NEGOTIATION HANDBOOK

PROFESSIONAL SERVICES CONTRACTS
FLORIDA DEPARTMENT OF TRANSPORTATION

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Update History:

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9/7/2007	Attachment D – Current Averages	D – 1
9/ 24/2008	Attachment B – Field Crew Supervisor job class added	B – 2 thru 3
12/11/2008	Attachment D – Current Averages & Department Limits	D – 1 thru 2
12/24/2008	Update Operating Margin Guidelines, Section 5.0	9-13
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6/13/11	Expanded guidance related to compensation, Section 4a(2).	5
7/24/12	Updated averages for Overhead, Exp, & FCCM in Attachment D	Attachment D
9/18/12	Contract Modifications- Rate Adjustments to Professional Services Consultant Contracts	Page 15
9/18/12	Added Policy Statement on Use of Field Office Rates for On-Premises Consultant Employees	Attachment K
2/5/2013	Update Attachment D – Current Avgs & Dept. Limits	D1 – D2
5/15/2013	Update Attachment B – Add Two New CEI Job Classes	Attachment B
2/19/2014	Negotiation of cost of services section, Negotiation of Method of Compensation, Documentation of Negotiations, Termination of Negotiations Update Attachment D – Current Avgs & Dept. Limits, Update Attachment E – Self-Certification of Accounting System and Reimbursement Rates Replace Attachment G – Reimbursement of Permits Update Attachment H – Policy for Use of Department Space and Equipment Update dollar threshold for requiring overhead audit	Attachment D, Attachment E, Attachment G, Attachment H
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11/25/2014	Added Negotiation of Rates for Construction Engineering Inspection	6
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2/20/2015	Update Attachment B – Add New Job Class	Attachment B
4/30/2015	Update Senior Project Engineer and CEI Senior Project Engineer's definitions	Attachment B
7/17/2015	CEI Senior Project Engineer's definitions	Attachment B

7/22/2015	Update Sole Proprietor Costs	8
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1/29/2016	Update Operating Margin Guidelines; Attachment N	Section 4 and 5; Attachment N
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2/2/2018	Updated Attachment B – Job Classifications Updated Attachment D – Current Avgs & Dept. Limits	Attachment B Attachment D
1/2/2019	Updated Attachment B – Job Classifications Updated Attachment L - Standard Items and Item Descriptions for Geotechnical and Materials Testing firms Updated Attachment D – Current Avgs & Dept. Limits Updated Attachment J - Certification of Use of Subs and all Lower Tier Subs	Attachment B Attachment L Attachment D Attachment J
3/29/2019	Clarified what is included in Utility costs when reimbursed as direct project cost for field office Updated Attachment L – Standard Items and Item Descriptions for Geotechnical and Materials Testing Firms	 Attachment L
1/13/2020	Updated Attachment D – Current Avgs & Dept. Limits	Attachment D
2/13/2020	Updated Home and Field Office Language Updated Attachment L – Standard Items and Item Descriptions for Geotechnical and Materials Testing Firms	 Attachment L
12/18/2020	Clarified what is included in Utility costs when reimbursed as direct project cost for field office Updated Attachment L – Standard Items and Item Descriptions for Geotechnical and Materials Testing Firms	 Attachment L
6/28/2021	Updated PE job classifications Updated Attachment D – Current Avgs & Dept. Limits	Attachment B Attachment D
9/1/2021	Added Approved Rates to Attachment L	Attachment L
3/23/2022	Updated Attachment B – CEI Job Classifications updated in accordance with CEI Scope of Services. Crew rates created for Surveying and Mapping	Attachment B

8/26/2022	Updated Attachment B – CEI Job Classifications updated in accordance with CEI Scope of Services. Add new section - Eligible Job Reclassifications	Attachment B
9/21/2022	Updated Attachment L – Standard Items and Item Descriptions for Geotechnical and Materials Testing Firms	Attachment L
11/7/2022	Updated Attachment D – Current Avgs & Dept. Limits	Attachment D
1/27/2023	Updated Attachment B – CEI Job Classifications updated in accordance with CEI Scope of Services. Updated Attachment L - Standard Items and Item Descriptions for Geotechnical and Materials Testing Firms	Attachment B Attachment L
6/9/2023	Updated Attachment B Updated Attachment L	Attachment B Attachment L
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6/14/2024	Updated section 4(a)(5) Updated Attachment B Updated Attachment D – Current Avgs & Dept. Limits	 Attachment B Attachment D
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3/19/2025	Updated Attachment D – Current Avgs & Dept. Limits	Attachment D
10/2/2025	Updated Attachment B	Attachment B
12/10/2025	Updated Attachment B	Attachment B
6/26/2026	Updated Attachment B Updated Attachment D – Current Avgs & Dept. Limits Updated Attachment L	Attachment B Attachment D Attachment L
11/20/2026	Updated Introduction - Added Business Growth Adjustment Factor Language Updated Negotiation of Operating Margin plus Contract Duration adjustment Factor - Added Business Growth Adjustment Factor Language Updated Attachment B – Job classifications Updated Attachment E Updated Attachment F Updated Attachment M	Introduction Negotiation of Operating Margin Attachment B Attachment E Attachment F Attachment M

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NEGOTIATION GUIDELINES
PROFESSIONAL SERVICES CONTRACTS
FLORIDA DEPARTMENT OF TRANSPORTATION

Introduction

Florida law requires state agencies to acquire Professional Services by competitive negotiation. The process mandated by statute (287.055, 337.107 and 337.1075, Florida Statutes), Administrative Rule (14-75, Florida Administrative Code), and departmental procedures (FDOT 375-030-002) requires a competitive selection of the consultants based on qualifications, followed by a competitive negotiation process to establish a fee for the desired services. The objective of the total consultant acquisition process is the selection of a well-qualified firm at a fee that is fair, competitive and reasonable to both the state agency and the consultant. Negotiations should be conducted in good faith, recognizing that compromise may be required to achieve an equitable contract. The Department's negotiators must recognize the legitimate interest of the consultant industry in recovering their costs and making a reasonable profit when performing work for the Department. Conversely, the consultants must recognize the legitimate interest of the Department in receiving quality work at a fair, competitive and reasonable cost, to accomplish the work program while maximizing the use of taxpayers' dollars. A contract that is beneficial to both parties is the desired outcome of a successful negotiation.

The negotiation portion of the consultant acquisition process consists of establishing agreement between the Department and the Consultant on the following major points:

1. Scope of services to be performed

2. Work effort required (both quantity and level of personnel required)

3. Cost of services
   a. Wage rates
   b. Overhead cost
   c. FCCM
   d. Direct expenses
   e. Subconsultant costs
   f. Operating margin and contract duration adjustment factor (CDAF)
   g. Business Growth Adjustment Factor (BGAF)

4. Method of compensation

The following information provides general guidelines for the negotiation process. Although the various components are described separately, the negotiation process should be approached from a holistic perspective since scope, work effort and cost are interrelated. The negotiation of one of these variables might have a significant impact on the other two. Both project management personnel and professional services staff should be involved in negotiating the contract terms for the Department. Typically, the project management personnel would assume the lead role in negotiating the scope of services and staff hour requirements, while professional services would assume the lead with costs and method of compensation. However, it is strongly recommended that one person have primary

responsibility for the negotiation and participate in all phases of the process.

Negotiation Procedures

1. Fee Proposals

   At the completion of final selection, the number one ranked firm should be requested to provide comments on the scope of services, as well as a detailed staff hour estimate where appropriate, a fee proposal in standard format, and support for all costs contained in the fee proposal. Attachment A provides the Department's Automated Fee Proposal Guidelines.

   Florida Statutes specifically require the Department to conduct a detailed analysis of costs for contracts acquired under the Consultants Competitive Negotiation Act, and the fee proposal must provide sufficient information to allow this. The fee proposal should be reviewed as well as supporting information. Any errors, deficiencies, omissions, etc., noted during the review of the fee proposal by the Professional Services Unit (PSU) will be brought to the attention of the selected Consultant, and corrected data will be requested immediately.

2. Negotiation of Scope of Services

   The final negotiated scope of services should be tailored to ensure a mutual understanding of the project. During this negotiation process each work activity or milestone should be discussed to determine how it is to be accomplished, the nature of the deliverable, and its format. If the consultant's understanding is not in accord with that of the Department, discussions should be conducted to arrive at a mutual understanding of the services to be accomplished, the method by which it will be accomplished, and the nature of the final product. Either party to the negotiations should feel free to request written confirmation in the form of modification of the scope to reflect agreed-to terms.

   The scope of services is one of the major factors affecting the fee for consultant services since it defines the nature and volume of work to be performed. A well written scope of services establishes the tasks to be performed, materials to be delivered, meetings to be attended, schedule to be met, equipment that will be used, standards that will be followed, and responsibilities of both the consultant and the Department.

   The detail established in the scope of services sets the stage for subsequent negotiations. A detailed and thorough scope of services leads to an understanding of the services needed to complete the assigned project as well as an understanding of the sequence of tasks to be accomplished. This allows for informed development of the staff-hour estimates and project fee.

   The scope of services should be prepared in standard Department format. A standard scope of services is available on the Department's website for project development & environmental studies (PD&E), highway and bridge/structural design, construction engineering & inspection (CEI), and district geotechnical and materials testing projects. The standard scope of services should be used, where practical, however, modifications should be made to reflect the actual agreed-to terms and requirements for the specific project. This will facilitate preparation and evaluation of staff hour estimates, and any desired modification of the scope during the negotiation process.

Following are typical major items within the scope of services requiring negotiation:

a. Work activities
b. Deliverables
c. Numbers of and types of meetings, presentations, etc. to be attended or provided
d. Schedule for project services
e. Division of responsibilities and relationship between Consultant and Department

3. Negotiation of Work Effort

The objective of this process is to ensure that the proposed staff hours are reasonable for the specific project. It is also critical to determine if a reasonable distribution of work among various levels of staff is proposed to ensure the most economical staffing commensurate with the complexity of the project.

Upon receipt by the Department of the Consultant's staff hour estimate, the Department's estimate shall be provided to the consultant. The Consultant's staff hour estimate should be compared with the Department's and the differences evaluated. Discussions will be conducted with the Consultant to resolve differences between the Department and consultant staff hour estimates. As with the entire negotiations process, a record should be kept of the key points discussed and the resulting resolution.

The basis for an accurate staff hour estimate is a well-developed scope of services. With such a basis, a series of work activities may be readily identified as staffing elements. Those elements should be used for both the Department and consultant estimates for ease of reconciliation. The estimates by both parties should be made in the same standard format. Standard Staff Hour Estimation forms are available in Excel format for PD&E, highway and bridge/structural design projects on the Department's Project Management/Production Support Office website. For PD&E, highway and bridge/structural design, the Department's Staff Hour Estimating spreadsheet forms must be used by both the Department's project manager and the selected consultant in preparing the staff hour estimate to facilitate the negotiation process.

The published typical ranges of staff hour effort should be treated as only a beginning point. Each project must be independently evaluated to determine a fair estimate of required staff hours. The basis for the estimate should be the specific requirements for the project under consideration together with a history of actual staff requirements for past projects with similar requirements. Where specific requirements cannot be identified during the negotiation phase, a limiting amount will be made to serve as the basis of the contract.

Following are the major items relating to work effort requiring negotiation:

a. Staff hours, overtime, survey crew days, etc.
b. Levels of personnel required
c. Distribution of work among levels of personnel
d. Subconsultants (Quantity of work effort, personnel)
e. Delineation of work to be provided by consultant, the Department, or others

4. Negotiation of Cost of Services

a. Wage rates:
In accordance with Florida Statute, the PSU must perform a cost analysis to ensure the proposed costs are reasonable, accurate and allowable.

The fee proposal must contain a certification that any direct costs proposed are not included as overhead in the Consultant's accounting system (Form No. 375-030-39). The certification should be signed by the Consultant's comptroller, chief financial officer, accountant, or other appropriate person who is knowledgeable of the Consultant's normal accounting requirements. At a minimum, the review of the fee proposal by the PSU must include the following:

(1) Identification of the basis for rates

(a) The wage rates must be certified in writing as being current and accurate by a responsible company official. The Department will require payroll registers to confirm the accuracy of the pay rates. The submittal will contain a certification from a responsible company official that the rates are actual current rates on that particular date. A payroll register is defined as an official record of pay details for an individual employee of a firm for a specified pay period. The payroll register will display the following information about the employee: name of employee, date, date range, hours (regular and overtime), gross pay, deductions, taxes withheld, and net pay. A payroll register is not a monthly projection, payroll forecast, or certified pay rate. A payroll register reflecting the most recent pay period shall be provided. Confidential information may be redacted. When negotiating a new contract, Procurement uses resumes to validate and confirm employee job classification in accordance with the Typical Definitions in Attachment B, with the exception of any CTQP needs. CTQP shall be verified by the FDOT Project Manager. In the event that a newly hired employee's payroll register is not yet available, an official offer letter countersigned by both parties (inclusive of a rate and start date) shall be provided.

An LLC must also present payroll registers or pay stubs for the most current pay period.

(b) If averages for select employees are used, payroll information of how the average rate was computed (i.e., straight average, weighted average, etc.) must be provided. When this is the case, care should be taken that only employees actually committed to and needed for the project are used in computing the average.

(c) Consultants (geotechnical, aerial photography, etc.) that normally work on a unit price basis will be required to provide a copy of their standard fee schedule and attest that the fees contained therein are their normal fees for

such services (whether performed for private or governmental clients). In addition, identification of the cost basis for such rates (i.e. labor hours and wage rates, overhead and operating margin, equipment use rates verified by audit, etc.) should be required where practical. Firms who are compensated in whole or in part using fee schedule rates will be required to complete a certification statement during contract negotiations, attesting to full disclosure of intended use of lower tier subconsultants/subcontractors/subvendors, including use of drilling subs. All lower tiered subconsultants/subcontractors/subvendors must be named in the agreement in accordance with Section 4 of the Standard Professional Services Agreement in order to be considered an authorized subconsultant/subcontractor/subvendor. Geotechnical and Material Testing firms shall utilize the *Standard Items and Item Descriptions for Geotechnical and Materials Testing firms* identified in Attachment L when submitting the AFP.

(d) The Department has standardized the material and geotechnical testing rates (pay items). The listing of the Standard Items and Item Descriptions for geotechnical and materials testing pay items is available in Attachment L of the Negotiation Handbook, as previously referenced. Please utilize the standard numbering convention when proposing geotechnical and materials testing pay items. In an effort to promote uniformity and consistency during negotiation of these rates, 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). If there are insufficient data to provide a District average for a given pay item, the District may utilize the proposed statewide mean/average as the maximum, for material and geotechnical testing pay items.

(2) Steps for classifying consultant staff in accordance with standard job classes

Consultants shall adhere to use of the standard job classes in the Negotiation Handbook when classifying consultant staff, in order to ensure consistency and uniformity in the establishment of contract rates. During contract negotiations, the consultant shall propose staff within standard job classes as referenced in the AFP and Attachment B, and shall submit resumes. The resumes are used by FDOT Procurement staff to validate and confirm the proposed job classifications. Procurement reviews the proposed staff within a classification, checking resume information against the definition in Attachment B. Consultant staff who do not fit the definition for the job class will need to be reclassified. For purposes of establishing contract job classes, consultant staff are classified according to the classification definition provided in the Negotiation Handbook, and are not classified based on the position or title they may hold within their firm. Standard Job Classes

in the Negotiation Handbook are used for aggregating similar staff based on years of experience, education, and licensure/certification.

Procurement will use the Negotiation Handbook to correlate proposed consultant staff to the appropriate classification. The consultant staff-person shall be classified based on the highest level job class that matches his/her total years of experience, education, and licensure/certification, in accordance with the FDOT Standard Job Class definitions. Consultation with Central Office Procurement may be necessary for classification of consultant staff in positions with limited definitions within the Negotiation Handbook.

Once proposed consultant staff are properly classified, Procurement will accept the position contract rate based on actual current salary rates of staff within the position (as supported by payroll registers). The staffing pool and percentage use of staff (weighting) within the same job class can be negotiated based on scope and project needs. Only staff actually committed to and needed for the project are to be used in computing the contract rate. The 75th percentile shall be used as the benchmark for CEI job classes on CEI contracts, in accordance with Section (4) of Negotiation Procedures, FDOT Negotiation Handbook. The 75th percentile for a CEI job class on a CEI contract may be exceeded due to CEI project complexity. Procurement does not determine CEI project complexity; this is established by the Construction Office, District Construction Engineer.

Classifications are established for the prime firm, and for each of the sub firms. Prime and sub staff are not combined; separate job classes are established for each separate consultant firm. If a firm does not have staff to fill all necessary positions required for their activity, Procurement will inform the prime consultant. The Department will either move forward with the classifications as they are, or as a point of negotiation, the Department may consider the consultant's proposal of staff from other higher classifications that can also perform that function. Since these staff will not generally fit within the classification, they may be at a wage rate higher than the range of rates paid for that classification (as supported by the wage rate data). In such instances, for purposes of negotiating the contract rate used to establish the consultant fee or to establish contract rates, FDOT will propose the mean/average for that classification (based on one year of data obtained from the Consultant Wage Rate Report for the District). Note; this is not a cap of the consultant's rates. This scenario sometimes occurs with subs, for example, where a Principal of a firm is being proposed for multiple classifications including lower classifications. The individual shall be classified based on the highest job classification in accordance with their resume and the classification definition their experience, education, etc., would correlate to within the Standard Job Classes in the Negotiation Handbook. If the individual is also being proposed in multiple lower job classes, the Department will need to make a determination whether the individual is needed to fill those lower job classes. If the FDOT Project Manager agrees that they are, the Department will offer the mean/average for that classification or the individual's actual salary, whichever is lower, to be used for purposes of establishing the contract rate for a job classification where the individual exceeds the qualification

requirements.

(3) Negotiation of salary rates or compensation

Consultants with audited overhead rates who maintain a published fee schedule but do not bill exclusively from the schedule must maintain a job cost accounting system for their hourly services. However, the direct costs of services billed on cost-based rates or scheduled fees, shall be excluded from the calculation of direct expense rates. The accounting system description will include assurance of the segregation of the costs to deliver fee or rate based services from the costs associated with hourly services. The Basis of Accounting and Description of Accounting System Note should contain the following text, or text containing the same essential elements: "The Company maintains a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Direct costs incurred in providing services billed to clients at unit rates or on the basis of a published fee schedule are charged by functional accounts and accumulated as a single project or grouping to allow segregation of such costs from other direct costs. Each project is assigned a job number so that costs may be segregated and accumulated in the Company's job-order cost accounting system."

A comparison of the actual current salary rates with prevailing rates for the class of personnel will be performed. The Consultant Wage Rate Report on the Procurement website provides wage rate statistics for various Consultant staff classifications by district. The Consultant Wage Rate Report can be accessed at the following link:

http://fdot.gov/procurement/InternetReports.shtm#jobclass

The Consultant Wage Rate Report shall be run and printed on the submittal due date for the Automated Fee Proposal or the actual date the Automated Fee Proposal is received by the department, whichever occurs first. If personnel with unusually high salaries are proposed, the negotiators must determine whether there is sufficient need for that individual to justify their work on the project at that rate. If there is not a legitimate need for their expertise, they will not be allowed to bill time on the project. The Department may negotiate contract rates as averages for employee classifications.

Arbitrary or across the board limitations on direct salary/wage rates which do not consider the factors prescribed in the Federal Acquisition Regulation (FAR) cost principles are contrary to the requirements of the Federal Brooks Act, 40 U.S.C. 1104(a)), which requires fair and reasonable compensation considering the scope, complexity, professional nature, and value of the services to be rendered (as required in 23 U.S.C. 112(b)(2). Additionally, if limitations or benchmarks on direct salary rates and total compensation are too low, it could limit the number of firms and the qualifications of the firms which submit proposals to perform work on projects. Furthermore, direct labor limitations or benchmarks not supported by the cost principles create associated disallowed indirect costs which effectively limits the calculated indirect cost rate, contrary to 23 U.S.C. 112(b)(2)(D) and 23 CFR

172.7(b).

(4) Negotiation of Rates for Construction Engineering Inspection

When negotiating professional services contracts for Construction Engineering Inspection (CEI), FDOT has established a benchmark, based on the Consultant Wage Rate Report (link provided in Attachment C). This database of wage rate information is provided by employee classification, and by geographic location (district).

For purposes of negotiating CEI consultant personnel direct salaries by job classification, FDOT will analyze the experience and quality of the individual proposed for rate determination and use the appropriate district 75th percentile by job classification (i.e., upper quartile) as the maximum limit, based on one year history of actual unloaded rates. Where there are multiple staff proposed in a single classification, the 75th percentile should be applied to the weighted average or the straight average, as applicable. However, the 75th percentile may be exceeded when warranted by project complexity. When the 75th percentile is exceeded, it will only be for the select position(s) that warrant such an increase, as determined by the assigned Construction Office. A complex CEI project is defined as one that has numerous complicated traffic phases, involves highly technical construction features requiring specialized skills of the inspection staff. A complex project may also include complex involvement by multiple third parties (i.e., multiple utility relocations, railroads, airports, regulatory agencies, municipalities). The size of the project will not necessarily determine whether the construction project is complex. Large, repetitive projects on their own are not considered complex. The project complexity and essential staff requirements shall be addressed by the Department's representative and/or the Technical Review Committee at the Consultant marketing meetings, the pre-proposal meeting, and the project scoping meeting held after the #1 ranked consultant is selected. For purposes of assessing the 75th percentile values during contract negotiation, the Wage Rate Report shall be run and printed on the submittal due date for the Automated Fee Proposal. In some cases, the Consultant and Department may agree to review and use other geographic data (other District or Statewide wage rate data,) due to limited or an absence of data for a particular classification in the project District report. This determination shall occur at the project scoping meeting after final selection. The Construction Office will also finalize the determination of essential positions, if any, that warrant an exception to the 75th percentile at the project scoping meeting.

(5) Survey crew rates on Professional Service contracts shall be comprised of the following:

SUR 4-Person Survey Crew

SUR Crew Chief
SUR Instrument Operator
SUR Rod Person
SUR Rod Person

SUR 3-person Survey Crew

SUR Crew Chief
SUR Instrument Operator
SUR Rod Person

SUR 2-Person Survey Crew

SUR Crew Chief
SUR Instrument Operator

Any deviations from standard Survey Crew composition must be approved in writing by the District Surveyor.

b. Overhead:

(1) If the Consultant is prequalified at the unlimited level with the Department, a copy of the Procurement Office's prequalification letter with the approved overhead rate should be included in the fee proposal. Audited overhead rates are not negotiated. The Consultant's actual approved overhead rate as reflected in the letter of approval or in the Professional Services Information System will be used. If the Consultant voluntarily proposes to use a lower overhead rate than the current audit in order to keep overall project costs competitive, the Department may accept the lower overhead. The use of a lower overhead rate will not be a requirement for contracting. The average overhead rates for both home office and field office overhead are included in Attachment D. These average overhead rates are provided for comparison purposes. They are one of the tools the Department's negotiators may use to determine the competitiveness of the overall costs proposed. The submission of an updated overhead audit after the end of the Consultant's fiscal year is required as part of the prequalification renewal process.

(2) If the proposed project requires the establishment of a field office, a separate overhead rate for the field office must be submitted. If the Consultant does not have an approved field office overhead rate which has been established through the prequalification process, a field office overhead rate will be prepared by the Consultant in accordance with the instructions contained in Chapter 5.6 of the AASHTO Uniform Audit and Accounting Guide (see Table 5-6, page 42), available on the Procurement Office website.

(3) If the majority of the Consultant staff's time (i.e., greater than 20 hours per week on average) are anticipated to be at Department facilities, the field rate should be used. If the majority of the Consultant staff's time (i.e., greater than 20 hours per week on average) are anticipated to be at the home office, then the home office rates should be used.

