Not set | Public Data (Published to... | Internal Data (Standard... | Confidential

	A	B	C
4	6.03	Review the information included in E (project information, firm name, classifications, tasks, and JN's)	
5	6.04	Enter the hours for each classification per MDOT JN to the right of column T. The area left of Column T summarizes the hours for all JN's.	
6	6.05	Once completed, select the "collapse" button at the top of column T to isolate only the rows and columns with information. To see all rows and columns select the "Expand" button at the top of column U.	
7	**7**	**Complete 5101D Form / Worksheet (PRIME FIRM only):**	
8	7.01	Exhibit D should be automatically completed if all Exhibit E's were done correctly.	
9	7.02	Once completed, select the "collapse" button at the top of column V to isolate only the rows and columns with information. To see all rows and columns select the "Expand" button at the top of column W.	
0	7.03	Verify that the information is correct by comparing to each E worksheet.	
1	7.04	Before printing, make sure the print area and number of pages is correct. Adjust the page breaks to maximize clarity and that information is grouped appropriately.	
2	**8**	**Complete 5101B and 5101C Forms / Worksheets (ACFF, LSUM(A), MILE(A), LDHRLY, & AC payment methods)**	
3	8.01	Verify that the hours for each classification are correct and match exhibit E. Also, verify that the cost totals for each category match in E and B or C.	
	8.02	Escalation: If the schedule of this project exceeds 12 months, the anniversary or milestone dates will be completed automatically based on the anticipated start and service completion dates on the INFO worksheet. Enter the anticipated % of effort between milestones of the project. The maximum escalation rate allowed per year is 2%.	
5	8.03	Overhead and FCCM Rates: These rates are reported from the INFO worksheet. If there is an error, make sure the rates are properly reported on the INFO worksheet. If your firm does not apply overhead to the premium portion of overtime labor, select "do not apply" in cell C48. Otherwise, leave this cell blank or select "apply". Also note the premium overtime rate as it relates to the regular rate. For example "time and a half" would be a factor of 1.5 times the regular rate.	
6	8.04	For Other Direct Costs (ODCs), add the ITEMS in cells B62-B92, add the UNIT PRICE in cells E62-E92, and add the UNIT in cell F62-F92. In columns L,N,P,R,T,V,X,Z,AB, & AD add the QTY for each ITEM for each JN. The total QTY will show in column J. The total price will be shown on the form for all JNs in column H. For ODC's with rates listed out to the thousandth (mileage), use an even quantity to minimize roundoff issues.	
7	8.05	Once completed, select the "collapse" button at the top of column O to isolate only the rows and columns with information. To see all rows and columns select the "Expand" button at the top of column Q.	
8	**9**	**Complete 5101B and 5101C Forms / Worksheets (LSUM, MILE, & UNIT payment methods)**	
	9.01	For Other Direct Costs (ODCs), add the ITEMS in cells B62-B92, add the UNIT PRICE in cells E62-E92, and add the UNIT in cell F62-F92. In	

Output | Conditions | Instructions | INFO | TASK&CLASS | 5101 | 5102 | 5101S | 5108 | 0182(1)