

DRAFT

**GUIDELINES
FOR THE PREPARATION OF
PRICED PROPOSALS**

**FOR CONTRACTS, AMENDMENTS,
AUTHORIZATIONS OR REVISIONS**

MICHIGAN DEPARTMENT OF TRANSPORTATION

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I. GENERAL INFORMATION

I-1. PURPOSE

This guidelines package includes instructions and forms for use by consultants (vendors) in the preparation of priced proposals for “actual cost plus fixed fee” contracts/authorizations, or “actual cost” contracts/authorizations without a fixed fee. This guidelines package includes information for use in the documentation of costs during price negotiations in “lump sum” contracts, “fixed hourly”, “unit price” or “milestone” contracts where low bidding was not used.

I-2. PRICED PROPOSAL DUE DATE AND SUBMITTAL

The due date for a priced proposal is specified by the MDOT project manager (PM), verbally or in writing, depending on the schedule of the needed services. Pre-priced proposal meetings may be requested by either the consultant or the PM to further clarify the scope and provide for better communication on the project. A preliminary negotiation through electronic means is acceptable at the PM’s discretion. **Two unbound hard copies with original signatures** need to be submitted to the PM. Missing documentation may delay the acceptance of the priced proposal.

I-3. NEGOTIATION

The PM will use the priced proposal as a basis for negotiation. The priced proposal will be compared to the PM’s prior estimate of hours for the service. The PM may negotiate the price and the services, and may also request clarifications or changes. Any changes made as a result of negotiations must be submitted to the PM in a new priced proposal. MDOT may accept the priced proposal if it is within reasonable range of the estimate. When the PM finds the priced proposal acceptable, negotiations are considered tentatively complete. In the event negotiations are not successful with the highest ranked consultant, MDOT will terminate negotiations. MDOT will then initiate negotiations with the next highest ranked consultant. MDOT will not pay for any costs incurred in compiling the priced proposal.

I-4. ACCEPTANCE OF PRICED PROPOSAL

Upon the completion of successful negotiations and preliminary acceptance of the priced proposal by the PM, the package will be sent to the Contract Administrator. The priced proposal will be reviewed by the Contract Administrator and any other appropriate approval bodies. This may include, but not be limited to, the Office of Commission Audit (OCA), the Attorney General (AG), and the State Administrative Board. Any requested changes may be the basis for renegotiation with the PM. After all required approvals are obtained; MDOT may enter into a contract/authorization with the consultant.

I-5. CONTRACT LANGUAGE

MDOT contract language is non-negotiable. A sample of standard Indefinite Delivery of Services (IDS) contract language can be found by accessing the MDOT webpage at <http://michigan.gov/mdot>. Click on Doing Business, then on Vendor/Consultant Services. Scroll down to the Vendor/Consultant Contracts section and select Indefinite Delivery of Services Contract.

I-6. UNAUTHORIZED COSTS INCURRED

MDOT will not reimburse the consultant for any work performed outside of the terms and conditions of the contract, prior to the execution or after the expiration of a contract/authorization. Any costs incurred prior to the execution or after the expiration date of the contract/authorization shall be the responsibility of the consultant, unless stated differently in the terms of the Contract.

I-7. INQUIRIES

Questions regarding the priced proposal may be made in writing, by telephone, or by fax to the PM.

I-8. NEWS RELEASES

News releases pertaining to a service and/or the related projects are prohibited without prior written approval from MDOT.

I-9. JOB NUMBERS

MDOT usually allocates funds and records costs by using project specific job numbers. Job numbers consist of numbers and letters. A difference in any digit, including the letter, represents a unique job and costs must be accounted for separately.

I-10. DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION

The overall annual MDOT DBE participation level (goal) is achieved through a combination of race neutral and race conscious solicitations. Any required DBE participation will be specified in the MDOT Scope of Services. If the MDOT Scope of Services gives a race conscious DBE goal, the priced proposal shall include how that goal is to be met. If the consultant cannot meet the goal, it must get an approved written waiver from MDOT before proceeding with the submittal of the priced proposal. *Contact an MDOT Selections Specialist for information on how to submit a waiver request.*

I-11. PERSONNEL TIME

It is the PM's responsibility to approve only consultant personnel that have direct responsibility for providing the service. MDOT has the right to deny charges from consultant personnel that do not contribute to the performance of the service. This may include denying general administrative charges of principals who are not providing direct support for the service. General administrative support (secretary, etc.) may be eligible if these charges are not included in the consultant's indirect expenses. The method of accounting for personnel listed under Direct Labor on any priced proposal shall be the same as the method the consultant provided OCA.