(4) For contracts with fees less than $1,000,000, the Department is authorized to contract with firms without an audited overhead rate. The Consultant must provide a self-certified overhead determination in the standard format provided in Attachment E for review by the Rate Review Auditor in Central Office Procurement. The average overhead rates provided in Attachment D will be used as caps on maximum awarded overhead (indirect costs) rates for firms who submit unaudited rates, including

interim reimbursement rates, self-certified reimbursement rates, and job cost accounting system review reimbursement rates for use on professional services contracts.

c. Direct expenses:

Direct project expenses will be compensated using the direct expense rate which is required as a part of annual overhead audits performed for fiscal years ending December 31, 2002 and after. All professional services contracts negotiated since October 1, 2003 have included reimbursement of direct expenses by application of a direct expense rate based on the audit listing of direct costs in relation to the direct labor base. Separate audited rates are required for home office expenses and field office expenses. These rates represent the ratio of direct expenses to actual direct labor excluding premium overtime. Field office set up, mobilization, de-mobilization, rent, and utilities costs are excluded from the audited field office direct expense rate in the audit submittal. The Department will reimburse the costs of field office set up, mobilization, de-mobilization, rent, and utility costs as a direct project cost on the contract rather than through the field office direct expense percentage, provided the aforementioned costs are documented by appropriate receipts. Utility costs to be reimbursed as a direct project cost are: electricity, water, natural gas, sewer, internet service, trash pick-up, and hook-up fees associated with the aforementioned utilities. Field office set-up/mobilization and de-mobilization charges involved with transporting the trailer to and from the job site may also be reimbursed. Utility costs associated with phone services will not be reimbursed as a direct project charge. Charges for furniture, supplies, insurance, cleaning, and equipment (including fax, copier, computer, and phone equipment), and all phone services are included in the direct expense percentage and are not compensated as an itemized expense directly on the contract. Of course, if the field office is provided through the construction contract or by the Department on another contract, the Consultant does not incur rent or utilities costs, so they cannot be invoiced or booked. There should normally be no other direct expense compensation. The only exceptions to this would be unusual and infrequently occurring items that cost in excess of $10,000. When such items are compensated separately from the direct expense rate, they must be excluded from the direct expense pool used to calculate the direct expense rate. When Consultants propose such items, the negotiator will discuss this with the Central Office Procurement prior to accepting it.

If the Consultant does not have a current approved direct expense rate, an expense rate may be presented by the Consultant to be reviewed by the Procurement Office, for approval. For Non-Professional Services Consultants that do not have an approved direct expense rate, sufficient documentation must be provided to support the basis for all expenses contained in the price proposal. Written quotes from vendors, invoices reflecting prices paid on previous purchases, copies of catalog pages, etc., may be used as support for the proposed prices.

As a general rule, the method of acquisition for any capital asset (item costing $1,000 or more and having a life expectancy of 1 year or more) will be determined through the use of a lease versus purchase analysis. A copy of the analysis will be included in the fee proposal. A reasonable allowance for salvage value of the items, based on the term of the project, must be provided for the purpose of such items.

Acquisition of tangible capital assets for Department ownership through service contracts is normally not acceptable. The requirements of ***Rule 60A-1.017***, ***F.A.C.***, must be considered when this is necessary. Property acquired as part of a service contract must be handled in accordance with ***Procedure No. 350-090-010, Tangible Personal Property Procedure***.

Unit rates used to compute travel costs may not exceed those authorized for State employee travel in accordance with Section 112.061, F.S.. Air fare must be based on coach rates with reasonable advance purchase and costs for rental cars must be based on the use of compact cars, unless otherwise justified and approved by the Department. Mileage for private vehicles must be at the state rate. Firms with an audited direct expense rate will not be reimbursed directly on a contract for travel costs. Travel expenses will be reimbursed through the direct expense percentage.

d. Subconsultant/Subcontractor/Sub-vendor Costs:

Subconsultant/subcontractor/sub-vendor costs must be specifically identified in the price proposal and supported in a manner that will allow the contracting office to make a determination that the proposed costs are fair, reasonable and competitive. Intended use of all lower tier subs, must be disclosed during contract negotiations, regardless of tier level. Unauthorized subs are not in accordance with the Standard Professional Services Agreement, Section 7A, which states: "The Consultant..will not sublet, assign, or transfer any work under this Agreement to other than subconsultants specified in the Agreement without the written consent of the Department." Subs will require submittal of the same type of data as required for the prime Consultant. This includes support for wage rates, rates per unit of work, direct expense rates and overhead rates. Subconsultants technically qualified in a standard work type are required to submit an overhead audit prepared by an independent CPA if their fees on a single contract are $1,000,000 or greater. If the subconsultant fee is less than $1,000,000, a self-certified overhead statement certified by a principal of the subconsultant firm must be completed on the Self-Certification of Accounting System and Reimbursement Rates, Form No. 375-030-51 (Attachment E). These overhead statements must be sent to Central Office for review and approval. The Department shall ensure that the rates for non-technically qualified or non-professional services firms utilized on professional services contracts are fair, reasonable and competitive. The Procurement Office will negotiate rates for these firms in accordance with the following methodologies (in order of usage):

1. Non-technically qualified firms or non-professional services firms will submit the Simplified Self-Certification for Non-Professional Services Firms, Form No. 375-030-92 (Attachment M). Adequate support must be provided with the form when submitted, as specified in the Form, including pay roll registers or evidence of draws. Copies of approved self-certified overhead rates for non-prequalified or non-professional services firms will be maintained by Central Office Procurement.
2. Prime consultants shall request at least two quotes and will utilize the lowest rates. This is to be used for court reporters; title search and associated document prep activities; corrosion inspection and testing; drivers and flaggers for non-professional service firms; and aerial photography.

3. Procurement staff will utilize available comparable salary survey information for labor rates to negotiate a reasonable rate.
4. Rates supported by competitively procured contractual services contracts where price was a factor in selection (FDOT "B" contracts), can be used. (support of best value).

The prime consultant should not receive overhead and operating margin for subconsultant/subcontractor/sub-vendor services. Subconsultant/subcontractor/sub-vendor fees are pass-through costs, and cannot include administrative mark-up. See Attachment I for guidance on this issue.

5. Negotiation of Operating Margin plus Contract Duration Adjustment Factor

The operating margin which is paid in a Consultant contract does *not* represent net profit to the Consultant. Operating Margin is intended to compensate the Consultants for normal business expenses that are excluded from allowable overhead by Federal Regulation (e.g., interest, advertising, bad debts, unrecovered direct costs, etc.). These legitimate costs cannot be recovered on Department contracts except through operating margin. Operating margin compensates the Consultant with a reasonable fee. Consultant operating margin also absorbs the loss when the reimbursed salary is less than the actual salary for a given contract.

Operating margin in Department contracts is calculated as a percentage of direct salaries. The percentage is negotiated within a range of 12 to 42 %. The resulting dollar amount is the "fixed fee" portion of a cost plus fixed fee type contract or becomes part of the total fixed price in a lump sum agreement, or part of the fully loaded billing rate.
The operating margin is negotiated based on the complexity of the project, the degree of financial risk assumed by the Consultant, the project schedule and Consultant cost controls. The following Operating Margin Guidelines table provides direction on how these factors should be weighted and considered.

The table is only a guide, ***not a fixed formula***, for negotiating operating margin. There is a large variation in operating margins with the range to account for the wide spectrum of cost control by various Consultants that conduct business with the Department. There will be significant variation in operating margin from contract to contract. Negotiators *SHALL NOT* use a standard operating margin for all contracts.

The table summarizes how these factors should be weighted and considered in developing the cost control portion of the operating margin for each individual contract. For cost control efforts, a formula *should NOT* be used to calculate the percentage to be applied.

The factors to be considered in negotiating the cost control efforts shall include:

- Burdened salary rates by classification, inclusive of overhead, expense percentage and Facilities Capital Cost of Money (FCCM) only (reference partially loaded actual rates from the Consultant Wage Averages Report);
- Specific services requiring specialized staff, qualifications of proposed team;
- Reasonableness of the proposed distribution of staffing for the project;
- Burdened salaries by geographic region;
- For CEI contracts, if the firm has audited Overhead or Direct Expense percentages that

include Premium Overtime (reimbursed) or firms where the Premium Overtime is reimbursed directly on the contract (excluded);

- Other items specific to the contract being negotiated.

It is possible for negotiators to negotiate operating margins outside of the range for special circumstances on a contract. For example, if overhead rates, direct expense rates or salaries are significantly above (or below) the normal range, operating margins below (or above) the ranges may be negotiated. Other factors that impact the cost/benefit to the Department and/or Consultant may also be considered.

The operating margin, overhead rate and direct expense rate may not be applied to the premium portion of overtime costs. Operating margin and overhead are not allowed on direct expenses or subconsultant expenses.

The fee proposal must include a justification for the proposed operating margin.

The Operating Margin Guidelines table summarizes the ranges that are to be used as a guide in negotiating the operating margin for each contract.

Operating Margin Percentage Calculation for Direct Salaries

Criteria	Range of Percentage
Project Complexity	5% to 7%
Degree of Risk (Financial)	3% to 5%
Project Schedule	1% to 3%
Cost Control Efforts	3% to 27%
TOTAL	12% to 42%

The following table summarizes the definition, suggested standards, and representative project types for each of the criteria in the operating margin.

Operating Margin Guidelines Table
(This table is intended as a guideline, not a fixed formula.)

Criteria	% Range	Suggested Standards	Typical Project Type
Complexity of Project: The degree of difficulty associated with the project. Are there unique aspects to the project? Degree of coordination with others outside FDOT should be considered. This includes other agencies, municipalities, etc., Multiple Districts, multimodal projects.	**5% - 7%**	**Low** - Straight forward projects. Well defined and specific scope of services.	**Bridge Inspection:** bridge inspection except scour: All; **CEI:** Category 1 Bridges, 3R Rural, signalization, simple and straight forward projects; **Design:** Simple 3R-Rural; 3R Urban ride only; **Geotechnical:** standard; **PD&E:** Small simple projects with specific scopes; Planning: Data/traffic Counts; **Survey:** Resurfacing 3R rural/urban; **Traffic Operations:** turn-lane projects (design)
		Medium - Projects with some specialized areas requiring some specialized skills.	**Bridge Inspection:** generally not applicable; **CEI:** resurfacing with some improvements; ITS, construction on new alignments, and signal system timing, development and implementation; rural arterials and rural interstate capacity improvements **Design:** 3R Urban with some improvements,

			intersection improvements with safety, Category 1 bridges; **PD&E**: widening with limited issues and bridge replacement with limited impacts; **Railroads:** All; **Survey:** survey in water areas; **Traffic Operations:** traffic operations studies and signal design projects
		High - Complex multi-disciplined projects requiring specialized skills with significant management issues. Project that has numerous complicated traffic phases, involves highly technical construction features requiring specialized skills of the inspection staff. A complex project may also include complex involvement by multiple third parties (i.e., multiple utility relocations, railroads, airports, regulatory agencies, municipalities). The size of the project will not necessarily determine whether the construction project is complex. Large, repetitive projects on their own are not considered complex.	**Bridge Inspection:** bridge scour; **CEI:** CEI for multi-level bridges in a corridor or interchange; numerous complicated traffic phases, specialized technical skills; Coating Systems; bridge projects involving movable spans, significant post-tensioning operations, pre-cast segmental components, and steel structures with large horizontal and vertical curvature; Multiple third party involvement (railroads, utilities, airports, municipalities, regulatory agencies) **Design:** new alignments, major widening, major reconstruction; railroad bridge design; Segmental/Class 2 bridges, Movable Bridges, **PD&E:** PD&E with Feasibility study, multiple disciplines, significant issues; **Planning:** large planning (multimodal); **Survey:** pilings and bridges; **Traffic Operations**: ITS
Degree of Risk (Financial): The amount of financial risk assumed by the Consultant in relation to the project.	**3% - 5%**	**Low** - Contracts with well defined and specific scopes, minimal probability of cost overruns and low financial risk exposure. Scope clarification meeting held, if applicable	**Bridge Inspection:** bridge inspections; **CEI:** subconsultants providing support personnel, ITS; **Design:** Simple 3R Rural, 3R urban ride only; **Geotechnical:** All; **PD&E:** accurate and specific scope & pre-negotiation meetings; Planning: Most Planning; **Survey:** all, including SUE; **Traffic Operations:** traffic operations studies; traffic counts
		Medium - Projects with potential for additional coordination efforts with outside agencies/parties; coordination with several Districts, multiple municipalities, etc.	**Bridge Inspection:** bridge scour; **CEI:** Standard CEI contract; **Design:** design for new alignments, major reconstruction, and widening; **PD&E**: experimental design and broad scopes; **Planning:** some planning; **Railroads:** All; **Traffic Operations:** traffic signal projects, ITS design
		High - lump sum consultant contracts with possibility of overrunning costs; experimental design; projects involving significant financial risk, hazardous materials, potential for significant unknown issues.	**CEI:** high visibility, lump sum CEI contracts, multiple projects; **Design:** projects with multiple bridges; **PD&E:** multiple alternatives, multiple agency approval required; **Planning:** large multimodal projects (airports, seaports, railroads, transit)
Project Schedule	**1% - 3%**	**Low** - no critical short term deadlines or requirements for	**Bridge Inspection:** Bridge Inspection; Bridge Scour;

		large staffing concentrations, unfunded projects to go on the shelf	**CEI:** resurfacing; support services; **Design:** all 3R projects, standard schedule; **PD&E**: no design phase scheduled in Work Program; **Planning:** All; **Railroads:** All; **Traffic Operations**: ITS; **Survey**: all 3R projects;
		Medium - Standard schedule	**Bridge Inspection:** generally not applicable; **CEI:** ITS; push button construction; **Design:** standard design; bridges, large corridors; **Traffic Operations:** traffic counts; **Survey**: increased number of crews needed
		High - High visibility projects with short durations and aggressive schedules requiring large commitment of staff. Fast track projects with high profile and quick implementation schedule	**Bridge Inspection:** generally not applicable; **CEI:** multi-financial project contract, construction bonus, Urban (day & night), high visibility; phased utility reallocations by others during the construction project; **Design:** Mobility/ Economic Stimulus; **PD&E:** design phase funded in the Work Program, bridge replacements
Cost Control Efforts: The degree to which the Consultant controls its costs for wage rates (by region), overhead, expenses and FCCM.	**3% - 27%**	**Low (3% - 6%)** - Lower or minimal cost control efforts **Medium (7% to 15%)** - Moderate cost control efforts **High (16% - 27%) -** Substantial cost control efforts	The cost control is not generally dependent upon the type of project. Factors to be considered in negotiating this criteria: burdened salary rates (by region) by classification, specialized services requiring specialized staff, reasonableness of the proposed distribution of staffing for the project, reimbursed or excluded premium overtime, and other project specific items
Total	**12% - 42%**		

Operating Margin Dos and Don'ts

The following additional guidance is provided for negotiation of operating margin:

Dos

a) Every consultant firm should be considered separately on a given contract when negotiating operating margin.
b) Mitigating circumstances or other factors that affect the project may be considered when awarding operating margin.
c) Remember to practice mutual gains and consider value.
d) Remember that negotiation is not personal.
e) Be flexible and open to considering the other side's point of view.
f) If the conditions warrant, the maximum in operating margin can be awarded.
g) Look at each element separately.
h) Be fair.
i) Parties to the negotiation should share their rationale for proposed operating margin with the other party. Listen to counter-points of view.
j) Operating margin can be an incentive.
k) All parties to the contract should have a role in establishing operating margin.

l) The same cost principles which are used in negotiating the prime consultant's fee should also be applied to the subs.
m) Operating Margin can be different for the prime and subs, depending on the degree of risk and complexity of the services performed by the firm.

Don'ts

a) Operating margin determination should not be fixed formula.
b) Fixed values should not be assigned on the basis of work discipline or project type (i.e., design, CEI, planning, etc.)
c) Subconsultants should not be capped at the prime's multiplier (note: multiplier is inclusive of overhead, direct expense, FCCM, and operating margin).
d) The operating margin awarded to a consultant firm on a previous contract should not be a factor in the current negotiation effort.
e) Operating margin awarded to a given consultant should not be a fixed amount based solely on audited overhead data (i.e., for every contract Consultant Firm XYZ gets this year, they will get X% for cost control or XX% for operating margin)
f) Don't let a small variance in operating margin between negotiating parties cause a breakdown in the negotiations process.
g) Don't paint yourself into a corner with absolutes. Don't hold positions based on "that's the way it's always been done".
h) Don't employ a "Take it or Leave it" strategy. Rigid positions damage relationships.
i) Operating margin is negotiated within a range of 12 to 42%, without an arbitrary cap within a district.
j) Don't exclude important information. Listen and be willing to consider other opinions.
k) Don't negotiate raw labor rates. Consider the fully loaded rates, since this will determine the real cost of services on the project.
l) The election by a small business to use the Statewide Average Multipliers should not be penalized during contract negotiations. Please note that BGAF (Business Growth Adjustment Factor) if applicable for Tier 2 and Tier 3 firms, and should not be in the cost control assessment, since the award of BGAF is not a negotiated factor.

Contract Duration Adjustment Factor

For contracts of longer duration (reference table below), the Department shall allow a Contract Duration Adjustment Factor (CDAF). CDAF is defined as an economic price adjustment, necessitated by instability of labor costs for an extended period of contract performance (Reference 48 CFR Section 16.203). CDAF is not negotiated, but shall be a fixed number of points based on the overall anticipated length of contract (project schedule). CDAF points shall be allocated by the Department as follows:

CDAF Points applied to direct labor

Anticipated Length of Contract	**CDAF Points**
0- 12 months	0
13- 24 months	0
25- 36 months	3

37- 48 months	4.5
49- 60 months	5.5

a) For new contracts, CDAF is applied beginning with the first labor hour incurred.

b) CDAF shall only be applicable for contracts selected (contract final ranking) on or after November 1, 2014.

c) In the event a contract selected on or after November 1, 2014 is extended (time extension) by six or more months, CDAF shall be applied prospectively to the extended/remaining services only for Maximum limiting amount contracts, in accordance with the table shown above.

d) CDAF shall not be applied to contracts selected before November 1, 2014, nor contract amendments/time extensions for contracts selected before November 1, 2014.

e) For calculation purposes, CDAF shall be added to operating margin and applied to unloaded direct salaries.

f) CDAF is applicable only to consultant firms who are awarded operating margin points.

Please see the following link for examples of application of CDAF.

For calculation purposes, CDAF shall be added to Operating Margin and applied to direct salaries:

Operating Margin Criteria Plus CDAF	
Operating Margin Criteria	**Range**
Project Complexity	5% to 7%
Degree of Risk (Financial)	3% to 5%
Project Schedule	1% to 3%
Cost Control Efforts	3% to 27%
Total Operating Margin Points	12% to 42%
CDAF Points	0% to 5.5%
Operating Margin plus CDAF	12% to 47.5%

Business Growth Adjustment Factor (BGAF)

The objective of BGAF is to incentivize and encourage greater efficiencies and growth trajectory for FDOT Certified Small Businesses in tiers 2 and 3 providing higher multipliers.

BGAF and small business guidance will be provided through advertisement language and the Business Growth and Engagement website.

BGAF will be applied for Prequalified FDOT Certified Small Business firms in accordance with the table.

FDOT Small Business Certified Tier	**Business Growth Adjustment Factor**

	(BGAF)
Tier 1	0%
Tier 2	10%
Tier 3	20%

- Tier 1 SBE: audited overhead or statewide average (to be decided by the firm)
- Tier 2 SBE: audited overhead rate or 10% above statewide average (to be decided by the firm)
- Tier 3 SBE: audited overhead rate or 20% above statewide average (to be decided by the firm)

6. Negotiation of Method of Compensation

Discussions should be conducted with the selected consultant regarding the Method of Compensation. Under Departmental procedures, lump sum compensation elements may be used where the scope of services is well defined and the level of effort can be reasonably predicted. In addition, consideration must be given to requirements imposed by Federal Highway Administration (FHWA) for federally funded projects. The following standard methods of compensation will be used.

LUMP SUM: A firm fixed price not subject to adjustment due to the actual cost experience of the Consultant in the performance of the contract. This places the maximum risk on the Consultant and provides motivation for efficient cost management to maximize profits. It also minimizes the Department's time in contract administration. It is the recommended method of compensation when the scope of services is well defined and the level of effort can be reasonably predicted. The Department shall utilize the lump sum method of payment for design services, where appropriate.

COST REIMBURSEMENT: The Consultant is reimbursed the actual costs incurred in the performance of the contract. A "maximum limiting amount" is normally established to cap the amount the Department will pay for the services. This method is used when the services are so vague or complex that the level of effort or expenditure cannot be estimated with reasonable accuracy.

COST PER UNIT OF WORK: A negotiated unit rate for a repetitive task or deliverable product is established and paid for each unit produced. The unit rate is not subject to adjustment. A maximum limiting amount is normally established based on the estimated number of units required. This method is frequently used for geotechnical services, lab tests, soil explorations, bridge inspections, etc.

SPECIFIC RATES OF COMPENSATION: Rates are established for units of time, usually per hour. These rates normally include wages, overhead, estimated expenses and operating margin. A maximum limiting amount is normally established. FHWA has approved use of specific rates of compensation (i.e., fully loaded billing rates) for all types of maximum limiting amount contracts, with the exception of project specific design contracts.

The Department will continue to utilize the lump sum method of payment or maximum limiting amount with fixed fee for basic design services on a project specific design contract, where appropriate. On project specific design contracts, ancillary minor services such as geotechnical services, surveying and mapping, landscape architecture, etc., may utilize specific rates of compensation payment method (fully loaded billing rates).

7. Documentation of Negotiations

During the entire negotiation process, a summary or taped record of the resolution of all decisions between the Consultant and the Department will be kept and will be filed with the official agreement records in the PSU.

Final negotiations will reconcile any variances in work effort from that previously negotiated and established the compensation to be paid the Consultant for the services to be rendered. The results of all negotiations with the Consultant must be documented in writing and made a part of the permanent project file.

8. Termination of Negotiations

Compensation will be negotiated within the limits established by State and Federal law, rules and regulations, whichever is more restrictive. The negotiated compensation will be in an amount the Department determines is fair, competitive, and reasonable considering the scope and complexity of the project.

Should the Department be unable to resolve differences in the considered data or negotiate a fair and reasonable fee for the services, as determined by the Department, the Department will terminate negotiations with the consultant and provide written notice of termination to the consultant. The Department will then initiate negotiations with the Consultant previously ranked second by the Department's Selection Committee.

Should the Department be unable to negotiate an agreement with the second ranked Consultant, the aforementioned procedure will be initiated with the third ranked Consultant. Should the Department be unable to negotiate a satisfactory agreement with any of the selected Consultants, the Department will select additional Consultants in order of their competence and qualification and continue negotiations in accordance with these procedures until an agreement is reached, or initiate a new selection process in accordance with this procedure.

The decision to terminate negotiations is a business decision the Department makes and it should not cause the consultant to be viewed negatively or in any way impact their opportunity for future selections.

9. Contract Modifications

a. Amendments:

Contract Amendments may be used to increase or decrease total contract fees, where warranted by scope changes. When this occurs, a negotiation process very similar to that

involved with the original agreement is required. The Department prepares a scope of services and an independent staff hour estimate; a staff hour estimate and fee proposal is requested from the Consultant; and negotiations are conducted to establish a fair and competitive fee. For most supplemental amendments, the wage rates and multipliers have been established in the original agreement. Therefore, negotiations are usually limited to establishing staff hour quantities and direct expenses. Guidelines for the negotiation of original agreements should be applied to supplemental agreements.

b. Rate Adjustments to Professional Services Consultant Contracts

Wage rate adjustments are appropriate for the following scenarios on consultant contracts:

- Pulling plans off the shelf to revisit and revise or take to completion/plans update amendment (Rate adjustments are only applicable to contract services beyond the fifth year).
- Changing from design to post design (Rate adjustments are only applicable to contract services beyond the fifth year).
- Time extensions that extend contracts beyond the fifth year (Five years is the typical service term of a professional services contract. Rate adjustments are only applicable to contract services beyond the fifth year).
- Additional services added to a contract (Rate adjustments only applicable to contract services beyond the fifth year).

To address the aforementioned scenarios, rate adjustments may occur, but shall comport to the following:

If it is known that the contract time will extend beyond five years, the contract services projected beyond the fifth year are eligible for rate adjustment. The consultant firm would be allowed to submit new certified rate information as of the timeframe when the contract supplemental (or future time extension) is drafted, to update wage rates for the services projected beyond the fifth year. Contract multipliers may also be adjusted for the aforementioned services beyond the fifth year, including overhead rate, Facilities Capital Cost of Money (FCCM), direct expense rate, and operating margin. The contract multipliers would reflect the audit package information available at the time the contract supplemental (or future time extension) is drafted.

