

AUTOMATED FEE PROPOSAL (AFP) USER'S GUIDE



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Section 1 – Introduction

About the Guide

This document is intended as reference guide for the Automated Fee Proposal (AFP). The layout of the guide addresses each sheet within the AFP separately and attempts to show the shortcuts, as well as common errors.

Each sheet is addressed in its own chapter. The detail within each chapter addresses specific areas of input. A sample proposal is included to provide additional guidance. Tabs not shown in this manual are for internal FDOT use only.

AFP Overview

The AFP was designed to accomplish four goals:

- To standardize the proposal process statewide.
- Streamline the cost proposal process while also reducing calculation errors.
- Allows for offline proposal preparation.
- Provides a method for uploading the fee proposal data from the AFP into CITS.

Reminders

Cell color meanings in the AFP:



Blue cells are dropdowns. The dropdown icon will appear when the cell is selected.



Tan cells are fillable. Any information can be added by the user into these cells.



White cells may contain formulas. They cannot be edited or changed by the user.



The red tab in the upper right hand corner is a cell that contains a comment that is displayed by hovering over the cell.

Section 2 – Contract Details

Project information is entered into the contract details tab.

PROJECT NAME:	Stateroad 1 Off Ramp Landscaping	
CONTRACT NUMBER:	C9999	
AD NUMBER:	19999	
FM NUMBER:	TBD	
AMENDMENT #:		
PLANNED START DATE:	1/2/2018	
PLANNED END DATE:	1/1/2023	
PROJECT LENGTH:	60	Months
TYPE OF CONTRACT RATES:	Table 6 only	
Contract Duration Adjustment Factor (CDAF):	5.50%	

Information & Requirements

- Project Name
- Contract Number
 - Required if Ad Number is blank.
- Ad Number
 - Required if Contract number is blank.
- FM Number
 - Can enter the FM number(s) or leave as TBD.
 - Must be alpha numerical
 - No dashes
- Amendment #
 - Required for uploading AFP for contract amendments.
- Planned Start Date
- Planned End Date
- Project Length
 - Automatically calculates based on Planned Start and End dates.
- Types of Contract Rates
 - Table 6 only for contracts that will use only fully loaded billing rates.
 - Contact Central Office if you have a Table 5A 5B contract that you need to load.
- Contract Duration Adjustment Factor (CDAF)
 - Required; choose the appropriate CDAF for the contract from the dropdown.
 - (Should be stated on your Request for Fee Proposal (RFFP))

DISTRICT: AFP VERSION:
LAST UPDATED:

Is this a Task Work Order Contract?

Sequence Number:

Additional Information & Requirements

- District
 - Required; choose the District from the dropdown for the advertisement or contract.
- Is this a Task Work Order Contract?
 - Required; select from the dropdown whether it is a Task Work Order Contract **(Yes)** or Non-Task Work Order Contract (Project Specific) **(No)**
- Sequence Number
 - No action for Consultants, Internal Use only.

Section 3 – Compensation Elements

COMPENSATION ELEMENTS

Basic Services
Survey Services
Geotech Services

What is a Compensation Element?

A Compensation Element or “Comp Element”, is a descriptive title you arbitrarily assign to a grouping of costs in the AFP. This enables you to differentiate costs by method of payment (Lump Sum or Limiting Amount) and/or type of costs (basic, optional, geotech, survey). Remember you only have to type this information once. From that point forward a drop down menu will be populated with the information you have provided. Below is a sample of the type of information provided in the “Elements” sheet. Your project, depending on its complexity, may require far more or far less Compensation Elements.

Examples are below:

- Basic Services-LA
- Optional Services-LA
- Survey-LA
- Geotechnical Services-LS
- Expenses-LS

A typical Compensation Element would be identified as basic or optional services with a method of payment “LS” or “LA”. The “LS” means the Compensation Element is being paid as a lump sum and “LA” means it is being paid as a limiting amount (Cost Reimbursable).

What does it mean if I cannot see this tab?

For contracts that were specified in the contract details as Task Work Order contracts; the tab is hidden and the compensation element dropdown defaults to ‘Basic Services’.