I-12. OVERTIME

MDOT's practice is to hire consultants that have sufficient staffing capabilities to complete the service or contract/authorization by the required due date without the use of overtime hours. Recognizing that some activities may be performed more efficiently by working longer than standard hours, due to

weather or travel considerations, MDOT may approve schedules with such extra work hours when adequate justification is provided. Any extended work hours that result in overtime pay rates must be approved in writing by the appropriate Region Engineer or Division Administrator prior to the start of the service or contract/authorization. Overtime hours must be clearly identified in the priced proposal.

I-13. PAYMENT SCHEDULE

Payment on any contract/authorization for services will be made based on the monthly invoice and progress report, or based on the milestones/units identified in the MDOT Scope of Services. The Michigan Department of Transportation website contains payment information and blank forms for invoicing. This information may be obtained by linking to www.michigan.gov/mdot and selecting **Vendor/Consultant Services** under **Vendor/Consultant Contracts**. Please submit all payment vouchers to MDOT, Contract Services Division, Contract Support Unit (B470); 425 West Ottawa Street, P.O. Box 30050, Lansing, MI 48909.

I-14. LUMP SUM or MILESTONE

If it is determined that the service or contract/authorization will be paid on a lump sum or milestone basis (and the selection was not determined by low bid), an actual cost plus fixed fee cost breakdown must still be provided in accordance with these guidelines. The breakdown will be used to determine the final negotiated total price.

I-15. UNIT PRICE or FIXED HOURLY

If it is determined that the service or contract/authorization will be paid on a unit price or fixed hourly basis, a maximum quantity of units/hours and a maximum reimbursable cost per unit/hour will be provided in accordance with the scope of services.

I-16. SUBCONSULTANTS AND SUPPLIERS

A subconsultant is any person, firm, partnership, or other organizational entity that performs any **service** for which MDOT has contracted the prime consultant. A supplier is any person, firm, partnership, or other organizational entity that supplies materials and/or a commodity/product without an associated service.

If the subconsultant provides services as stated above, a detailed derivation of cost must be provided in accordance with these guidelines. If a supplier is used on a project, the prime consultant must submit documentation that the selection of the firm was based on a competitive low bid process, with a minimum of three bids solicited.

For subconsultants who list other subconsultants and/or suppliers in their derivation of cost, these guidelines also apply to the second tier subconsultants and/or suppliers.

MDOT Commission policy and MDOT contract language require that if a subconsultant is authorized for services of \$25,000 or greater, an MDOT-approved subcontract must be in place before costs are incurred and before MDOT will reimburse the prime consultant for any subconsultant charges. The basis of determining the amount and the method of payment for the subconsultant must be clearly

defined in the written language of the subcontract. If a subconsultant is authorized for services of less than \$25,000, work may be performed and invoiced without an MDOT-approved subcontract between the prime consultant and the subconsultant.

I-17. AMENDMENTS/REVISIONS

An amendment is an MDOT document that approves a change to an existing contract. A revision is an MDOT document that approves a change to an existing authorization. These priced proposal guidelines are to be used to provide appropriate information when processing an amendment/revision that includes changes in the price of the contract/authorization.

Proposed amendments/revisions should be sent to the PM and may be approved, negotiated, or denied. Upon approval of the PM, proposed amendments/revisions will be sent to the CA for appropriate review, approvals, and processing.

All amendments/revisions require all of the exhibits, no matter what is or is not being changed. Do not revise the original priced proposal used for the original contract/authorization. (Basic information from the original priced proposal will be captured on Exhibit G.) If the amendment/revision has both additions and deletions of services, then the cost proposal must show additions and deletions separately on two different pages of the exhibit. Exhibit G is still used to summarize the changes, and it will identify the net change as well as the new final total contract amount.

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II. COST CATEGORY NAMES

The following names and definitions of cost categories must be used. Other names/definitions will not be accepted.

*Note: The MDOT Office of Commission Audits (OCA) should be notified **whenever** labor or overhead rates change, regardless of whether or not there are any priced proposals currently being processed. Submit revised rates via facsimile to OCA at (517) 335-2277. Priced proposals utilizing higher rates than currently on file with OCA will not be accepted.*

Direct Labor

Indicate each employee by name and/or labor classification consistent with labor documentation provided to OCA, the hours for that employee/classification, the related hourly rate, and the dollar total. The employees/classifications listed here must match those on the organization chart. At the bottom of the direct labor portion of the sheet, indicate the total hours and dollars for direct labor.

Anticipated overtime hours should be shown here, but be separately identified. Overtime must be shown in the manner and format approved by OCA. Overtime hours cannot be reimbursed as part of the contract/authorization unless they are included and approved in the original priced proposal. If after the contract/authorization is executed, overtime is determined to be needed, it must be approved by the applicable Region Engineer/Division Administrator and added by an authorized amendment/revision.

Overhead

Indicate the overhead rate being applied to 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 the page.

If a firm's accounting system does not segregate and accumulate direct and indirect expenses, other methods of determining appropriate costs may be acceptable if approved by OCA.

