



**Request for Proposals**

**ACCESS MANAGEMENT PLAN**

**for the**

**Coordination of Transportation and Land Use Activities  
Along US-24  
With Emphasis on Access Management**

Date of Issuance: April 30, 2004  
Proposal Due Date and Time: \_\_\_\_\_, 2004, 4:30 p.m.  
Pre-Proposal Written Questions Due: \_\_\_\_\_, 2004, 4:30 p.m.  
Response to Pre-Proposal Questions: \_\_\_\_\_, 2004  
Oral Presentations, If Held: \_\_\_\_\_, 2004

Issuing Agency: The Michigan Department of Transportation  
University Region Office  
4701 W. Michigan Avenue  
Jackson, Michigan 49201

Contact Person: Kari Andrews, MDOT University Region Planner  
Phone:  
Fax:  
E-mail:

## I. GENERAL INFORMATION

### A. Purpose

This Request for Proposals (RFP) provides interested consultants with specific information to prepare and submit proposals to produce a plan for managing access along the Telegraph Road (US-24) corridor between Albain Road in Monroe Township northerly to Labo Road (north of the I-275 interchange) in Ash Township. The study area will include the communities of the City of Monroe, Frenchtown Charter Township, Ash Township, and Monroe Charter Township.

### B. Type of Contract

The contract will be a cost plus fixed fee contract, not to exceed \$75,000, to begin on or after October 1, 2004, for fiscal year 2005. If a contract is entered into as a result of this RFP, the contract will include all necessary information/work items, as required in the Scope of Work to produce the Access Management Plan. The contract will be funded with Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21) funds and must comply with federal-aid transportation project requirements and be approved by the State Planning and Research Program Coordinator. The proposed consultant must have a job cost accounting system that segregates and accumulates direct project costs and indirect costs, and supports the development of an overhead rate in accordance with the Federal Acquisition Regulations.

### C. Issuing Office

This RFP is issued by the University Region Office of the Michigan Department of Transportation. All inquiries and requests for information from MDOT staff related to this RFP must be submitted to the Project Manager:

Michigan Department of Transportation  
University Region Office  
4701 W. Michigan Avenue  
Jackson, MI 49201  
Attn: Kari Andrews, University Region Planner  
517-750-0401

Verbal inquiries or requests for information shall not be made of MDOT staff. Any attempt on the part of a consultant or any of its employees, agents or representatives to contact MDOT staff with respect to this RFP, other than as described above, may lead to disqualification.

### D. Submission of Proposals

Send one original (unbound) and 7 copies (bound) of the technical proposal to the issuing office by the proposal due date and time, as indicated on page 1 of this RFP. The pages must be numbered consecutively, e.g., 1, 2, 3, etc. No other distribution of the proposals will be made by the consultant or his agent.

Send one original and one copy (both unbound) of the price proposal, separate from the technical proposal, in a sealed envelope clearly marked, "Price Proposal", with the consultant's name identified on the front of the envelope. Continue the consecutive page numbering from the last page of the technical proposal, e.g., 3, 4, 5. The instructions and format for the price proposal are attached.

Proposals must be signed by an authorized agent to bind the consultant to its provisions. The proposal must remain valid for a period of at least 120 days from the due date of submission.

E. Addenda to the RFP

If it becomes necessary to revise any part of the RFP, addenda will be provided by the issuing office to all consultants who receive the RFP.

F. Pre-Proposal Questions

All questions related to the meaning or interpretation of this RFP shall be submitted in writing only by the date and time specified on page 1 of this RFP. MDOT shall provide a copy of all the questions and answers to all consultants who receive an RFP. Consultants who download the RFP from the MDOT website must notify the issuing office in order to receive a copy of the questions and answers.

G. Oral Presentations

Consultants who submit a proposal may be requested to make an oral presentation of their proposal. This presentation will provide an opportunity for the consultant to clarify his/her proposal.

H. Pre-qualification

This project does not require pre-qualification in any of MDOT's service classifications. However, the prime consultant's staff must have attended the Access Management Workshop for consultants that was conducted on September 25, 2001, or one of the subsequent workshops hosted by the Michigan Society of Planning and sponsored by MDOT.

I. Cost Liability

MDOT assumes no responsibility or liability for costs incurred by any prospective consultant prior to the signing of a contract by all parties.