When new staff are added on a contract to perform different services due to phase changes within the same contract (from Project Development & Environmental Studies to Design), it is appropriate for the consultant firm to utilize current wage rate information for consultant staff performing services under the new phase.

c. Task Work Orders:

For task assignment type contracts, the original agreement typically establishes unit wage rates. As each work assignment is developed, a fee for that assignment is negotiated. Therefore, procedures identical to those for supplemental amendments are followed for task work orders.

d. Work Stoppages:

In the event that a project is stopped or suspended by the Department, a reasonable period should be allowed for the Consultant to close out the project. Costs associated with such a close out should be negotiated with the Consultant when warranted.

10. Eligible Job Reclassifications

A consultant staff-person may be promoted into a higher classification on the contract subject to the following: 1) the staff-person has been on the contract actively performing work and billing under a lower classification for at least one or more years; 2) the FDOT Project Manager has a need for the staff-person to perform more complex duties at the higher-level classification; and 3) there is sufficient budget on the contract to allow for compensating the staff-person at the higher-level classification without reducing overall contract services.

A consultant staff-person may be promoted into a higher-level position that has become vacant on the contract subject to the following: 1) the FDOT Project Manager has a need for the staff-person to perform more complex duties at the higher-level classification; and 2) there is sufficient budget on the contract to allow for compensating the staff-person at the higher-level classification without reducing overall contract services. Proposed replacement staff for the vacant position must meet the higher level job classification requirements.

A consultant staff-person that receives an EI, PE, PSM, RA, PLA, or other recognizable professional licensure/professional board certification while on the contract may be promoted to a higher level classification on the contract as a result of their newly received professional licensure/professional board certification, provided: 1) the FDOT Project Manager has a need for the staff-person to perform more complex duties at the higher-level classification that requires a professional license/professional board certification; 2) there is sufficient budget on the contract to allow for compensating the staff-person at the higher-level classification without reducing overall contract services.

Attachments

A. Automated Fee Proposal Guidelines

B. FDOT Standard Job Classes

C. Average Actual Salary Rates and Average Negotiated Rates

D. Current Averages for Audited Overhead, Expense, and FCCM Rates

E. Self Certification of Accounting System and Reimbursement Rates

F. Overhead Rates for Subconsultants on Construction Engineering & Inspection (CEI) Projects

G. Reimbursement of Permits

H. Department Space and Equipment by Consultants and Outside Providers

I. Administrative Add Ons for Subconsultant Costs

J. Certification of Use of Subs and all Lower Tier Subs

K. Use of Field Office Rates for On-Premises Consultant Employees

L. Standard Items and Item Descriptions for Geotechnical and Materials Testing firms

M. Simplified Self Certification for Non-Professional Services Firms

N. Guideline for PE Acceleration

Attachment A
Automated Fee Proposal Guidelines

The most up-to-date Automated Fee Proposal and guidelines for its use can be found at:
http://www.fdot.gov/procurement/formmenu.shtm

Attachment B

FDOT Standard Job Classes

The following Job Classes are to be used for CATEGORIZING personnel on FDOT professional services consultant proposals. With the exception of where unusual project requirements exist, every effort should be made to list all personnel using these classes. These classes are not intended to be interpreted as Position Descriptions, but as a means of classifying personnel for proposals. **Personnel should be classified based on the classification definitions provided below, not based on the position title they hold within their firm.** It is recognized that exceptions will need to be made in the case of unusual staff requirements that do not fit within the standard job classes.

Class	Job Class Typical Definitions
Accountant	Bachelors degree in Accounting. Only to be used for projects containing Work Type 22.0.
Acquisition Administrator	Current Real Estate Sales or Broker license with 5+ years of Acquisition experience.
Acquisition Agent	Current Real Estate Sales or Broker license with 3 or more years of Acquisition experience.
Appraisal Research Assistant	HS graduate or equivalent
Appraiser	registered and licensed appraiser
Archaeologist	Bachelors degree in related field and/or relevant experience
Architect	Registered w/ 1+ years post registration experience. Please refer to CEI Scope of Services if necessary
Architect Intern	non-licensed with 4 year degree in Architecture
Assist Underwater Bridge Inspection Trainee	HS grad or equivalent. Possess appropriate PADI, NAUI, or NASE diver certifications. This job class is not to be used on CEI contracts.
Assistant Bridge Inspector	HS grad or equivalent + 1 year in experience in structure inspection
Assistant Underwater Bridge Inspector	HS grad or equivalent + 1 year in experience structure inspection. Possess appropriate PADI or NAUI diver certifications. This job class is not to be used on CEI contracts.
Associate Appraiser	registered or licensed appraiser
CADD/Computer Technician	Design and Drafting Associates degree with 1+ year of experience
CEI Assist Contract Support Spec	HS diploma or equiv. plus 2 years of secretarial and/or clerical exp. and experience with word processing and data management software. Please refer to CEI Scope of Services for additional details.
CEI Assist Proj Admin/Project Engineer	**CEI Assist Project Engineer** - P.E. registered in the State of Florida (Out of state PE licensure is acceptable, however engineering work products can only be signed and sealed by a Florida P.E.) with 1 yr of engineering exp. in relevant transportation projects; **CEI Assist Proj Administrator** – Engineering, Engineering Technology, or Construction Management degreed with 1 yr engineering exp. in relevant transportation projects, or for personnel without Engineering, Engineering Technology, or Construction Management degrees, HS diploma or equiv. and 6 years of responsible and related engineering exp. Please refer to CEI Scope of Services for additional details.
CEI Assistant Underwater Bridge Inspector	HS diploma or equiv, plus 1 year of experience in structure inspection. Please refer to CEI Scope of Services for additional details.
CEI Associate Res Compliance Specialist	HS grad or equivalent. Please refer to CEI Scope of Services for additional details.
CEI Bridge Paint/Repair Inspect(SSR/LA)	HS diploma or equiv., with 2 years of CEI experience. Please refer to CEI Scope of Services for additional details.
CEI Bridge Paint/Repair Proj Admin(SSR/LA)	HS diploma or equiv., with 8 years of CEI experience. Please refer to CEI Scope of Services for additional details.

Class	Job Class Typical Definitions
CEI Bridge Paint/Repair Sen Inspect(SSR/LA)	HS Diploma or equiv., with 4 years of CEI experience. Please refer to CEI Scope of Services for additional details.
CEI Building Inspector/Electrical	HS diploma or equiv. and 5 years exp. as a qualified building inspector or general contractor. Please refer to CEI Scope of Services for additional details.
CEI Casting Yard Engineer/Manager	(for Concrete Post-Tensioned Segmental Box Girder Bridges (CPTS)) **CEI Casting Yard Engineer** - P.E. in Fla. (Out of state PE licensure is acceptable, however engineering work products can only be signed and sealed by a Florida P.E.) w/ 1 yr. of exp.with the use of geometry control computer programs and with the performance of surveying procedures required for the production of precast concrete box segments at a casting yard; **CEI Casting Yard Manager –** HS diploma or equiv. with min. 3 years exp. with the use of geometry control computer programs and with the performance of surveying procedures required for the production of precast concrete box segments at a casting yard. Please refer to CEI Scope of Services for additional information.
CEI Communications Engineer	Please refer to CEI Scope of Services for additional details.
CEI Consultant Engineer	P.E. (Out of state PE licensure is acceptable, however engineering work products can only be signed and sealed by a Florida P.E.) plus 2 years of eng. exp. in relevant transportation projects Please refer to CEI Hybrid or Contract Compliance Scope of Services for additional details and those related to Complex Category 2 (CC2) and PTS bridge structures.
CEI Contract Support Specialist	HS diploma or equiv. plus 4 years of CEI exp. or a Engineering, Engineering Technology, or Construction Management degree. Please refer to CEI Scope of Services for additional details.
CEI Engineer Intern	Engineering or Engineering Technology degree plus EI Certificate. Must obtain within three (3) months of Project NTP. Please refer to CEI Scope of Services for additional details.
CEI Inspector	HS diploma or equiv. plus 2 yrs exp. in constr. inspection (1 yr must have been in bridge and/or roadway construction). Please refer to CEI Scope of Services for additional details.
CEI Inspector's Aide	HS diploma or equivalent. Please refer to CEI Scope of Services for additional details.
CEI ITS Inspector	HS diploma or equiv. or Civil, Electrical Engineering or Electrical Engineering Technology degree (with an EI certificate), with experience as detailed in the CEI Scope of Services. Please refer to CEI Scope of Services for additional details.
CEI Landscape Inspector	HS diploma or equiv with experience detailed in the CEI Scope of Services. Please refer to CEI Scope of Services for additional details.
CEI Project Admin/CEI Project Eng(CC2)	**CEI Project Engineer (CC2) –** P.E. registered in the State of Florida (Out of state PE licensure is acceptable, however engineering work products can only be signed and sealed by a Florida P.E.) with 5 years general bridge construction experience. Refer to CEI Scope of Services for additional details. **CEI Project Administrator (CC2)** - Engineering, Engineering Technology, or Construction Management degreed requires 5 years general bridge construction experience. Refer to CEI Scope of Services for additional details, or for personnel without Engineering, Engineering Technology or Construction Management degrees, HS diploma or equiv. and 8 yrs of general bridge construction experience. Refer to CEI Scope of Services for additional details.

Class	Job Class Typical Definitions
CEI Project Admin/CEI Project Engineer	**CEI Project Engineer** - P.E. registered in the State of Florida (Out of state PE licensure is acceptable, however engineering work products can only be signed and sealed by a Florida P.E.) with 2 years of engineering experience in relevant transportation projects, **CEI Project Administrator** - Engineering, Engineering Technology, or Construction Management degreed requires 2 years of engineering experience in relevant transportation projects or for personnel without Engineering, Engineering Technology or Construction Management degrees, HS diploma or equiv. and 8 yrs of CEI or roadway or bridge construction exp. Please refer to CEI Scope of Services for additional details.
CEI Res Compliance Specialist	HS diploma or equiv. with 1 yr. experience as Resident Compliance Specialist on a construction project or two (2) years assisting the Resident Compliance Specialist in monitoring the project. Please refer to CEI Scope of Services for additional details.
CEI Scheduler	HS diploma or equivalent plus 4 yrs experience of schedule development and review for road and bridge construction using Primavera. Please refer to CEI Scope of Services for additional details.
CEI Senior Engineer Intern	Engineering or Engineering Technology degree and EI certificate plus 1 year CEI experience in construction of roadway or bridge structures. Please refer to CEI Scope of Services for additional details.
CEI Senior Inspector	HS grad or equiv. plus 4 years exp. in constr. engineering inspection in roadway or bridge construction. Please refer to CEI Scope of Services for additional details.
CEI Senior Inspector (CC2)	HS grad or equiv. plus 5 years general bridge construction CEI exp. Please refer to CEI Scope of Services for additional details.
CEI Senior Inspector- Bldg Struct.	HS diploma or equiv. plus 8 yrs exp. as detailed in the CEI Scope of Services. Please refer to CEI Scope of Services for additional details.
CEI Senior ITS Inspector	H.S. diploma or equiv. or Civil, Electrical Engineering or Electrical Engineering Technology degree (with an EI Certificate), with experience as detailed in the CEI Scope of Service. Please refer to CEI Scope of Services for additional details.
CEI Senior Landscape Inspector	Degree in Horticulture, Urban Forestry, Landscape Architecture plus two (2) years of roadway or commercial landscape construction experience. For personnel without degree in Horticulture, Urban Forestry, Landscape Architecture: HS diploma or equiv. plus four (4) years of roadway or commercial landscape construction experience. Please refer to CEI Scope of Services for additional details.
CEI Senior Project Engineer	P.E. registered in the State of Florida (Out of state PE licensure is acceptable, however engineering work products can only be signed and sealed by a Florida P.E.) and 6 years of engineering experience. Please refer to CEI Scope of Services for additional details.
CEI Senior Underwater Bridge Inspector	HS diploma or equiv, with 5 years of experience serving as a safety bridge inspection team leader. Please refer to CEI Scope of Services for additional details.
CEI Software Engineer	Please refer to CEI Scope of Services for additional details.
CEI Survey Modeler	HS diploma or equiv. For personnel with Engineering, Engineering Technology or Construction Management degrees: 1 year of engineering experience in relevant transportation projects. For personnel without Engineering, Engineering Technology or Construction Management degrees: 4 years of CEI or roadway or bridge construction and/or survey experience. Please see CEI Scope of Services for additional details.
CEI Systems Technician	H.S. diploma or equiv. and 5 yrs exp. in electronic systems and/or Traffic

Class	Job Class Typical Definitions
	Engineering Technician level work. Please refer to CEI Scope of Services for additional details.
CEI Technical Assistant	HS diploma or equivalent plus 2 yrs secretarial and/or clerical exp. Please refer to CEI Scope of Services for additional details.
CEI Underwater Bridge Inspection Trainee	HS diploma or equiv. Possess appropriate NASE, PADI, NAUI diver certifications.
CEI Underwater Bridge Inspector	HS grad or equivalent, plus 1 year of experience in safety bridge inspection.
Certified Bridge Inspector	FHWA bridge inspection course graduate. Not for use on CEI
Chief Archaeologist	Masters or PhD in related field with 20+ years of experience
Chief Computer Programmer	20+ years of programming experience and experience in software development
Chief Designer	20+ years of design experience, non-registered (design related to engineering)
Chief Engineer 1	PE (Out of state PE licensure is acceptable, however engineering work products can only be signed and sealed by a Florida P.E.) w/ 15+ years of post registration experience. Consultant proposes if individual is in a technical discipline oversight role.
Chief Engineer 2	PE (Out of state PE licensure is acceptable, however engineering work products can only be signed and sealed by a Florida P.E.) w/ 25+ years of post registration experience. Consultant proposes if individual is in a technical discipline oversight role.
Chief Landscape Architect	Registered w/ 20+ years of post-registration experience. Not for use on CEI
Chief Planner	Degree in planning or equivalent, with 20+ years exp.
Chief Scientist	Degree in related field with 20+ years of experience
Chief Utility Coordinator	HS Graduate with 20+ years of utility coordination experience including interpreting plans, and assisting the Utility Agency Owners (UAO) with completion of their work schedules and agreements, and FDOT, FHWA, and AASHTO standards, policies, procedures, and design criteria. Not for use on CEI
Community Outreach Specialist	H.S. graduate or equivalent, and 3-10 years of public information experience. Please refer to CEI Scope, if necessary.
Community Outreach Specialist - Junior	H.S. graduate or equivalent, with up to 3 years of public information experience.
Community Outreach Specialist - Senior	H.S. graduate or equivalent, and 10+ years of public information experience. Please refer to CEI Scope, if necessary.
Computer Programmer	5+ years of programming experience and experience in software development
CPA	Licensed Certified Public Accountant, with 3 years post registration experience in business valuation. Only to be used for projects containing Work Type 22.0.
Deputy Project Program Manager	PE (Out of state PE licensure is acceptable, however engineering work products can only be signed and sealed by a Florida P.E.) w/ 2 years of post registration experience. Requires Chief Operations Officer, Assistant Secretary approval.
Design Intern	enrolled in BSCE
Designer	10+ years of design experience, non-registered (design related to engineering)
Electrical Engineer	EE degree w/ 2+ years of post-graduate experience
Engineer 1	PE (Out of state PE licensure is acceptable, however engineering work products can only be signed and sealed by a Florida P.E.) w/ 0 years of

Class	Job Class Typical Definitions
	post registration experience
Engineer 2	PE (Out of state PE licensure is acceptable, however engineering work products can only be signed and sealed by a Florida P.E.) w/ 5+ years of post registration experience
Engineering Intern	Entry level w/ engineering degree; EI License required. Must obtain within three (3) months of Project NTP.
Engineering Technician	Entry level, with 0-4 years of experience
Environmental Specialist	B.S. degree in physical or natural sciences or engineering w/ 2+ year's exp. Please refer to CEI Scope, if necessary
Geotech Engr- Bridge DSF	P.E. (Out of state PE licensure is acceptable, however engineering work products can only be signed and sealed by a Florida P.E.) with 5 yrs exp as Geotechnical Engineer. Please refer to CEI Scope of Services for additional details. DSF = (Drilled Shaft Foundations)
Geotech Engr for Bridge Pile Foundations	P.E. (Out of state PE licensure is acceptable, however engineering work products can only be signed and sealed by a Florida P.E.) with 4 yrs exp. as Geotechnical Engineer. Please refer to CEI Scope of Services for additional details.
Geotechnical Technician- DSF	CTQP only. Please refer to CEI Scope of Services for additional details. DSF = (Drilled Shaft Foundations)
Geotechnical Technician-Pile Foundation	CTQP only. Please refer to CEI Scope of Services for additional details.
GIS Specialist	Degree in related field; or combination of education and experience
Graphic Designer	Degree in Graphic Design and/or relevant experience
Inspector	H.S. graduate or equivalent +2 years experience in inspection. Not for use on CEI
IPC Assistant Construction Manager	0-4 years experience with Bachelor's degree in Construction Management, Engineering, Architecture, or similar program of study. 2-6 years experience with Associates degree in construction science, construction technology, engineering technology, or similar program of study. 4-9 years experience with unrelated degree, H.S Diploma or equivalent. Independent Project Cost (IPC) consultant staff must have demonstrated experience on large heavy civil projects, with relevant qualifications and certifications, including experience in consultant contract administration and QA/QC processes, experience in self-performed construction, knowledge of construction means, methods, and equipment used in transportation heavy civil projects.
IPC Assist. Proj. Controls Spc /Scheduler	0-4 years experience with Bachelor's degree in Construction Management, Engineering, Architecture, or similar program of study. 2-6 years experience with Associates degree in construction science, construction technology, engineering technology, or similar program of study. 4-9 years experience with unrelated degree, H.S Diploma or equivalent. Independent Project Cost (IPC) consultant staff must have demonstrated experience on large heavy civil projects, with relevant qualifications and certifications, including experience in consultant contract administration and QA/QC processes, experience in self-performed construction, knowledge of construction means, methods, and equipment used in transportation heavy civil projects.
IPC Chief Estimator	15+ years experience with Bachelor's degree in Construction Management, Engineering, Architecture, or similar program of study. 17+ years experience with Associates degree in construction science, construction technology, engineering technology, or similar program of

Class	Job Class Typical Definitions
	study. 20+ years experience with unrelated degree, H.S Diploma or equivalent. Independent Project Cost (IPC) consultant staff must have demonstrated experience on large heavy civil projects, with relevant qualifications and certifications, including experience in consultant contract administration and QA/QC processes, experience in self-performed construction, knowledge of construction means, methods, and equipment used in transportation heavy civil projects.
IPC Construction Project Manager 1	5-9 years experience with Bachelor's degree in Construction Management, Engineering, Architecture, or similar program of study. 7-11 years experience with Associates degree in construction science, construction technology, engineering technology, or similar program of study. 10-14 years experience with unrelated degree, H.S Diploma or equivalent. Independent Project Cost (IPC) consultant staff must have demonstrated experience on large heavy civil projects, with relevant qualifications and certifications, including experience in consultant contract administration and QA/QC processes, experience in self-performed construction, knowledge of construction means, methods, and equipment used in transportation heavy civil projects.
IPC Construction Project Manager 2	10-14 years experience with Bachelor's degree in Construction Management, Engineering, Architecture, or similar program of study. 12-16 years experience with Associates degree in construction science, construction technology, engineering technology, or similar program of study. 15-19 years experience with unrelated degree, H.S Diploma or equivalent. Independent Project Cost (IPC) consultant staff must have demonstrated experience on large heavy civil projects, with relevant qualifications and certifications, including experience in consultant contract administration and QA/QC processes, experience in self-performed construction, knowledge of construction means, methods, and equipment used in transportation heavy civil projects.
IPC Construction Project Manager 3	15+ years experience with Bachelor's degree in Construction Management, Engineering, Architecture, or similar program of study. 17+ years experience with Associates degree in construction science, construction technology, engineering technology, or similar program of study. 20+ years experience with unrelated degree, H.S Diploma or equivalent. Independent Project Cost (IPC) consultant staff must have demonstrated experience on large heavy civil projects, with relevant qualifications and certifications, including experience in consultant contract administration and QA/QC processes, experience in self-performed construction, knowledge of construction means, methods, and equipment used in transportation heavy civil projects.
IPC Junior Estimator	0-4 years experience with Bachelor's degree in Construction Management, Engineering, Architecture, or similar program of study. 2-6 years experience with Associates degree in construction science, construction technology, engineering technology, or similar program of study. 4-9 years experience with unrelated degree, H.S Diploma or equivalent.
IPC Lead Discipline Estimator	5-9 years experience with Bachelor's degree in Construction Management, Engineering, Architecture, or similar program of study. 7-11 years experience with Associates degree in construction science,

Class	Job Class Typical Definitions
	construction technology, engineering technology, or similar program of study. 10-14 years experience with unrelated degree, H.S Diploma or equivalent. Independent Project Cost (IPC) consultant staff must have demonstrated experience on large heavy civil projects, with relevant qualifications and certifications, including experience in consultant contract administration and QA/QC processes, experience in self-performed construction, knowledge of construction means, methods, or equipment used in transportation heavy civil projects.
IPC Project Controls Specialist / Scheduler	5-9 years experience with Bachelor's degree in Construction Management, Engineering, Architecture, or similar program of study. 7-11 years experience with Associates degree in construction science, construction technology, engineering technology, or similar program of study. 10-14 years experience with unrelated degree, H.S Diploma or equivalent. Independent Project Cost (IPC) consultant staff must have demonstrated experience on large heavy civil projects, with relevant qualifications and certifications, including experience in consultant contract administration and QA/QC processes, experience in self-performed construction, knowledge of construction means, methods, and equipment used in transportation heavy civil projects.
IPC Project Controls / Scheduler Manager	10+ years experience with Bachelor's degree in Construction Management, Engineering, Architecture, or similar program of study. 12+ years experience with Associates degree in construction science, construction technology, engineering technology, or similar program of study. 15+ years experience with unrelated degree, unrelated degree, H.S Diploma or equivalent. Independent Project Cost (IPC) consultant staff must have demonstrated experience on large heavy civil projects, with relevant qualifications and certifications, including experience in consultant contract administration and QA/QC processes, experience in self-performed construction, knowledge of construction means, methods, and equipment used in transportation heavy civil projects.
IPC Senior Estimator	10-14 years experience with Bachelor's degree in Construction Management, Engineering, Architecture, or similar program of study. 12-16 years experience with Associates degree in construction science, construction technology, engineering technology, or similar program of study. 15-19 years experience with unrelated degree, H.S Diploma or equivalent. Independent Project Cost (IPC) consultant staff must have demonstrated experience on large heavy civil projects, with relevant qualifications and certifications, including experience in consultant contract administration and QA/QC processes, experience in self-performed construction, knowledge of construction means, methods, or equipment used in transportation heavy civil projects.
ITS Inspector	H.S. graduate or equivalent +2 years experience in inspection, one year of which is ITS construction inspection. Not for use on CEI
Land Planner	Degree in related field; or combination of education and experience or AICP
Landscape Architect	Registered. Not for use on CEI
Landscape Architect Intern	Entry level w/ BS degree or equivalent. Not for use on CEI
Landscape Designer/Landscape	Non-registered with 3+ years of experience

