



# CITY OF ORLAND

## REQUEST FOR PROPOSALS

**Contract #2024-26  
Road M½ Reconstruction  
Right-of-Way Acquisition Services**

**Date Released: August 22, 2024**

**City of Orland  
815 Fourth Street  
Orland, CA 95963**

**Proposals are due prior to 4:00 P.M., September 10, 2024**

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### Request for Proposals

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## INTRODUCTION

The City of Orland is requesting proposals (RFP) for Right-of-Way Acquisition services.

The Road M½ Reconstruction Project will be funded with local and state dollars requiring the Consultant to follow all pertinent local, State, and Federal laws and regulations.

Total amount payable to the Consultant shall not exceed \$30,000 and with a performance period of the contract from the date approved by Council to November 15, 2024 whichever is the lesser.

The proposals submitted in response to this RFP will be used as a basis for selecting the Consultant for this project. The Consultant's proposal will be evaluated and ranked according to the criteria provided in Appendix B, "Evaluation Criteria," of this RFP.

Addenda to this RFP, if issued, will be sent to all prospective Consultants the City of Orland has specifically e-mailed a copy of the RFP to and will be posted on the City of Orland website at:

[www.cityoforland.com/public-notices](http://www.cityoforland.com/public-notices)

It shall be the Consultant's responsibility to check the City of Orland's website to obtain any addenda that may be issued.

The Consultant's attention is directed to Appendix A, "Proposal Requirements."

Submit one (1) electronic copy in PDF format on a CD/DVD of the Consultant's proposal. The hard copies and CD/DVD shall be mailed or submitted to the City of Orland, 815 Fourth Street, Orland, CA, prior to **4:00 P.M., September 10, 2024**. Proposals shall be submitted in a sealed package clearly marked "**Road M½ Reconstruction, Right-of-Way Acquisition Services**" and addressed as follows:

Paul Rabo  
Engineering Division  
City of Orland  
815 Fourth Street  
Orland, CA 95963

Proposals received after the time and date specified above will be considered nonresponsive and will be returned to the Consultant.

Any proposals received prior to the time and date specified above may be withdrawn or modified by written request of the Consultant. To be considered, however, the modified Proposal must be received prior to 4:00 P.M., September 10, 2024.

Unsigned proposals or proposals signed by an individual not authorized to bind the prospective Consultant will be considered nonresponsive and rejected.

This RFP does not commit the City of Orland to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The City of Orland reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified Consultant, or to modify or cancel in part or in its entirety the RFP if it is in the best interests of the City of Orland to do so. Furthermore, a contract award may not be made based solely on price.

The prospective Consultant is advised that should this RFP result in recommendation for award of a contract, the contract will not be in force until it is approved and fully executed by the City of Orland.

All products used or developed in the execution of any contract resulting from this RFP will remain in the public domain at the completion of the contract.

The anticipated consultant selection schedule is as follows:

Proposal review and evaluation: 9/10/24 to 9/12/24

Oral interviews: 9/13/24

Cost Negotiation with first ranked consultant: 9/13/24 to 9/16/24

Contract Award and Notice to Proceed: 9/18/24

Any questions related to this RFP shall be submitted in writing to the attention of Paul Rabo via email at [cityengineer@cityoforland.com](mailto:cityengineer@cityoforland.com). Questions shall be submitted before 5:00 PM on 9/4/24.

No oral question or inquiry about this RFP/RFQ shall be accepted.

## **PROJECT DESCRIPTION AND BACKGROUND**

The City of Orland plans to reconstruct Road M½ including the infill of curb, gutter and sidewalk to improve walking and bicycling conditions within the current city limits. We hope to improve pedestrian safety, reduce greenhouse gas emissions and enhance the livability in disadvantaged communities.

The project is located on the east side of town, north of State Route 32 and south of Bryant Street. Road M½ is designated as a minor collector connecting residential neighborhoods to State Route 32. The project also serves as access to a charter school just west of the project limits.

The City of Orland is in the process of completing improvement plans and has identified five locations where additional right-of-way (ROW) is needed to construct proposed improvements. The City would also like to obtain a public utility easement adjacent to the ROW acquisitions to facilitate the relocation of existing utilities.

## SCOPE OF WORK

### General:

The City of Orland is interested in contracting with a Consultant that will conduct and coordinate specified tasks related to the Road M½ Reconstruction.

The work shall comply with the requirements of all of the following without limitation, and shall apply to this RFP and any subsequent contract as though incorporated herein by reference:

1. Federal laws
2. State laws
3. Local laws
4. Rules and regulations of governing utility districts
5. Rules and regulations of other authorities with jurisdiction over the procurement of products

The Consultant shall comply with all insurance requirements of the City of Orland, included in the sample contract in Attachment 2.

### Services to be Provided:

The Consultant selected shall provide all services to complete Right-of-Way Acquisitions for the Road M½ Reconstruction.

Specifically, the Consultant selected will be required to complete the following tasks:

- **Project Management** – provide fiscal oversight and technical assistance with grant guidelines and invoicing. Submit progress reports to Caltrans on behalf of City of Orland for the project.
- **Right of Way Phase & Determination** – Consultant shall complete all documents necessary to obtain a Right of Way certification using procedures outlined in the Caltrans Local Assistance Procedures Manual. Consultant shall provide right-of-way services which will include appraisals/valuations, negotiations, and recordation of five (5) Right-of-Way Acquisitions and five (5) Public Utility Easements. The City anticipates the appraisals/valuations will be completed no later than September 27, 2024, in preparation of Authority to Negotiate from the City Council meeting on October 1, 2024. All work shall be in conformance with the Uniform Act. The Consultant shall coordinate with staff and property owners in preparation of final right-of-way documentation. Refer to Appendix C for the *Preliminary Maps for ROW Acquisitions*.

