain sample within depth specified. Does not include Mobilization,

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			MOT or grouting of open hole.
425	Geo Extra SPT Samples-Barge/Track/Amphibious 150-200 Ft	Each	Includes all labor, equipment, and materials required to obtain sample within depth specified. Does not include Mobilization, MOT or grouting of open hole.
426	Geo Extra SPT Samples-Barge/Track/Amphibious 200-250 Ft	Each	Includes all labor, equipment, and materials required to obtain sample within depth specified. Does not include Mobilization, MOT or grouting of open hole.
427	Geo Extra SPT Samples-Truck/Mud Bug 000-050 Ft	Each	Includes all labor, equipment, and materials required to obtain sample within depth specified. Does not include Mobilization, MOT or grouting of open hole.
428	Geo Extra SPT Samples-Truck/Mud Bug 050-100 Ft	Each	Includes all labor, equipment, and materials required to obtain sample within depth specified. Does not include Mobilization, MOT or grouting of open hole.
429	Geo Extra SPT Samples-Truck/Mud Bug 100-150 Ft	Each	Includes all labor, equipment, and materials required to obtain sample within depth specified. Does not include Mobilization, MOT or grouting of open hole.
430	Geo Extra SPT Samples-Truck/Mud Bug 150-200 Ft	Each	Includes all labor, equipment, and materials required to obtain sample within depth specified. Does not include Mobilization, MOT or grouting of open hole.
431	Geo Extra SPT Samples-Truck/Mud Bug 200-250 Ft	Each	Includes all labor, equipment, and materials required to obtain sample within depth specified. Does not include Mobilization, MOT or grouting of open hole.
432	Geo Field Permeability 0-10 Ft (Open - End Borehole Method)	Each	Includes all labor, equipment, and materials required to perform test. Does not include Mobilization or MOT.
433	Geo Field Permeability 10-25 Ft (Open - End Borehole Method)	Each	Includes all labor, equipment, and materials required to perform test. Does not include Mobilization or MOT.
434	Geo Ground Penetrating Radar (GPR)	Hour	Includes all labor, equipment and materials to provide service. Does not include Mobilization of equipment.
435	Geo Grout Boreholes-Barge/Track/Amphibious 000-050 Ft	LF	Includes all labor, equipment, and materials required to grout the bore hole. Does not include Mobilization or MOT.
436	Geo Grout Boreholes-Barge/Track/Amphibious 050-100 Ft	LF	Includes all labor, equipment, and materials required to grout the bore hole. Does not include Mobilization or MOT.
437	Geo Grout Boreholes-Barge/Track/Amphibious 100-150 Ft	LF	Includes all labor, equipment, and materials required to grout the bore hole. Does not include Mobilization or MOT.
438	Geo Grout Boreholes-Barge/Track/Amphibious 150-200 Ft	LF	Includes all labor, equipment, and materials required to grout the bore hole. Does not include Mobilization or MOT.
439	Geo Grout Boreholes-Barge/Track/Amphibious 200-250 Ft	LF	Includes all labor, equipment, and materials required to grout the bore hole. Does not include Mobilization or MOT.
440	Geo Grout Boreholes- Truck/Mud Bug 000-050 Ft	LF	Includes all labor, equipment, and materials required to grout the bore hole. Does not include Mobilization or MOT.
441	Geo Grout Boreholes- Truck/Mud Bug 050-100 Ft	LF	Includes all labor, equipment, and materials required to grout the bore hole. Does not include Mobilization or MOT.
442	Geo Grout Boreholes- Truck/Mud Bug 100-150 Ft	LF	Includes all labor, equipment, and materials required to grout the bore hole. Does not include Mobilization or MOT.
443	Geo Grout Boreholes- Truck/Mud Bug 150-200 Ft	LF	Includes all labor, equipment, and materials required to grout the bore hole. Does not include Mobilization or MOT.
444	Geo Grout Boreholes- Truck/Mud Bug 200-250 Ft	LF	Includes all labor, equipment, and materials required to grout the bore hole. Does not include Mobilization or MOT.
445	Geo Grouted Monitor Well 2" 000-050 Ft	LF	Includes all labor, equipment and materials to install device on-site.
446	Geo Hand Auger with DCP (000-050 ft)(ASTM D-1452)	LF	Includes all labor, equipment and materials to perform test.