Class	Job Class Typical Definitions
Planner	
MAT Asphalt Plant Inspector	HS grad or equiv, plus 1 yr of experience in surveillance & insp. of hot mix asphalt plant operations or 80 hours working under an approved and qualified asphalt plant inspector at the asphalt plant. Please refer to CEI Scope of Services if necessary
MAT CADD/Computer Technician	Technical Certification and/or 2 yrs experience. Not for use on CEI
MAT Chief Engineer	P.E. (Out of state PE licensure is acceptable, however engineering work products can only be signed and sealed by a Florida P.E.) w/ 20+ years of post registration experience
MAT Dynamic Testing Engineer-Pile Foundation	Florida P.E. with a minimum of 10 years of experience in responsible charge of project geotechnical engineering, including at least two (2) Category II bridges with pile foundations. Experience must also include being in responsible charge of dynamic pile testing on at least five (5) Department bridges of either category (I or II). Please see Other Qualification Requirements for MAT Classifications.
MAT Dynamic Testing Operator-Pile Foundation	HS diploma or equivalent with a minimum of 4 years of experience in Pile Driving Inspection (With an EI Certificate this requirement is reduced to a minimum of 2 years); Dynamic testing experience on at least five (5) Department bridges. This experience must be obtained while working under the direct supervision of a qualified Dynamic Testing Engineer. Please see Other Qualification Requirements for MAT Classifications.
MAT Engineer	P.E. (Out of state PE licensure is acceptable, however engineering work products can only be signed and sealed by a Florida P.E.) w/ 5 yrs Industry Experience
MAT Engineer Intern	Entry level w/ Engineering Degree and E.I.T. Certificate. Not for use on CEI
MAT Engineering Technician	H.S. grad w/ 1yr Industry Experience and CTQP qualifications as required. Not for use on CEI
MAT Geologist	B.S. degree in Geology w/ 2yrs experience
MAT Geologist Professional	P.G. w/ 5 yrs Industry Experience
MAT GIS Specialist	2yrs Applicable Experience
MAT Inspector	H.S. grad w/ 1yr Industry Experience and applicable CTQP qualifications. Not for use on CEI
MAT Pre-stress Inspector	H.S. grad w/ 1yr Industry Experience and applicable qualifications. Not for use on CEI
MAT Principal Engineer	P.E. (Out of state PE licensure is acceptable, however engineering work products can only be signed and sealed by a Florida P.E.) w/ 15+ years of post registration experience
MAT Project Manager	H.S. grad w/ 3yrs Industry Experience
MAT Senior Asphalt Plant Inspector	H.S w/ 4yr Industry Experience; CTQP Asphalt Plant Level 1&2; CTQP Asphalt Paving Level 1&2; must complete additional training (if required by District). Not for use on CEI
MAT Senior Engineer	P.E. (Out of state PE licensure is acceptable, however engineering work products can only be signed and sealed by a Florida P.E.) w/ 10 yrs Industry Experience
MAT Senior Engineering Technician	H.S. grad w/ 4 yrs Industry Experience and CTQP qualifications as required. Not for use on CEI
MAT Senior Inspector	H.S. grad w/ 4 yrs Industry Experience and applicable CTQP qualifications. Not for use on CEI
MAT Technical Assistant	Entry level w/ H.S. degree or equivalent (Note: Invoice preparation and

Class	Job Class Typical Definitions
	invoice submittal are not billable activities to the Department on any job classes.)
MAT Technician Aid	Entry level w/ H.S. degree or equivalent
Mechanical Engineer	ME degree w/ 2+ years of post-graduate experience
MOT - Qualified Worker/Flagger	MOT Intermediate Certification
MOT - Qualified Worksite Traffic Supervisor	MOT Advanced Certification
MOT Off-Duty Law Officer with Vehicle	Includes vehicle, labor and all coordination services.
Planner	Degree in planning or equivalent w/ 1+ years of experience
Principal Engineer	PE (Out of state PE licensure is acceptable, however engineering work products can only be signed and sealed by a Florida P.E.) w/ 20+ years of post registration experience. Consultant proposes if individual is in an enterprise oversight role (over resources and team).
Program Controls Analyst	Responsible for monitoring program budget and cost; 1-3 years of financial experience; financial degree. Requires Chief Operations Officer, Assistant Secretary approval.
Project Architect	registered w/ 5+ years of post registration experience. Not for use on CEI
Project Controls Technician	Bachelors degree with 2+ years of Document Control experience. Requires Chief Operations Officer, Assistant Secretary approval.
Project Landscape Architect	Registered w/ 5+ years post-registration experience. Not for use on CEI
Project Manager 1	PE (where appropriate) w/ 5+ years of post registration experience
Project Manager 2	PE (where appropriate) w/ 10+ years of post registration experience
Project Manager 3	PE (where appropriate) w/ 15+ years of post registration experience
Project Planner	Degree in planning or equivalent w/ 5+ years of experience
Project Program Controller	Responsible for monitoring program budget and cost; 3-7 years of financial experience; financial degree. Requires Chief Operations Officer, Assistant Secretary approval.
Project Program Manager	PE (Out of state PE licensure is acceptable, however engineering work products can only be signed and sealed by a Florida P.E.) w/ 10 years of post registration experience and at least 5 years experience managing high profile projects with FDOT that involve more than 1 district. Requires Chief Operations Officer, Assistant Secretary approval.
Property Management Administrator	Current Real Estate Sales or Broker license with 5+ years of Property Management experience.
Property Management Agent	Current Real Estate Sales or Broker license with 3 or more years of Property Management experience.
Relocation Administrator	5+ years of demonstrated current experience in administering and providing relocation assistance under the provisions of the Uniform Act.
Relocation Agent	3 or more years of demonstrated current experience in administering and providing relocation assistance under the provisions of the Uniform Act.
Scheduler	0-4 years of schedule development and review for road and bridge construction support using Primavera.
Scheduler Lead	5+ yrs experience of schedule development and review for road and bridge construction support using Primavera and knowledge of FDOT production management.
Scheduler Senior	5 + yrs experience of schedule development and review for road and bridge construction support using Primavera
Scientist	Relevant Degree / Entry Level
Senior Accountant	Bachelors degree in Accounting with over 5 years experience in public accounting. Only to be used for projects containing Work Type 22.0.
Senior Acquisition Agent	Current Real Estate Sales or Broker license with 3+ years of Acquisition

Class	Job Class Typical Definitions
	experience.
Senior Archaeologist	Masters or PhD in related field w/ 10+ years of experience
Senior Architect	registered w/ 10+ years of post-registration experience. Not for use on CEI
Senior Certified Bridge Inspector	5+ years serving as a safety bridge inspection team leader who also coordinates, assists and provides guidance to other bridge inspection teams. Not for use on CEI
Senior Computer Programmer	10+ years of programming experience and experience in software development
Senior Designer	15+ years of design experience, non-registered (design related to engineering)
Senior Electrical Engineer	EE degree w/ 10+ years of post-graduate experience
Senior Engineer 1	PE (Out of state PE licensure is acceptable, however engineering work products can only be signed and sealed by a Florida P.E.) w/ 10+ years of post registration experience. Individual is not discipline lead – in production role.
Senior Engineer 2	PE (Out of state PE licensure is acceptable, however engineering work products can only be signed and sealed by a Florida P.E.) w/ 20+ years of post registration experience. Individual is not discipline lead – in production role.
Senior Engineering Technician	5+ years of experience
Senior Environmental Specialist	M.S. Degree in Physical or Natural Science & 7 yrs exp, or a Bachelor's Degree in Environmental Science and 10 years of exp. Please refer to CEI Scope, if necessary.
Senior Geotech Engr- DSF	P.E. (Out of state PE licensure is acceptable, however engineering work products can only be signed and sealed by a Florida P.E.) with 10 yrs exp as Geotechnical Engineer including at least one Cat II bridges w/ drilled shaft foundations. Please refer to CEI Scope of Services for additional details. DSF = (Drilled Shaft Foundations)
Senior Geotech Engr-Bridge Pile Foundation	P.E. (Out of state PE licensure is acceptable, however engineering work products can only be signed and sealed by a Florida P.E.)10 yrs exp. as Geotechnical Engineer including at least two (2) Cat II bridges w/ pile foundations. Please refer to CEI Scope of Services for additional details.
Senior Geotech Technician-Pile Foundation	CTQP Pile Driving Inspector, with a minimum of three (3) years experience. Please refer to CEI Scope of Services for additional details.
Senior Geotechnical Technician-DSF	CTQP Drilled Shaft Inspector w/ 3+ years exp. Please refer to CEI Scope of Services for additional details.
Senior Inspector	HS degree + 4 years of experience. Not for use on CEI
Senior ITS Inspector	H.S. graduate or equivalent +4 years experience in inspection, two years of which is ITS construction inspection. Not for use on CEI
Senior Landscape Architect	Registered w/ 10+ years of post-registration experience. Not for use on CEI
Senior Mechanical Engineer	ME degree w/ 10+ years of post-graduate experience
Senior Planner	Degree in planning or equivalent w/ 10+ years of experience
Senior Project Program Controller	Responsible for monitoring program budget and cost; 7+ years of financial experience; financial degree. Requires Chief Operations Officer, Assistant Secretary approval.
Senior Relocation Agent	3+ years of demonstrated current experience in administering and providing relocation assistance under the provisions of the Uniform Act.
Senior Scientist	Relevant Degree w/ 10+ years of experience
Senior Underwater Certified Bridge Inspector	5+ years serving as a safety bridge inspection team leader who also coordinates, assists and provides guidance to other bridge inspection teams. Possess appropriate PADI or NAUI diver certifications. This job

Class	Job Class Typical Definitions
	class is not to be used on CEI contracts.
Senior Utility Coordinator	HS graduate with 10+ years of utility coordination experience including interpreting plans, and assisting the Utility Agency Owners (UAO) with completion of their work schedules and agreements, and FDOT, FHWA, and AASHTO standards, policies, procedures, and design criteria. Not for use on CEI
Structure Coating Inspector	HS grad or equivalent, possessing the following trainings: Lead Paint Removal Certification (SSPC C3 Lead Paint Removal); and either SSPC Bridge Coating Level 2 certification, or NACE Coating Inspector Level 3 certification is also acceptable. Not for use on CEI
Suit Coordinator	2+ years of experience in real estate suit preparation.
SUR Aerial Sensor Operator	HS Graduate or Equivalent and 1+ years experience with the type of sensor(s) and data collection system(s) being utilized for raw data collection. Not for use on CEI
SUR Chief Scientist	Masters Degree or Higher in desired field of subject matter expertise
SUR Chief Surveyor	PSM with 20+ years post license experience. Not for use on CEI
SUR Crew Chief	HS Graduate or Equivalent with minimum 2+ years survey crew chief experience. Please refer to CEI Scope of Services if necessary.
SUR Field Crew Supervisor 1	MOT Certification with 1+ years supervisory experience.
SUR Field Crew Supervisor 2	PSM and MOT Certification, with 1+ years supervisory experience.
SUR Instrument Operator	HS Graduate or Equivalent with minimum 2+ years of instrument operator survey experience. Please refer to CEI Scope of Services if necessary
SUR Mobile Survey Analyst 1	HS Graduate or equivalent with minimum 2+ years survey experience, of which 1+ years must be in digital mapping using mobile remote sensing data.
SUR Mobile Survey Analyst 2	HS Graduate or equivalent with a minimum of 4+ years survey experience of which 2+ years must be in processing, analysis, and adjustment of mobile remote sensing data
SUR Mobile Survey Analyst 3	HS Graduate or equivalent with a minimum of 6+ years survey experience of which 4+ years must be in processing, analysis, and adjustment of mobile remote sensing data
SUR Mobile Survey Operator	HS Graduate or equivalent with minimum of 4 years survey experience, 2 of which must be in operation of mobile remote sensing equipment.
SUR Multi Engine Aircraft Pilot	FAA Certified and rated Aircraft Pilot w/ 1500 total logged pilot flying hours of which at least 500 hours were in multi-engine aircraft and at least 5 hours were in the make and model aircraft being flown. Not for use on CEI
SUR Rod Person	HS Graduate or Equivalent with no minimum years experience in Survey. Please refer to CEI Scope of Services if necessary
SUR Rotorcraft Pilot	FAA Certified and rated Rotorcraft Pilot w/ 1000 total logged pilot flying hours of which at least 250 hours were in Rotorcraft. Not for use on CEI
SUR Survey Assistant	HS Graduate or equivalent.
SUR Senior Surveyor 1	PSM with 10+ years post license experience.
SUR Senior Surveyor 2	PSM with 15+ years post license experience.
SUR Single Engine Aircraft Pilot	FAA Certified and rated Aircraft Pilot w/ 500 total logged pilot flying hours. Not for use on CEI
SUR SUE Technician 1	HS Graduate or Equivalent with entry level experience in Utility or Survey. Not for use on CEI
SUR SUE Technician 2	HS Graduate or Equivalent with 2+ years SUE experience. Not for use on CEI
SUR SUE Technician 3	HS Graduate or Equivalent with 4+ years SUE experience. Not for use on CEI

Class	Job Class Typical Definitions
SUR Survey Project Manager 1	HS Graduate or equivalent with a minimum 10+ years experience, of which 6+ years must be in surveying for transportation and 4+ years in Survey Project Management
SUR Survey Project Manager 2	PSM with 4+ years post licensure transportation experience and 2+ years post licensure Survey Project Management experience
SUR Survey Project Manager 3	PSM with 6+ years post licensure transportation experience and 4+ years Survey Project Management experience.
SUR Survey/GIS/SUE Analyst 1	HS Graduate or Equivalent 1+ years Survey/Mapping/GIS experience.
SUR Survey/GIS/SUE Analyst 2	HS Graduate or Equivalent with 5+ years, or HS plus Geospatial Related Secondary Degree or Certification (GISP) with 2+ years Survey/Mapping/GIS experience.
SUR Survey/GIS/SUE Analyst 3	HS Graduate or Equivalent with 8+ years, or HS plus Geospatial Related Secondary Degree or Certification (GISP) with 4+ years Survey/Mapping/GIS experience.
SUR Surveyor	PSM with 1+ year transportation experience.
SUR UAS Operator	Unmanned Autonomous System (UAS) Operator - HS Graduate / Equivalent with 1+ years survey experience, and 1+ years UAS experience. If system is airborne, a Federal Aviation Administration (FAA) Remote Pilot Certificate is also required.
Technical Assistant	Entry level w/ HS degree or equivalent (Note: Invoice preparation and invoice submittal are not billable activities to the Department on any job classes.)
Technician Aid	Entry level Design and Drafting
Transportation Data Analyst	Bachelor's Degree in Natural Science, Engineering, Mathematics, Statistics, Computer Science or related field and 0-3 years of experience for data collection, data analysis, data mining, data quality control.
Transportation Data Scientist	Master's Degree in Natural Science, Engineering, Mathematics, Statistics, Computer Science or related field plus five years of experience in data collection, data analysis, data mining, data quality control in analyzing data OR Bachelor's degree and 10 years exp.
Transportation Data Technician	HS Grad or equiv., with 0-2 years of experience, for data collection, field collection.
Transportation Intern	Enrolled in a Bachelors or Masters program
Underwater Certified Bridge Inspector	1+ years safety bridge inspection. Possess appropriate PADI or NAUI diver certifications. This job class is not to be used on CEI contracts.
Utility Coordinator	H.S. graduate or equivalent with 4+ years of experience in utility coordination. Please refer to CEI Scope of Services if necessary

Attachment C

Average Actual Salary Rates and Average Negotiated Rates

Current Wage Rate Data can be found with the attached link:

http://fdot.gov/procurement/InternetReports.shtm#jobclass

Attachment D

Current Averages for Audited Overhead, Expense and Facilities Capital Cost of Money (FCCM) Rates

Updated: June 26, 2026

RATE	# OBS.	HIGH	LOW	MEAN
Home Office Overhead	1064	258.41%	110.50%	173.36%
Field Office Overhead	564	197.46%	76.64%	129.20%
Home Office Expense	803	31.28%	0.26%	6.35%
Field Office Expense	433	32.16%	0.44%	10.79%
FCCM	1036	3.49%	0.06%	0.81%

The averages were calculated using three years' worth of audit data, after eliminating the highest and lowest 5%. Self-certified rates, interim rates, and rates determined from job cost accounting system reviews were also eliminated from the calculations, since they are unaudited rates.

The average overhead, expense, and FCCM rates are to be used for comparatively assessing consultant cost control efforts, in accordance with Section 5.0, Negotiation of Operating Margin.

The averages will be used as caps on maximum awarded overhead (indirect costs) rates for firms who submit unaudited rates, including interim reimbursement rates, self-certified reimbursement rates, and job cost accounting system review reimbursement rates for use on professional services contracts.

Date: June 26, 2026
Subject: Department Limits on Consultant Overhead, Direct Expense, and FCCM for unaudited rates, including interim, self-certified, and job cost accounting system review rates

The Department will cap unaudited, rates, including interim reimbursement rates, self-certified reimbursement rates, and job cost accounting system review reimbursement rates submitted by consultant firms for use on professional services contracts.

Based on the latest review of three previous years of overhead audit statements submitted by qualified professional services consultants, the resulting limits are established as follows:

Home Office Overhead (Home Office Indirect Rate)	173.36%
Field Office Overhead (Field Office Indirect Rate)	129.20%
FCCM (Facilities Capital Cost of Money Rate)	0.81%
Home Office Direct Expense Rate	6.35%
Field Office Direct Expense Rate	10.79%

Attachment E
Self Certification of Accounting System and Reimbursement Rates

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

SELF-CERTIFICATION OF ACCOUNTING SYSTEM AND REIMBURSEMENT RATES

COMPLETED FORMS AND ALL REQUIRED ATTACHED DOCUMENTATION MUST BE SUBMITTED TO AND APPROVED BY CENTRAL OFFICE AUDIT SUPPORT SECTION, FDOT.PSPREQUALIFICATION@DOT.STATE.FL.US.

Consultant Name: _____ Federal ID Number: _____

Contact Person: _____ Phone Number: _____

_____ E-Mail: _____

Qualifying For: Projects under $1,000,000 ☐

Or: Work Group 22 ☐

Accounting Questionnaire

1. General:

What Fiscal Year is used by your firm?	
Statements on cash or accrual basis?	
If you are a principal, have you been a former state employee?	
If so, what was the date of cessation?	
Do you use a Published Fee Schedule for all clients? If so, please provide.	
Are leased employees included in the cost pools?	
Is your firm a non-profit organization?	

2. Labor Costs (Time Sheets)	Yes or No Response
Do all employees keep time sheets?	☐
Do time sheets indicate project and overhead accounts?	
Do employees sign time sheets?	
Are time sheets reviewed and signed by supervisors?	
Are payroll expenditures distributed to appropriate accounts based on time sheets?	
Is a payroll register prepared for every pay period?	

3. Reading Material	
Have you read Section 1, Part II of the Reimbursement Rate Audit Guidelines?	

4. Expenditures	
Are all expenditures identified and recorded in the General Ledger as overhead or direct costs? Please provide the General Ledger for the fiscal year reported.	
Are direct costs identified as direct charges to projects regardless of eligibility for reimbursement?	
Are costs associated with the fee schedule excluded from the indirect and the direct cost pools?	

5. Accounting for Costs and Expenses	
Does the General Ledger separate direct cost from indirect (overhead)?	
Is a job cost ledger or cost report maintained for every project?	
Is the amount of premium overtime included in the direct or indirect expense rates?	

6. Estimating Costs for Price Proposals	
Is the method of estimating costs for pricing purposes consistent with the accumulation and reporting of costs under your job cost system?	

SELF-CERTIFICATION OF ACCOUNTING SYSTEM AND REIMBURSEMENT RATES

RATE SUMMARY FOR YEAR ENDING: _____

Reimbursement rates are calculated by dividing total allowable costs by total direct labor costs. For these calculations, certain direct or indirect expenses, such as travel, mileage, interest, certain advertising costs, etc., must be limited or excluded in accordance with Florida Statute 112.061 or Federal Acquisition Regulations, sub Part 31.2. These regulations may be viewed on the Internet at https://www.acquisition.gov/far/subpart-31.2. If a field office is needed, a separate determination should be performed.

Description	Home Office	Field Office
Direct Labor Base	$	$
Fringe Benefit Rate	%	%
General Overhead Rate	%	%
Combined Overhead Rate	%	%
Direct Expense Rate	%	%

A listing of the fringe benefits and general overhead costs utilized in calculating the overhead rates shown above and a listing of the direct expenses utilized in calculating the direct expense rate shown above must be attached to this certification with any excluded items identified. Also, provide the General Ledger for the year.

COMPUTATION OF FACILITIES CAPITAL COST OF MONEY (FCCM)- OPTIONAL

	Balance Start of FY	Balance End of FY
Net Capital Assets	$	$
Average Net Book Value (required)	$	
Average US Treasury Rate*	%	
Facilities capital Cost (Average x Rate)	$	
Direct Labor Base for Fiscal Year	$	
FCCM Rate (Cost/Direct Labor)	%	

CERTIFICATION

I hereby certify that I have reviewed the information used to establish final indirect cost rates for the fiscal period as indicated in this form and to the best of my knowledge and belief:

1) All costs used to establish final indirect costs rates are allowable in accordance with the applicable costs principles of the Federal Acquisition Regulations (FAR) of Title 48, Code of Federal Regulations (CFR), part 31.
2) This submitted information (inclusive of indirect costs) does not include any costs which are expressly unallowable under the costs principles of the FAR of 48 CFR 31.

Additionally, I certify that all known material transactions or events that have occurred affecting the firm's ownership, organization, and indirect costs have been disclosed.

Also, it is hereby certified that the accounting system for this firm meets the minimum requirements set forth in Department Guidelines and that all information contained hereon, including attachments, is true and correct.

_____	_____
(Signature)	(Date)
_____	_____
(Name and Title)	(Company Name)

*Average US Treasury Rates available here: https://www.fiscal.treasury.gov/fsservices/gov/pmt/promptPayment/rates.htm

SELF-CERTIFICATION OF ACCOUNTING SYSTEM AND REIMBURSEMENT RATES INSTRUCTIONS

Self-Certifications for Project Work under $1,000,000

Consultants and subconsultants requesting qualification for projects with contract fees under $1,000,000, or consultants qualifying solely to perform appraisal services or to prepare or review business damage estimates under Work Group 22, are not required to submit an audit report or to request an accounting system review. Each District Professional Services Unit (PSU) within the Department may negotiate reimbursement rates appropriate for the specific contract being negotiated in these instances.

Consultants performing work less than $1,000,000 who desire to pre-establish reimbursement rates for presentation to the Department during contract negotiations may, as an option, submit a self-certified reimbursement rate request to Central Office Procurement. This request must contain the same cost information presented in a Reimbursement Rate Audit Report but may be certified by a principal of the firm rather than a certified public accountant. Overhead, FCCM and direct expense rates established following review of a self-certified reimbursement rate request are subject to the currently established maximum caps based on the Department's review of average audited reimbursement rates. Current maximum caps for the Department's reimbursement rates are found on the Procurement Office website at http://www.fdot.gov/procurement/news.shtm. Self-certified reimbursement rate requests should be forwarded to Central Office Procurement for review.

If the consultant performing the services has not acted to pre-establish reimbursement rates prior to entering contract negotiations with the District PSU, the PSU may require the consultant to complete and submit a self-certified reimbursement rate request. The PSU should forward the report to Central Office Procurement for review. Central Office Procurement will prepare a report of the reimbursement rates supported by the financial information included with the self-certified reimbursement rate request. The Procurement Office report will be distributed to the consultant and the requesting PSU. Reimbursement rates established will be entered in the Professional Services Information System (PSI) database, and made available for use by all Department PSUs.

Self-Certification of Accounting System and Reimbursement Rates

Self-certified reimbursement rate requests are to be prepared accordance with this form. Page 1 of the form is a questionnaire concerning the consultant's accounting system and related information. Page 2 allows the consultant to list their proposed reimbursement rates, including: a declaration of a period ending date within 16 months of the certification date; the direct labor base for that period; the consultant's proposed fringe benefit rate, general overhead rate, and combined overhead rate; the proposed direct expense rate; and the average net book value of capitalized assets. Page 2 also requires certification of the information submitted by a principal of the firm.

Additional sheets must be attached listing the indirect and direct expenses supporting the consultant's rate calculations.

Attachment F
Overhead Rates for Subconsultants on Construction Engineering & Inspection (CEI) Projects

MEMORANDUM

DATE: November 20, 2026

TO: Professional Services Administrators

FROM: Carla Perry, P.E., Manager, Procurement Office

SUBJECT: Overhead Rates for Subconsultants on Construction Engineering & Inspection (CEI) Projects

There have been some questions regarding the appropriate overhead rate which should be allowed for subconsultants who are working on CEI. projects. Currently, some negotiators are allowing the subconsultant (who may be furnishing administrative personnel for the field office and/or technical personnel for field operations) to charge an audited or negotiated field office overhead rate whereas other negotiators are restricting the subconsultant to fringe benefits and minimal general overhead. The differences in methodology have created problems for the subconsultants, especially when they move from District to District or even from job to job within the same District.

Although I believe the District should have the flexibility to negotiate in a manner that affords them a fair, reasonable and competitive price, I also believe that consistency in our negotiations- is important. The contractual arrangements between the prime consultant and the subconsultant are the responsibility of the prime; however, their arrangement does impact on the cost of our project and it is up to us to determine an acceptable price.