Facilities Capital Cost of Money

Indicate the facilities capital cost of money (FCCM) rate being applied to direct labor. At the right, indicate the total FCCM in dollars that results from the multiplication of the rate times the direct labor cost shown on the page. FCCM is not included in overhead rate computations and is not applied in the fixed fee calculation. Not all firms compute an FCCM rate. An FCCM rate must be included in the contract/authorization to be reimbursed during invoicing.

Other Direct Costs

Other direct costs are any costs that are expected to be incurred during the life of the contract/authorization. (Other direct costs are **not** services.) Other direct costs are not included in overhead rate computations and are not included in the fixed fee calculation. Typical examples are supplies, travel expenses, equipment, etc.

If a supplier is providing an “other direct cost” item for the project, it should also be listed here. To use a supplier, request at least three low bids and use the supplier with the lowest bid. This documentation should be sent with the priced proposal. This only applies to other direct costs that are unique to this service and not obtained using the firm’s normal purchasing practices.

Any firm that will provide a service should not be listed as an “other direct cost,” but should be listed as a subconsultant.

List the other direct costs with a brief description and purchase price for the item. Any line item over \$2,000 must have a further breakdown describing how the cost was determined. Indicate the total of these other direct costs at the bottom right of this portion of the sheet.

Travel and subsistence expenses shall be reimbursed as other direct costs or through overhead, shown in the manner and format approved by OCA, if applicable. In all cases, the payment for travel and subsistence expenses will be based on the actual costs reimbursed to the consultant’s employees in accordance with, and not to exceed, the amount set forth in the current State Of Michigan Standardized Travel Regulations and MDOT procedures. These regulations require the employee to determine from where they will be traveling. If the mileage in the priced proposal seems excessive, more details will be requested.

Rentals of consultant’s equipment and automobiles are not considered reimbursement of travel and subsistence (and therefore, not limited by travel regulations) and must be shown as separate other direct costs or reimbursed through overhead, and shown in the manner and format approved by OCA, if applicable.

Subconsultants

Subconsultants are any firms that are expected to be hired by the prime consultant during the life of the contract/authorization, to provide a service.

All subconsultants are required to be listed regardless of dollar amount. Indicate the total of these subconsultant costs at the bottom right of this portion of the sheet.

A separate derivation of cost is required for each subconsultant.

For subconsultants who list other subconsultants in their derivation of cost, these guidelines also apply to the second tier subconsultants.

Fixed Fee

Indicate the assigned percentage of fixed fee for profit for this service. The fixed fee percentage may not exceed 11%. Fixed fee is applied to direct labor and overhead only—not to FCCM or other direct costs. At the right, indicate the total fixed fee in dollars that results from the multiplication of the rate times the sum of direct labor and overhead shown on the page.

Total

At the bottom right of the page, indicate the total of all categories.

III. INSTRUCTIONS

The following information must be submitted as part of every priced proposal, even if already submitted under the selection process. If already submitted under the selection process and there have been changes, clearly highlight those changes.

The priced proposal shall be organized in the same order, clearly labeled, and divided as follows:

	<u>Form/Exhibit</u>
1. Priced Proposal Cover Sheet	5101
2. Conflict of Interest Disclosure Statement (from the Selection Guidelines)	5100I
3. Organization of Personnel and Key People <i>Any changes after the selection was completed are documented on MDOT Form 5100G here.</i>	None
4. Understanding of Service and Work Plan	None
5. Schedule of Services	None
6. Derivation of Total Project Costs	5101A
7. Derivation of Prime Consultant Costs	5101B
8. Derivation of Subconsultant Cost <i>Substitute signed low bid sheets, if applicable, and label them Exhibit C at the top.</i>	5101C
9. Summary of Prime Consultant and Subconsultant Costs for Each MDOT Job Number	5101D
10. Summary of Prime Consultant and Subconsultant Costs for all MDOT Job Numbers	5101E
11. Prime Consultant and Subconsultant Ratios	5101F
12. Cumulative Summary of Cost by Category	5101G
13. Prime Consultant and Subconsultant Person-Hours by Task	5101H
14. Prime Consultant and Subconsultant Quality Assurance/Quality Control Costs	5101I

III-1. PRICED PROPOSAL COVER SHEET

The MDOT Priced Proposal Cover Sheet (MDOT form 5101) is required for all priced proposals. One form shall be used by the prime consultant and another one for each subconsultant that has a derivation of cost sheet as part of the priced proposal. The form shall be the very first page(s) of all priced proposals. Traditional cover letters from the prime consultant and any subconsultants are not needed, but may be added after the Priced Proposal Cover Sheet(s).

The full legal name of each firm shall be shown on the form and also used throughout the priced proposal. Each firm shall identify the basis of payment. This information for the prime must match the MDOT Scope of Services.

The firm's Federal Identification Number must match the number submitted for prequalification purposes, if applicable. List the classifications in which the firm will be working.