Section 4 – Consultant

Consultant	Home / Field	FEID	Type	OH	FCCM	OMDS	CDAF	EXP	Multiplier
ABC FIRM	Home	F999999999	P	100.00%	20.000%	25.00%	5.50%	12.00%	262.50%

Information and Requirements

- **CONSULTANT**
 - This is where you list the prime consultant and all subconsultants eligible to work on the project.
- **Home/Field**
 - Differentiate between home and field rates for consulting firms.
- **FEID**
 - This is where you list the FEID (Federal Employer Identification) numbers of all the companies performing work on the project. The number must register in MyFloridaMarketplace:
http://www.dms.myflorida.com/business_operations/state_purchasing/myflorida_marketplace
 - (Acceptable Format: F111111111) No dashes or spaces are allowed
- **TYPE**
 - Differentiate between the prime and the subs with a P or S.
 - Must be one prime. There can be prime for Home and Field, however, must have the same Consultant listed.
 - In the event an AFP is created for an amendment, and adding subconsultants to a contract, the prime must still be listed matching the original AFP information on the Consultant tab only. Follow with the additional new subconsultants.
- **OH**
 - Overhead rate.
- **FCCM**
 - Facilities Capital Cost of Money rate.
- **OMDS**
 - Negotiated operating margin applied to direct salaries percentage.
- **CDAF**
 - Contract Duration Adjustment Factor - Automatically populated from the contract details selection of CDAF. Only applies to firms awarded an operating margin.
- **EXP**
 - Direct expense rate. This rate will be applied to direct labor cost.
- **MULTIPLIER**

- This number is the composite of the Overhead, Operating margin, Direct Expense, CDAF, and FCCM rates. It is used to convert an unloaded rate to a loaded rate.

Premium Overtime Eligible	Audit Status	Dir Exp % / Actual	Comments
Excluded	Audit	Dir Exp %	Prequalification letter attached to e-mail

- Premium Overtime Eligible
 - Please refer to prequalification letter to determine premium overtime eligibility.
 - Reimbursed means premium overtime is already reimbursed and included in audited rate.
 - Excluded means reimbursed for premium overtime (time and a half) on contract.
- Audit Status
 - Audit
 - Has an approved overhead audit with FDOT
 - Self Cert
 - Has an approved self-certification with FDOT
 - None
 - Does not have an approved audit or self-certification with FDOT
- Dir Exp % / Actual
 - Compensated for direct expenses or actual expenses on the contract
- Comments
 - Space for comments for the Consultant or FDOT Contract Analyst

Section 5 – Employee

Macro Information

Sort Employees Macro Button



This macro button will sort the employees by Consulting firm, Job Class, A/B Designation, and Compensation Element.

Information and Requirements

Consultant	Employee Name	Job Classification	#	FL Professional License #
------------	---------------	--------------------	---	---------------------------

- Consultant
 - **Select only from the dropdown, do not type in this area.**
 - Select from the dropdown information provided in the “Consultant” sheet.

Consultant	Employee Name
CDE Firm Home	st Employee
CDE Firm Home	cond Employee

- Employee Name
 - Names of staff proposed within each position must be entered
- Job Classification
 - Job classification shall be selected based on employee resume compared against the typical definitions located in Attachment B of the Negotiations Handbook
- # (A/B Designation)
 - This area is to be used only when you are proposing multiple positions within a job classification but have vastly different duties and responsibilities. In this situation, you would use the “#” drop down menu to individualize the position. The spreadsheet will only average what has been grouped for each position through the “#” column.
- FL Professional License #
 - Only for the Florida Professional License, other states can be entered in the comments field.

#	FL Professional License #	Professional License Date Received	Position Eligible for Premium Overtime	Comp. Ele
		7/1/2020		Basic Ser
		7/1/2016		Basic Ser
		7/1/2015		Basic Ser

- Professional License Date Received
 - Enter the date of professional license received
- Position Eligible for Premium Overtime
 - Drop down selection to identify if a position is eligible to receive premium overtime.
- Comp. Element
 - Drop-down menu to assign the method of compensation to a line item. This is a required field.