The same cost principles which are used in negotiating the prime consultant's fee should also be applied to the subconsultant. If the subconsultant is providing personnel which would otherwise be provided by the prime and for which the prime would be allowed to charge a full field office overhead rate, then the subconsultant should also be allowed a field office overhead rate which is computed on a comparable basis. The- subconsultant's overhead rate is computed on a direct labor basis just the same as the prime consultant and to not allow him to recover his allowable overhead would unjustly penalize him.

There may be instances where the subconsultant's overhead should be restricted. For example, assume that the subconsultant proposes to provide a secretary for a field office, but in lieu of assigning one of his employees to the job, he hires a temporary person on a contractual arrangement for the job. Since the person is not a bonafide employee of the subconsultant, he would not be entitled to any overhead for the employee.

We generally have an audited overhead rate and verification of the adequacy of the prime consultant's accounting system prior to selection, for a particular project. This information is-used during the negotiations process to help us obtain a fair, reasonable and competitive price; however, this same information may not be available for the subconsu1tant due to the lack of prequalification requirements. Subconsultants should be handled in the following manner:

1. Proposed costs less than $1,000,000: The negotiating officer should require that the subconsultant provide documentation which will support all costs which are proposed. An independent overhead audit is not required, unless desired by the negotiating officer; however, the subconsultant should be required to provide some type of documentation, i.e., a trial balance, self-certification statement, etc, which will support the reasonableness of the proposed overhead rate.

The purpose of this memorandum is to provide additional guidance in the above areas; however, if you should have any questions, please contact the Procurement Office.

Attachment G

Reimbursement of Permits

Florida Department of Transportation

RICK SCOTT
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

RACHEL D. CONE
INTERIM SECRETARY

June 1, 2017

TO: All Professional Services Consultants qualified with the Florida Department of Transportation

The Department of Transportation has established the following treatment for reimbursement of permit costs: Permit costs on professional services costs shall be reimbursed as a separate direct charge on the contract, rather than through the direct expense percentage submitted annually as part of the reimbursement rate audit.

Consultants will need to exclude all permits costs (permit application fees) from the calculated direct expense percentage in the annual reimbursement rate audit submittal. Charges for legal notices, other costs that are ancillary to the permit, or certifications costs (such as LEED fees) are reimbursed through the direct expense percentage and will not be compensated as an itemized expense directly on the contract. This method of reimbursing permit costs does not apply to contracts executed before November 2013. For purposes of reimbursement on the contract, the Department will require invoices and/or receipts to substantiate the aforementioned permit costs.

Generally, no other direct expenses will be invoiced as separate items. Other direct expense costs will continue to be compensated through the direct expense percentage.

Consultants should forward this document to their independent CPA who prepares the annual audit.

If there are any questions, please contact Jeffrey Owens, CPA, at (850) 414-4539.

Sincerely,

Carla M. Perry

Carla M. Perry, P.E., Manager
Procurement Office

Attachment H
Use of Department Space and Equipment
by Outside Providers

Subject: Use of Department Space and Equipment by Outside Providers

It is the objective of the Florida Department of Transportation to enhance productivity by making the most cost-effective use of its resources. Professional Consultants and other service providers are a significant resource to the Department and it is the policy of the Department to be innovative in the use of this resource to increase effectiveness while controlling costs.

As part of the effort to achieve this objective, the Department may allow consultants and other service providers to share Department office space for the contract duration. Before allowing such use, the following conditions must exist:

It must clearly enhance the productivity of the consultant in performing the scope of services or require daily interaction with Department staff to effectively perform their duties. This would not usually be true of consultants working on a phase of a transportation project (Planning, Design, Right of Way, Construction, Maintenance). It may be true of consultants performing management or administrative support functions such as general consultants, systems consultants, or accounting and auditing consultants.

The decision to provide Department space to the consultant should be made prior to contracting so that consideration may be given to offsetting the cost of the consultant services with the value of the space provided. This would occur during the competitive negotiations of a professional services contract. For services acquired pursuant to sealed competitive bids or proposals, the request for proposal or invitation to bid should clearly identify the availability of Department space so that it may be factored into the bid price by the proposer.

Consultants housed in Department space may only work on the Department project requiring their presence. Other non-project activities, such as marketing, are prohibited.

Consultant staff working in Department space should, whenever possible, use available Department office equipment (furniture, computer hardware and software, copiers, etc.). Department equipment, which will be made available for consultant use on the project, should be identified prior to contracting, to allow the Department to realize maximum cost benefit in negotiated or bid prices. When Department equipment is not available, consideration may be given to allowing the consultant to bring their own equipment into Department space for use on the project, if it is essential to the effective performance of the contracted services. All applicable Department policies, procedures, standards and guidelines concerning consultant owned equipment, including data processing equipment and software, must be adhered to by the consultant.

Attachment I
Administrative Add Ons for Subconsultant Costs

Subject: Administrative Add On Charges to Consultant Contracts

There have been past contracts between the Department and consultants which have allowed an administrative add on charge for the handling of subconsultants by the prime contractor in addition to the overhead, labor, and operating margin which are a normal part of the contract. These administrative fees, or whatever name they are proposed under, are charges which the consultant is already being reimbursed for through his overhead and operating margin portion of the contract.

When the Department enters into a contract with a consultant, we agree to pay the consultant for his labor, administrative overhead (which includes the operation cost of his home, branch, or field offices) plus an operating margin on his labor and overhead costs. In addition we also reimburse the consultant for any out of pocket expenses on a dollar for dollar basis. These additional expenses includes subconsultants. When the Department allows the consultant to include an additional administrative add on for the handling of subconsultants, we are actually allowing the consultant to bill us twice for what we are already paying him for in our reimbursement for labor, overhead, and operating margin. The same people who process the subconsultant paper work for the prime consultant are either being directly reimbursed as part of the direct labor, or their salary and expense cost are part of their overhead.

In order to prevent this from continuing, we suggest that any additional administrative add ons contained in a contract over and above the overhead, operating margin, and facilities capital cost of money be disallowed.

Attachment J
Certification of Use of Subs and all Lower Tier Subs

CERTIFICATION OF USE OF SUBS & ALL LOWER TIER SUBS

Advertisement No.: _____

Financial Project No.: _____

Project Description: _____

I, the undersigned, certify that I have disclosed all subs and lower tier subconsultants/sub-vendors proposed to be used by my firm to perform services on the subject FDOT contract.
In accordance with Section 7A of the Standard Professional Services Contract, I understand that: The Consultant will not sublet, assign or transfer any work under this Agreement to other subconsultants/sub-vendors not specified in the Agreement without the written consent of the Department.
I will comply with the aforementioned FDOT contractual requirement.
Additionally, I certify that all rates proposed by my firm in the fee proposal do not reflect blending of costs with subs and all lower tier subconsultants/sub-vendors.

I further certify that either:
(Indicate choice by checking box)

☐ There are no subs or lower tier subconsultants/sub-vendors to my consultant firm on this contract.

Or

☐ I have disclosed all subs and lower tier subconsultants/sub-vendors to my firm, and the full list of subs and all lower tier subconsultants/sub-vendors who may be utilized by my firm on this contract is provided below:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Firm Name: _____

Signature: _____

Name of Certifying Official (Print): _____

Title: _____

Email: _____ Phone: _____

Date of Certification: _____

Subject: FDOT REQUIREMENT FOR DISCLOSURE OF LOWER TIER SUBS

In light of recent attention from Federal Highway Administration regarding contractor certification of costs, the Department feels it is necessary to re-emphasize a contractual requirement which was first disseminated to all FDOT prequalified geotechnical firms in 2007.

All professional services consultant firms, including geotechnical firms, are required to disclose the intended use of lower tier subs during contract negotiations. Lower tier subs, including drilling firms, must be authorized in the FDOT contract prior to services being rendered. It is not appropriate for geotech firms to certify rates as their own that are attributable to lower tier subs, or reflect a blending of the geotech firm's rates with lower tier drilling sub rates. Subconsultant/subcontractor rates are stand-alone, and each subconsultant/subcontractor should be separately authorized in the contract, regardless of tiered status. Unauthorized subs are not in accordance with FDOT Standard Professional Services Agreement, Section 7A, which states: "The Consultant... will not sublet, assign, or transfer any work under this Agreement to other than subconsultants specified in the Agreement without the written consent of the Department."
If uncovered in a contract audit, costs associated with unauthorized subconsultants/subcontractors would constitute an audit finding, and may ultimately be disallowed.
In order to ensure compliance with this disclosure requirement, the FDOT district Professional Services Offices will begin use of a certification statement, attesting to disclosure of all lower tier subs.
This certification will be required for geotechnical firms and surveying & mapping firms who are compensated in whole or part using fee schedule rates on FDOT contracts, whether at a prime or subconsultant level. The certification form will be completed and submitted during contract negotiations.

Please contact the Procurement Office, if there are any questions.

Attachment K
Use of Field Office Rates for On-Premises Consultant Employees

Subject: Use of Field Office Rate for On-premises Consultant Employees

Projects involving consultant staff housed in FDOT facilities for an uninterrupted on-site project duration of 6 months or greater will utilize the field office overhead rate.

Field Office Overhead Rate:

Field office is defined as any office that the consultant or contractor specifically establishes or has furnished to them at or near the project site to be used exclusively for project purposes. The office may be a trailer, building, room or series of rooms, or workspace (cubicle, office, etc.) within any DOT owned or leased building, for the use of consultant personnel. If the proposed project requires the establishment of a field office, a separate overhead rate for the field office must be submitted. If the Consultant does not have an approved field office overhead rate which has been established through the prequalification process, a field office overhead rate should be prepared by the Consultant in accordance with the instructions contained in Chapter 5.6 of the AASHTO Uniform Audit & Accounting Guide (see Table 5-5).

Use of Field Office for non-CEI type projects: For contract negotiation purposes, a field office rate (labor and expenses) shall be applied when consultant staff is assigned in Department space for a minimum of six consecutive months. If the proposed project involves the use of DOT office space or equipment by consultants, Attachment H, shall be observed.

Please contact the Procurement Office, if there are any questions.

Attachment L
Standard Items and Item Descriptions for Geotechnical and Materials Testing firms

Item #	Item Description	Unit	NOTES / COMMENTS	Approved Rate
100	Aggregate Acid Insol Retained 200 Sieve FM 5-510	Test	Includes all labor, equipment and materials to perform test.	
101	Aggregate Carbonates & Organic Matter FM 5-514	Test	Includes all labor, equipment and materials to perform test.	
102	Aggregate Org. Impurities S& for Concrete AASHTO T21	Test	Includes all labor, equipment and materials to perform test.	
103	Aggregate Shell Content of Coarse Aggregate FM 5-555	Test	Includes all labor, equipment and materials to perform test.	
104	Aggregate Sieve Anlsys of Fine & Coarse AASHTO T27	Test	Includes all labor, equipment and materials to perform test.	
105	Aggregate Soundness AASHTO T104	Test	Includes all labor, equipment and materials to perform test.	
106	Aggregate Specific Gravity/Absorption Coarse AASHTO T85	Test	Includes all labor, equipment and materials to perform test.	
107	Aggregate Total Moisture Content by Drying AASHTO T255	Test	Includes all labor, equipment and materials to perform test.	
108	Aggregate Unit Mass & Voids AASHTO T19	Test	Includes all labor, equipment and materials to perform test.	
109	Aggregate Specific Gravity/Absorption Fine AASHTO T84	Test	Includes all labor, equipment and materials to perform test.	
200	Asphalt Bulk Specific Gravity FM 1-T166	Test	Includes all labor, equipment and materials to perform test.	
201	Asphalt Content FM 5-563	Test	Includes all labor, equipment and materials to perform test.	
202	Asphalt Friction Panel	Test	Includes all labor, equipment and materials to perform test. Included tests FM 5-563 (Asphalt Content) and FM 1-T030 (Gradation). Sampling & delivery are not included.	
203	Asphalt Gradation & Content FM 1-T030 & FM 5-563	Test	Includes all labor, equipment and materials to perform test.	
204	Asphalt Gradation FM 1-T030	Test	Includes all labor, equipment and materials to perform test.	
205	Asphalt Gyratory Compaction 3 Specimens AASHTO T312	Test	Includes all labor, equipment and materials to perform test.	
206	Asphalt Los Angeles (LA) Abrasion Coarse Agg FM 3-C535	Test	Includes all labor, equipment and materials to perform test.	
207	Asphalt Los Angeles (LA) Abrasion Small Agg FM 1-T096	Test	Includes all labor, equipment and materials to perform test.	
208	Asphalt Max Specific Gravity FM 1-T209	Test	Includes all labor, equipment and materials to perform test.	
209	Asphalt Pavement Coring - 4in dia with Base Depth Check	Each	Includes all labor, equipment, and materials required to obtain core, patch hole, field photos, cross slope, rut measurement, and thickness measurement (refer to MM3.2). Does not include MOT or mobilization.	

Item #	Item Description	Unit	NOTES / COMMENTS	Approved Rate
210	Asphalt Pvmt. Coring - 4in dia without Base Depth Check	Each	Includes all labor, equipment, and materials required to obtain core, patch hole, field photos, cross slope, rut measurement, and thickness measurement (refer to MM3.2). Does not include MOT, mobilization or aggregate base depth check.	
211	Asphalt Pavement Coring - 6in dia with Base Depth Check	Each	Includes all labor, equipment, and materials required to obtain core, patch hole, field photos, cross slope, rut measurement, and thickness measurement (refer to MM3.2). Does not include MOT or mobilization.	
212	Asphalt Pvmnt Coring - 6in dia without Base Depth Check	Each	Includes all labor, equipment, and materials required to obtain core, patch hole, field photos, cross slope, rut measurement, and thickness measurement (refer to MM3.2). Does not include MOT, mobilization or aggregate base depth check.	
213	Asphalt Structural Panel (See Long Description)	Test	Includes all labor, equipment and materials to perform test. Includes tests: FM 5-563 (Asphalt Content), FM 1- T030 (Gradation), FM 1-T209 (Gmm - Maximum Specific Gravity) & FM 1-T166 (Gmb - Bulk Specific Gravity) . Sampling & delivery are not included.	
300	Concrete Beam Flexural Testing ASTM C78	Test	Includes all labor, equipment and materials to perform test.	
301	Concrete Compressive Strength of Grout\Mortar ASTM C109	Test	Includes all labor, equipment and materials to perform test.	
302	Concrete Cylinder Curing, Capping & Breaking ASTM C39	Test	Includes all labor, equipment and materials to perform test.	
303	Concrete Drilled Cores & Sawed Beams ASTM C42	Test	Includes all labor, equipment and materials to test samples for compressive and flexural strength. Does not include equipment or labor for obtaining sample.	
304	Concrete Masonry Unit Sampling & Testing ASTM C140	Test	Includes all labor, equipment and materials to perform test.	
305	Concrete Pavement Coring - 4in Dia	Each	Includes all labor and materials required to obtain core, patch hole, field photos, cross slope, rut measurement, and thickness measurement. Does not include MOT, mobilization or aggregate base depth check.	
306	Concrete Pavement Coring - 6in Dia	Each	Includes all labor and materials required to obtain core, patch hole, field photos, cross slope, rut measurement, and thickness measurement. Does not include MOT, mobilization or aggregate base depth check.	
307	Concrete Surface Resistivity AASHTO T358	Test	Includes all labor, equipment and materials to perform test.	
400	Geo 3D Thermal Modeling	Hour	Includes all labor, equipment and materials to provide service. Does not include equipment mobilization or engineering analysis and reporting.	
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.	

Item #	Item Description	Unit	NOTES / COMMENTS	Approved Rate
402	Geo Auger Borings-Track	LF	Includes all labor, equipment and materials to perform test.	
402Vend	Geo Auger Borings-Track	LF	Includes drill rig, crew, equipment, and materials to perform the test. Item 402Vend is to be used in conjunction with 402P.	
402P	Geo Auger Borings-Track	LF	Log Recorder/Oversight Position. Item 402P is to be used in conjunction with 402Vend.	
403	Geo Backhoe (Owned)	Day	Use this line item when the Backhoe is owned. Daily usage rate for owned Backhoe where cost is not included in FDOT Direct Expense Labor multiplier.	
404	Geo Backhoe (Rental without labor)	Day	Includes all Backhoe rental for on-site services. Rental costs should not be included in the indirect or direct costs used to determine the multiplier.	
405	Geo Barge (Owned)	Day	Use this line item when the Barge is owned. Daily usage rate for owned Barge where cost is not included in FDOT Direct Expense Labor multiplier.	
406	Geo Barge (Rental without labor)	Day	Includes all Barge rental for on-site services. Rental costs should not be included in the indirect or direct costs used to determine the multiplier.	
407	Geo Chainsaw (Owned)	Day	Use this line item when the Chainsaw is owned. Daily usage rate for owned Chainsaw where cost is not included in FDOT Direct Expense Labor multiplier.	
408	Geo Concrete Pad & Cover for Monitoring Wells	Each	Includes all labor, equipment and materials to build and provided one (1) 2 feet X 2 feet square pad with steel hand-hole or riser cover and lock.	
409	Geo CPT Truck/Mud Bug 0-50 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.	
410	Geo CPT Truck/Mud Bug 50-100 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.	
411	Geo CPT Truck/Mud Bug 100-150 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.	
412	Geo CPT Truck/Mud Bug 150-200 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.	
413	Geo Crosshole Sonic Logging (CSL)*	Day	Includes equipment and materials to perform test per Day.*	$200/day
414	Geo Dilatometer Sounding	Hour	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.	
415	Geo Double Ring Infiltration ASTM D3385	Each	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.	
416	Geo Dozer (Owned)	Day	Use this line item when the Dozer is owned. Daily usage rate for owned Dozer where cost is not included in FDOT Direct Expense Labor multiplier.	
417	Geo Dozer (Rental without labor)	Day	Includes all Dozer rental for on-site services. Rental costs should not be included in the indirect or direct costs used to determine the multiplier.	

Item #	Item Description	Unit	NOTES / COMMENTS	Approved Rate
418	Geo Drill Crew Support Vehicle	Day	Includes mobilization and daily use of equipment. Does include crew labor.	
421	Geo Dynamic Pile Testing/Pile Driving Analyzer*	Day	Includes equipment and materials for on-site services.*	$600/day
422	Geo Extra SPT Samples-Barge/Track/Amphib 0-50 Ft	Each	Includes all labor, equipment, and materials required to obtain sample within depth specified. Does not include Mobilization, MOT or grouting of open hole.	
422Vend	Geo Extra SPT Samples-Barge/Track/Amphib 0-50 Ft	Each	Includes drill rig, crew, equipment, and materials required to obtain sample within depth specified. Does not include Mobilization, MOT or grouting of open hole. Item 422Vend is to be used in conjunction with 422P.	
422P	Geo Extra SPT Samples-Barge/Track/Amphib 0-50 Ft	Each	Log Recorder / Oversight Position. Does not include Mobilization, MOT or grouting of open hole. Item 422P is to be used in conjunction with 422Vend.	
423	Geo Extra SPT Samples-Barge/Track/Amphib 50-100 Ft	Each	Includes all labor, equipment, and materials required to obtain sample within depth specified. Does not include Mobilization, MOT or grouting of open hole.	
423Vend	Geo Extra SPT Samples-Barge/Track/Amphib 50-100 Ft	Each	Includes drill rig, crew, equipment, and materials required to obtain sample within depth specified. Does not include Mobilization, MOT or grouting of open hole. Item 423Vend is to be used in conjunction with 423P.	
423P	Geo Extra SPT Samples-Barge/Track/Amphib 50-100 Ft	Each	Log Recorder / Oversight Position. Does not include Mobilization, MOT or grouting of open hole. Item 423P is to be used in conjunction with 423Vend.	
424	Geo Extra SPT Samples-Barge/Track/Amphib 100-150 Ft	Each	Includes all labor, equipment, and materials required to obtain sample within depth specified. Does not include Mobilization, MOT or grouting of open hole.	
424Vend	Geo Extra SPT Samples-Barge/Track/Amphib 100-150 Ft	Each	Includes drill rig, crew, equipment, and materials required to obtain sample within depth specified. Does not include Mobilization, MOT or grouting of open hole. Item 424Vend is to be used in conjunction with 424P.	
424P	Geo Extra SPT Samples-Barge/Track/Amphib 100-150 Ft	Each	Log Recorder / Oversight Position. Does not include Mobilization, MOT or grouting of open hole. Item 424P is to be used in conjunction with 424Vend.	
425	Geo Extra SPT Samples-Barge/Track/Amphib 150-200 Ft	Each	Includes all labor, equipment, and materials required to obtain sample within depth specified. Does not include Mobilization, MOT or grouting of open hole.	
425Vend	Geo Extra SPT Samples-Barge/Track/Amphib 150-200 Ft	Each	Includes drill rig, crew, equipment, and materials required to obtain sample within depth specified. Does not include Mobilization, MOT or grouting of open hole. Item 425Vend is to be used in conjunction with 425P.	
425P	Geo Extra SPT Samples-Barge/Track/Amphib 150-200 Ft	Each	Log Recorder / Oversight Position. Does not include Mobilization, MOT or grouting of open	

Item #	Item Description	Unit	NOTES / COMMENTS	Approved Rate
			hole. Item 425P is to be used in conjunction with 425Vend.	
426	Geo Extra SPT Samples-Barge/Track/Amphib 200-250 Ft	Each	Includes all labor, equipment, and materials required to obtain sample within depth specified. Does not include Mobilization, MOT or grouting of open hole.	
426Vend	Geo Extra SPT Samples-Barge/Track/Amphib 200-250 Ft	Each	Includes drill rig, crew, equipment, and materials required to obtain sample within depth specified. Does not include Mobilization, MOT or grouting of open hole. Item 426Vend is to be used in conjunction with 426P.	
426P	Geo Extra SPT Samples-Barge/Track/Amphib 200-250 Ft	Each	Log Recorder / Oversight Position. Does not include Mobilization, MOT or grouting of open hole. Item 426P is to be used in conjunction with 426Vend.	
427	Geo Extra SPT Samples-Truck/Mud Bug 0-50 Ft	Each	Includes all labor, equipment, and materials required to obtain sample within depth specified. Does not include Mobilization, MOT or grouting of open hole.	
427Vend	Geo Extra SPT Samples-Truck/Mud Bug 0-50 Ft	Each	Includes drill rig, crew, equipment, and materials required to obtain sample within depth specified. Does not include Mobilization, MOT or grouting of open hole. Item 427Vend is to be used in conjunction with 427P.	
427P	Geo Extra SPT Samples-Truck/Mud Bug 0-50 Ft	Each	Log Recorder / Oversight Position. Does not include Mobilization, MOT or grouting of open hole. Item 427P is to be used in conjunction with 427Vend.	
428	Geo Extra SPT Samples-Truck/Mud Bug 50-100 Ft	Each	Includes all labor, equipment, and materials required to obtain sample within depth specified. Does not include Mobilization, MOT or grouting of open hole.	
428Vend	Geo Extra SPT Samples-Truck/Mud Bug 50-100 Ft	Each	Includes drill rig, crew, equipment, and materials required to obtain sample within depth specified. Does not include Mobilization, MOT or grouting of open hole. Item 428Vend is to be used in conjunction with 428P.	
428P	Geo Extra SPT Samples-Truck/Mud Bug 50-100 Ft	Each	Log Recorder / Oversight Position. Does not include Mobilization, MOT or grouting of open hole. Item 428P is to be used in conjunction with 428Vend.	
429	Geo Extra SPT Samples-Truck/Mud Bug 100-150 Ft	Each	Includes all labor, equipment, and materials required to obtain sample within depth specified. Does not include Mobilization, MOT or grouting of open hole.	
429Vend	Geo Extra SPT Samples-Truck/Mud Bug 100-150 Ft	Each	Includes drill rig, crew, equipment, and materials required to obtain sample within depth specified. Does not include Mobilization, MOT or grouting of open hole. Item 429Vend is to be used in conjunction with 429P.	
429P	Geo Extra SPT Samples-Truck/Mud Bug 100-150 Ft	Each	Log Recorder / Oversight Position. Does not include Mobilization, MOT or grouting of open hole. Item 429P is to be used in conjunction with	

Item #	Item Description	Unit	NOTES / COMMENTS	Approved Rate
			429Vend.	
430	Geo Extra SPT Samples-Truck/Mud Bug 150-200 Ft	Each	Includes all labor, equipment, and materials required to obtain sample within depth specified. Does not include Mobilization, MOT or grouting of open hole.	
430Vend	Geo Extra SPT Samples-Truck/Mud Bug 150-200 Ft	Each	Includes drill rig, crew, equipment, and materials required to obtain sample within depth specified. Does not include Mobilization, MOT or grouting of open hole. Item 430Vend is to be used in conjunction with 430P.	
430P	Geo Extra SPT Samples-Truck/Mud Bug 150-200 Ft	Each	Log Recorder / Oversight Position. Does not include Mobilization, MOT or grouting of open hole. Item 425P is to be used in conjunction with 425Vend.	
431	Geo Extra SPT Samples-Truck/Mud Bug 200-250 Ft	Each	Includes all labor, equipment, and materials required to obtain sample within depth specified. Does not include Mobilization, MOT or grouting of open hole.	
431Vend	Geo Extra SPT Samples-Truck/Mud Bug 200-250 Ft	Each	Includes drill rig, crew, equipment, and materials required to obtain sample within depth specified. Does not include Mobilization, MOT or grouting of open hole. Item 431Vend is to be used in conjunction with 431P.	
431P	Geo Extra SPT Samples-Truck/Mud Bug 200-250 Ft	Each	Log Recorder / Oversight Position. Does not include Mobilization, MOT or grouting of open hole. Item 431P is to be used in conjunction with 431Vend.	
432	Geo Field Perm 0-10 Ft Open-End Borehole Method	Each	Includes all labor, equipment, and materials required to perform test. Does not include Mobilization or MOT.	
432Vend	Geo Field Perm 0-10 Ft Open-End Borehole Method	Each	Includes drill rig, crew, equipment, and materials required to perform test. Does not include Mobilization or MOT. Item 432Vend is to be used in conjunction with 432P.	
432P	Geo Field Perm 0-10 Ft Open-End Borehole Method	Each	Log Recorder / Oversight Position. Does not include Mobilization or MOT. Item 432P is to be used in conjunction with 432Vend.	
433	Geo Field Perm 10-25Ft Open-End Borehole Method	Each	Includes all labor, equipment, and materials required to grout the bore hole. Does not include Mobilization or MOT.	
433Vend	Geo Field Perm 10-25Ft Open-End Borehole Method	Each	Includes drill rig, crew, equipment, and materials required to grout the bore hole. Does not include Mobilization or MOT. Item 433Vend is to be used in conjunction with 433P.	
433P	Geo Field Perm 10-25Ft Open-End Borehole Method	Each	Log Recorder / Oversight Position. Does not include Mobilization or MOT. Item 433P is to be used in conjunction with 433Vend.	
434	Geo Ground Penetrating Radar (GPR)	Hour	Includes all labor, equipment and materials to provide service. Does not include Mobilization of equipment.	
435	Geo Grout Boreholes-Barge/Track/Amphib 0-50 Ft	LF	Includes all labor, equipment, and materials required to grout the bore hole. Does not include Mobilization or MOT.	