Provide the address(es) of the office(s) where the service will be managed/coordinated. Provide the address(es) where staff will perform the services, such as at a different office location, at an MDOT project site, or at an MDOT office. This information should include any and all locations.

The person providing a signature must be authorized to negotiate the price for the firm and have legal contracting authority as submitted in the prequalification application. Alternate negotiators may be named as shown on the form. The priced proposal is a binding document and no further signatures from the firm will be required if an authorization is used, rather than a contract. In the event that the priced proposal is for a contract, a written verification that the person signing the contract is authorized to do so is required. If this will require a meeting of the Board of Directors or the partners of the firm, the necessary arrangements should be made so the contract will not be delayed.

III-2. CONFLICT OF INTEREST DISCLOSURE STATEMENT

Complete and sign MDOT form 5100I (from the Selection Guidelines) and include it in all priced proposals. The following quote is found within the form and within standard contract language:

"The CONSULTANT and its Affiliates agree not to have any public or private interest, and shall not acquire directly or indirectly any such interest in connection with the project, that would conflict or appear to conflict in any manner with the performance of the services under this Contract. "Affiliate" means a corporate entity linked to the CONSULTANT through common ownership. The CONSULTANT and its Affiliates agree not to provide any services to a construction contractor or any entity that may have an adversarial interest in a project for which it has provided services to the DEPARTMENT. The CONSULTANT and its Affiliates agree to disclose to the DEPARTMENT all other interests that the prime or sub consultants have or contemplate having during each phase of the project. The phases of the project include, but are not limited to, planning, scoping, early preliminary engineering, design, and construction. In all situations, the DEPARTMENT will decide if a conflict of interest exists. If the DEPARTMENT concludes that a conflict of interest exists, it will inform the CONSULTANT and its Affiliates. If the CONSULTANT and its Affiliates choose to retain the interest constituting the conflict, the DEPARTMENT may terminate the Contract for cause in accordance with the provisions stated in this Contract."

The language is non-negotiable, but MDOT may determine that a potential conflict presented by a consultant will not be considered a conflict for MDOT.

A separate captioned section must be provided in the priced proposal for each of the following sections, using the exact section names. These sections may fit on the same page. Pages are to be numbered sequentially. In the event that the prime consultant includes subconsultants as a part of its project team, all information that is required of the prime consultant must be clearly provided for each subconsultant within the same sections.

III-3. ORGANIZATION OF PERSONNEL and KEY PEOPLE

Provide an organization chart of your proposed team for the service. This may be a copy of the information used in the selection process. This organization chart should indicate the names of the key people, their roles in the service or contract/authorization, the name of the prime or sub firm for each person, the lines of communication, and project management. The consultant's project manager should be clearly identified on the chart. For purposes of the chart, the consultant's project manager is the person responsible for, and in charge of, the service or contract/authorization on a day to day basis. The chart should also indicate the selected consultant's contractual and technical (road, bridge, survey, etc) points of contact with the PM. Include postal address, telephone number, fax number, and E-mail address for each point of contact.

The team is comprised of the prime consultant and the subconsultant(s), as described in Part I. The priced proposal submittal is repeating information already provided in the Proposal, but it is necessary to assure a proper derivation of cost. Each person's name must be provided; a work classification alone is **not** sufficient information **unless** it represents administrative office support not covered in your overhead (secretary, accountant, etc).

Any people listed on MDOT Form 5100G (from the Selection Guidelines) are considered to be Key People and are considered as having their services offered to MDOT. MDOT expects that these same people perform the service work. If there is a change in the key people that were provided in Form 5100G during the selection process, update the form by filling in page two of the form, and obtain the PM's signed approval on the form prior to or at the time of submitting the priced proposal. Central Selection Review Team approval of the change may be required, but the PM is responsible for obtaining it. Key people **may not** be replaced without the prior written approval of the PM using MDOT Form 5100G. If the proposed key people change is not acceptable, the selection may be lost. If the proposed key people change is requested after the award of the contract/authorization and the change is not acceptable, the contract/authorization may be terminated by the department in accordance with the contract.

III-4. UNDERSTANDING OF SERVICE and WORK PLAN

The prime consultant and any subconsultants shall describe the understanding of the services needed, including any innovations and/or safety program proposed. Include the specific work plan to accomplish the service based on the MDOT Scope of Services.

In a clearly identifiable manner, the prime consultant may also include any work item that is believed should be added to the MDOT Scope of Services, or discuss any work item that is in the current MDOT Scope of Services which is believed should be altered or deleted. Describe the benefit to MDOT, the increase/decrease in hours and cost, and the estimated increase/decrease to the cost of construction (if applicable) due to the revisions to the original MDOT Scope of Services.

Any changes to the understanding of the services needed or to the work plan which differ from the contents of the original proposal (used during the selection process), if applicable, must be documented in writing in this section. Verbal changes which are not documented in this section may not be honored.

