



Northeast Michigan Council of Governments

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Request for Proposals

GRAYLING AREA TRANSPORTATION STUDY

Date of Issuance:	August 17, 2020
Proposal Due Date and Time:	September 7, 2020, 4:00pm
Pre-Proposal Written Questions Due:	August 27, 2020, 12:00pm Noon
Response to Pre-Proposal Questions:	August 31, 2020
Oral Presentations, If Held:	September 15, 2020

Issuing Agency: Northeast Michigan Council of Governments (NEMCOG)
80 Livingston Blvd, Suite 108
PO Box 457
Gaylord, MI 49734
www.discovernortheastmichigan.org

Contact Person: Nico Tucker, Transportation Planner (NEMCOG)
Phone: 989-705-3732
Fax: 989-705-3729
E-mail: ntucker@nemcog.org

I. GENERAL TERMS AND CONDITIONS

A. Purpose

The objective of this project is to update the Grayling Area Transportation Study which addresses the immediate and long-range, multi-modal transportation needs in the Grayling area.

B. Type of Contract

The contract will be cost plus fixed fee contract, not to exceed \$120,000 and begin on or after October 1, 2020 and must be completed by October 31, 2021. 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 a Grayling Area Transportation Study Final Report. The contract will be funded with the Department of Defense, Office of Economic Adjustment and State of MI funds and must comply with federal-aid and state-aid project requirements.

C. Issuing Office

This RFP is issued by the Northeast Michigan Council of Governments. All inquiries and requests for information from NEMCOG staff related to this RFP must be submitted in writing to the Project Manager:

Northeast Michigan Council of Governments (NEMCOG)
80 Livingston Blvd, Suite 108
PO Box 457
Gaylord, MI 49734
Attn: Nico Tucker, Transportation Planner
989-705-3732
ntucker@nemcog.org

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

D. Submission of Proposals

1. Send one original (unbound) and ten 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.
2. 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.
3. Responses shall be sent to the following:

Northeast MI Council of Governments

Sent by Courier: 80 Livingston Blvd., Suite 108
Sent by US Postal Service: PO Box 457
Gaylord, MI 49734
Attn: Nico Tucker, Transportation Planner
ntucker@nemcog.org

4. 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 60 days from the due date of submission.
5. Responses cannot be altered or amended after the submission deadline. Any interlineation, alteration or erasure made before opening by NEMCOG must be initialed by the signer of the submission, guaranteeing authenticity.

E. Addenda to the RFP

Any changes to the RFP, if made, will be made only by an addendum duly issued. A copy of such addendum will be posted on NEMCOG's website: www.discovernortheastmichigan.org/jlus.asp. NEMCOG will not be responsible for any other explanation or interpretation of the proposed RFP made or given prior to the award of the contract. Sole issuing authority of addenda shall be vested in NEMCOG. Respondents shall acknowledge receipt of all addenda on the sealed envelope or package containing their proposal.

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. NEMCOG shall provide a copy of all the questions and answers to all consultants who receive an RFP. Consultants who download the RFP from the NEMCOG 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. Cost Liability

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

I. 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 NEMCOG approval, and then only in accordance with the explicit written instructions from NEMCOG.

J. 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.

K. 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.

L. 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.

M. Rejection of Submittal

NEMCOG reserves the right to reject any, all or part(s) of responses and to waive defects in responses. Responses received after the deadline and/or received unsigned will not be considered for award and shall be considered void and unacceptable. NEMCOG is not responsible for lateness or non-delivery of mail, carrier, etc. The responses will be date/time stamped when received, and this will be considered to be the official time of receipt. **No electronic or faxed versions will be accepted.**

N. Award of Contract Based on Best Value

Receipt of any response to this RFP shall under no circumstances obligate NEMCOG to accept the lowest dollar proposal. The award of this Contract shall be made to the respondent whose response will provide the goods or services sought at the **best value** for the participants identified as stakeholders in this RFP, taking into consideration the relative importance of price and the other evaluation factors set forth in this Request for Proposal.

O. Response Withdrawal

A response may not be withdrawn or canceled by the Respondent for up to sixty (60) days after the time set for the RFP opening date.

P. Consideration of Response

All responses meeting the intent of this RFP will be considered for award. Respondents taking exception to the specifications, or offering substitutions, shall state these exceptions by attachment as part of the proposal. The absence of such a list shall indicate that the respondent has not taken exceptions, and shall bind the Respondent to

perform in strict accordance with the specifications in this RFP. NEMCOG reserves the right to accept any, all or none of the exception(s) / substitution(s) deemed to be in the best interest of NEMCOG.