Item #	Item Description	Unit	NOTES / COMMENTS	Approved Rate
435Vend	Geo Grout Boreholes- Barge/Track/Amphib 0-50 Ft	LF	Includes drill rig, crew, equipment, and materials required to grout the bore hole. Does not include Mobilization or MOT. Item 435Vend is to be used in conjunction with 435P.	
435P	Geo Grout Boreholes- Barge/Track/Amphib 0-50 Ft	LF	Log Recorder / Oversight Position. Does not include Mobilization or MOT. Item 435P is to be used in conjunction with 435Vend.	
436	Geo Grout Boreholes- Barge/Track/Amphib 50-100 Ft	LF	Includes all labor, equipment, and materials required to grout the bore hole. Does not include Mobilization or MOT.	
436Vend	Geo Grout Boreholes- Barge/Track/Amphib 50-100 Ft	LF	Includes drill rig, crew, equipment, and materials required to grout the bore hole. Does not include Mobilization or MOT. Item 436Vend is to be used in conjunction with 436P.	
436P	Geo Grout Boreholes- Barge/Track/Amphib 50-100 Ft	LF	Log Recorder / Oversight Position. Does not include Mobilization or MOT. Item 436P is to be used in conjunction with 436Vend.	
437	Geo Grout Boreholes- Barge/Track/Amphib 100-150 Ft	LF	Includes all labor, equipment, and materials required to grout the bore hole. Does not include Mobilization or MOT.	
437Vend	Geo Grout Boreholes- Barge/Track/Amphib 100-150 Ft	LF	Includes drill rig, crew, equipment, and materials required to grout the bore hole. Does not include Mobilization or MOT. Item 437Vend is to be used in conjunction with 437P.	
437P	Geo Grout Boreholes- Barge/Track/Amphib 100-150 Ft	LF	Log Recorder / Oversight Position. Does not include Mobilization or MOT. Item 437P is to be used in conjunction with 437Vend.	
438	Geo Grout Boreholes- Barge/Track/Amphib 150-200 Ft	LF	Includes all labor, equipment, and materials required to grout the bore hole. Does not include Mobilization or MOT.	
438Vend	Geo Grout Boreholes- Barge/Track/Amphib 150-200 Ft	LF	Includes drill rig, crew, equipment, and materials required to grout the bore hole. Does not include Mobilization or MOT. Item 438Vend is to be used in conjunction with 438P.	
438P	Geo Grout Boreholes- Barge/Track/Amphib 150-200 Ft	LF	Log Recorder / Oversight Position. Does not include Mobilization or MOT. Item 438P is to be used in conjunction with 438Vend.	
439	Geo Grout Boreholes- Barge/Track/Amphib 200-250 Ft	LF	Includes all labor, equipment, and materials required to grout the bore hole. Does not include Mobilization or MOT.	
439Vend	Geo Grout Boreholes- Barge/Track/Amphib 200-250 Ft	LF	Includes drill rig, crew, equipment, and materials required to grout the bore hole. Does not include Mobilization or MOT. Item 439Vend is to be used in conjunction with 439P.	
439P	Geo Grout Boreholes- Barge/Track/Amphib 200-250 Ft	LF	Log Recorder / Oversight Position. Does not include Mobilization or MOT. Item 439P is to be used in conjunction with 439Vend.	
440	Geo Grout Boreholes- Truck/Mud Bug 0-50 Ft	LF	Includes all labor, equipment, and materials required to grout the bore hole. Does not include Mobilization or MOT.	
440Vend	Geo Grout Boreholes- Truck/Mud Bug 0-50 Ft	LF	Includes drill rig, crew, equipment, and materials required to grout the bore hole. Does not include Mobilization or MOT. Item 440Vend is to be used in conjunction with 440P.	

Item #	Item Description	Unit	NOTES / COMMENTS	Approved Rate
440P	Geo Grout Boreholes- Truck/Mud Bug 0-50 Ft	LF	Log Recorder / Oversight Position. Does not include Mobilization or MOT. Item 440P is to be used in conjunction with 440Vend.	
441	Geo Grout Boreholes- Truck/Mud Bug 50-100 Ft	LF	Includes all labor, equipment, and materials required to grout the bore hole. Does not include Mobilization or MOT.	
441Vend	Geo Grout Boreholes- Truck/Mud Bug 50-100 Ft	LF	Includes drill rig, crew, equipment, and materials required to grout the bore hole. Does not include Mobilization or MOT. Item 441Vend is to be used in conjunction with 441P.	
441P	Geo Grout Boreholes- Truck/Mud Bug 50-100 Ft	LF	Log Recorder / Oversight Position. Does not include Mobilization or MOT. Item 441P is to be used in conjunction with 441Vend.	
442	Geo Grout Boreholes- Truck/Mud Bug 100-150 Ft	LF	Includes all labor, equipment, and materials required to grout the bore hole. Does not include Mobilization or MOT.	
442Vend	Geo Grout Boreholes- Truck/Mud Bug 100-150 Ft	LF	Includes drill rig, crew, equipment, and materials required to grout the bore hole. Does not include Mobilization or MOT. Item 442Vend is to be used in conjunction with 442P.	
442P	Geo Grout Boreholes- Truck/Mud Bug 100-150 Ft	LF	Log Recorder / Oversight Position. Does not include Mobilization or MOT. Item 442P is to be used in conjunction with 442Vend.	
443	Geo Grout Boreholes- Truck/Mud Bug 150-200 Ft	LF	Includes all labor, equipment, and materials required to grout the bore hole. Does not include Mobilization or MOT.	
443Vend	Geo Grout Boreholes- Truck/Mud Bug 150-200 Ft	LF	Includes drill rig, crew, equipment, and materials required to grout the bore hole. Does not include Mobilization or MOT. Item 443Vend is to be used in conjunction with 443P.	
443P	Geo Grout Boreholes- Truck/Mud Bug 150-200 Ft	LF	Log Recorder / Oversight Position. Does not include Mobilization or MOT. Item 443P is to be used in conjunction with 443Vend.	
444	Geo Grout Boreholes- Truck/Mud Bug 200-250 Ft	LF	Includes all labor, equipment, and materials required to grout the bore hole. Does not include Mobilization or MOT.	
444Vend	Geo Grout Boreholes- Truck/Mud Bug 200-250 Ft	LF	Includes drill rig, crew, equipment, and materials required to grout the bore hole. Does not include Mobilization or MOT. Item 444Vend is to be used in conjunction with 444P.	
444P	Geo Grout Boreholes- Truck/Mud Bug 200-250 Ft	LF	Log Recorder / Oversight Position. Does not include Mobilization or MOT. Item 444P is to be used in conjunction with 444Vend.	
445	Geo Grouted Monitor Well 2in 0-50 Ft	LF	Includes all labor, equipment and materials to install device on-site.	
446	Geo H& Auger with DCP (0-50 ft) ASTM D1452	LF	Includes all labor, equipment and materials to perform test.	
447	Geo H& Auger with SCP (0-50 ft) ASTM D1453	LF	Includes all labor, equipment and materials to perform test.	
448	Geo Mini Shaft Inspection	Hour	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.	

Item #	Item Description	Unit	NOTES / COMMENTS	Approved Rate
449	Geo Noise Monitoring	Hour	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.	
450	Geo Piezometer 2in 0-50 Ft	LF	Includes all labor, equipment and materials to install device on-site.	
451	Geo Pile Integrity Testing*	Day	Includes equipment and materials for on-site services.*	$193/day
452	Geo Rock Coring Brg/Track/Amph 0-50 Ft 4in ID & over	LF	Includes all labor, equipment and materials for on-site services	
452Vend	Geo Rock Coring Brg/Track/Amph 0-50 Ft 4in ID & over	LF	Includes drill rig, crew, equipment and materials for on-site services. Item 452Vend is to be used in conjunction with 452P.	
452P	Geo Rock Coring Brg/Track/Amph 0-50 Ft 4in ID & over	LF	Log Recorder / Oversight Position. Item 452P is to be used in conjunction with 452Vend.	
453	GeoRocCoring Brg/Track/Amp 0-50 Ft les than 4in ID	LF	Includes all labor, equipment and materials for on-site services	
453Vend	GeoRocCoring Brg/Track/Amp 0-50 Ft les than 4in ID	LF	Includes drill rig, crew, equipment and materials for on-site services. Item 453Vend is to be used in conjunction with 453P.	
453P	GeoRocCoring Brg/Track/Amp 0-50 Ft les than 4in ID	LF	Log Recorder / Oversight Position. Item 453P is to be used in conjunction with 453Vend.	
454	GeoRocCoring Brg/Track/Amph 50-100 Ft 4in ID & over	LF	Includes all labor, equipment and materials for on-site services	
454Vend	GeoRocCoring Brg/Track/Amph 50-100 Ft 4in ID & over	LF	Includes drill rig, crew, equipment and materials for on-site services. Item 454Vend is to be used in conjunction with 454P.	
454P	GeoRocCoring Brg/Track/Amph 50-100 Ft 4in ID & over	LF	Log Recorder / Oversight Position. Item 454P is to be used in conjunction with 454Vend.	
455	GeoRocCoring Brg/Track/Amp 50-100Ft les than 4in ID	LF	Includes all labor, equipment and materials for on-site services	
455Vend	GeoRocCoring Brg/Track/Amp 50-100Ft les than 4in ID	LF	Includes drill rig, crew, equipment and materials for on-site services. Item 455Vend is to be used in conjunction with 455P.	
455P	GeoRocCoring Brg/Track/Amp 50-100Ft les than 4in ID	LF	Log Recorder / Oversight Position. Item 455P is to be used in conjunction with 455Vend.	
456	GeoRocCoring Brg/Track/Amph 100-150 Ft 4in ID & over	LF	Includes all labor, equipment and materials for on-site services	
456Vend	GeoRocCoring Brg/Track/Amph 100-150 Ft 4in ID & over	LF	Includes drill rig, crew, equipment and materials for on-site services. Item 456Vend is to be used in conjunction with 456P.	
456P	GeoRocCoring Brg/Track/Amph 100-150 Ft 4in ID & over	LF	Log Recorder / Oversight Position. Item 456P is to be used in conjunction with 456Vend.	
457	GeoRocCoring Brg/Track/Amp 100-150Ft les than 4in ID	LF	Includes all labor, equipment and materials for on-site services	
457Vend	GeoRocCoring Brg/Track/Amp 100-150Ft les than 4in ID	LF	Includes drill rig, crew, equipment and materials for on-site services. Item 457Vend is to be used in conjunction with 457P.	
457P	GeoRocCoring Brg/Track/Amp 100-150Ft les than 4in ID	LF	Log Recorder / Oversight Position. Item 457P is to be used in conjunction with 457Vend.	
458	GeoRocCoring Brg/Track/Amph 150-200 Ft 4in ID & over	LF	Includes all labor, equipment and materials for on-site services	
458Vend	GeoRocCoring Brg/Track/Amph 150-200 Ft 4in ID & over	LF	Includes drill rig, crew, equipment and materials for on-site services. Item 458Vend is to be used in conjunction with 458P.	

Item #	Item Description	Unit	NOTES / COMMENTS	Approved Rate
458P	GeoRocCoring Brg/Track/Amph 150-200 Ft 4in ID & over	LF	Log Recorder / Oversight Position. Item 458P is to be used in conjunction with 458Vend.	
459	GeoRocCoring Brg/Track/Amp 150-200Ft les than 4in ID	LF	Includes all labor, equipment and materials for on-site services	
459Vend	GeoRocCoring Brg/Track/Amp 150-200Ft les than 4in ID	LF	Includes drill rig, crew, equipment and materials for on-site services. Item 459Vend is to be used in conjunction with 459P.	
459P	GeoRocCoring Brg/Track/Amp 150-200Ft les than 4in ID	LF	Log Recorder / Oversight Position. Item 459P is to be used in conjunction with 459Vend.	
460	GeoRocCoring Brg/Track/Amph 200-250 Ft 4in ID & over	LF	Includes all labor, equipment and materials for on-site services	
460Vend	GeoRocCoring Brg/Track/Amph 200-250 Ft 4in ID & over	LF	Includes drill rig, crew, equipment and materials for on-site services. Item 460Vend is to be used in conjunction with 460P.	
460P	GeoRocCoring Brg/Track/Amph 200-250 Ft 4in ID & over	LF	Log Recorder / Oversight Position. Item 460P is to be used in conjunction with 460Vend.	
461	GeoRocCoring Brg/Track/Amp 200-250Ft les than 4in ID	LF	Includes all labor, equipment and materials for on-site services	
461Vend	GeoRocCoring Brg/Track/Amp 200-250Ft les than 4in ID	LF	Includes drill rig, crew, equipment and materials for on-site services. Item 461Vend is to be used in conjunction with 461P.	
461P	GeoRocCoring Brg/Track/Amp 200-250Ft les than 4in ID	LF	Log Recorder / Oversight Position. Item 461P is to be used in conjunction with 461Vend.	
462	Geo Rock Coring Truck/Mud Bug 0-50 Ft 4in ID & over	LF	Includes all labor, equipment and materials for on-site services	
462Vend	Geo Rock Coring Truck/Mud Bug 0-50 Ft 4in ID & over	LF	Includes drill rig, crew, equipment and materials for on-site services. Item 462Vend is to be used in conjunction with 462P.	
462P	Geo Rock Coring Truck/Mud Bug 0-50 Ft 4in ID & over	LF	Log Recorder / Oversight Position. Item 462P is to be used in conjunction with 462Vend.	
463	GeoRocCoring Truck/MudBug 0-50 Ft less than 4in ID	LF	Includes all labor, equipment and materials for on-site services	
463Vend	GeoRocCoring Truck/MudBug 0-50 Ft less than 4in ID	LF	Includes drill rig, crew, equipment and materials for on-site services. Item 463Vend is to be used in conjunction with 463P.	
463P	GeoRocCoring Truck/MudBug 0-50 Ft less than 4in ID	LF	Log Recorder / Oversight Position. Item 463P is to be used in conjunction with 463Vend.	
464	Geo Rock Coring Truck/Mud Bug 50-100 Ft 4in ID over	LF	Includes all labor, equipment and materials for on-site services	
464Vend	Geo Rock Coring Truck/Mud Bug 50-100 Ft 4in ID over	LF	Includes drill rig, crew, equipment and materials for on-site services. Item 464Vend is to be used in conjunction with 464P.	
464P	Geo Rock Coring Truck/Mud Bug 50-100 Ft 4in ID over	LF	Log Recorder / Oversight Position. Item 464P is to be used in conjunction with 464Vend.	
465	GeoRocCoring Truck/MudBug 50-100 Ft les than 4in ID	LF	Includes all labor, equipment and materials for on-site services	
465Vend	GeoRocCoring Truck/MudBug 50-100 Ft les than 4in ID	LF	Includes drill rig, crew, equipment and materials for on-site services. Item 465Vend is to be used in conjunction with 465P.	
465P	GeoRocCoring Truck/MudBug 50-100 Ft les than 4in ID	LF	Log Recorder / Oversight Position. Item 465P is to be used in conjunction with 465Vend.	
466	GeoRocCoring Truck/MudBug 100-150 Ft 4in ID & over	LF	Includes all labor, equipment and materials for on-site services	

Item #	Item Description	Unit	NOTES / COMMENTS	Approved Rate
466Vend	GeoRocCoring Truck/MudBug 100-150 Ft 4in ID & over	LF	Includes drill rig, crew, equipment and materials for on-site services. Item 466Vend is to be used in conjunction with 466P.	
466P	GeoRocCoring Truck/MudBug 100-150 Ft 4in ID & over	LF	Log Recorder / Oversight Position. Item 466P is to be used in conjunction with 466Vend.	
467	GeoRocCoring Truck/MudBug 100-150 Ft les than 4in ID	LF	Includes all labor, equipment and materials for on-site services	
467Vend	GeoRocCoring Truck/MudBug 100-150 Ft les than 4in ID	LF	Includes drill rig, crew, equipment and materials for on-site services. Item 467Vend is to be used in conjunction with 467P.	
467P	GeoRocCoring Truck/MudBug 100-150 Ft les than 4in ID	LF	Log Recorder / Oversight Position. Item 467P is to be used in conjunction with 467Vend.	
468	GeoRocCoring Truck/MudBug 150-200 Ft 4in ID & over	LF	Includes all labor, equipment and materials for on-site services	
468Vend	GeoRocCoring Truck/MudBug 150-200 Ft 4in ID & over	LF	Includes drill rig, crew, equipment and materials for on-site services. Item 468Vend is to be used in conjunction with 468P.	
468P	GeoRocCoring Truck/MudBug 150-200 Ft 4in ID & over	LF	Log Recorder / Oversight Position. Item 468P is to be used in conjunction with 468Vend.	
469	GeoRocCoring Truck/MudBug 150-200 Ft les than 4in ID	LF	Includes all labor, equipment and materials for on-site services	
469Vend	GeoRocCoring Truck/MudBug 150-200 Ft les than 4in ID	LF	Includes drill rig, crew, equipment and materials for on-site services. Item 469Vend is to be used in conjunction with 469P.	
469P	GeoRocCoring Truck/MudBug 150-200 Ft les than 4in ID	LF	Log Recorder / Oversight Position. Item 469P is to be used in conjunction with 469Vend.	
470	GeoRocCoring Truck/MudBug 200-250 Ft 4in ID & over	LF	Includes all labor, equipment and materials for on-site services	
470Vend	GeoRocCoring Truck/MudBug 200-250 Ft 4in ID & over	LF	Includes drill rig, crew, equipment and materials for on-site services. Item 470Vend is to be used in conjunction with 470P.	
470P	GeoRocCoring Truck/MudBug 200-250 Ft 4in ID & over	LF	Log Recorder / Oversight Position. Item 470P is to be used in conjunction with 470Vend.	
471	GeoRocCoring Truck/MudBug 200-250 Ft les than 4in ID	LF	Includes all labor, equipment and materials for on-site services	
471Vend	GeoRocCoring Truck/MudBug 200-250 Ft les than 4in ID	LF	Includes drill rig, crew, equipment and materials for on-site services. Item 471Vend is to be used in conjunction with 471P.	
471P	GeoRocCoring Truck/MudBug 200-250 Ft les than 4in ID	LF	Log Recorder / Oversight Position. Item 471P is to be used in conjunction with 471Vend.	
472	Geo Saximeter Testing	Hour	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.	
473	Geo SPT Barge/Track/Amphib 0-50 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.	
473Vend	Geo SPT Barge/Track/Amphib 0-50 Ft	LF	Includes drill rig, crew, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor. Item 473Vend is to be used in conjunction with 473P.	
473P	Geo SPT Barge/Track/Amphib 0-50 Ft	LF	Log Recorder / Oversight Position. Does not include Mobilization or engineering & reporting labor. Item 473P is to be used in conjunction with 473Vend.	

Item #	Item Description	Unit	NOTES / COMMENTS	Approved Rate
474	Geo SPT Barge/Track/Amphib 50-100 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.	
474Vend	Geo SPT Barge/Track/Amphib 50-100 Ft	LF	Includes drill rig, crew, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor. Item 474Vend is to be used in conjunction with 474P.	
474P	Geo SPT Barge/Track/Amphib 50-100 Ft	LF	Log Recorder / Oversight Position. Does not include Mobilization or engineering & reporting labor. Item 474P is to be used in conjunction with 474Vend.	
475	Geo SPT Barge/Track/Amphib 100-150 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.	
475Vend	Geo SPT Barge/Track/Amphib 100-150 Ft	LF	Includes drill rig, crew, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor. Item 475Vend is to be used in conjunction with 475P.	
475P	Geo SPT Barge/Track/Amphib 100-150 Ft	LF	Log Recorder / Oversight Position. Does not include Mobilization or engineering & reporting labor. Item 475P is to be used in conjunction with 475Vend.	
476	Geo SPT Barge/Track/Amphib 150-200 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.	
476Vend	Geo SPT Barge/Track/Amphib 150-200 Ft	LF	Includes drill rig, crew, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor. Item 476Vend is to be used in conjunction with 476P.	
476P	Geo SPT Barge/Track/Amphib 150-200 Ft	LF	Log Recorder / Oversight Position. Does not include Mobilization or engineering & reporting labor. Item 476P is to be used in conjunction with 476Vend.	
477	Geo SPT Barge/Track/Amphib 200-250 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.	
477Vend	Geo SPT Barge/Track/Amphib 200-250 Ft	LF	Includes drill rig, crew, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor. Item 477Vend is to be used in conjunction with 477P.	
477P	Geo SPT Barge/Track/Amphib 200-250 Ft	LF	Log Recorder / Oversight Position. Does not include Mobilization or engineering & reporting labor. Item 477P is to be used in conjunction with 477Vend.	
478	Geo SPT Truck/Mud Bug 0-50 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.	
478Vend	Geo SPT Truck/Mud Bug 0-50 Ft	LF	Includes drill rig, crew, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor. Item 478Vend is to be used in conjunction with 478P.	
478P	Geo SPT Truck/Mud Bug 0-50 Ft	LF	Log Recorder / Oversight Position. Does not include Mobilization or engineering & reporting labor. Item 478P is to be used in conjunction with	

Item #	Item Description	Unit	NOTES / COMMENTS	Approved Rate
			478Vend.	
479	Geo SPT Truck/Mud Bug 50-100 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.	
479Vend	Geo SPT Truck/Mud Bug 50-100 Ft	LF	Includes drill rig, crew, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor. Item 479Vend is to be used in conjunction with 479P.	
479P	Geo SPT Truck/Mud Bug 50-100 Ft	LF	Log Recorder / Oversight Position. Does not include Mobilization or engineering & reporting labor. Item 479P is to be used in conjunction with 479Vend.	
480	Geo SPT Truck/Mud Bug 100-150 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.	
480Vend	Geo SPT Truck/Mud Bug 100-150 Ft	LF	Includes drill rig, crew, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor. Item 480Vend is to be used in conjunction with 480P.	
480P	Geo SPT Truck/Mud Bug 100-150 Ft	LF	Log Recorder / Oversight Position. Does not include Mobilization or engineering & reporting labor. Item 480P is to be used in conjunction with 480Vend.	
481	Geo SPT Truck/Mud Bug 150-200 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.	
481Vend	Geo SPT Truck/Mud Bug 150-200 Ft	LF	Includes drill rig, crew, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor. Item 481Vend is to be used in conjunction with 481P.	
481P	Geo SPT Truck/Mud Bug 150-200 Ft	LF	Log Recorder / Oversight Position. Does not include Mobilization or engineering & reporting labor. Item 481P is to be used in conjunction with 481Vend.	
482	Geo SPT Truck/Mud Bug 200-250 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.	
482Vend	Geo SPT Truck/Mud Bug 200-250 Ft	LF	Includes drill rig, crew, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor. Item 482Vend is to be used in conjunction with 482P.	
482P	Geo SPT Truck/Mud Bug 200-250 Ft	LF	Log Recorder / Oversight Position. Does not include Mobilization or engineering & reporting labor. Item 482P is to be used in conjunction with 482Vend.	
483	Geo Temp Casing 3in Barge/Track/Amphib 0-50 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.	
483Vend	Geo Temp Casing 3in Barge/Track/Amphib 0-50 Ft	LF	Includes drill rig, crew, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor. Item 483Vend is to be used in conjunction with 483P.	