III-5. SCHEDULE OF SERVICES

For the prime consultant and any subconsultants, provide a single 8.5" x 11" size Schedule of Services table of the proposed implementation schedule in Gantt chart format. Clearly identify the decision points.

For each task (P/PMS tasks, if applicable), designate the firm and include the start date, the end date, and the total elapsed time. Tasks may also be deliverables or milestones. This information is to be based on the MDOT Scope of Services.

The first start date must not be prior to the contract/authorization effective date. It may be necessary for MDOT to request a revised Schedule of Service if there are delays in processing a contract/authorization.

The following exhibits must be submitted as part of every priced proposal, and submitted in order.

III-6. EXHIBIT A – DERIVATION OF TOTAL PROJECT COSTS (Form 5101A)

Exhibit A summarizes the estimated total cost of the project for the prime consultant and any subconsultants for all job numbers. The total cost shown will be used for the contract/authorization maximum amount.

III-7. EXHIBIT B – DERIVATION OF PRIME CONSULTANT COSTS (Form 5101B)

Exhibit B shows only the prime consultant's proposed costs. For services with multiple job numbers, submit a separate sheet for every job number for which the prime consultant will incur costs.

III-8. EXHIBIT C – DERIVATION OF SUBCONSULTANT COSTS (Form 5101C)

Exhibit C is completed for each proposed subconsultant (a separate form for each one) providing Brooks Act defined services. A signed bid sheet is to be provided for each proposed subconsultant providing services not defined by the Brooks Act, and it should be labeled "Exhibit C" at the top.

Subconsultants providing Brooks Act defined services (engineering or architectural services) may be reimbursed by the prime consultant on an actual cost, an actual cost plus fixed fee, an hourly rate/unit price, a lump sum, or a milestone basis. Regardless of the method of payment, Exhibit C is required to show how the subconsultant total cost estimate is determined.

Subconsultants providing services not defined by the Brooks Act may be reimbursed by the prime consultant on an hourly rate/unit price, a lump sum, or a milestone basis. A signed bid sheet is required to show how the subconsultant cost is determined.

For any subconsultant providing services not defined by the Brooks Act, the prime must show that the subconsultant selection was based on a competitive low bid process, with a minimum of three bids solicited. The basis of payment must be an hourly rate/unit price, lump sum, or milestone. The prime consultant shall include all bids received (or documentation that a solicitation was unsuccessful) with bid sheets signed by the bidders.

For services with multiple job numbers, submit a separate sheet for **every** job number for which a subconsultant will incur costs.

For subconsultants who list other subconsultants in their derivation of cost, these guidelines also apply to those second tier subconsultants.

III-9. EXHIBIT D – SUMMARY OF PRIME CONSULTANT AND SUBCONSULTANT COSTS FOR EACH MDOT JOB NUMBER (Form 5101D)

Exhibit D is completed for each job number (a separate sheet for each one) to show the total cost for the prime and any subconsultants for each job number.

III-10. EXHIBIT E – SUMMARY OF PRIME CONSULTANT AND SUBCONSULTANT COSTS FOR ALL MDOT JOB NUMBERS (Form 5101E)

Exhibit E is completed to summarize all prime consultant and subconsultant costs for all job numbers (summary of all Exhibit D sheets).

III-11. EXHIBIT F – PRIME CONSULTANT AND SUBCONSULTANT RATIOS (Form 5101F)

Exhibit F is completed to identify the percentage of the project in dollars for the prime consultant and each subconsultant. It is required for all priced proposals.

For each firm show the total estimated cost, the firm's Disadvantaged Business Enterprise (DBE) status, and the percentage of the total project cost. Show the DBE participation goal MDOT identified in the MDOT Scope of Services and the DBE participation estimated in the priced proposal. To be considered a DBE, a firm must be certified by the MDOT Office of Equal Opportunity. When a DBE participation goal is designated for a project, Exhibit F will be used to verify that the DBE participation goal is expected to be met or exceeded.

Show separately the total percentage of the project for the prime consultant and the total percentage of the project for all subconsultants combined together. Generally, MDOT requires that a prime consultant maintain at least 40% of a project (in dollar value), and that subconsultants in total are assigned no more than 60% of a project.

III-12. EXHIBIT G – CUMULATIVE SUMMARY OF COST BY CATEGORY (FORM 5101G)

Exhibit G is completed to capture historical information. It is required for all priced proposals, including those for new contracts/authorizations.