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447	Geo Hand Auger with SCP (000-050 ft)(ASTM D-1453)	LF	Includes all labor, equipment and materials to perform test.
448	Geo Mini Shaft Inspection	Hour	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.
449	Geo Noise Monitoring	Hour	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.
450	Geo Piezometer 2" 000-050 Ft	LF	Includes all labor, equipment and materials to install device on-site.
451	Geo Pile Integrity Testing	Hour	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.
452	Geo Rock Coring Barge/Track/Amphibious 000-050 Ft 4" ID and over	LF	Includes all labor, equipment and materials for on-site services
453	Geo Rock Coring Barge/Track/Amphibious 000-050 Ft less than 4" ID	LF	Includes all labor, equipment and materials for on-site services
454	Geo Rock Coring Barge/Track/Amphibious 050-100 Ft 4" ID and over	LF	Includes all labor, equipment and materials for on-site services
455	Geo Rock Coring Barge/Track/Amphibious 050-100 Ft less than 4" ID	LF	Includes all labor, equipment and materials for on-site services
456	Geo Rock Coring Barge/Track/Amphibious 100-150 Ft 4" ID and over	LF	Includes all labor, equipment and materials for on-site services
457	Geo Rock Coring Barge/Track/Amphibious 100-150 Ft less than 4" ID	LF	Includes all labor, equipment and materials for on-site services
458	Geo Rock Coring Barge/Track/Amphibious 150-200 Ft 4" ID and over	LF	Includes all labor, equipment and materials for on-site services
459	Geo Rock Coring Barge/Track/Amphibious 150-200 Ft less than 4" ID	LF	Includes all labor, equipment and materials for on-site services
460	Geo Rock Coring Barge/Track/Amphibious 200-250 Ft 4" ID and over	LF	Includes all labor, equipment and materials for on-site services
461	Geo Rock Coring Barge/Track/Amphibious 200-250 Ft less than 4" ID	LF	Includes all labor, equipment and materials for on-site services
462	Geo Rock Coring Truck/Mud Bug 000-050 Ft 4" ID and over	LF	Includes all labor, equipment and materials for on-site services
463	Geo Rock Coring Truck/Mud Bug 000-050 Ft less than 4" ID	LF	Includes all labor, equipment and materials for on-site services
464	Geo Rock Coring Truck/Mud Bug 050-100 Ft 4" ID and over	LF	Includes all labor, equipment and materials for on-site services
465	Geo Rock Coring Truck/Mud Bug 050-100 Ft less than 4" ID	LF	Includes all labor, equipment and materials for on-site services
466	Geo Rock Coring Truck/Mud Bug 100-150 Ft 4" ID and over	LF	Includes all labor, equipment and materials for on-site services
467	Geo Rock Coring Truck/Mud Bug 100-150 Ft less than 4" ID	LF	Includes all labor, equipment and materials for on-site services