Q. Assurance of Compliance

For Equal Employment Opportunity and Small and/or Minority Business Enterprise Requirements, the respondent agrees that if this submittal is accepted, he/she will not engage in employment practices which have the effect of discriminating against employees or prospective employees because of race, color, religion, national origin, sex, age, handicap, or political belief or affiliation.

R. Minimum Requirements

A prospective respondent must affirmatively demonstrate that the respondent will provide goods or services at the **best value for the stakeholders**, based on the criteria provided herein. A prospective respondent must meet the following minimum requirements:

1. Have adequate financial resources, or the ability to obtain such resources as required;
2. Demonstrate the ability to deliver the specified services / products / deliverables;
3. Be able to comply with the required or proposed delivery schedule;
4. Have a satisfactory record of performance;
5. Have a satisfactory record of integrity and ethics; and
6. Be otherwise qualified and eligible to receive an award.

S. Other Information

NEMCOG may request representation and other information sufficient to determine respondent's ability to meet these minimum standards.

T. Conflict of Interest

Respondents must comply with the provisions of PA 318 of 1968 of the Michigan Compiled Laws Statute regarding conflict of interest issues.

II. BACKGROUND

There are mobility issues for current and probable future demands of the Grayling area's transportation system, which causes difficulty when attempting to plan for the safety, efficiency, convenience, and economic well-being of businesses and the traveling public. A Grayling Area Transportation Study was completed in 2008 and made recommendations to address these transportation issues. Since that time there have been many road improvements and several large developments in the Grayling area. The military training at Camp Grayling has increased in scope and size as well. Therefore it was determined that there is a need to update the Grayling Area Transportation Study.

III. SCOPE OF WORK

A. Work Statement

The project will be administered by the Northeast Michigan Council of Governments (NEMCOG). The contact person is: Nico Tucker, Transportation & Resource Planner (989) 705-3732. NEMCOG will contract with a qualified consultant to perform the project's tasks. NEMCOG staff is able to provide technical assistance in the project's planning tasks. An *Advisory Committee* will provide direction and guidance to the consultant throughout the course of the project, and will consist of representatives from the City of Grayling, Crawford County Board of Commissioners, Camp Grayling, Crawford County Road Commission, Michigan Department of Transportation, Grayling Township, Beaver Creek Township and technical staff. Other stakeholders that may be a part of the committee include representatives from the Grayling Area Schools, law enforcement, emergency response, chamber of commerce and other townships, and interested members of the general public.

B. Public Outreach

Input will be solicited to set and prioritize the community's transportation goals and objectives relating to the study area. It is anticipated that at least four meetings with the Advisory Committee and a series of two public input meetings will be necessary during the length of the project. The Advisory Committee will be responsible for providing a consensus to continue the project at each critical milestone, and ultimately will work with the consultant to prioritize recommendations for the final report.

C. Assess Existing Conditions in the Study Area

- 1) Obtain available traffic data from MDOT, NEMCOG, and Crawford County Road Commission to analyze and determine if additional traffic data will need to be collected. Using the traffic data provided or collected, prepare maps showing existing AADTs, directional AADTs, peak hour volumes, turning movements and commercial traffic percentages of AADT.
- 2) Secure, from NEMCOG, the mapping of existing land use, future land use and zoning districts data for each local jurisdiction.

- 3) Obtain, from NEMCOG, the available socio-economic, community services, natural resources and multi-modal transportation data for the Grayling area, including any updates as needed throughout the course of the project.
- 4) Review and identify major traffic generators in the area and produce a map which shows these locations and relative volumes.
- 5) Review and identify major trucking and other commercial vehicle routing needs in existing day-to-day business activities.
- 6) Determine the approximate percentage of traffic that travels between the 254 and 256 interchanges to assess local usage; Determine the portion of I-75 traffic that diverts to other E-W destinations at Grayling.

D. Assess Future Needs and Improvements for the Study Area

- 1) Using traffic count data, the census, future land use, zoning, building permits, planned future developments, and other data provided by local entities and NEMCOG, document base year traffic and develop a growth rate to predict future traffic volumes and level of service (LOS) on all appropriate segments and intersections for 10 and 20 years from the completion of the study.
- 2) Analyze future road segment/intersection capacities that will be needed to accommodate the study area's predicted traffic for 10 and 20 years from the completion of the study; identify road segments and intersections that may be deficient, based on those future forecasts (see E3 and E4 below).

E. Provide Conceptual Geometric Alternatives in Study Area

- 1) Create conceptual drawings (on an aerial photo) that show structural change alternatives, such as additional ramps at existing interchanges or new ramps at other locations which will improve access to I-75 and US-127 in the Grayling community. Additionally, conceptual drawings will be created to show proposed improvements to existing local road facilities and for any alternatives for new roads.
- 2) With future needs in mind, explain how the proposed alternatives can improve local road segments and intersections in the study area.
- 3) Document any staged improvements that can be made to the I-75 interchanges and local road system which will enhance access to and from the Grayling area.
- 4) Identify key local road segments that will need future improvements, and provide a list of the types of improvements that should be used in each scenario; produce sketches that illustrate these types of improvements.
- 5) Identify key intersections that will need future improvements, and provide a list of the types of improvements that should be used in each scenario.