III-13. EXHIBIT H – PRIME CONSULTANT AND SUBCONSULTANT PERSON HOURS BY TASK (Form 5101H)

Exhibit H is completed to identify the schedule of hours by job classification for each task. Within each task provide the proposed hours for each firm by job classification and the total hours for that task. Enter the P/PMS task number, if applicable, in the left column. P/PMS tasks are always applicable if they are listed in the MDOT Scope of Services. For all projects, enter the name of the task in the next column. The tasks listed should at least cover all of the tasks listed in the MDOT Scope of Services. Then enter the hours, by job classification, for each task in the columns immediately to the right. Enter the total hours for each task in the far right column. At the end of Exhibit H enter the subtotal of hours for each firm by job classification, subtotal of hours for all tasks for each firm, the percentage of hours for each firm, and the grand total of the hours for all firms and all tasks on the project.

III-14. EXHIBIT I – PRIME CONSULTANT AND SUBCONSULTANT QUALITY ASSURANCE / QUALITY CONTROL (Form 5101I)

Exhibit I is completed to show the commitment of resources to quality assurance/quality control (QA/QC). Fill out as many copies of this form as needed to cover all the service deliverables identified in the MDOT Scope of Services. If the MDOT Scope of Services identifies milestones for payment purposes, then use the milestones as the service deliverables on this form. This form shall be cumulative on any amendment/revision.

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PRICED PROPOSAL COVER SHEET

This form replaces a cover letter, and must have an original signature by an authorized legal signer. **This form is required for all priced proposals, and shall be the very first page(s).**

One form shall be used by the prime consultant, one for each first tier subconsultant, and one for each second tier subconsultant that has a derivation of cost sheet as part of this priced proposal. Traditional cover letters from the prime consultant and any subconsultants are not needed, but may be added after the Priced Proposal Cover Sheet(s).

Send **two unbound hard copies with original signatures** to the PM. Missing documentation may delay the approval of the priced proposal.

CONTROL SECTION(S) – JOB NUMBER(S)	PROJECT DESCRIPTION
CONSULTANT NAME Use the full legal name and identify as Prime, First Tier Sub, or Second Tier Sub	
SELECTION METHOD as specified in the MDOT Scope of Services and MDOT 5100H form. (i.e., Qualifications-based, Low Bid, Best Value, etc.)	BASIS FOR REIMBURSEMENT AND METHOD OF PAYMENT as specified in the MDOT Scope of Services (Actual Cost, Actual Cost Plus Fixed Fee, Hourly Rate, Unit Price, Lump Sum, Milestones)
FEDERAL IDENTIFICATION NUMBER (Must match the one used for prequalification, if applicable)	
PREQUALIFICATION CLASSIFICATION(S) List the classification(s) in which this firm will be working for this project. Use current MDOT classification names.	
<input type="checkbox"/> Not applicable for this firm ADDRESS(ES) OF THE OFFICE(S) WHERE THE SERVICE WILL BE MANAGED/COORDINATED	
ADDRESS(ES) WHERE STAFF WILL PERFORM THE SERVICES List any and all locations for this firm. (i.e., different office location, MDOT project site, MDOT office, etc.)	
ALTERNATIVE NEGOTIATORS AND CONTACT INFORMATION List anyone that may be contacted by MDOT in place of the authorized legal signer named below.	
OTHER INFORMATION	
AUTHORIZED LEGAL SIGNER – PRINT NAME AND CONTACT INFORMATION This person must be authorized to negotiate the price for the firm and have legal contracting authority. This priced proposal is a binding document and no further signatures from the firm will be required if an authorization is used, rather than a contract.	
AUTHORIZED LEGAL SIGNER – SIGNATURE Only an original signature by the person named shall be accepted.	DATE

Exhibit A
DERIVATION OF TOTAL PROJECT COSTS
This form includes all prime and sub costs for all job numbers including
phases. Use additional pages as necessary.

CONTROL SECTION(S) – JOB NUMBER(S)	PROJECT DESCRIPTION
PRIME CONSULTANT NAME	

SUMMARY OF ALL PRIME DIRECT LABOR:

NAME AND CLASSIFICATION	Hours	x	Hourly Rate	=	Labor Cost
					Total Hours _____
					Total Labor \$ _____

SUMMARY OF PRIME OVERHEAD:

OVERHEAD Rate _____ %	Total Labor x Overhead Rate _____	Total Overhead \$ _____
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SUMMARY OF ALL PRIME FACILITIES COST OF CAPITAL:

F.C.C.M. Rate _____ %	Total Labor x F.C.C. Rate _____	Total F.C.C. \$ _____
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SUMMARY OF ALL PRIME OTHER DIRECT EXPENSES: List by item at Actual Cost – NO MARKUP, Each item will be listed only one time.

Total Other Direct \$ _____

SUMMARY OF ALL SUBCONSULTANT COSTS: List each subconsultant separately w/o fixed fee.

Total Subconsultant \$ _____

SUMMARY OF ALL FIXED FEE FOR PROFIT:

Prime Consultant Fixed Fee: \$ _____
Subconsultant Fixed Fee (List each subconsultant separately): \$ _____

Total Fixed Fee \$ _____

TOTAL COSTS \$ _____

Disclaimer: Consultant is responsible for all calculations

Exhibit C

DERIVATION OF SUBCONSULTANT COSTS

Submit a separate 5101C form for each job number including phase.
Use additional pages as necessary.