Item #	Item Description	Unit	NOTES / COMMENTS
468	Geo Rock Coring Truck/Mud Bug 150-200 Ft 4" ID and over	LF	Includes all labor, equipment and materials for on-site services
469	Geo Rock Coring Truck/Mud Bug 150-200 Ft less than 4" ID	LF	Includes all labor, equipment and materials for on-site services
470	Geo Rock Coring Truck/Mud Bug 200-250 Ft 4" ID and over	LF	Includes all labor, equipment and materials for on-site services
471	Geo Rock Coring Truck/Mud Bug 200-250 Ft less than 4" ID	LF	Includes all labor, equipment and materials for on-site services
472	Geo Saximeter Testing	Hour	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.
473	Geo SPT Barge/Track/Amphibious 000-050 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.
474	Geo SPT Barge/Track/Amphibious 050-100 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.
475	Geo SPT Barge/Track/Amphibious 100-150 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.
476	Geo SPT Barge/Track/Amphibious 150-200 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.
477	Geo SPT Barge/Track/Amphibious 200-250 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.
478	Geo SPT Truck/Mud Bug 000-050 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.
479	Geo SPT Truck/Mud Bug 050-100 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.
480	Geo SPT Truck/Mud Bug 100-150 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.
481	Geo SPT Truck/Mud Bug 150-200 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.
482	Geo SPT Truck/Mud Bug 200-250 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.
483	Geo Temp Casing 3" Barge/Track/Amphibious 000-050 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.
484	Geo Temp Casing 3" Barge/Track/Amphibious 050-100 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.
485	Geo Temp Casing 3" Barge/Track/Amphibious 100-150 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.
486	Geo Temp Casing 3" Barge/Track/Amphibious 150-200 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.
487	Geo Temp Casing 3" Barge/Track/Amphibious 200-250 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.
488	Geo Temp Casing 3" Truck/Mud Bug 000-050 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.
489	Geo Temp Casing 3" Truck/Mud Bug 050-100 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.
490	Geo Temp Casing 3" Truck/Mud Bug 100-150 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.
491	Geo Temp Casing 3" Truck/Mud Bug 150-200 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.
492	Geo Temp Casing 3" Truck/Mud Bug 200-250 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.
493	Geo Temp Casing 4" Barge/Track/Amphibious 000-050 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.

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494	Geo Temp Casing 4" Barge/Track/Amphibious 050-100 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.
495	Geo Temp Casing 4" Barge/Track/Amphibious 100-150 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.
496	Geo Temp Casing 4" Barge/Track/Amphibious 150-200 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.
497	Geo Temp Casing 4" Barge/Track/Amphibious 200-250 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.
498	Geo Temp Casing 4" Truck/Mud Bug 000-050 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.
499	Geo Temp Casing 4" Truck/Mud Bug 050-100 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.
500	Geo Temp Casing 4" Truck/Mud Bug 100-150 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.
501	Geo Temp Casing 4" Truck/Mud Bug 150-200 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.
502	Geo Temp Casing 4" Truck/Mud Bug 200-250 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.
503	Geo Temp Casing 6" Barge/Track/Amphibious 150-200 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.
504	Geo Temp Casing 6" Barge/Track/Amphibious 200-250 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.
505	Geo Temp Casing 6" Barge/Track/Amphibious 000-050 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.
506	Geo Temp Casing 6" Barge/Track/Amphibious 050-100 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.
507	Geo Temp Casing 6" Barge/Track/Amphibious 100-150 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.
508	Geo Temp Casing 6" Truck/Mud Bug 000-050 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.
509	Geo Temp Casing 6" Truck/Mud Bug 050-100 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.
510	Geo Temp Casing 6" Truck/Mud Bug 100-150 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.
511	Geo Temp Casing 6" Truck/Mud Bug 150-200 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.
512	Geo Temp Casing 6" Truck/Mud Bug 200-250 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.
513	Geo Thermal Integrity Tester (TI)	Hour	Includes all labor, equipment and materials for on-site services. Includes De-Watering. Does not include Mobilization or engineering & reporting labor.
514	Geo Truck/Mud Bug Mobilization (30 miles straightline distance)	Each	Includes all labor, equipment and materials to prepare equipment and transport from consultant office closest to work site to work site within 30 miles straight-line distance. Mobilization in excess of 30 miles is extra cost and will be negotiated by the consultant and District.
515	Geo Undisturbed Samples Barge/Track/Amphibious 000-050 Ft	Each	Includes all labor, equipment and materials for on-site services
516	Geo Undisturbed Samples Barge/Track/Amphibious 050-100 Ft	Each	Includes all labor, equipment and materials for on-site services
517	Geo Undisturbed Samples Barge/Track/Amphibious 100-150 Ft	Each	Includes all labor, equipment and materials for on-site services