Item #	Item Description	Unit	NOTES / COMMENTS	Approved Rate
483P	Geo Temp Casing 3in Barge/Track/Amphib 0-50 Ft	LF	Log Recorder / Oversight Position. Does not include Mobilization or engineering & reporting labor. Item 483P is to be used in conjunction with 483Vend.	
484	Geo Temp Casing 3in Barge/Track/Amphib 50-100 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.	
484Vend	Geo Temp Casing 3in Barge/Track/Amphib 50-100 Ft	LF	Includes drill rig, crew, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor. Item 484Vend is to be used in conjunction with 484P.	
484P	Geo Temp Casing 3in Barge/Track/Amphib 50-100 Ft	LF	Log Recorder / Oversight Position. Does not include Mobilization or engineering & reporting labor. Item 484P is to be used in conjunction with 484Vend.	
485	Geo Temp Casing 3in Barge/Track/Amphib 100-150 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.	
485Vend	Geo Temp Casing 3in Barge/Track/Amphib 100-150 Ft	LF	Includes drill rig, crew, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor. Item 485Vend is to be used in conjunction with 485P.	
485P	Geo Temp Casing 3in Barge/Track/Amphib 100-150 Ft	LF	Log Recorder / Oversight Position. Does not include Mobilization or engineering & reporting labor. Item 485P is to be used in conjunction with 485Vend.	
486	Geo Temp Casing 3in Barge/Track/Amphib 150-200 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.	
486Vend	Geo Temp Casing 3in Barge/Track/Amphib 150-200 Ft	LF	Includes drill rig, crew, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor. Item 486Vend is to be used in conjunction with 486P.	
486P	Geo Temp Casing 3in Barge/Track/Amphib 150-200 Ft	LF	Log Recorder / Oversight Position. Does not include Mobilization or engineering & reporting labor. Item 486P is to be used in conjunction with 486Vend.	
487	Geo Temp Casing 3in Barge/Track/Amphib 200-250 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.	
487Vend	Geo Temp Casing 3in Barge/Track/Amphib 200-250 Ft	LF	Includes drill rig, crew, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor. Item 487Vend is to be used in conjunction with 487P.	
487P	Geo Temp Casing 3in Barge/Track/Amphib 200-250 Ft	LF	Log Recorder / Oversight Position. Does not include Mobilization or engineering & reporting labor. Item 487P is to be used in conjunction with 487Vend.	
488	Geo Temp Casing 3in Truck/Mud Bug 0-50 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.	
488Vend	Geo Temp Casing 3in Truck/Mud Bug 0-50 Ft	LF	Includes drill rig, crew, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor. Item 488Vend is to	

Item #	Item Description	Unit	NOTES / COMMENTS	Approved Rate
			be used in conjunction with 488P.	
488P	Geo Temp Casing 3in Truck/Mud Bug 0-50 Ft	LF	Log Recorder / Oversight Position. Does not include Mobilization or engineering & reporting labor. Item 488P is to be used in conjunction with 488Vend.	
489	Geo Temp Casing 3in Truck/Mud Bug 50-100 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.	
489Vend	Geo Temp Casing 3in Truck/Mud Bug 50-100 Ft	LF	Includes drill rig, crew, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor. Item 489Vend is to be used in conjunction with 489P.	
489P	Geo Temp Casing 3in Truck/Mud Bug 50-100 Ft	LF	Log Recorder / Oversight Position. Does not include Mobilization or engineering & reporting labor. Item 489P is to be used in conjunction with 489Vend.	
490	Geo Temp Casing 3in Truck/Mud Bug 100-150 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.	
490Vend	Geo Temp Casing 3in Truck/Mud Bug 100-150 Ft	LF	Includes drill rig, crew, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor. Item 490Vend is to be used in conjunction with 490P.	
490P	Geo Temp Casing 3in Truck/Mud Bug 100-150 Ft	LF	Log Recorder / Oversight Position. Does not include Mobilization or engineering & reporting labor. Item 490P is to be used in conjunction with 490Vend.	
491	Geo Temp Casing 3in Truck/Mud Bug 150-200 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.	
491Vend	Geo Temp Casing 3in Truck/Mud Bug 150-200 Ft	LF	Includes drill rig, crew, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor. Item 491Vend is to be used in conjunction with 491P.	
491P	Geo Temp Casing 3in Truck/Mud Bug 150-200 Ft	LF	Log Recorder / Oversight Position. Does not include Mobilization or engineering & reporting labor. Item 491P is to be used in conjunction with 491Vend.	
492	Geo Temp Casing 3in Truck/Mud Bug 200-250 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.	
492Vend	Geo Temp Casing 3in Truck/Mud Bug 200-250 Ft	LF	Includes drill rig, crew, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor. Item 492Vend is to be used in conjunction with 492P.	
492P	Geo Temp Casing 3in Truck/Mud Bug 200-250 Ft	LF	Log Recorder / Oversight Position. Does not include Mobilization or engineering & reporting labor. Item 492P is to be used in conjunction with 492Vend.	
493	Geo Temp Casing 4in Barge/Track/Amphib 0-50 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.	

Item #	Item Description	Unit	NOTES / COMMENTS	Approved Rate
493Vend	Geo Temp Casing 4in Barge/Track/Amphib 0-50 Ft	LF	Includes drill rig, crew, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor. Item 493Vend is to be used in conjunction with 493P.	
493P	Geo Temp Casing 4in Barge/Track/Amphib 0-50 Ft	LF	Log Recorder / Oversight Position. Does not include Mobilization or engineering & reporting labor. Item 493P is to be used in conjunction with 493Vend.	
494	Geo Temp Casing 4in Barge/Track/Amphib 50-100 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.	
494Vend	Geo Temp Casing 4in Barge/Track/Amphib 50-100 Ft	LF	Includes drill rig, crew, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor. Item 494Vend is to be used in conjunction with 494P.	
494P	Geo Temp Casing 4in Barge/Track/Amphib 50-100 Ft	LF	Log Recorder / Oversight Position. Does not include Mobilization or engineering & reporting labor. Item 497P is to be used in conjunction with 494Vend.	
495	Geo Temp Casing 4in Barge/Track/Amphib 100-150 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.	
495Vend	Geo Temp Casing 4in Barge/Track/Amphib 100-150 Ft	LF	Includes drill rig, crew, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor. Item 495Vend is to be used in conjunction with 495P.	
495P	Geo Temp Casing 4in Barge/Track/Amphib 100-150 Ft	LF	Log Recorder / Oversight Position. Does not include Mobilization or engineering & reporting labor. Item 495P is to be used in conjunction with 495Vend.	
496	Geo Temp Casing 4in Barge/Track/Amphib 150-200 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.	
496Vend	Geo Temp Casing 4in Barge/Track/Amphib 150-200 Ft	LF	Includes drill rig, crew, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor. Item 496Vend is to be used in conjunction with 496P.	
496P	Geo Temp Casing 4in Barge/Track/Amphib 150-200 Ft	LF	Log Recorder / Oversight Position. Does not include Mobilization or engineering & reporting labor. Item 496P is to be used in conjunction with 496Vend.	
497	Geo Temp Casing 4in Barge/Track/Amphib 200-250 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.	
497Vend	Geo Temp Casing 4in Barge/Track/Amphib 200-250 Ft	LF	Includes drill rig, crew, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor. Item 497Vend is to be used in conjunction with 497P.	
497P	Geo Temp Casing 4in Barge/Track/Amphib 200-250 Ft	LF	Log Recorder / Oversight Position. Does not include Mobilization or engineering & reporting labor. Item 497P is to be used in conjunction with 497Vend.	
498	Geo Temp Casing 4in Truck/Mud	LF	Includes all labor, equipment and materials for on-	

Item #	Item Description	Unit	NOTES / COMMENTS	Approved Rate
	Bug 0-50 Ft		site services. Does not include Mobilization or engineering & reporting labor.	
498Vend	Geo Temp Casing 4in Truck/Mud Bug 0-50 Ft	LF	Includes drill rig, crew, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor. Item 498Vend is to be used in conjunction with 498P.	
498P	Geo Temp Casing 4in Truck/Mud Bug 0-50 Ft	LF	Log Recorder / Oversight Position. Does not include Mobilization or engineering & reporting labor. Item 498P is to be used in conjunction with 498Vend.	
499	Geo Temp Casing 4in Truck/Mud Bug 50-100 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.	
499Vend	Geo Temp Casing 4in Truck/Mud Bug 50-100 Ft	LF	Includes drill rig, crew, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor. Item 499Vend is to be used in conjunction with 499P.	
499P	Geo Temp Casing 4in Truck/Mud Bug 50-100 Ft	LF	Log Recorder / Oversight Position. Does not include Mobilization or engineering & reporting labor. Item 499P is to be used in conjunction with 499Vend.	
500	Geo Temp Casing 4in Truck/Mud Bug 100-150 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.	
500Vend	Geo Temp Casing 4in Truck/Mud Bug 100-150 Ft	LF	Includes drill rig, crew, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor. Item 500Vend is to be used in conjunction with 500P.	
500P	Geo Temp Casing 4in Truck/Mud Bug 100-150 Ft	LF	Log Recorder / Oversight Position. Does not include Mobilization or engineering & reporting labor. Item 500P is to be used in conjunction with 500Vend.	
501	Geo Temp Casing 4in Truck/Mud Bug 150-200 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.	
501Vend	Geo Temp Casing 4in Truck/Mud Bug 150-200 Ft	LF	Includes drill rig, crew, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor. Item 501Vend is to be used in conjunction with 501P.	
501P	Geo Temp Casing 4in Truck/Mud Bug 150-200 Ft	LF	Log Recorder / Oversight Position. Does not include Mobilization or engineering & reporting labor. Item 501P is to be used in conjunction with 501Vend.	
502	Geo Temp Casing 4in Truck/Mud Bug 200-250 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.	
502Vend	Geo Temp Casing 4in Truck/Mud Bug 200-250 Ft	LF	Includes drill rig, crew, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor. Item 502Vend is to be used in conjunction with 502P.	
502P	Geo Temp Casing 4in Truck/Mud Bug 200-250 Ft	LF	Log Recorder / Oversight Position. Does not include Mobilization or engineering & reporting labor. Item 502P is to be used in conjunction with	

Item #	Item Description	Unit	NOTES / COMMENTS	Approved Rate
			502Vend.	
503	Geo Temp Casing 6in Barge/Track/Amphib 150-200 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.	
503Vend	Geo Temp Casing 6in Barge/Track/Amphib 150-200 Ft	LF	Includes drill rig, crew, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor. Item 503Vend is to be used in conjunction with 503P.	
503P	Geo Temp Casing 6in Barge/Track/Amphib 150-200 Ft	LF	Log Recorder / Oversight Position. Does not include Mobilization or engineering & reporting labor. Item 503P is to be used in conjunction with 503Vend.	
504	Geo Temp Casing 6in Barge/Track/Amphib 200-250 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.	
504Vend	Geo Temp Casing 6in Barge/Track/Amphib 200-250 Ft	LF	Includes drill rig, crew, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor. Item 504Vend is to be used in conjunction with 504P.	
504P	Geo Temp Casing 6in Barge/Track/Amphib 200-250 Ft	LF	Log Recorder / Oversight Position. Does not include Mobilization or engineering & reporting labor. Item 504P is to be used in conjunction with 504Vend.	
505	Geo Temp Casing 6in Barge/Track/Amphib 0-50 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.	
505Vend	Geo Temp Casing 6in Barge/Track/Amphib 0-50 Ft	LF	Includes drill rig, crew, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor. Item 505Vend is to be used in conjunction with 505P.	
505P	Geo Temp Casing 6in Barge/Track/Amphib 0-50 Ft	LF	Log Recorder / Oversight Position. Does not include Mobilization or engineering & reporting labor. Item 505P is to be used in conjunction with 505Vend.	
506	Geo Temp Casing 6in Barge/Track/Amphib 50-100 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.	
506Vend	Geo Temp Casing 6in Barge/Track/Amphib 50-100 Ft	LF	Includes drill rig, crew, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor. Item 506Vend is to be used in conjunction with 506P.	
506P	Geo Temp Casing 6in Barge/Track/Amphib 50-100 Ft	LF	Log Recorder / Oversight Position. Does not include Mobilization or engineering & reporting labor. Item 506P is to be used in conjunction with 506Vend.	
507	Geo Temp Casing 6in Barge/Track/Amphib 100-150 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.	
507Vend	Geo Temp Casing 6in Barge/Track/Amphib 100-150 Ft	LF	Includes drill rig, crew, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor. Item 507Vend is to be used in conjunction with 507P.	
507P	Geo Temp Casing 6in Barge/Track/Amphib 100-150 Ft	LF	Log Recorder / Oversight Position. Does not include Mobilization or engineering & reporting	

Item #	Item Description	Unit	NOTES / COMMENTS	Approved Rate
			labor. Item 507P is to be used in conjunction with 507Vend.	
508	Geo Temp Casing 6in Truck/Mud Bug 0-50 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.	
508Vend	Geo Temp Casing 6in Truck/Mud Bug 0-50 Ft	LF	Includes drill rig, crew, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor. Item 508Vend is to be used in conjunction with 508P.	
508P	Geo Temp Casing 6in Truck/Mud Bug 0-50 Ft	LF	Log Recorder / Oversight Position. Does not include Mobilization or engineering & reporting labor. Item 508P is to be used in conjunction with 508Vend.	
509	Geo Temp Casing 6in Truck/Mud Bug 50-100 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.	
509Vend	Geo Temp Casing 6in Truck/Mud Bug 50-100 Ft	LF	Includes drill rig, crew, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor. Item 509Vend is to be used in conjunction with 509P.	
509P	Geo Temp Casing 6in Truck/Mud Bug 50-100 Ft	LF	Log Recorder / Oversight Position. Does not include Mobilization or engineering & reporting labor. Item 509P is to be used in conjunction with 509Vend.	
510	Geo Temp Casing 6in Truck/Mud Bug 100-150 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.	
510Vend	Geo Temp Casing 6in Truck/Mud Bug 100-150 Ft	LF	Includes drill rig, crew, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor. Item 510Vend is to be used in conjunction with 510P.	
510P	Geo Temp Casing 6in Truck/Mud Bug 100-150 Ft	LF	Log Recorder / Oversight Position. Does not include Mobilization or engineering & reporting labor. Item 510P is to be used in conjunction with 510Vend.	
511	Geo Temp Casing 6in Truck/Mud Bug 150-200 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.	
511Vend	Geo Temp Casing 6in Truck/Mud Bug 150-200 Ft	LF	Includes drill rig, crew, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor. Item 511Vend is to be used in conjunction with 511P.	
511P	Geo Temp Casing 6in Truck/Mud Bug 150-200 Ft	LF	Log Recorder / Oversight Position. Does not include Mobilization or engineering & reporting labor. Item 511P is to be used in conjunction with 511Vend.	
512	Geo Temp Casing 6in Truck/Mud Bug 200-250 Ft	LF	Includes all labor, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor.	
512Vend	Geo Temp Casing 6in Truck/Mud Bug 200-250 Ft	LF	Includes drill rig, crew, equipment and materials for on-site services. Does not include Mobilization or engineering & reporting labor. Item 512Vend is to be used in conjunction with 512P.	

Item #	Item Description	Unit	NOTES / COMMENTS	Approved Rate
512P	Geo Temp Casing 6in Truck/Mud Bug 200-250 Ft	LF	Log Recorder / Oversight Position. Does not include Mobilization or engineering & reporting labor. Item 512P is to be used in conjunction with 512Vend.	
513	Geo Thermal Integrity Tester (TI)*	Day	Includes equipment and materials for on-site services. Includes De-Watering.*	$375/day
514	Geo Truck/Mud Bug Mobil (30 miles straightline distance)	Each	Includes all labor, equipment and materials to prepare equipment and transport from consultant office closest to work site to work site within 30 miles straight-line distance. Mobilization in excess of 30 miles is extra cost and will be negotiated by the consultant and District.	
515	Geo Undisturbed Samples Barge/Track/Amphib 0-50 Ft	Each	Includes all labor, equipment and materials for on-site services	
515Vend	Geo Undisturbed Samples Barge/Track/Amphib 0-50 Ft	Each	Includes drill rig, crew, equipment and materials for on-site services. Item 515Vend is to be used in conjunction with 515P.	
515P	Geo Undisturbed Samples Barge/Track/Amphib 0-50 Ft	Each	Log Recorder / Oversight Position for on-site services. Item 515P is to be used in conjunction with 515Vend.	
516	Geo Undisturbed Samples Barge/Track/Amphib 50-100Ft	Each	Includes all labor, equipment and materials for on-site services	
516Vend	Geo Undisturbed Samples Barge/Track/Amphib 50-100Ft	Each	Includes drill rig, crew, equipment and materials for on-site services. Item 516Vend is to be used in conjunction with 516P.	
516P	Geo Undisturbed Samples Barge/Track/Amphib 50-100Ft	Each	Log Recorder / Oversight Position for on-site services. Item 516P is to be used in conjunction with 516Vend.	
517	Geo Undisturbed Samples Brg/Track/Amph 100-150 Ft	Each	Includes all labor, equipment and materials for on-site services	
517Vend	Geo Undisturbed Samples Brg/Track/Amph 100-150 Ft	Each	Includes drill rig, crew, equipment and materials for on-site services. Item 517Vend is to be used in conjunction with 517P.	
517P	Geo Undisturbed Samples Brg/Track/Amph 100-150 Ft	Each	Log Recorder / Oversight Position for on-site services. Item 517P is to be used in conjunction with 517Vend.	
518	Geo Undisturbed Samples Brg/Track/Amph 150-200 Ft	Each	Includes all labor, equipment and materials for on-site services	
518Vend	Geo Undisturbed Samples Brg/Track/Amph 150-200 Ft	Each	Includes drill rig, crew, equipment and materials for on-site services. Item 518Vend is to be used in conjunction with 518P.	
518P	Geo Undisturbed Samples Brg/Track/Amph 150-200 Ft	Each	Log Recorder / Oversight Position for on-site services. Item 518P is to be used in conjunction with 518Vend.	
519	Geo Undisturbed Samples Truck/Mud Bug 0-50 Ft	Each	Includes all labor, equipment and materials for on-site services	
519Vend	Geo Undisturbed Samples Truck/Mud Bug 0-50 Ft	Each	Includes drill rig, crew, equipment and materials for on-site services. Item 519Vend is to be used in conjunction with 519P.	
519P	Geo Undisturbed Samples Truck/Mud Bug 0-50 Ft	Each	Log Recorder / Oversight Position for on-site services. Item 519P is to be used in conjunction with 519Vend.	

Item #	Item Description	Unit	NOTES / COMMENTS	Approved Rate
520	Geo Undisturbed Samples Truck/Mud Bug 50-100 Ft	Each	Includes all labor, equipment and materials for on-site services	
520Vend	Geo Undisturbed Samples Truck/Mud Bug 50-100 Ft	Each	Includes drill rig, crew, equipment and materials for on-site services. Item 520Vend is to be used in conjunction with 520P.	
520P	Geo Undisturbed Samples Truck/Mud Bug 50-100 Ft	Each	Log Recorder / Oversight Position for on-site services. Item 520P is to be used in conjunction with 520Vend.	
521	Geo Undisturbed Samples Truck/Mud Bug 100-150 Ft	Each	Includes all labor, equipment and materials for on-site services	
521Vend	Geo Undisturbed Samples Truck/Mud Bug 100-150 Ft	Each	Includes drill rig, crew, equipment and materials for on-site services. Item 521Vend is to be used in conjunction with 521P.	
521P	Geo Undisturbed Samples Truck/Mud Bug 100-150 Ft	Each	Log Recorder / Oversight Position for on-site services. Item 521P is to be used in conjunction with 521Vend.	
522	Geo Undisturbed Samples Truck/Mud Bug 150-200 Ft	Each	Includes all labor, equipment and materials for on-site services	
522Vend	Geo Undisturbed Samples Truck/Mud Bug 150-200 Ft	Each	Includes drill rig, crew, equipment and materials for on-site services. Item 522Vend is to be used in conjunction with 522P.	
522P	Geo Undisturbed Samples Truck/Mud Bug 150-200 Ft	Each	Log Recorder / Oversight Position for on-site services. Item 523P is to be used in conjunction with 523Vend.	
523	Geo Noise Monitoring*	Day	Includes equipment and materials for on-site services.*	$100/day
524	Geo Vibration Monitoring*	Day	Includes equipment and materials for on-site services.*	$100/day
525	Geo Well Development	Hour	Includes all labor, equipment and materials to develop the well for sampling.	
526	Geo Dynamic Pile Testing/Embedded Data Collector*	Day	Includes equipment and materials for on-site services.*	$850/day
527	Goble Pile Check (GPC) Dynamic Load Testing*	Day	Includes equipment and materials for on-site services.*	$500/day
528	Embedded Data Collector Data Acquisition Viewer	Each	Includes viewer access for individual. Information must be sent by District to the Rate Review Auditor in Central Office Audit Support Section when utilized. Information will be validated as part of Prequalification renewal. District will validate information with Central Office Audit Support Section.	
531	Geo Truck/Mudbug Drill Rig and Crew (2-person)	Hour	Intended to compensate for types of work not covered under other geotechnical pay items. Includes drill rig, driller, assistant driller, log recorder/oversight position, equipment and materials for on-site services.	
531Vend	Geo Truck/Mudbug Drill Rig and Crew (2-person)	Hour	Intended to compensate for types of work not covered under other geotechnical pay items. Includes drill rig, driller, assistant driller, equipment and materials for on-site services. Item 531Vend only to be used in conjunction with Item 531P.	
531P	Geo Truck/Mudbug Drill Rig and Crew (2-person)	Hour	Intended to compensate for types of work not covered under other geotechnical pay items. Log recorder/oversight position including equipment and	