Item	Actual Payroll Rate	CEI 75th Percentile	Voluntary Reduction Rate	Weight Factor	Contract Rate
ces	\$ 49.00				\$ 49.00
ces	\$ 50.00		\$ 35.00		\$ -
					\$ -

- Actual Payroll Rate
 - This is the certified wage rate for an individual in a proposed position, as verified by a payroll register.
 - No need to enter \$ sign. The field will automatically format.
- CEI 75th Percentile
 - This is the 75th percentile limited rate for CEI job classifications on CEI contracts.
- Voluntary Reduction Rate
 - This is used when firm elects to provide a reduced rate to the Department.

Item	Actual Payroll Rate	CEI 75th Percentile	Voluntary Reduction Rate	Weight Factor	Contract Rate
	\$ 20.00			10%	\$ 92.00
	\$ 100.00			90%	\$ -

- Weight Factor

- In the event that one employee will do the majority of the work, then straight average of the positions proposed may not be adequate. As the examples shown above demonstrate, this field allows skewing the average in a particular direction.
- Contract Rate
 - The rate per job classification that will be used on the contract. The AFP spreadsheet will calculate the contract rate.

Comment	FDOT Recommended Job Class	Payroll Verified by FDOT (Optional)
		<input type="checkbox"/> Check

- Comment
 - This is where you can enter in comments for each line item.
- FDOT Recommended Job Class
 - For use by FDOT staff only.
- Payroll Verified by FDOT (Optional)
 - For use by FDOT staff only.

Section 6 – Standard Testing Rates

Macro Information

Sort Testing Rates Macro Button



The Sort Testing Rates macro button will sort consultants, item number, and compensation element.

Information & Requirements

This tab is for the use of Standard Testing Rates/Pay Items listed in FDOT’s “Negotiations Handbook” in attachment L. Any testing rates/pay items not listed in the “Negotiations Handbook” should be approved by Central Office Procurement prior to use. Once approved, they should subsequently be entered in the Loaded Tab.

CONSULTANT	ITEM	UNIT OF MEASURE

- Consultant
 - **Select only from the dropdown, do not type in this area.**
 - Select from the dropdown information provided in the “Consultant” sheet.
- Item
 - **Select only from the dropdown, do not type in this area.**
 - The list of items, located in the drop down menu, are defined Attachment L of the FDOT “Negotiations Handbook.” This list was developed as a result of a collaborative effort between FDOT Procurement Office, FDOT Materials and Testing Offices and ACEC-FL. Every effort should be made to ensure that only these items are used. If an additional testing rate or pay item is needed, please contact Central Office Procurement.
 - Item numbers with “VEND” suffix are to be used for a Non-Professional Services vendor
 - Item numbers with “P” suffix are to be used for the Professional Services vendors for Oversight.

For example:

401	Geo Auger Borings-H& & Truck/Mud Bug	LF	Includes all labor, equipment and materials to perform test.
401Vend	Geo Auger Borings-H& & Truck/Mud Bug	LF	Includes drill rig, crew, equipment, and materials to perform the test. Item 401Vend is to be used in conjunction with 401P.
401P	Geo Auger Borings-H& & Truck/Mud Bug	LF	Log Recorder/Oversight Position. Item 401P is to be used in conjunction with 401Vend.

- 401 is used if the Professional Services firm is performing the comprehensive test by itself. If 401 (no suffix) is used, no need to also utilize 401Vend and 401P in the fee proposal.
- 401VEND should be listed under the drilling firm, when a drilling firm is used. When drilling firm is used for 401VEND, the Professional Services firm must list the test 401P under the professional services firm.

- The combined cost for both 401Vend and 401P are compared against the statewide average for 401.
- Unit of Measure
 - This auto populates based on the standard unit of measure in the FDOT “Negotiations Handbook”.

RATES		COMP.	CONTRACT	COMMENTS	No Duplicates.
ACTUAL	NEGO.	ELEMENT	RATE		Duplicates?
			\$		

- Actual
 - The amount proposed by the firm and included in their Published Fee Schedule.
 - No need to enter \$ sign. It will automatically format.
 - Firms published fee schedules can be created using the Word Document or Excel files for the Materials Testing/Geotech for testing rates/pay items to be used on the Testing Rates Analysis tab. These documents are located on the Procurement Office homepage, under More, at the bottom of the Professional Services Audit Accounting Information webpage.