J. News Releases

Any news release(s) pertaining to this RFP or the services, study, data or project, to which it relates, will not be made without prior written MDOT approval, and then only in accordance with the explicit written instructions from MDOT.

K. Disclosure

All information in a consultant's proposal and any contract resulting from this RFP are subject to disclosure under the provisions of the "Freedom of Information Act," 1976 Public Act No. 442, as amended, MCL 15.231, et seq.

L. Acceptance of Proposal Content

The contents of the proposal by the successful consultant shall become contractual obligations if a contract ensues. Failure of the successful consultant to accept these obligations may result in cancellation of the award.

### M. Independent Price Determination

A proposal will not be considered for award if the price in the proposal was not arrived at independently without collusion, consultation, communication, or agreement as to any matter relating to such prices with any other bidder or with any other competitor.

The consultant must include a certified statement in the proposal certifying that the price was arrived at without any conflict of interest as described in the paragraph above. Should a conflict of interest be detected any time during the contract, the contract shall be null and void and the consultant shall assume all costs of this project until such time as a new consultant is selected.

## II. BACKGROUND

One of the greatest threats to non-freeway trunkline capacity is the proliferation of driveway access. This is often the result of insufficient information and standards being shared between the transportation and land use/zoning decision makers.

This project is to devise a method of coordination in which MDOT and the local units of government work as true partners to protect and preserve the roadway condition, capacity, and safety. Each would be aware of the impacts of its decisions on the other agencies, and on the roadway.

This coordination will take the form of an access management plan, which will include establishment of a corridor-wide framework within which to review, discuss, evaluate, and mitigate proposed development along the corridor. The coordination framework would be designed in a way that it will continue to operate long after the study is complete.

The study area begins at Albain Road in Monroe Charter Township. From there, it continues northerly through the City of Monroe, Frenchtown Charter Township, and terminates at Labo Road north of the I-275 interchange in Ash Township.

Local issues identified along the Telegraph Road corridor include a need to address the following issues:

- Concerns over a proliferation of driveways along Telegraph Road especially within the more developed areas within the City of Monroe,
- Concerns associated with the location of all mailboxes for businesses along Telegraph Road being located along the road, which results in a blocking of a travel lane when mail is being delivered,
- Concerns about the ability to access adjacent businesses along Telegraph Road,
- Concerns about existing congestion within Frenchtown Township between Stewart Road and Mall Drive and the need to provide long-term access recommendations for future developments within this section of the corridor.
- Concerns about the need to incorporate better pedestrian facilities along the corridor, especially in light of the development of Lake Erie Transit's new public transfer station along Telegraph Road

Working with local units of government as partners, the MDOT University Region and the Brighton TSC would like to accomplish the following objectives:

- a. Cooperatively prepare an access management plan;
- b. Review and improve cooperation on permit and zoning practices within the study area, using MDOT's Access Management Guidebook;
- c. Establish regional review committees for proposed land uses meeting an established threshold;
- d. Work with local officials to identify zoning ordinance language that needs to be updated to carry out the access management plans;
- e. Review local zoning ordinances and identify where more coordination is needed by MDOT and the local agencies. For example, making sure all information that MDOT needs is required on the site plans (including storm water drainage plans, since storm water is often destined for MDOT right-of-way).

### III. SCOPE OF WORK

#### A. Work Statement

The Access Management Plan will provide a strategy to implement access management through a combination of traffic engineering measures, local land use regulations, and close coordination among transportation and land use decision makers.

The consultant will be responsible for incorporating into the plan the principles, tools, and techniques of good access management. Additionally, the consultant will be responsible for assuring the plan is consistent with MDOT policies and procedures. The Access Management Plan developed subsequent to this RFP must be consistent with MDOT's Access Management Guidebook. The consultant will be responsible for gathering the information needed to complete the plan from the appropriate state, county, regional or municipal agencies.

#### B. Agency Coordination

1. The Access Management Plan will provide a strategy to implement access management through a combination of traffic engineering measures, local land use regulations, and close coordination among transportation and land use decision-makers.