Item #	Item Description	Unit	NOTES / COMMENTS	Approved Rate
			materials. Item 531P only to be used in conjunction with Item 531Vend.	
532	Geo Truck/Mudbug Drill Rig and Crew (3-person)	Hour	Intended to compensate for types of work not covered under other geotechnical pay items. Includes drill rig, driller, assistant driller, log recorder/oversight position, equipment and materials for on-site services.	
532Vend	Geo Truck/Mudbug Drill Rig and Crew (3-person)	Hour	Intended to compensate for types of work not covered under other geotechnical pay items. Includes drill rig, driller, assistant driller, equipment and materials for on-site services. Item 532Vend only to be used in conjunction with Item 532P.	
532P	Geo Truck/Mudbug Drill Rig and Crew (3-person)	Hour	Intended to compensate for types of work not covered under other geotechnical pay items. Log recorder/oversight position including equipment and materials. Item 532P only to be used in conjunction with Item 532Vend.	
533	Geo Track/Barge Drill Rig and Crew (2-person)	Hour	Intended to compensate for types of work not covered under other geotechnical pay items. Includes drill rig, driller, assistant driller, log recorder/oversight position, equipment and materials for on-site services.	
533Vend	Geo Track/Barge Drill Rig and Crew (2-person)	Hour	Intended to compensate for types of work not covered under other geotechnical pay items. Includes drill rig, driller, assistant driller, equipment and materials for on-site services. Item 533Vend only to be used in conjunction with Item 533P.	
533P	Geo Track/Barge Drill Rig and Crew (2-person)	Hour	Intended to compensate for types of work not covered under other geotechnical pay items. Log recorder/oversight position including equipment and materials. Item 533P only to be used in conjunction with Item 533Vend.	
534	Geo Track/Barge Drill Rig and Crew (3-person)	Hour	Intended to compensate for types of work not covered under other geotechnical pay items. Includes drill rig, driller, assistant driller, log recorder/oversight position, equipment and materials for on-site services.	
534Vend	Geo Track/Barge Drill Rig and Crew (3-person)	Hour	Intended to compensate for types of work not covered under other geotechnical pay items. Includes drill rig, driller, assistant driller, equipment and materials for on-site services. Item 534Vend only to be used in conjunction with Item 534P.	
534P	Geo Track/Barge Drill Rig and Crew (3-person)	Hour	Intended to compensate for types of work not covered under other geotechnical pay items. Log recorder/oversight position including equipment and materials. Item 534P only to be used in conjunction with Item 534Vend.	
535	Geo Clearing Equip- Tractor, Bush Hog Attachment	Day	Includes all labor, equipment for on-site services. Does not include Mobilization.	
536	Geo Clearing Equip-Skid Steer/ASV, ForestMulching Attach	Day	Includes all labor, equipment for on-site services. Does not include Mobilization.	
537	Geo Clearing Equip-Skid Steer/ASV, Brush Cutter Attach	Day	Includes all labor, equipment for on-site services. Does not include Mobilization.	
538	Geo Clearing Equipment	Day	Includes all labor, equipment and attachments for	

Item #	Item Description	Unit	NOTES / COMMENTS	Approved Rate
			on-site services. Does not include Mobilization.	
539	Geo Wash Boring, 0-50 Ft	LF	Includes all labor, equipment and materials for on-site services	
540	Geo Wash Boring, 50-100 Ft	LF	Includes all labor, equipment and materials for on-site services	
541	Geo Wash Boring, 100-150 Ft	LF	Includes all labor, equipment and materials for on-site services	
542	Geo Wash Boring, 150-200 Ft	LF	Includes all labor, equipment and materials for on-site services	
543	Geo Wash Boring, 200-250 Ft	LF	Includes all labor, equipment and materials for on-site services	
544	Falling Weight Deflectometer (FWD)*	Day	Includes equipment and materials for on-site services.*	
600	Mobilization - Crosshole Sonic Logging (CSL) Equipment	Each	Includes all labor, equipment and materials to prepare equipment and transport from consultant office closest to work site to work site within 30 miles straight-line distance. Mobilization in excess of 30 miles is extra cost and will be negotiated by the consultant and District.	
601	Mobilization - Tugboat	Each	Includes all labor, equipment and materials to prepare equipment and transport from consultant office closest to work site to work site within 30 miles straight-line distance. Mobilization in excess of 30 miles is extra cost and will be negotiated by the consultant and District.	
602	Mobilization - Vibration Monitoring Equipment	Each	Includes all labor, equipment and materials to prepare equipment and transport from consultant office closest to work site to work site within 30 miles straight-line distance. Mobilization in excess of 30 miles is extra cost and will be negotiated by the consultant and District.	
603	Mobilization Asphalt Coring Equipment	Each	Includes all labor, equipment and materials to prepare equipment and transport from consultant office closest to work site to work site within 30 miles straight-line distance. Mobilization in excess of 30 miles is extra cost and will be negotiated by the consultant and District.	
604	Mob Barge Large w/o Crane (permit required)	Each	Includes all labor, permit fees, equipment and materials to prepare equipment and transport to and from work site within 30 miles straight-line distance of the consultant's closest office. Mobilization in excess of 30 miles is an extra cost and will be negotiated by the consultant and District. **Overweight / oversize vehicle permit required**	
605	Mob Barge Small w/o Crane (permit not required)	Each	Includes all labor, equipment and materials to prepare equipment and transport to and from work site within 30 miles straight-line distance of the consultant's closest office. Mobilization in excess of 30 miles is an extra cost and will be negotiated by the consultant and District. **Overweight / oversize vehicle permit not required**	
606	Mobilization Concrete Coring	Each	Includes all labor, equipment and materials to prepare equipment and transport from consultant office closest to work site to work site within 30	

Item #	Item Description	Unit	NOTES / COMMENTS	Approved Rate
			miles straight-line distance. Mobilization in excess of 30 miles is extra cost and will be negotiated by the consultant and District.	
607	Mobilization Cone Penetrometer Test Rig	Each	Includes all labor, equipment and materials to prepare equipment and transport from consultant office closest to work site to work site within 30 miles straight-line distance. Mobilization in excess of 30 miles is extra cost and will be negotiated by the consultant and District.	
608	Mobilization Drill Rig Amphibious	Each	Includes all labor, equipment and materials to prepare equipment and transport from consultant office closest to work site to work site within 30 miles straight-line distance. Mobilization in excess of 30 miles is extra cost and will be negotiated by the consultant and District.	
609	Mobilization Drill Rig Barge Mount	Each	Includes all labor, equipment and materials to prepare equipment and transport from consultant office closest to work site to work site within 30 miles straight-line distance. Mobilization in excess of 30 miles is extra cost and will be negotiated by the consultant and District.	
610	Mobilization Drill Rig Track Mount	Each	Includes all labor, equipment and materials to prepare equipment and transport from consultant office closest to work site to work site within 30 miles straight-line distance. Mobilization in excess of 30 miles is extra cost and will be negotiated by the consultant and District.	
611	Mobilization Drill Rig Trailer Mount	Each	Includes all labor, equipment and materials to prepare equipment and transport from consultant office closest to work site to work site within 30 miles straight-line distance. Mobilization in excess of 30 miles is extra cost and will be negotiated by the consultant and District.	
612	Mobilization Drill Rig Truck Mount	Each	Includes all labor, equipment and materials to prepare equipment and transport from consultant office closest to work site to work site within 30 miles straight-line distance. Mobilization in excess of 30 miles is extra cost and will be negotiated by the consultant and District.	
613	Mobilization Mini-Shaft Inspection Device	Each	Includes all labor, equipment and materials to prepare equipment and transport from consultant office closest to work site to work site within 30 miles straight-line distance. Mobilization in excess of 30 miles is extra cost and will be negotiated by the consultant and District.	
614	Mobilization Mudbug/All Terrain Vehicle	Each	Includes all labor, equipment and materials to prepare equipment and transport from consultant office closest to work site to work site within 30 miles straight-line distance. Mobilization in excess of 30 miles is extra cost and will be negotiated by the consultant and District.	

Item #	Item Description	Unit	NOTES / COMMENTS	Approved Rate
617	Mobilization Skid Rig	Each	Includes all labor, equipment and materials to prepare equipment and transport from consultant office closest to work site to work site within 30 miles straight-line distance. Mobilization in excess of 30 miles is extra cost and will be negotiated by the consultant and District.	
618	Mobilization Support Boat	Each	Includes all labor, equipment and materials to prepare equipment and transport from consultant office closest to work site to work site within 30 miles straight-line distance. Mobilization in excess of 30 miles is extra cost and will be negotiated by the consultant and District.	
619	Mobilization Tri-Pod	Each	Includes all labor, equipment and materials to prepare equipment and transport from consultant office closest to work site to work site within 30 miles straight-line distance. Mobilization in excess of 30 miles is extra cost and will be negotiated by the consultant and District.	
620	Mobilization of Clearing Equipment	Each	Includes all labor, equipment and fuels to prepare equipment for onsite clearing and transport from consultant office closest to work site to work site within 30 miles straight-line distance. Mobilization in excess of 30 miles is extra cost and will be negotiated by the consultant and District.	
621	Mob Barge Large w/ Crane (permit required)	Each	Includes all labor, permit fees, equipment and materials to prepare equipment and transport to and from work site within 30 miles straight-line distance of the consultant's closest office. Mobilization in excess of 30 miles is an extra cost and will be negotiated by the consultant and District. Inclusive of crane costs (operator, equipment, mobilization, etc.). **Overweight / oversize vehicle permit required**	
622	Mob Barge Small w/ Crane (permit not required)	Each	Includes all labor, equipment and materials to prepare equipment and transport to and from work site within 30 miles straight-line distance of the consultant's closest office. Mobilization in excess of 30 miles is an extra cost and will be negotiated by the consultant and District. Inclusive of crane costs (operator, equipment, mobilization, etc.). **Overweight / oversize vehicle permit not required**	
700	MOT Arrow Board	Each	Includes mobilization, set-up and cost of device. Consultant must own equipment to have this pay item in their Contract.	
701	MOT Attenuator Truck	Hour	Includes mobilization and utilization of vehicle. Includes vehicle operator. Consultant must own equipment to have this pay item in their Contract.	
702	MOT Channelizing Devices - Type I, II, VP, Drum (each)	Each	Includes mobilization, set-up and cost of device. Consultant must own equipment to have this pay	

Item #	Item Description	Unit	NOTES / COMMENTS	Approved Rate
			item in their Contract.	
703	MOT Light Tower	Each	Includes mobilization, set-up and cost of device. Consultant must own equipment to have this pay item in their Contract.	
704	MOT Portable Changeable Message Sign (PCMS)	Each	Includes mobilization, set-up and cost of device. Consultant must own equipment to have this pay item in their Contract.	
705	MOT Portable Lighting	Each	Includes mobilization, set-up and cost of device. Consultant must own equipment to have this pay item in their Contract.	
706	MOT Portable Sign	Each	Includes mobilization, set-up and cost of device. Consultant must own equipment to have this pay item in their Contract.	
707	MOT Post Mounted Sign	Each	Includes mobilization, set-up and cost of device. Consultant must own equipment to have this pay item in their Contract.	
708	MOT Provide Channelizing Devices - Cone	Each	Includes mobilization, set-up and cost of device. Consultant must own equipment to have this pay item in their Contract.	
709	MOT Radar Speed Display Unit (RDSU)	Each	Includes mobilization, set-up and cost of device. Consultant must own equipment to have this pay item in their Contract.	
710	MOT Shadow Vhcle w/ Adv. Warning Arrow & Attenuator	Hour	Includes mobilization and utilization of vehicle. Includes vehicle operator. Consultant must own equipment to have this pay item in their Contract.	
711	MOT Shadow Vhcle w/ Advanced Warning Arrow Board (AWA)	Hour	Includes mobilization and utilization of vehicle. Includes vehicle operator. Consultant must own equipment to have this pay item in their Contract.	
712	MOT Support Vehicle	Hour	Includes mobilization and utilization of vehicle. Includes vehicle operator. Consultant must own equipment to have this pay item in their Contract.	
800	Soils Chloride Soil or Water FM 5-552	Test	Includes all labor, equipment and materials to perform test.	
801	Soils 1-D Consolidation AASHTO T216 (more than 12 loads)	Test	Includes all labor, equipment, and materials to test over 12 loads.	
802	Soils 1-D Consolidation AASHTO T216 (up to 12 loads)	Test	Includes all labor, equipment, and materials to test up to 12 loads.	
803	Soils Consolidation - Constant Strain ASTM D4186	Test	Includes all labor, equipment and materials to perform test.	
804	Soils Consol-Extend Load Incrmnts AASHTO T216	Day	Includes all labor, equipment and materials to perform test.	
805	Soils Corrosion Series FM 5-550 through 5-553	Test	Includes all labor, equipment and materials to perform test.	
806	Soils Direct Shear Consolid Drained/ Point FM 3-D3080	Test	Includes all labor, equipment and materials to perform test.	
807	Soils Field Vane Shear Test ASTM D2573	Test	Includes all labor, equipment and materials to perform test.	
808	Soils Flexible Wall Permeability ASTM D5084	Test	Includes all labor, equipment and materials to perform test.	
809	Soils Hydrometer Only AASHTO T88	Test	Includes all labor, equipment and materials to perform test.	
810	Soils Limerock Bearing Ratio (LBR) FM 5-515	Test	Includes all labor, equipment and materials to perform test.	

Item #	Item Description	Unit	NOTES / COMMENTS	Approved Rate
811	Soils Liquid Limit AASHTO T89	Test	Includes all labor, equipment and materials to perform test.	
812	Soils Materials Finer than 200 Sieve FM 1-T011	Test	Includes all labor, equipment and materials to perform test.	
813	Soils Maximum Density ASTM D4254	Test	Includes all labor, equipment and materials to perform test.	
814	Soils Miniature Vane Shear Test ASTM D4648	Test	Includes all labor, equipment and materials to perform test.	
815	Soils Minimum Density ASTM D4253	Test	Includes all labor, equipment and materials to perform test.	
817	Soils Moisture Content Laboratory AASHTO T265	Test	Includes all labor, equipment and materials to perform test.	
818	Soils Moisture Content Microwave AASHTO D4643	Test	Includes all labor, equipment and materials to perform test.	
819	Soils Organic Content Ignition FM 1 T-267	Test	Inclusive of three test repetitions, all labor, equipment and materials to perform test.	
820	Soils Organic Content Wet Combustion AASHTO T194	Test	Includes all labor, equipment and materials to perform test.	
821	Soils Particle Size Anlys AASHTO T88 (Incl. Hydrometer)	Test	Includes all labor, equipment and materials to perform test.	
822	Soils Particle Size Anlys AASHTO T88 (No Hydrometer)	Test	Includes all labor, equipment and materials to perform test.	
823	Soils Permeability Constant Head AASHTO T215	Test	Includes all labor, equipment and materials to perform test.	
824	Soils Permeability Falling Head FM 5-513	Test	Includes all labor, equipment and materials to perform test.	
825	Soils pH Soil or Water FM 5-550	Test	Includes all labor, equipment and materials to perform test.	
826	Soils Plastic Limit & Plasticity Index AASHTO T90	Test	Includes all labor, equipment and materials to perform test.	
827	Soils Proctor Modified FM 1-T180	Test	Includes all labor, equipment and materials to perform test.	
828	Soils Proctor Standard AASHTO T99	Test	Includes all labor, equipment and materials to perform test.	
829	Soils Resistivity Soil or Water FM 5-551	Test	Includes all labor, equipment and materials to perform test.	
830	Soils Shrinkage Factor AASHTO T92	Test	Includes all labor, equipment and materials to perform test.	
831	Soils Specific Gravity AASHTO T100	Test	Includes all labor, equipment and materials to perform test.	
832	Soils Split Tensile Strgth of Rock Cores ASTM D3967	Test	Includes all labor, equipment and materials to perform test.	
833	Soils Sulfate Soil or Water FM 5-553	Test	Includes all labor, equipment and materials to perform test.	
834	Soils Swell Potential ASTM D4546	Test	Includes all labor, equipment and materials to perform test.	
835	Soils Triaxl Consl-Drain (CD) Per Point\Cell ASTM D7181	Test	Includes all labor, equipment and materials to perform test.	
836	Soils Tri Cnsl-Undrn (CU) Pt\Cell AASHTO T297/ASTM D4767	Test	Includes all labor, equipment and materials to perform test.	
837	Soil Tri Uncsl-Undrn (UU) Pt\Cell AASHTO T296/ASTM D2850	Test	Includes all labor, equipment and materials to perform test.	
838	Soils Unconfined Compression -	Test	Includes all labor, equipment and materials to	

Item #	Item Description	Unit	NOTES / COMMENTS	Approved Rate
	Rock ASTM D7012, Method C		perform test.	
839	Soils Unconfined Compress - Soil AASHTO T208/ASTM D2166	Test	Includes all labor, equipment and materials to perform test.	
*Pay items with a rate in the "Approved Rate" column have been supported by a CO Procurement Office detailed review and analysis of actual costs. The "Approved Rate" shall be used on all contracts that require the asterisked pay items.				

NOTE I:
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& &	LF	Log Recorder/Oversight Position. Item 401P is to	

• 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.

NOTE II:
Item numbers 600 and 700 series pay items may be used by a Professional Services or Non-Professional Services vendor.

Attachment M
Simplified Self Certification for Non-Professional Services Firms

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

SIMPLIFIED SELF-CERTIFICATION FOR NON-PROFESSIONAL SERVICES FIRMS

375-030-92
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COMPLETED FORMS AND ALL REQUIRED ATTACHED DOCUMENTATION MUST BE SUBMITTED TO AND APPROVED BY CENTRAL OFFICE AUDIT SUPPORT SECTION, FDOT.PSPREQUALIFICATION@DOT.STATE.FL.US.

Consultant Name: _____ Federal ID Number: _____

Contact Person: _____ Phone Number: _____

Qualifying For: _____ E-Mail: _____

Projects under $1,000,000

Accounting Questionnaire

1. General:

What Fiscal Year is used by your Company? (example: 12/31/2014) _____

If you are a principal, have you been a former state employee? _____

If so, what was the date of cessation? _____

Are leased employees included in the cost pools? _____

Is your firm a non-profit organization? _____

2. Labor Costs (Time Sheets) — Yes or No Response

Do all employees track project time on their time sheets? _____

If not, will you commit to tracking such time going forward? _____

Is a payroll register prepared for every pay period? _____

How are staff paid? (hourly, weekly, bi-weekly, monthly, etc.) _____

3. Accounting for Costs and Expenses

Does the Company maintain a General Ledger ? _____

If so, does the General Ledger separate direct (project) cost from indirect (overhead)? _____

Is overtime paid to staff, when applicable? _____

If so, where is the amount of premium overtime recorded in the books?

_____

_____

SIMPLIFIED SELF-CERTIFICATION FOR NON-PROFESSIONAL SERVICES FIRMS
ADDITIONAL INFORMATION

RATE SUMMARY FOR YEAR ENDING: _____

Overhead rates are calculated by dividing total allowable combined (fringe benefits and general overhead) costs by total direct labor costs. For these calculations, certain direct or indirect expenses, such as travel, mileage, interest, certain advertising costs, etc., must be limited or excluded (in accordance with Florida Statute 112.061 & Federal Acquisition Regulations, sub Part 31.2). These regulations may be viewed on the Internet at https://www.acquisition.gov/far/subpart-31.2. If a field office is needed, a separate calculation should be provided.

Description	Home Office	Field Office
Total Direct (Project) Labor (for the year)	$	$
Combined (Fringe & General) Overhead Rate	%	%

A listing of the fringe benefits and general overhead costs utilized in calculating the overhead rates shown above should be attached to this certification. See example on page three.

CERTIFICATION

I hereby certify that I have reviewed this information for the fiscal period as indicated in this form and to the best of my knowledge and belief all information, including attachments, is true and correct.

(Signature)	(Date)
(Name and Title)	(Company Name)

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

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SIMPLIFIED SELF-CERTIFICATION FOR NON-PROFESSIONAL SERVICES FIRMS
ADDITIONAL INFORMATION

Please complete and provide this listing of expenses (for the fiscal year) to support the rate calculations.

DIRECT/PROJECT LABOR

	Dollar Amount	
Total Direct Labor (for the year)		May be determined by % of project hours in relation to total hours per person.

FRINGE BENEFITS

	Dollar Amount	Comment
Payroll Taxes		
Group Medical Insurance		
Workman's Comp.		
Leave (sick, vacation, etc.)		
Retirement		
Bonus		
Unemployment & Disability Insurance		
Other		
Total Fringe Benefits:		Paid by Company

GENERAL

	Dollar Amount	Comment
Administrative Labor		
Dues & Subscriptions		
Postage, Delivery, & Freight		
Printing, Copies, Reproductions		
Supplies		
Taxes (no Federal)		
Telephone/Communications		
Training, Education, & Seminars		
Computer Expenses/Internet		
Depreciation and Amortization		
Equipment		
Property & Liability Insurance		
Rent – Building		
Repair & Maintenance		
Utilities		
Accounting & Legal		
Computer Services		
Consultant Services (non-project related)		
Travel		
Mileage		
Meals (out of town – overnight stay)		
Lodging		
Miscellaneous		
Total General Overhead:		

Fringe Benefits	
General Overhead	
Combined Overhead	

SIMPLIFIED SELF-CERTIFICATION FOR NON-PROFESSIONAL SERVICES FIRMS
ADDITIONAL INFORMATION

To support raw hourly rates, please provide a current Payroll Register for the staff proposed. This should be provided to the District or Prime requesting the information. If you do not have a Payroll Register, here are a couple of other options (if a payroll register is not maintained) to provide support of an hourly rate:

- A formal Agreement with the Company that states a dollar amount for periodic draws. A tracking of the work hours (not just billable hours) would need to be provided with this Agreement along with a report of the detailed transactions recorded in the equity (draw) account reported in the General Ledger. Or,
- Some other proof of consistent and periodic draws that would represent salary. The support could come from detailed transactions recorded in the equity (draw) account reported in the General Ledger. Also, a tracking of work hours would need to be provided with this information.
- If you are unable to provide one of the above options, contact the Central Office Procurement.

These options are an effort to determine a salary for the individual in order to calculate a "fair, reasonable, and competitive" hourly rate. Salary is defined as a fixed compensation periodically paid to a person for regular work or services. Or more specifically, a fixed regular payment, typically paid on a monthly or biweekly basis but often expressed as an annual sum, made by an employer to an employee. Salary represents an obligation from the Company and can be used to support an hourly rate for the "cost analysis" process.

Attachment N
Guidelines for Preliminary Engineering (PE) Acceleration

PE Acceleration is a tool available for limited use on Department engineering projects. As an ongoing initiative, the Department may consider opportunities where appropriate to accelerate production on engineering projects, for the purpose of building up the Department's plans shelf (advanced production) or to accelerate the construction phase of a project. The District shall perform a cost vs. benefit analysis to assess the appropriateness of acceleration. Acceleration requests must be approved by the Chief Engineer or the Assistant Secretary for Engineering and Operations.
In order to ensure that Districts are consistent, predictable, and repeatable when negotiating consultant compensation for acceleration opportunities, the following guidelines are provided:

1. Consultants shall be compensated for time acceleration of projects through the contract operating margin. Operating margin shall be negotiated for the basic services using the standard ranges established in the Negotiation Handbook for the factors of schedule, risk, complexity, and cost control. Once the operating margin percentage is agreed upon, the points allocated for schedule and risk for basic services may then be doubled. These percentages are applied to direct salaries. By necessity, operating margin will be capped for federally funded projects. The increase in operating margin shall be applied to the full work effort. (Note: If the work effort is over 50% completed, contact Central Office before proceeding.)

2. The prime consultant and all subconsultants with audited overhead rates or self-certified overhead rates that are awarded operating margin (and whose services will be accelerated) will be eligible for increased operating margin (doubling of risk and schedule points awarded).

3. To address FHWA's fixed fee limitations, the Department will cap operating margin total compensation at 15% of total direct and indirect costs (equivalent to 42% operating margin applied to direct salaries) for federally funded projects.

4. For unusual or complex projects that include the accelerated effort, additional hours may be negotiated for coordination, oversight and management activities, when warranted and granted as an exception by Central Office.

5. Procurement will refer to the Professional Services Information System (PSI) to determine whether premium overtime is a reimbursed cost or an excluded cost. ***Premium OT reimbursed*** means that premium overtime costs are compensated through the audited rates. ***Premium OT excluded*** means that premium overtime costs are not included in the audited rates (neither the direct expense percentage nor the overhead percentage), and can be negotiated as a reimbursement on the project.
ONLY consultants identified through the audit and in PSI as ***premium OT excluded*** may be compensated for additional premium overtime costs as a direct line item expense for this effort.

6. For purposes of tracking acceleration costs, a compensation element shall be established for the contract called "Additional Compensation for Accelerated Schedule". The compensation element will be paid based on lump sum percentage completion. This provides an audit trail of what transpired on the contract.