Geotechnical and Materials Testing Firms Notice:
In an effort to promote uniformity and consistency, the Department has added new Statewide Materials Testing job classes and also standardized the Material and Geotechnical testing rates (pay items). The new job classes are available in the [Negotiation Handbook \(Attachment B\)](#):

The listing of the Standard Items and Item Descriptions for Geotechnical and Materials Testing Firms is available in the [Negotiation Handbook \(Attachment L\)](#). Please utilize the standard numbering convention when proposing rates on new projects. Please revise your standard Published Fee Schedule to conform to FDOT standards.

[Sample MS Word format for Materials Testing/Geotech firms to submit their new published fee schedule](#)

[Sample MS Excel format for Materials Testing/Geotech firms to submit their new published fee schedule](#)
- Nego.
 - The amount negotiated with the firm by the Department. This field shall include the mean/average for the pay item, if the Actual rate is higher. From the Negotiation Handbook:

“It shall be the Department’s policy to compensate firms for geotechnical and materials testing pay items based on the firm’s submitted pay item rate, up to the mean/average proposed rate for that pay item, in accordance with the Department’s Table 6 Loaded Rates Report available on the Procurement Internet site at:
<https://www.fdot.gov/procurement/InternetReports.shtm#jobclass>
(based on one year of data obtained from the Table 6 Loaded Rates Report for the District).”
- Comp. Element

- This area allows you to assign the method of compensation to a particular line item and is a required field.
- Contract Rate
 - The amount that will be used for the testing rate on the contract.
 - Automatically calculated by AFP spreadsheet.
- Comments
 - A comments section for the line item.
- Duplicates?
 - Displays if there are duplicate rates being proposed by a firm. The top will change to red and display DUPLICATES; as well as a Duplicates in each row that contains a duplicate testing rate being proposed.
 - Each firm should only have 1 of each type of test per firm.

Section 7 – Loaded

Macro Information

Sort Loaded Rates Macro



The Sort Loaded Rates Macro button will sort this tab by Consultant, Item, and Compensation element.

Requirements & Information

The Loaded tab is used for all non-standard testing rates and miscellaneous expense items. Information on this tab can include utilities for CEI contracts. Remember any non-standard testing rates need to be approved by Central Procurement Office prior to use. Any standard testing rates listed in FDOT’s “Negotiations Handbook” must only be entered in the Testing Rates Tab.

ITEM	UNIT OF MEASURE	RATES		COMP. ELEMENT	CONTRACT RATE
		ACTUAL	NEGO.		
Ammonia.350.1 Aqueous	Unit	\$ 15.00		Basic Services	\$ 15.00
Nickle.EPA 200.7,ICP.Aqueous	Unit	\$ 8.00		Basic Services	\$ 8.00
OrthoPhosphate.365.1.Aqueous	Unit	\$ 15.00		Basic Services	\$ 15.00
Lead.EPA.200.7,ICP.Aqueous	Unit	\$ 8.00		Basic Services	\$ 8.00
TKN.351.2.Aqueous	Unit	\$ 18.00		Basic Services	\$ 18.00

- Consultant
 - Select only from the dropdown, **do not type** information into this column
 - Dropdown pulls information provided in the “Consultant” sheet.
- Item
 - Enter the item description up to 60 characters.
 - Any long descriptions that do not fit into the 60 character limit can be entered into the Comments box.
- Unit of Measure
 - Select from the drop down the Unit of Measure that will be used.
 - This field designates how the item will be billed. (i.e. per month, per mile, etc.)

RATES		COMP.	CONTRACT
ACTUAL	NEGO.	ELEMENT	RATE
			\$ -

- Actual
 - The amount proposed by the firm and included in their Published Fee Schedule.

- No need to enter \$ sign. It will automatically format.
- Nego.
 - The amount negotiated with the firm by the department.
 - No need to enter \$ sign. It will automatically format.
- Comp. Element
 - This area allows you to assign the method of compensation to a particular line item and is a required field.
- Contract Rate
 - The amount that will be used for the item on the contract.
 - Automatically calculated by the AFP spreadsheet.

COMMENTS	All Items Proper Length.
	Text Length Verification

- Comments
 - A comments section for the line item.