The consultant will utilize a Steering Committee to provide input and oversight throughout the study process. The Steering Committee will include, at a minimum, representatives from the Michigan Department of Transportation, Monroe County Road Commission, Monroe County Planning Department, SEMCOG, the City of Monroe, Frenchtown Charter Township, Monroe Charter Township, Ash Township, Monroe Chamber of Commerce, and other such members as deemed appropriate by MDOT or the Steering Committee. The consultant will be responsible for providing a committee meeting schedule, agenda, meeting minutes, and support materials such as maps and graphics. The consultant will be responsible for preparing clear and concise project briefings to present to the Steering Committee at each meeting. The consultant should schedule *a minimum of nine (9)* Steering Committee meetings for the Plan.

2. Partnering Session (**Workshop #1**) - At the onset of the project the consultant will hold a partnering session between MDOT and key representatives of each of the participating municipalities. The purpose of the partnering session will be to identify areas with existing access issues, identify future access concerns based on planned

development, and identify areas where an improved coordination process can be developed between MDOT and the local municipalities that will result in improved access management principles being implemented.

C. Inventory

1. Obtain available "As Built" and any proposed reconstruction plans for the Telegraph Road (US-24) corridor from the south limits of Monroe Charter Township to Labo Road in Ash Township, as well as any information that is available for county or city routes intersecting and extending at least 660 feet either side of US-24.
2. Secure 2000 aerial photography coverage from the Southeast Michigan Council of Governments for the entire study area. Make comparative review of the access control shown on the aerial photograph with the "As Built" and proposed plans. The consultant shall perform a field review to note changes in land use or land activity from what is depicted on the aerial photography. The consultant shall also secure right-of-way plans from MDOT and digital property line data from the Monroe County Planning Department so lot frontages and depths can be determined along the corridor.
3. Secure and review the MDOT Access Management Guidebook for guidelines on driveway spacing, turn lane requirements, guidelines for deceleration lanes and drive/intersection design.
4. Secure traffic volume and crash data for the US-24 corridor. Note traffic generators within these segments and any crash concentrations which appear to be access related (driveway or intersection).
5. Map existing land uses; secure the existing and future land use master plans for each local jurisdiction. Update plans based on development which has occurred since adoption.
6. Utilize the aerial photography to determine potential driveway elimination/consolidation locations and/or joint driveway construction that would reduce the number of traffic conflicts along US-24 and would enhance access into the adjacent land uses. Attention should be given to potential or existing "left turn lock up" situations along the five-lane sections of the roadway. Identify the potential for frontage or service roads which permit motorists/patrons to access other land uses along the corridor without requiring them to re-enter US-24. In undeveloped areas, determine what building setbacks would be desirable which would provide opportunities for a service road and/or joint driveway access provisions.
7. **(Workshop # 2)** – The consultant shall meet with the Steering Committee to present the findings of the inventory and to determine what land use changes, if any, are being discussed or are proposed for necessary revisions.

D. Assemble the Conceptual Plan

1. Secure and assemble the zoning ordinance of each jurisdiction as it applies to the US-24 corridor. Determine compatibility with existing land use plans. Review critical elements that will impact access management; i.e., building, sign, and parking lot setback requirements, parking and sign regulations, any existing access management provisions, density and lot frontage requirements for commercial and industrial land uses. The consultant shall also determine the compatibility of zoning ordinances between each jurisdiction.

2. Assemble a composite of the Township's and City land use plans and zoning ordinances along US-24. Note potential access/motorist conflict locations based on current plans and ordinances. Make a list of those problem locations and what traffic and/or land use techniques should be considered to resolve those problem locations.
3. Using copies of local tax maps, the consultant shall create an overlay file that can be plotted on aerial photography of the adjacent parcels. The consultant shall define the front lot width and lot depth of each parcel. Highlight those parcels that have a common owner or owners.
4. Develop a conceptual access management plan on aerial photography. Utilize frontage or backage roads where that access management technique could provide alternative access, indicate where cross-access connections are logical, where shared driveways would be desirable and where directional driveway design is necessary. Compare the access points with MDOT's spacing and offset guidelines, noting those parcels that do not or cannot meet those distances specified within the guidelines.
5. **Conceptual Plan Workshop (Workshop # 3)** – The consultant will conduct a third workshop to review the composite land use plan, zoning ordinance language and conceptual access management plan with the Steering Committee. The consultant shall seek to resolve differences in the land use plans, zoning ordinances and seek to obtain consensus on the conceptual access management plan.