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518	Geo Undisturbed Samples Barge/Track/Amphibious 150-200 Ft	Each	Includes all labor, equipment and materials for on-site services
519	Geo Undisturbed Samples Truck/Mud Bug 000-050 Ft	Each	Includes all labor, equipment and materials for on-site services
520	Geo Undisturbed Samples Truck/Mud Bug 050-100 Ft	Each	Includes all labor, equipment and materials for on-site services
521	Geo Undisturbed Samples Truck/Mud Bug 100-150 Ft	Each	Includes all labor, equipment and materials for on-site services
522	Geo Undisturbed Samples Truck/Mud Bug 150-200 Ft	Each	Includes all labor, equipment and materials for on-site services
523	Geo Vibration and Noise Monitoring	Day	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.
524	Geo Vibration Monitoring	Day	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.
525	Geo Well Development	Hour	Includes all labor, equipment and materials to develop the well for sampling.
600	Mobilization - Crosshole Sonic Logging (CSL) Equipment	Each	Includes all labor, equipment and materials to prepare equipment and transport from consultant office closest to work site to work site within 30 miles straight-line distance. Mobilization in excess of 30 miles is extra cost and will be negotiated by the consultant and District.
601	Mobilization - Tugboat (Long Description: to move Barge between borings)	Each	Includes all labor, equipment and materials to prepare equipment and transport from consultant office closest to work site to work site within 30 miles straight-line distance. Mobilization in excess of 30 miles is extra cost and will be negotiated by the consultant and District.
602	Mobilization - Vibration Monitoring Equipment	Each	Includes all labor, equipment and materials to prepare equipment and transport from consultant office closest to work site to work site within 30 miles straight-line distance. Mobilization in excess of 30 miles is extra cost and will be negotiated by the consultant and District.
603	Mobilization Asphalt Coring equipment	Each	Includes all labor, equipment and materials to prepare equipment and transport from consultant office closest to work site to work site within 30 miles straight-line distance. Mobilization in excess of 30 miles is extra cost and will be negotiated by the consultant and District.
604	Mobilization Barge Large	Each	Includes all labor, equipment and materials to prepare equipment and transport from consultant office closest to work site to work site within 30 miles straight-line distance. Mobilization in excess of 30 miles is extra cost and will be negotiated by the consultant and District.
605	Mobilization Barge Small	Each	Includes all labor, equipment and materials to prepare equipment and transport from consultant office closest to work site to work site within 30 miles straight-line distance. Mobilization in excess of 30 miles is extra cost and will be negotiated by the consultant and District.
606	Mobilization Concrete Coring	Each	Includes all labor, equipment and materials to prepare equipment and transport from consultant office closest to work site to work site within 30 miles straight-line distance. Mobilization in excess of 30 miles is extra cost and will be negotiated by the consultant and District.
607	Mobilization Cone Penetrometer Test	Each	Includes all labor, equipment and materials to prepare equipment