Section 8 – Fee Summary
 Requirements & Information

Consultant	Contract Detail	Consultant Totals
ABC Engineering Firm Home		
	Labor(Unloaded)	\$ 5,425.00
	Overhead%	200.00% \$ 10,850.00
	Operating Margin + CDAF%	10.00% \$ 542.50
	FCCM%	1.0000% \$ 54.25
	Loaded	\$ -
	Premium O/T	\$ -
	Straight O/T	\$ -
	Expense %	12.20% \$ 661.85
	Consultant Cost:	\$ 17,533.60
		Contract Total: \$ 40,719.17
SUBCONSULTANTS		
XYZ Engineering Firm Home	\$	18,302.97
Engineering Corp Home	\$	3,432.60
FIRM 1 Home	\$	750.00
Firm 2 Home	\$	700.00
	\$	-
	\$	-
	\$	-
	\$	-
	\$	-
	\$	-
	\$	-
	\$	-

The “Summary” Sheet gives you a summary of the proposal. It itemizes the prime consultant’s costs and lists all of the subconsultants and the sum of their costs by compensation elements. If the prime is using different compensation elements, the summary sheet breaks out the prime’s costs. It shows their primary costs in the itemized top section and lists cost proposed with different compensation elements below.

You will notice two large buttons at the extreme right and left of the “Summary” sheet. They are for use by the FDOT Procurement staff only and the purpose is to upload data into the CITS system. The button on the left is for loading the data into the CITS production environment. The button on the right is for loading the data into a CITS test environment.

Only selected district personnel have the authorization to upload data into CITS. If you click these buttons and are not authorized to upload into CITS, you will receive an error message.

Should you accidentally click on the button and receive an error message, it will not effect any information or calculations within the spreadsheet.

After reviewing the proposal for errors, you should “Zip” the file and then send it to the appropriate District Professional Services contact person. Once it has been reviewed by the district and finalized, the district will upload the spreadsheet into a sharepoint site where Central Office will manually load into CITS. It is the District Professional Services Unit’s responsibility to ensure a proper payment method is used and that the AFP sheet is “Uploaded” properly.

Districts and Consultants should be able to see the information in CITS within 24 hours after the file is uploaded into CITS.

If there are questions regarding specific spreadsheet requirements for your project, please contact your District Project Manager.

Section 9 – WE-Unloaded

Macro Information

Format Table

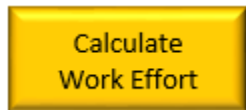


This macro “Format Table” button is a macro, and must be clicked before entering Work Effort hours.

The Format Table button will remove any duplicates so that Work Effort hours are not entered multiple times for the same Job Classification for the firm.

If you have used this macro and added additional information into the Employee Sheet, please click Format Table again to refresh.

Calculate Work Effort



Calculate Work Effort button should be used after hours have been entered. Once you click this it will calculate the cost and percent distribution per classification, per firm.

WE-UNLOADED							Calculate Work Effort
Comp Element	Job Classification	PREM OT	Straight OT	Rate	Hour	Cost	Percent Distribution Per Classification, Per Firm
Basic Services	CEI Res Compliance Specialist			\$ 2.00	2	\$ 4.00	33.33%
Basic Services	CEI Bridge Senior Inspector			\$ 4.00	4	\$ 16.00	66.67%
Basic Services	CEI Consultant Engineer			\$ 6.00	5	\$ 30.00	45.45%
Basic Services	CEI Senior Project Engineer			\$ 8.00	6	\$ 48.00	54.55%
Basic Services	CEI Contract Support Specialist			\$ 10.00	4	\$ 40.00	19.05%
Basic Services	CEI Consultant Engineer			\$ 12.00	8	\$ 96.00	38.10%
Basic Services	CEI Inspector's Aide			\$ 19.00	9	\$ 171.00	42.86%
Basic Services	CEI Inspector's Aide			\$ 26.00	10	\$ 260.00	100.00%

Requirements & Information

Enter the required information and the sheet will calculate the total cost per item and further calculates the total amount for each consultant, by compensation element. Like the “WE-Unloaded” sheet, this information is used to populate the “Fee Calc.” sheet.