CONTROL SECTION(S) – JOB NUMBER(S)	PROJECT DESCRIPTION
PRIME CONSULTANT NAME	

SUB DIRECT LABOR:

NAME AND CLASSIFICATION	Hours	x	Hourly Rate	=	Labor Cost
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Total Hours _____		Total Labor	\$ _____
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SUB OVERHEAD:

OVERHEAD Rate _____ %	Total Labor x Overhead Rate _____		Total Overhead	\$ _____
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SUB FACILITIES CAPITAL COST OF MONEY:

F.C.C.M. Rate _____ %	Total Labor x F.C.C.M. Rate _____		Total F.C.C.M.	\$ _____
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SUB OTHER DIRECT EXPENSES: List by item at Actual Cost – NO MARKUP, Each item will be listed only one time.

	Total Other Direct	\$ _____
--	--------------------	----------

SUBCONSULTANT COSTS: (Second Tier Subs) Firms listed here must also have their own cost derivation of low bid sheet following this page.

	Total Subconsultant	\$ _____
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SUB FIXED FEE FOR PROFIT:

(Total Labor + Total Overhead) x 11% =		Total Fixed Fee	\$ _____
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	TOTAL COSTS	\$ _____
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Disclaimer: Consultant is responsible for all calculations

Exhibit D
SUMMARY OF PRIME CONSULTANT AND
SUBCONSULTANT COSTS FOR EACH MDOT JOB NUMBER

Submit a separate form 5101D for each job number including phase. Use
additional pages as necessary

CONTROL SECTION(S) – JOB NUMBER(S)	PROJECT DESCRIPTION
------------------------------------	---------------------

PRIME CONSULTANT NAME _____

DIRECT LABOR

PRIME CONSULTANT	Hours _____	Direct Labor	\$ _____
SUBCONSULTANT	Hours _____	Direct Labor	\$ _____

(Identify Subconsultants, one line for each)

Total Hours _____ Total Labor \$ _____

OVERHEAD

PRIME CONSULTANT	Overhead	\$ _____
SUBCONSULTANT	Overhead	\$ _____

(Identify Subconsultants, one line for each)

Total Overhead \$ _____

FACILITIES CAPITAL COST OF MONEY

PRIME CONSULTANT	FCCM	\$ _____
SUBCONSULTANT	FCCM	\$ _____

(Identify Subconsultants, one line for each)

Total FCCM \$ _____

OTHER DIRECT COSTS

PRIME CONSULTANT	Other Direct	\$ _____
SUBCONSULTANT	Other Direct	\$ _____

(Identify Subconsultants, one line for each)

Total Other Direct \$ _____

FIXED FEE FOR PROFIT

PRIME CONSULTANT	Fixed Fee	\$ _____
SUBCONSULTANT	Fixed Fee	\$ _____

(Identify Subconsultants, one line for each)

Total Fixed Fee \$ _____

TOTAL ACTUAL COST PLUS FIXED FEE COSTS \$ _____

LUMP SUM SUBCONSULTANTS

(NOT INCLUDED ON PAGE 1)

SUBCONSULTANT

(Identify Subconsultants, one line for each)

Total Lump Sum Sub Costs \$ _____

UNIT PRICE SUBCONSULTANTS

(NOT INCLUDED ON PAGE 1)

SUBCONSULTANT

(Identify Subconsultants, one line for each)

Total Unit Price Sub Costs \$ _____

MILESTONE SUBCONSULTANTS

(NOT INCLUDED ON PAGE 1)

SUBCONSULTANT

(Identify Subconsultants, one line for each)

Total Milestone Sub Costs \$ _____

FIXED HOURLY SUBCONSULTANTS

(NOT INCLUDED ON PAGE 1)

SUBCONSULTANT

(Identify Subconsultants, one line for each)

Total Fixed Hourly Sub Costs \$ _____

TOTAL COSTS FOR THIS JOB NUMBER \$ _____

Disclaimer: Consultant is responsible for all calculations

Exhibit E
SUMMARY OF PRIME CONSULTANT AND
SUBCONSULTANT COSTS FOR EACH MDOT JOB NUMBER

This form summarizes all prime and sub costs for all job numbers including phases. Use additional pages as necessary

CONTROL SECTION(S) – JOB NUMBER(S)	PROJECT DESCRIPTION
------------------------------------	---------------------

PRIME CONSULTANT NAME

DIRECT LABOR

PRIME CONSULTANT	Hours	Direct Labor	\$ _____
SUBCONSULTANT	Hours	Direct Labor	\$ _____

(Identify Subconsultants, one line for each)

Total Hours _____	Total Labor \$ _____
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OVERHEAD