Item #	Item Description	Unit	NOTES / COMMENTS
	Rig		and transport from consultant office closest to work site to work site within 30 miles straight-line distance. Mobilization in excess of 30 miles is extra cost and will be negotiated by the consultant and District.
608	Mobilization Drill Rig Amphibious	Each	Includes all labor, equipment and materials to prepare equipment and transport from consultant office closest to work site to work site within 30 miles straight-line distance. Mobilization in excess of 30 miles is extra cost and will be negotiated by the consultant and District.
609	Mobilization Drill Rig Barge Mount	Each	Includes all labor, equipment and materials to prepare equipment and transport from consultant office closest to work site to work site within 30 miles straight-line distance. Mobilization in excess of 30 miles is extra cost and will be negotiated by the consultant and District.
610	Mobilization Drill Rig Track Mount	Each	Includes all labor, equipment and materials to prepare equipment and transport from consultant office closest to work site to work site within 30 miles straight-line distance. Mobilization in excess of 30 miles is extra cost and will be negotiated by the consultant and District.
611	Mobilization Drill Rig Trailer Mount	Each	Includes all labor, equipment and materials to prepare equipment and transport from consultant office closest to work site to work site within 30 miles straight-line distance. Mobilization in excess of 30 miles is extra cost and will be negotiated by the consultant and District.
612	Mobilization Drill Rig Truck Mount	Each	Includes all labor, equipment and materials to prepare equipment and transport from consultant office closest to work site to work site within 30 miles straight-line distance. Mobilization in excess of 30 miles is extra cost and will be negotiated by the consultant and District.
613	Mobilization Mini-Shaft Inspection Device	Each	Includes all labor, equipment and materials to prepare equipment and transport from consultant office closest to work site to work site within 30 miles straight-line distance. Mobilization in excess of 30 miles is extra cost and will be negotiated by the consultant and District.
614	Mobilization Mudbug/All Terrain Vehicle	Each	Includes all labor, equipment and materials to prepare equipment and transport from consultant office closest to work site to work site within 30 miles straight-line distance. Mobilization in excess of 30 miles is extra cost and will be negotiated by the consultant and District.
615	Mobilization Pile Driving Analyzer Equipment	Each	Includes all labor, equipment and materials to prepare equipment and transport from consultant office closest to work site to work site within 30 miles straight-line distance. Mobilization in excess of 30 miles is extra cost and will be negotiated by the consultant and District.
616	Mobilization Pile Integrity Tester Equipment	Each	Includes all labor, equipment and materials to prepare equipment and transport from consultant office closest to work site to work site within 30 miles straight-line distance. Mobilization in excess of 30 miles is extra cost and will be negotiated by the consultant and District.
617	Mobilization Skid Rig	Each	Includes all labor, equipment and materials to prepare equipment and transport from consultant office closest to work site to work site within 30 miles straight-line distance. Mobilization in excess of 30 miles is extra cost and will be negotiated by the consultant

Item #	Item Description	Unit	NOTES / COMMENTS
			and District.
618	Mobilization Support Boat	Each	Includes all labor, equipment and materials to prepare equipment and transport from consultant office closest to work site to work site within 30 miles straight-line distance. Mobilization in excess of 30 miles is extra cost and will be negotiated by the consultant and District.
619	Mobilization Tri-Pod	Each	Includes all labor, equipment and materials to prepare equipment and transport from consultant office closest to work site to work site within 30 miles straight-line distance. Mobilization in excess of 30 miles is extra cost and will be negotiated by the consultant and District.
700	MOT Arrow Board	Each	Includes mobilization, set-up and cost of device. Consultant must own equipment to have this pay item in their Contract.
701	MOT Attenuator Truck	Hour	Includes mobilization and utilization of vehicle. Includes vehicle operator. Consultant must own equipment to have this pay item in their Contract.
702	MOT Channelizing Devices – Type I, II, VP, Drum (each)	Each	Includes mobilization, set-up and cost of device. Consultant must own equipment to have this pay item in their Contract.
703	MOT Light Tower	Each	Includes mobilization, set-up and cost of device. Consultant must own equipment to have this pay item in their Contract.
704	MOT Portable Changeable Message Sign (PCMS)	Each	Includes mobilization, set-up and cost of device. Consultant must own equipment to have this pay item in their Contract.
705	MOT Portable Lighting	Each	Includes mobilization, set-up and cost of device. Consultant must own equipment to have this pay item in their Contract.
706	MOT Portable Sign	Each	Includes mobilization, set-up and cost of device. Consultant must own equipment to have this pay item in their Contract.
707	MOT Post Mounted Sign	Each	Includes mobilization, set-up and cost of device. Consultant must own equipment to have this pay item in their Contract.
708	MOT Provide Channelizing Devices – Cone	Each	Includes mobilization, set-up and cost of device. Consultant must own equipment to have this pay item in their Contract.
709	MOT Radar Speed Display Unit (RDSU)	Each	Includes mobilization, set-up and cost of device. Consultant must own equipment to have this pay item in their Contract.
710	MOT Shadow Vehicle with Advanced Warning Arrow (AWA) and Attenuator	Hour	Includes mobilization and utilization of vehicle. Includes vehicle operator. Consultant must own equipment to have this pay item in their Contract.
711	MOT Shadow Vehicle with Advanced Warning Arrow Board (AWA)	Hour	Includes mobilization and utilization of vehicle. Includes vehicle operator. Consultant must own equipment to have this pay item in their Contract.
712	MOT Support Vehicle	Hour	Includes mobilization and utilization of vehicle. Includes vehicle operator. Consultant must own equipment to have this pay item in their Contract.
800	Soils Chloride Soil or Water (FM 5-552)	Test	Includes all labor, equipment and materials to perform test.
801	Soils Consolidation - Additional Increments (AASHTO T 216)(13 to 24 Loads)	Each	Includes all labor, equipment and materials to perform test over 12 loads up to 24 loads.
802	Soils Consolidation - Additional Increments (AASHTO T 216)(up to 12 Loads)	Each	Includes all labor, equipment and materials to perform test. Up to 12 loads.
803	Soils Consolidation - Constant Strain (ASTM D4186)	Test	Includes all labor, equipment and materials to perform test.
804	Soils Consolidation - Extended Load	Day	Includes all labor, equipment and materials to perform test.