Consultant	Comp Element	Job Classification	PREM OT
ABC Firm Home	Basic Services	Acquisition Administrator	
ABC Firm Home	Basic Services	Acquisition Administrator	

- Consultant
 - Populated from the Employee Sheet
- Comp Element
 - Populated from the Employee Sheet
- Job Classification
 - Populated from the Employee Sheet
- PREM OT
 - Populated from the Employee Tab selection that was made under the column “Position Eligible for Premium Overtime”

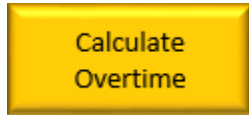
Straight OT <input type="button" value="v"/>	Rate <input type="button" value="v"/>	Hour <input type="button" value="v"/>	Cost <input type="button" value="v"/>	Percent Distribution Per Classification, Per Firm <input type="button" value="v"/>
Yes	\$ 92.00		\$ -	0.00%
No	\$ 50.00		\$ -	0.00%

- Straight OT
 - A dropdown selection for calculation of straight overtime for a position.
- Rate
 - Populated from the Employee Tab
- Hours
 - Enter the number of Work Effort hours for a job classification.
- Cost
 - Populated from the Employee Tab; the contract rate for the job classification.
- Percent Distribution Per Classification, Per Firm
 - Calculates the percent of work effort for the job class by firm.

Section 10 – Overtime

Macro Information

Calculate Overtime



This macro button will calculate the Straight and Premium overtime amounts based on the entries into the O/T% and Fixed Amount.

Requirements & Information

Consultant	Comp. Element	Rate

- Consultant
 - Populated from the Employee Tab
- Comp. Element
 - Populated from the Employee Tab
- Rate
 - Populated from the Employee Tab

O/T%	Fixed Amount	Straight	Premium
		\$ -	\$ -

- O/T%
 - Input for the percentage of overtime compared to the rate.
- Fixed Amount
 - Input for a fixed amount of overtime.
- Straight
 - Displays the amount of straight time based on a calculation of the percentage or fixed amount.
- Premium
 - Displays the amount of premium overtime based on a calculation of ½ the straight time.

No Premium O/T

- Premium O/T Selection
 - Dropdown to select is premium overtime will be used on that compensation element. Will apply the premium overtime calculation for the premium column.

Section 11 – WE-Loaded

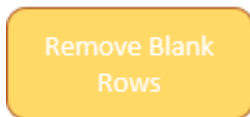
Macro Information

Update Info



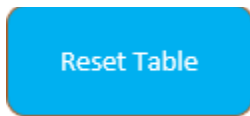
The 'Update Info' button should be used once the WE-Loaded tab has been filled out. This will move all of the information from the WE-Unloaded, Overtime, and WE-Loaded tabs into the Fee Calc. page. It will also take you to the Fee Calc. page when clicking it.

Remove Blank Rows



The 'Remove Blank Rows' button should be clicked before entering hours. It will remove all of the blank rows from the table and group all of the information brought over from the Testing Rates and Loaded tabs.

Reset Table



The 'Reset Table' button is used if you have already used the Remove Blank Rows macro and have added additional rates to the Testing Rates or Loaded tabs. It will set the table back to the original look. You will then use the Remove Blank Rows after clicking this.

Requirements & Information

Consultant	Item	Element	Rate
			\$ -

- Consultant
 - This is brought over from the Testing Rates and Loaded Tabs.
- Item
 - This is brought over from the Testing Rates and Loaded Tabs.
- Element
 - This is brought over from the Testing Rates and Loaded Tabs.
- Rate
 - This is brought over from the Testing Rates and Loaded Tabs.

# Unit	UoM	Cost
		\$ -

- # Unit
 - Input for the number of units that will be used in the Work Effort.
- UoM (Unit of Measure)
 - This is brought over from the Testing Rates and Loaded Tabs.
- Cost
 - This is brought over from the Testing Rates and Loaded Tabs.

Section 12 – Fee Calc

Requirements & Information

The “Fee Calc.” Sheet gives a detailed summary of all costs proposed. The costs are listed by compensation element and by consultant. The only input required on this page is the selection of a method of payment (LA01-Est., LS03-Lmt., etc....). This is done by using the drop down menu located next to each consultant’s name, under the individual compensation element. Please refer to your district contract person for the appropriate method of payment to use (LA01, LS06, etc.). The “Est.” and “Lmt.” at the end of the selection are abbreviations for “Estimate” and “Limit,” respectively. Estimates can be exceeded, limits cannot. This will display the OH, FCCM, EXP, OM, labor rates, straight O/T, and premium O/T.