E. Conceptual Plan Refinement

1. Based on comments from the Conceptual Plan Workshop, the consultant shall refine the initial access management concepts and develop a corridor overlay land use plan for the US-24 corridor. The overlay plan will be used to develop or refine the Township's and City of Monroe's zoning ordinance. Specific components of the plan may include:
  - a. Land use recommendations;
  - b. Minimum lot width recommendations;
  - c. Minimum structure setback recommendations;
  - d. Minimum corner clearance design criteria;
  - e. Driveway design and spacing criteria;
  - f. Parking and internal circulation design criteria;
  - g. Right turn and taper design criteria;
  - h. Shared driveway provisions and possible incentives;
  - i. Provisions to accommodate transit routes;
  - j. Provisions to accommodate pedestrian and non-motorized travel;
  - k. Signage placement; and
  - l. Other provisions as identified throughout the study process.
2. Develop a draft interagency site plan review process which includes interagency agreements for driveway permit evaluation. This review process will become an exhibit within the US-24 access management plan and will outline to developers and/or private land owners the step by step process for securing site plan approval, a rezoning and/or a zoning variance.
3. **Public Meeting(s)** - Public involvement and awareness is a key component of the plan development process. The consultant should plan for a minimum of two (2) public

meetings. The consultant will be responsible for providing meeting schedules, agenda, meeting minutes and support materials such as maps and graphics. The meetings should include a formal presentation of the plan, an opportunity for public verbal comment, but also there should be an informal time period where questions may be asked and written comments submitted. All public comments are to be recorded as they pertain to the plan and ordinance amendments.

**4. Workshop # 4** – A fourth workshop should be conducted by the consultant at whom local agencies are presented with comments from the public meeting.

The consultant should provide the advantages/disadvantages of adjusting the plan and zoning ordinance amendments based on the public comments received. Consensus should be obtained regarding any adjustments or revisions from the conceptual plan and ordinance.

**5. Informal Review Meetings** – The consultant shall meet individually with designated representatives (i.e. Planning Commission members, Township Board, City Council, legal counsel, planning consultant, etc.) from each of the participating communities. The purpose of this meeting will be to allow each individual community an opportunity to review the proposed plan and ordinance language with their respective agencies and resolve any final outstanding issues or concerns. It is anticipated a maximum of four meetings will be required to complete this task.

F. Final Corridor Plan and Zoning Ordinance Amendment

1. After making any necessary changes from Workshop # 4, the consultant shall develop the final overlay plan and the necessary zoning ordinance language amendments.
2. **Workshop # 5** – The consultant will conduct one final corridor workshop. The purpose of this workshop is to review the plan and ordinance with all parties and to provide formal copies (electronic and paper) to each participating Steering Committee member. The consultant will also lead the group in formalizing a monitoring process and make recommendations on how frequent the access management plan should be revised.

G. Expected Outcome

The expected outcome is a plan which, through its implementation, will preserve the functionality of this corridor, while maintaining the urban and rural settings where appropriate. This outcome can only be obtained by the cooperative efforts of local governments and MDOT. It is expected that varying levels of detail may be required for different segments of the corridor.

H. Deliverables

1. The consultant will complete a draft and final Access Management Plan for the US-24 corridor. The draft is to be submitted to MDOT and the Steering Committee for review and comment, in sufficient time to allow for revision before the due date. The consultant is to incorporate MDOT review comments into the final Plan. Fourteen (14) copies of the draft plan will be delivered, and thirty (30) final copies of the plan. One unbound, copy-ready original shall be delivered to MDOT. The remaining copies shall be distributed to each affected local, regional and state agency and other study participants. Any left-over copies will be delivered to MDOT. The draft and final Plan



should be submitted in both hard copy form and electronically in a form agreeable to MDOT.

2. Overlay plan with future land use maps and with corresponding zoning ordinance language. An executive summary should also be included as part of the access management plan. The executive summary will be formally adopted into the local Master/Comprehensive Plans of each community.
3. A flow chart diagramming the access review and coordination process that occurs for site plan and corridor plan reviews between the local communities, MDOT and the Monroe County Road Commission.
4. All plans, ordinances and documents shall be produced in hard copy and also in a CD format useable by local agencies.

#### I. Other Requirements and Meetings

The consultant will update the MDOT Project Manager on an on-going basis, along with a written monthly progress report which will clearly reflect progress, timeliness, and budget expenditures. The monthly progress report will be required with submission of each invoice.

