

Sample Negotiations Documentation-  
Billing rates, multipliers, expense,  
FDOT pre-qualified letter

**RATE SCHEDULE**

**Calvin, Giordano & Associates, Inc.**

Position Classifications	Hourly Rate	Loaded Rate
Sr. Project Engineering	\$ 55.00	\$ 161.70
Sr. Specialist/Sr. Inspector	\$ 36.13	\$ 106.22
Inspector	\$ 25.00	\$ 73.50
Resident Compliance Support Specialist	\$ 20.00	\$ 58.80
License Surveyor	\$ 49.35	\$ 145.09
Survey Technician	\$ 26.15	\$ 76.88

Multiplier:      Hourly Rate:            1.000  
                          General Overhead:      1.2537%  
                          Fringe Benefits:          42.00%  
    Subtotal:              2.6737%  
                          Fee (10%):                .2673%  
    Multiplier:            2.9400%

Reimbursable Costs: All printing for this project shall be billed out at the following rate schedule.  
 Outside copying services will be billed at cost.

**Black and White Copies**

8 ½ X 11            \$ 0.25  
 8 ½ X14            \$ 0.25  
 11 x 17             \$ 0.25

**Color Copies**

8 ½ X 11            \$ 0.25  
 8 ½ X14            \$ 0.25  
 11 x 17             \$ 0.25

**Other Services**

Postage (FedEx, Certified Mail, etc.)      @ Cost

**Surveying**

Cost for 3 man crew      \$ 176.33/Hrly

**Surveying cost items**

**No other items**

**Professional Services Industries, Inc. – Same format for each one**

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Position Classifications	Hourly Rate	Loaded Rate
Project Manager/Senior Engineer	\$48.07	\$144.01
Staff Engineer	\$20.19	\$60.57
Secretary/Clerical	\$12.00	\$36.00
Senior Engineering Technician	\$18.06	\$54.18
CADD/Computer Technician	\$18.94	\$56.82

Multiplier:	Hourly Rate:	1.000
	General Overhead:	132.48%
	Fringe Benefits:	48.84%
	Subtotal:	2.8132%
	Fee (less 10%):	.1868
	Multiplier:	3.0000%

You will need to provide the FDOT audit report to document the overhead rate.

Reimbursable Costs:

**No reimbursement needed for copies.**

For Soil Testing Services

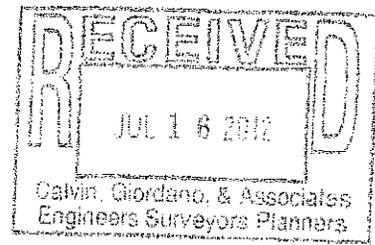
See attached fee sheets

Asphaltic Concrete Inspection Services

See attached fee sheets

Concrete Testing

See attached fee sheets



*Florida Department of Transportation*

RICK SCOTT  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

ANANTH PRASAD, P.E.  
SECRETARY

July 11, 2012



Dear [REDACTED]:

The Florida Department of Transportation has reviewed your application for qualification package and determined that the data submitted is adequate to qualify your firm for the following types of work:

- Group 2 - Project Development and Environmental (PD&E) Studies
- Group 3 - Highway Design - Roadway
  - 3.1 - Minor Highway Design
  - 3.2 - Major Highway Design
  - 3.3 - Controlled Access Highway Design
- Group 6 - Traffic Engineering and Operations Studies
  - 6.1 - Traffic Engineering Studies
  - 6.2 - Traffic Signal Timing
- Group 7 - Traffic Operations Design
  - 7.1 - Signing, Pavement Marking and Channelization
  - 7.2 - Lighting
  - 7.3 - Signalization
- Group 8 - Survey and Mapping
  - 8.1 - Control Surveying
  - 8.2 - Design, Right of Way & Construction Surveying
  - 8.4 - Right of Way Mapping
- Group 10 - Construction Engineering Inspection
  - 10.1 - Roadway Construction Engineering Inspection
- Group 13 - Planning
  - 13.3 - Policy Planning
  - 13.4 - Systems Planning
  - 13.5 - Subarea/Corridor Planning
  - 13.6 - Land Planning/Engineering
  - 13.7 - Transportation Statistics

Group 15 - Landscape Architect

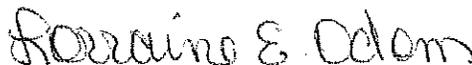
Your Unlimited Notice of Qualification shall be valid June 30, 2013 at such time as your December 31, 2012 overhead audit will be due to comply with the Department's requirement on overhead audits. We will automatically notify your firm 45 to 60 days prior to your update deadline.

On the basis of data submitted the Department has approved your accounting system and considers the rates listed below as acceptable rates for qualification purposes.

	<u>Home/Branch</u> <u>Office</u>	<u>Field</u> <u>Office</u>	<u>Facilities</u> <u>Capital Cost</u> <u>of Money</u>	<u>Overtime</u> <u>Premium</u> <u>Excluded</u>	<u>Direct Expense</u>
Overhead Rate	125.37%	88.27%	0.037%		24.54% (Home) 16.62% (Field)

Should you have any questions, please feel free to contact me at 850/414-4485.

Sincerely,



Lorraine E. Odom  
Professional Services  
Qualification Administrator

LEO/cmr