Item #	Item Description	Unit	NOTES / COMMENTS
	Increments (AASHTO T216)		
805	Soils Corrosion Series (FM 5-550 through 5-553)	Test	Includes all labor, equipment and materials to perform test.
806	Soils Direct Shear Consolidated Drained/ Point FM 3-D3080	Test	Includes all labor, equipment and materials to perform test.
807	Soils Field Vane Shear Test (ASTM D2573)	Test	Includes all labor, equipment and materials to perform test.
808	Soils Flexible Wall Permeability (ASTM D 5084)	Test	Includes all labor, equipment and materials to perform test.
809	Soils Hydrometer Only (AASHTO T88)	Test	Includes all labor, equipment and materials to perform test.
810	Soils Limerock Bearing Ratio (LBR)(FM 5-515)	Test	Includes all labor, equipment and materials to perform test.
811	Soils Liquid Limit (AASHTO T 89)	Test	Includes all labor, equipment and materials to perform test.
812	Soils Materials Finer than 200 Sieve (FM 1-T011)	Test	Includes all labor, equipment and materials to perform test.
813	Soils Maximum Density (ASTM D4254)	Test	Includes all labor, equipment and materials to perform test.
814	Soils Miniature Vane Shear Test (ASTM D4648)	Test	Includes all labor, equipment and materials to perform test.
815	Soils Minimum Density (ASTM D4253)	Test	Includes all labor, equipment and materials to perform test.
816	Soils Moisture Content Lab (AASHTO T265)	Test	Includes all labor, equipment and materials to perform test.
817	Soils Moisture Content Laboratory (AASHTO T 265)	Test	Includes all labor, equipment and materials to perform test.
818	Soils Moisture Content Microwave (AASHTO D4643)	Test	Includes all labor, equipment and materials to perform test.
819	Soils Organic Content Ignition (FM 1 T-267)	Test	Includes all labor, equipment and materials to perform test.
820	Soils Organic Content Wet Combustion (AASHTO T 194)	Test	Includes all labor, equipment and materials to perform test.
821	Soils Particle Size Analysis (AASHTO T 88) (Including Hydrometer)	Test	Includes all labor, equipment and materials to perform test.
822	Soils Particle Size Analysis (AASHTO T 88) (No Hydrometer)	Test	Includes all labor, equipment and materials to perform test.
823	Soils Permeability Constant Head (AASHTO T 215)	Test	Includes all labor, equipment and materials to perform test.
824	Soils Permeability Falling Head (FM 5-513)	Test	Includes all labor, equipment and materials to perform test.
825	Soils pH Soil or Water (FM 5-550)	Test	Includes all labor, equipment and materials to perform test.
826	Soils Plastic Limit & Plasticity Index (AASHTO T 90)	Test	Includes all labor, equipment and materials to perform test.
827	Soils Proctor Modified (FM 1-T 180)	Test	Includes all labor, equipment and materials to perform test.
828	Soils Proctor Standard (AASHTO T 99)	Test	Includes all labor, equipment and materials to perform test.
829	Soils Resistivity Soil or Water (FM 5-551)	Test	Includes all labor, equipment and materials to perform test.
830	Soils Shrinkage Factor (AASHTO T 92)	Test	Includes all labor, equipment and materials to perform test.