PRIME CONSULTANT	Overhead	\$ _____
SUBCONSULTANT	Overhead	\$ _____

(Identify Subconsultants, one line for each)

Total Overhead \$ _____

FACILITIES CAPITAL COST OF MONEY

PRIME CONSULTANT	FCCM	\$ _____
SUBCONSULTANT	FCCM	\$ _____

(Identify Subconsultants, one line for each)

Total FCCM \$ _____

OTHER DIRECT COSTS

PRIME CONSULTANT	Other Direct	\$ _____
SUBCONSULTANT	Other Direct	\$ _____

(Identify Subconsultants, one line for each)

Total Other Direct \$ _____

FIXED FEE FOR PROFIT

PRIME CONSULTANT	Fixed Fee	\$ _____
SUBCONSULTANT	Fixed Fee	\$ _____

(Identify Subconsultants, one line for each)

Total Fixed Fee \$ _____

TOTAL ACTUAL COST PLUS FIXED FEE COSTS \$ _____

LUMP SUM SUBCONSULTANTS

(NOT INCLUDED ON PAGE 1)

SUBCONSULTANT

(Identify Subconsultants, one line for each)

Total Lump Sum Sub Costs \$ _____

UNIT PRICE SUBCONSULTANTS

(NOT INCLUDED ON PAGE 1)

SUBCONSULTANT

(Identify Subconsultants, one line for each)

Total Unit Price Sub Costs \$ _____

MILESTONE SUBCONSULTANTS

(NOT INCLUDED ON PAGE 1)

SUBCONSULTANT

(Identify Subconsultants, one line for each)

Total Unit Price Sub Costs \$ _____

FIXED HOURLY SUBCONSULTANTS

(NOT INCLUDED ON PAGE 1)

SUBCONSULTANT

(Identify Subconsultants, one line for each)

Total Unit Price Sub Costs \$ _____

TOTAL COSTS \$ _____

Disclaimer: Consultant is responsible for all calculations

Exhibit G
CUMULATIVE SUMMARY OF COSTS BY CATEGORY

This form tracks prime and sub costs by category for the life of the contract/authorization. Use additional pages as necessary.

CONTROL SECTION(S) – JOB NUMBER(S)	PROJECT DESCRIPTION
PRIME CONSULTANT NAME	
CONTRACT #	MDOT PM

	Original Contract or Authorization		Any Previous Amendments/ Transfers		Proposed Amendment or Transfer Request		Cumulative Totals	
	Hours	Costs	Hours	Costs	Hours	Costs	Hours	Costs
DIRECT LABOR								
Prime		\$		\$		\$		\$
Sub 1		\$		\$		\$		\$
Sub 2		\$		\$		\$		\$
Sub-Totals		\$		\$		\$		\$
OVERHEAD								
Prime		\$		\$		\$		\$
Sub 1		\$		\$		\$		\$
Sub 2		\$		\$		\$		\$
Sub-Totals		\$		\$		\$		\$
FACILITIES COST OF CAPITAL								
Prime		\$		\$		\$		\$
Sub 1		\$		\$		\$		\$
Sub 2		\$		\$		\$		\$
Sub-Totals		\$		\$		\$		\$
DIRECT EXPENSES								
Prime		\$		\$		\$		\$
Sub 1		\$		\$		\$		\$
Sub 2		\$		\$		\$		\$
Sub-Totals		\$		\$		\$		\$
FIXED FEE								
Prime		\$		\$		\$		\$
Sub 1		\$		\$		\$		\$
Sub 2		\$		\$		\$		\$
Sub-Totals		\$		\$		\$		\$
CUMULATIVE TOTALS		\$		\$		\$		\$

Exhibit I
PRIME CONSULTANT AND SUBCONSULTANT
QUALITY ASSURANCE/QUALITY CONTROL COSTS

This form identifies prime and sub staff, hours, and costs dedicated to QA/QC activities. This form shall be cumulative on any amendment/revision. Use additional pages as necessary.

CONTROL SECTION(S) – JOB NUMBER(S)	PROJECT DESCRIPTION
------------------------------------	---------------------

PRIME CONSULTANT NAME

SERVICE DELIVERABLE:

NAME	TITLE	HOURS	RATE	TOTAL
				\$
				\$
				\$
Percent of task			%	Labor sub-total
				\$

SERVICE DELIVERABLE:

NAME	TITLE	HOURS	RATE	TOTAL
				\$
				\$
				\$
Percent of task			%	Labor sub-total
				\$

SERVICE DELIVERABLE:

NAME	TITLE	HOURS	RATE	TOTAL
				\$
				\$
				\$
Percent of task			%	Labor sub-total
				\$
Overhead Rate			%	Total Direct Labor
				\$
Fixed Fee %			%	Overhead
				\$
Facilities Capital Cost of Money (FCCM) Rate			%	Fixed Fee Amount
				\$
				FCCM
				\$
GRAND TOTAL				\$