- 6) Show how the alternatives compare with the impacts of a “do nothing” approach to the predicted future traffic. Include estimated gradual upgrade costs just to accommodate the future traffic.
- 7) Within each alternative, integrate additional facilities to accommodate bicycle and pedestrian traffic where applicable; examine multimodal options; also suggest aesthetics, such as landscaping and lighting, and integrate these into each alternative design sketch.
- 8) Include access management options, signal timing/phasing options and traffic calming options in each conceptual alternative.

F. Expected Outcome

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

G. Products and Deliverables

- 1) Grayling Area Transportation Study Final Report: A final study report will have a summary of the existing traffic and capacity conditions, the results of an analysis of current and future traffic and capacities, alternatives for more efficient access to I-75, and preliminary costs analyses for the alternatives including the ‘do nothing’ approach. It will include recommendations for improving locally impacted road segments and intersections. All supporting charts, graphs, tables and other data will be included in appropriate sections of the report. The entire report as well as the final Study Area map will be provided to NEMCOG in digital format so that CDs of the Study can be reproduced and provided at no cost to interested communities or individuals.
- 2) Maps of the study area will be created using layers of data generated in a GIS software that uses or will export to an ESRI File Geodatabase. The maps will show base features, roads & trails, major traffic generation locations, land use, future land use, zoning, environmental concerns, and other features as deemed necessary to complete the project. Specialized maps that show traffic volumes, number of lanes, intersection turning movement counts and other information will be produced. A final 24” X 36” map of the study area will be produced which will designate (by numbers or other symbology) the locations for recommended short-term, mid-term, and long-term improvements to the transportation system. All digital layers of information that are created in the GIS will be provided to NEMCOG in shape file format, in an acceptable coordinate and projection system so that they can be used in future projects.

H. Other Requirements and Meetings

- 1) The consultant will provide project updates to the NEMCOG 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.
- 2) Partnerships between local units of government, public agencies, MDOT, and private interests will be maintained in order to coordinate efforts to conduct a comprehensive transportation study of the Grayling area. It will be necessary to pool resources when implementing the recommendations in the study.

I. Items to be provided to NEMCOG

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, NEMCOG, and the Crawford County Road Commission together with all computer generated disks, tapes, summaries, and charts derived therefrom, are the property of NEMCOG.

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 Grayling Area Transportation Study project tasks. 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. In addition, roles and responsibilities will 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 NEMCOG. A violation of this provision will be considered a breach of the contract, and NEMCOG may terminate the contract.

4) Project Management

- a. The consultant's Project Manager must be readily accessible to NEMCOG 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 NEMCOG Project Manager shall be the official NEMCOG contact person for the consultant. The consultant must either address or send a copy of all project correspondence to the NEMCOG Project Manager. This includes all verbal contact records. The NEMCOG Project Manager shall be made aware of all communications regarding this project.
- c. The consultant will update NEMCOG 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 NEMCOG 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 NEMCOG 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 NEMCOG. 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 NEMCOG. 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.

8) 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.

9) Work Plan Bullets & Timeline

Provide work plan bullets and timeline detailing each task to be completed for the scope of work. The expectation is a one-page gantt chart depicting the scope of work bullets listed on the left side and a timeline extending to the right.

V. PROPOSAL EVALUATION AND AWARD CRITERIA

All proposals received by the deadline shall be subject to an evaluation by the Advisory Committee 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 that do not fulfill all program requirements or omit any of the proposal contents as described in the RFP may be rejected.

NEMCOG 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 NEMCOG 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 NEMCOG determine 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 all parties.

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: 20 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 NEMCOG.

D. ORIGINALITY OR INNOVATIVENESS OF PROPOSALS: 20 Percent.

This RFP generally outlines the work activities and products expected by NEMCOG. 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: 5 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.

Consultant 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 Cost - 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 Person-hours x</u>	<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	000.0%	=	Total Overhead	<u>\$000,000.00</u>
(Total Estimated Labor)					

ESTIMATED DIRECT EXPENSES

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

Expenses #1	\$ 00,000
Expenses #2	\$ 0,000
Expenses #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	<u>\$ 00,000,000</u>
(Sum Totals: Labor, Overhead, Direct Expenses, Fixed Fees)	
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	000.0%	=	Total Overhead	<u>\$000,000.00</u>
(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	<u>\$000,000</u>
(Total Estimated Labor + Overhead)					

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