Item #	Item Description	Unit	NOTES / COMMENTS
831	Soils Specific Gravity (AASHTO T 100)	Test	Includes all labor, equipment and materials to perform test.
832	Soils Splitting Tensile Strength of Rock Cores (ASTM D3967)	Test	Includes all labor, equipment and materials to perform test.
833	Soils Sulfate Soil or Water (FM 5-553)	Test	Includes all labor, equipment and materials to perform test.
834	Soils Swell Potential (ASTM D4546)	Test	Includes all labor, equipment and materials to perform test.
835	Soils Triaxial Consolidated-Drained (CD) Per Point\Cell (ASTM D7181)	Test	Includes all labor, equipment and materials to perform test.
836	Soils Triaxial Consolidated-Undrained (CU) Per Point\Cell (AASHTO T297/ASTM D4767)	Test	Includes all labor, equipment and materials to perform test.
837	Soils Triaxial Unconsolidated-Undrained (UU) Per Point\Cell (AASHTO T296/ASTM D2850)	Test	Includes all labor, equipment and materials to perform test.
838	Soils Unconfined Compression - Rock (ASTM D7012, Method C)	Test	Includes all labor, equipment and materials to perform test.
839	Soils Unconfined Compression - Soil (AASHTO T208/ASTM D2166)	Test	Includes all labor, equipment and materials to perform test.

Attachment M
Simplified Self Certification for Non-Professional Services Firms

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**SIMPLIFIED SELF-CERTIFICATION FOR NON-PROFESSIONAL
SERVICES FIRMS**

375-030-02
PROCUREMENT
08/15
Page 1 of 4

Consultant Name: _____ Federal ID Number: _____
Contact Person: _____ Phone Number: _____
Qualifying For: _____ E-Mail: _____
Minor Projects (Under \$500,000)

Accounting Questionnaire

1. General:

What Fiscal Year is used by your Company? (example: 12/31/2014) _____

2. Labor Costs (Time Sheets)

Yes or No Response

Do all employees track project time on their time sheets? _____

If not, will you commit to tracking such time going forward? _____

Is a payroll register prepared for every pay period? _____

How are staff paid? (hourly, weekly, bi-weekly, monthly, etc.) _____

3. Accounting for Costs and Expenses

Does the Company maintain a General Ledger? _____

If so, does the General Ledger separate direct (project) cost from indirect (overhead)? _____

Is overtime paid to staff, when applicable? _____

If so, where is the amount of premium overtime recorded in the books?

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**SIMPLIFIED SELF-CERTIFICATION FOR NON-PROFESSIONAL
 SERVICES FIRMS
 ADDITIONAL INFORMATION**

375-030-92
 PROCUREMENT
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 Page 2 of 4

RATE SUMMARY FOR YEAR ENDING: _____

Overhead rates are calculated by dividing total allowable combined (fringe benefits and general overhead) costs by total direct labor costs. For these calculations, certain direct or indirect expenses, such as travel, mileage, interest, certain advertising costs, etc., must be limited or excluded (in accordance with Florida Statute 112.061 & Federal Acquisition Regulations, sub Part 31.2). These regulations may be viewed on the Internet at <https://www.acquisition.gov/?q=/browse/far/31>. If a field office is needed, a separate calculation should be provided.

<u>Description</u>	<u>Home Office</u>	<u>Field Office</u>
Total Direct (Project) Labor (for the year)	\$ _____	\$ _____
Combined (Fringe & General) Overhead Rate	_____ %	_____ %

A listing of the fringe benefits and general overhead costs utilized in calculating the overhead rates shown above should be attached to this certification. See example on page three.