The consultant may be responsible for presenting project recommendations to MDOT management and/or Region/TSC staff. This will include preparation of all presentation material, including exhibits, handouts, etc. The purpose of this meeting would be to provide a broader cross-section of MDOT with a first hand opportunity to review the progress of the program and ask questions directly of the consultant. Justification for proceeding with implementation of subsequent project phases and successful implementation of the program is likely to be based on the final report recommendations and successes of this presentation.

#### J. Items to be provided to MDOT

In addition to work products described in this RFP, all reports prepared by the consultant, including all graphics and texts, as instruments of service, and all data collected as part of this project or furnished by MDOT, together with all computer generated disks, tapes, summaries, and charts derived therefrom, are the property of MDOT.

### IV. INFORMATION REQUIRED FROM THE CONSULTANT

#### A. Technical Proposal

Provide a description of the methodology, work product, and schedule for completing each element of the scope of work. A proposal should be prepared simply and economically, providing a straightforward, concise description of the consultant's ability to meet the requirements of the RFP. Fancy bindings, colored displays, promotional material, and similar ornamental features should not be included. Emphasis should be on completeness and clarity of content.

#### 1. Business Organization

State the full name and address of your organization and, if applicable, the branch office or subordinate element that will perform or assist in performing the work. Indicate whether you operate as an individual, partnership or corporation.

If as a corporation, include the state in which you are incorporated. Include your firm's Federal Identification Number.

2. Consultant Qualifications and Prior Experience

Include as a part of your proposal a brief statement concerning the recent experience of the persons from your firm who will be actively engaged in creating the Access Management Plan. Do not include firm experience unless persons who will work on this project participated in that experience, and clearly state his/her role.

In addition to specific technical capabilities required of the consultant to perform this project, it is desired that the consultant project manager have detailed knowledge and experience that can be applied to an overall understanding of state and federal highway financing and highway program delivery procedures and the ability to coordinate with MDOT and other appropriate agencies or individuals.

3. Key Personnel

Specific background information on key individuals who will be assigned to the project must be included. The background information on these individuals should emphasize their experience relative to project requirements. The proposed key personnel must be the personnel assigned to the project. Key people are defined as those people whose qualifications and experience are essential to providing quality services. The project team means the personnel assigned by the consultant and the subconsultant(s) who are responsible for the completion of the services.

The contract for this project will contain a provision that the consultant may not replace key people without prior written approval from MDOT. A violation of this provision will be considered a breach of the contract, and MDOT may terminate the contract.

4. Project Management

- a. The consultant's Project Manager must be readily accessible to MDOT personnel. Response to this RFP should include a proposal to address and clarify all aspects of project administration, quality assurance, variation and change control, contract deliverables, budget and cost control, schedule control, and internal/external coordination.
- b. The MDOT Project Manager shall be the official MDOT contact person for the consultant. The consultant must either address or send a copy of all project correspondence to the MDOT Project Manager. This includes all verbal contact records. The MDOT Project Manager shall be made aware of all communications regarding this project.
- c. The consultant will update the MDOT Project Manager on a monthly basis with a progress report that clearly reflects progress, timeliness, and budget. The consultant will attend any project-related meetings as directed by the MDOT Project Manager.

- d. The consultant will maintain a project record, which includes a history of significant events (changes, comments, etc.) which influenced the development of the research report and receipt of information.
- e. The consultant shall notify the MDOT Project Manager whenever discoveries or new information has the potential to require changes in the scope, limits, quantities, or costs of the project.

5. Project Schedule and Staff Allocation

Provide a detailed project plan that shows the milestones and deliverables. Include the number of hours allocated for each staff person for each task for the duration of the contract.

6. Authorized Negotiators

Include the names and telephone numbers of your organization's personnel authorized to negotiate the proposed contract with MDOT. In the event that this proposal, and the subsequent negotiations, lead to a contract, you will be asked to provide a written verification that the person signing the contract is authorized to do so. If this will require a meeting of the Board of Directors or the Partners of your firm, you should begin arrangements so that the contract will not be delayed.

7. Subconsultants

All subconsultants must be identified and are subject to approval by MDOT. Qualifications and background information is required as specified in the "Key Personnel" section of this RFP.

The contract for this project will contain a provision requiring prior written approval to sublet any of the services. If the amount to be sublet is \$25,000 or more, the proposed subcontract must be submitted to MDOT for review and approval prior to execution.

B. Price Proposal

Instructions and format for the price proposal are attached. The price proposal must be submitted apart from the technical proposal in a sealed envelope clearly marked, "Price Proposal" with the consultant's name identified on the front of the envelope. The price proposal will only be opened for the highest scoring technical proposal. The other unopened price proposals will be returned to the respective consultant.

***Please note, if you are selected and to prevent contract delays, your current financial information, including labor rates, overhead computations, and financial statements if overhead rate is not audited, must be on file with MDOT's Office of Commission Audits. This information must be on file for the prime consultant and all subconsultants.***

V. PROPOSAL EVALUATION AND AWARD CRITERIA

All proposals received by the deadline shall be subject to an evaluation by the Project Manager, assisted by representatives of MDOT and others as deemed appropriate for the purpose of selecting the consultant with whom a contract will be executed. Proposals must be complete and responsive to all sections of the RFP. Proposals which do not fulfill all program requirements or omit any of the proposal contents as described in the RFP may be rejected.

MDOT reserves the right to award by item, part or portion of an item, group of items or total proposal, and to reject any and all proposals in whole or in part if the best interest of MDOT will be served.

The proposals will be evaluated based on a two-step process. The first step will involve an evaluation of each consultant's technical proposal, using the selection criteria below. The top ranked consultants may be asked to make an oral presentation as a part of this step. The second step will involve reviewing the price proposal for the consultant with the highest technical score from the first step. If MDOT determines that the price proposal of the consultant with the highest technical score is unreasonable, negotiations will commence. If an agreement cannot be reached, then the price proposal for the next highest technical score will be reviewed. This evaluation process will continue until a recommendation of award can be made in the best interest of MDOT.

The criteria and the percentage of their importance in making the selection are as follows:

- A. **METHOD OF APPROACH: 15 Percent.**  
This refers to the technical soundness of the consultant's stated approach to the project, the comprehensiveness of the proposed approach, and the techniques to be used.
- B. **UNDERSTANDING THE PURPOSE: 15 Percent.**  
A determination will be made of the consultant's understanding of the project purpose and goals as presented in the RFP. Evaluation will be based on the data presented in the consultant proposal, and the approach and allocation of time on specific tasks. Consultants should feel free to suggest other requirements and problems that may have been overlooked.
- C. **CAPABILITY AND QUALIFICATIONS: 30 Percent.**  
We will evaluate the ability of a prospective consultant to meet the terms of the RFP relative to having a consulting team with the qualifications needed to successfully complete the project. Qualifications of professional personnel assigned to the project, as specified in the proposal, including subconsultants, will be measured by both education and experience, with particular reference to experience on projects similar to that described in the scope of work. The consultant's professional and project staff who work on the project must be the same staff identified in the proposal. Subconsultants must be approved by MDOT.
- D. **ORIGINALITY OR INNOVATIVENESS OF PROPOSALS: 20 Percent.**  
This RFP generally outlines the work activities and products expected by MDOT. A factor in the selection of a firm, in addition to terms in A through C above, is any innovative approach that goes beyond the suggested scope of work. It must be shown how this will be accomplished within the time limits.
- E. **COOPERATIVE WORK EXPERIENCE: 10 Percent.**  
This covers the prospective consultant's experience working as a cooperative team with other consultants and public agencies. Qualifications of professionals assigned will be measured by experience on past projects within a cooperative team environment.
- F. **SCHEDULE: 10 Percent.**  
We will evaluate the clarity and adequacy of the detailed project plan and the ability of the consultant to appropriately allocate staff to the identified tasks.

## PRICE PROPOSAL INSTRUCTIONS

**Please submit the Price Proposal in a separate envelope clearly marked "PRICE PROPOSAL".  
The consultant's name should be identified on the front of the envelope.**

The Price Proposal shall be divided into two parts, as follows:

1. Derivation of Cost - Prime consultant
2. Derivation of Cost - Sub-consultant(s)

### **DERIVATION OF COST - PRIME CONSULTANT:**

Attached is a sample layout for the prime consultant's proposed costs. These costs are broken out into direct labor, overhead, direct costs, fixed fee, and concluding with a total estimated cost.