CERTIFICATION

I hereby certify that I have reviewed this information for the fiscal period as indicated in this form and to the best of my knowledge and belief all information, including attachments, is true and correct.

 (Signature)

 (Date)

 (Name and Title)

 (Company Name)

**SIMPLIFIED SELF-CERTIFICATION FOR NON-PROFESSIONAL
SERVICES FIRMS
ADDITIONAL INFORMATION**

To support raw hourly rates, please provide a current Payroll Register for the staff proposed. This should be provided to the District or Prime requesting the information. If you do not have a Payroll Register, here are a couple of other options (if a payroll register is not maintained) to provide support of an hourly rate:

- A formal Agreement with the Company that states a dollar amount for periodic draws. A tracking of the work hours (not just billable hours) would need to be provided with this Agreement along with a report of the detailed transactions recorded in the equity (draw) account reported in the General Ledger. Or,
- Some other proof of consistent and periodic draws that would represent salary. The support could come from detailed transactions recorded in the equity (draw) account reported in the General Ledger. Also, a tracking of work hours would need to be provided with this information.
- If you are unable to provide one of the above options, contact the Central Office Procurement.

These options are an effort to determine a salary for the individual in order to calculate a "fair, reasonable, and competitive" hourly rate. Salary is defined as a fixed compensation periodically paid to a person for regular work or services. Or more specifically, a fixed regular payment, typically paid on a monthly or biweekly basis but often expressed as an annual sum, made by an employer to an employee. Salary represents an obligation from the Company and can be used to support an hourly rate for the "cost analysis" process.

Attachment N

Guidelines for Preliminary Engineering (PE) Acceleration

PE Acceleration is a tool available for limited use on Department engineering projects. As an ongoing initiative, the Department may consider opportunities where appropriate to accelerate production on engineering projects, for the purpose of building up the Department's plans shelf (advanced production) or to accelerate the construction phase of a project. The District shall perform a cost vs. benefit analysis to assess the appropriateness of acceleration. Acceleration requests must be approved by the Chief Engineer or the Assistant Secretary for Engineering and Operations.

In order to ensure that Districts are consistent, predictable, and repeatable when negotiating consultant compensation for acceleration opportunities, the following guidelines are provided:

1. Consultants shall be compensated for time acceleration of projects through the contract operating margin. Operating margin shall be negotiated for the basic services using the standard ranges established in the Negotiation Handbook for the factors of schedule, risk, complexity, and cost control. Once the operating margin percentage is agreed upon, the points allocated for schedule and risk for basic services may then be doubled. These percentages are applied to direct salaries. By necessity, operating margin will be capped for federally funded projects. The increase in operating margin shall be applied to the full work effort. (Note: If the work effort is over 50% completed, contact Central Office before proceeding.)
2. The prime consultant and all subconsultants with audited overhead rates or self-certified overhead rates that are awarded operating margin (and whose services will be accelerated) will be eligible for increased operating margin (doubling of risk and schedule points awarded).
3. To address FHWA's fixed fee limitations, the Department will cap operating margin total compensation at 15% of total direct and indirect costs (equivalent to 42% operating margin applied to direct salaries) for federally funded projects.
4. For unusual or complex projects that include the accelerated effort, additional hours may be negotiated for coordination, oversight and management activities, when warranted and granted as an exception by Central Office.
5. Procurement will refer to the Professional Services Information System (PSI) to determine whether premium overtime is a reimbursed cost or an excluded cost. **Premium OT reimbursed** means that premium overtime costs are compensated through the audited rates. **Premium OT excluded** means that premium overtime costs are not included in the audited rates (neither the direct expense percentage nor the overhead percentage), and can be negotiated as a reimbursement on the project. ONLY consultants identified through the audit and in PSI as **premium OT excluded** may be compensated for additional premium overtime costs as a direct line item expense for this effort.
6. For purposes of tracking acceleration costs, a compensation element shall be established for the contract called "Additional Compensation for Accelerated Schedule". The compensation element will be paid based on lump sum percentage completion. This provides an audit trail of what transpired on the contract.