Direct Labor - Indicate each labor classification, the estimated hours for that classification, the related hourly rate for that classification, and the dollar total for that classification. At the bottom of the Direct Labor portion of the sheet, indicate the total hours and dollars for direct labor.

Overhead - Indicate the overhead rate being applied against direct labor. At the right, indicate the total overhead in dollars that results from the multiplication of the rate times the direct labor cost shown on this page.

Direct Expenses - List the direct expenses with a brief description of the expense and the actual cost of the purchase of that item. Indicate the total of these direct expenses at the bottom right of this portion of the sheet.

Fixed Fee - Indicate the fixed fee percentage for this project. This fee is to be applied against direct labor and overhead only, not against direct expenses. At the right, indicate the total of this calculation.

Subtotal Prime consultant - At the bottom of the page, indicate the sum of the direct labor, overhead, direct expenses and fixed fee as calculated on this page for the Prime consultant.

Subconsultant Total(s) - List the total estimated costs for each subconsultant, if any. Each subconsultant must also have a separate page itemizing these costs.

Total Estimated Costs - Indicate the sum of the total estimated costs for the prime consultant and all subconsultants.

### **DERIVATION OF COST - SUB-CONSULTANT(S):**

Use the attached sample layout for the subconsultant(s) proposed costs. A separate sheet for derivation of costs must be submitted for each subconsultant in the same manner as described above for the prime consultant.

### **FEDERAL IDENTIFICATION NUMBER:**

Provide the Federal I.D. Number of the Prime consultant and the Subconsultant(s).

**DERIVATION OF COST PROPOSAL**

**PRIME CONSULTANT NAME**

Federal ID #00-000000

**ESTIMATED DIRECT LABOR**

<u>Classification</u>	<u>Estimated</u> <u>Person-hours</u> x	<u>Hourly</u> <u>Rate</u>	=	<u>Labor</u> <u>Costs</u>
ABC Position	0,000	\$00.00		\$00,000.00
DEF Position	0,000	\$00.00		\$00,000.00
Total Estimated Hours <u>00,000</u>				Total Estimated Labor <u>\$ 000,000.00</u>

**ESTIMATED OVERHEAD**

\$000,000.00 x 000.00% = Total Overhead \$ 000,000.00

(Total Estimated Labor)

**ESTIMATED DIRECT EXPENSES**

(Listed by Item at Estimated Actual Cost to you - NO MARKUP)

Expense #1	\$ 00,000
Expense #2	\$ 0,000
Expense #3	\$ 000
Total Direct Expenses	<u>\$ 00,000</u>

**FIXED FEE**

\$0,000,000.00 x 00% = Total Fixed Fee \$ 000,000  
(Total Estimated Labor + Overhead)

**SUBTOTAL - PRIME CONSULTANT** \$00,000,000

(Sum Totals: Labor, Overhead, Direct Expenses, Fixed Fee)

Total ABC Subconsultant	\$ <u>000,000</u>
Total DEF Subconsultant	\$ <u>000,000</u>

**TOTAL ESTIMATED COSTS** \$00,000,000.00

(Sum Totals: Prime & Subs)

**DERIVATION OF COST PROPOSAL**  
**SUB-CONSULTANT NAME**

(Submit a separate page for each Subconsultant.)

Federal ID #00-000000

**ESTIMATED DIRECT LABOR**

<u>Classification</u>	<u>Estimated Person-hours</u>	x	<u>Hourly Rate</u>	=	<u>Labor Costs</u>
ABC Position	0,000		\$00.00		\$00,000.00
DEF Position	0,000		\$00.00		\$00,000.00
Total Estimated Hours <u>00,000</u>					Total Estimated Labor <u>\$ 000,000.00</u>

**ESTIMATED OVERHEAD**

\$000,000.00 x 000.00% = Total Overhead \$ 000,000.00

(Total Estimated Labor)

**ESTIMATED DIRECT EXPENSES**

(Listed by Item at Estimated Actual Cost to you - NO MARKUP)

Expense #1  
Expense #2  
Expense #3

**FIXED FEE**

\$0,000,000.00 x 00% = Total Fixed Fee \$ 000,000  
(Total Estimated Labor + Overhead)

**TOTAL ESTIMATED COSTS**

\$00,000,000  
(Sum Totals: Labor, Overhead, Direct Expenses, Fixed Fee)