Tasks include, but are not limited to:

- Prepare and provide up to date right-of-way tracking tables.
  - Order title reports and perform title research where needed.
  - Perform right-of-way engineering, including right-of-way impact exhibits.
  - Prepare appraisals and review appraisals.
  - Prepare purchase agreements.
  - Negotiate acquisitions.
  - Provide escrow coordination.
  - Provide right-of-way closeout, including complete acquisition files to be submitted to the City.
- **Method of Payment** – Lump Sum Fee. The consultant performs the services stated in the contract for an agreed amount as compensation, including a net fee or profit.

**Minimum Qualifications of Personnel** – The Consultant shall meet the appropriate minimum qualifications as required by this contract.

**Materials to be provided by the Agency** - The Consultant shall provide all materials to complete the required work in accordance with the delivery schedule and cost estimate outlined in each Task Order. Materials (if deemed applicable, necessary, and when available from the City of Orland) that may be furnished or made available by the City of Orland and where listed in the individual Task Orders and this Contract, are for the Consultant's use only, shall be returned at the end of the Contract.

**Work to be performed by the City of Orland** – The City will provide signed plats and descriptions to be included in the acquisition documents.

**Conflict of Interest Requirements** - The Consultant shall also provide possible mitigation efforts, if any, to eliminate or avoid any actual or perceived conflicts of interest.

If a Consultant discovers a conflict during the execution of an assigned task order, the Consultant must immediately notify the City of Orland Contract Manager regarding the conflicts of interest. The City of Orland Contract Manager may terminate the Task Order involving the conflict of interest and City of Orland may obtain the conflicted services in any way allowed by law. Failure by the Consultant to notify City of Orland Contract Manager may be grounds for termination of the contract for default pursuant to Exhibit D, Section III, Termination of the Contract.

**Project Schedule** – In order to assess duration and resources, the project planning and scheduling of tasks should be done using a Gantt chart.

Notice to Proceed:	9/18/24
Appraisals/Evaluations Completed:	9/27/24
Authority to Negotiate:	10/1/24
Purchase Agreements:	10/14/24
Escrow:	10/28/24
Closeout:	11/15/24

## **APPENDIX A – PROPOSAL REQUIREMENTS**

These guidelines are provided for standardizing the preparation and submission of Proposal/Proposals by all Consultants. The intent of these guidelines is to assist Consultants in preparation of their proposals, to simplify the review process, and to help assure consistency in format and content.

Proposals shall contain the following information in the order listed:

### **1. Introductory Letter**

The introductory (or transmittal) letter shall be addressed to:

Paul Rabo, City Engineer  
City of Orland  
815 Fourth Street  
Orland, CA 95963

The letter shall be on Consultant letterhead and include the Consultant's contact name, mailing address, telephone number, facsimile number, and email address. The letter will address the Consultant's understanding of the services being requested and any other pertinent information the Consultant believes should be included. All addendums received must be acknowledged in the transmittal letter.

The letter shall be wet-signed in blue ink by the individual authorized to bind the Consultant to the proposal.

### **2. Consultant Information, Qualifications & Experience**

The City of Orland will only consider submittals from Consultants that demonstrate they have successfully completed comparable projects. These projects must illustrate the quality, type, and past performance of the project team. Submittals shall include a detailed description of a minimum of three (3) projects within the past five (5) years which include the following information:

1. Contracting agency
2. Contracting agency Project Manager
3. Contracting agency contact information
4. Contract amount
5. Funding source
6. Date of contract
7. Date of completion
8. Consultant Project Manager and contact information
9. Project Objective
10. Project Description
11. Project Outcome

### **3. Organization and Approach**

1. Describe the roles and organization of your proposed team for this project. Indicate the composition of subcontractors and number of project staff, facilities available and experience of your team as it relates to this project.
2. Describe your project and management approach. Provide a detailed description of how the team and scope of work will be managed.
3. Describe the roles of key individuals on the team. Provide resumes and references for all key team members. Resumes shall show relevant experience, for the Project's Scope of Work, as well as the length of employment with the proposing Consultant. Key members, especially the Project Manager,

shall have significant demonstrated experience with this type of project, and should be committed to stay with the project for the duration of the project.

#### **4. Scope of Work**

1. Include a detailed Scope of Work Statement describing all services to be provided.
2. Describe project deliverables for each phase of your work.
3. Describe your cost control and budgeting methodology for this project.

#### **5. Schedule of Work**

Provide a detailed schedule for all phases of the project and the proposing Consultant's services including time for reviews and approvals. The schedule shall meet the Project Schedule shown in Appendix C, however, expedited schedules are preferred with justification for timeline feasibility.

#### **6. Subcontracts**

Identify all subcontracts that are to be used, description of each, and the work by each subconsultant/subcontractor. No work must be subcontracted unless listed in the proposal.

#### **7. Personnel**

List of personnel who will be working on the project and their resumes, including subconsultants.

#### **8. Conflict of Interest Statement**

The proposing Consultant shall disclose any financial, business or other relationship with the City of Orland that may have an impact upon the outcome of the contract or the construction project. The Consultant shall also list current clients who may have a financial interest in the outcome of this contract or the construction project that will follow. The proposing Consultant shall disclose any financial interest or relationship with any construction company that might submit a bid on the construction project.

#### **9. Cost Proposal**

The proposal shall include a cost proposal for each service of the proposal. Proposing Consultants will be required to submit certified payroll records, as required. Cost proposal shall be included with the proposal and will be a part of the evaluation criteria. Reference sample cost estimate in Appendix D. Consultant shall prepare a Lump Sum Fee estimate with progress payments at defined milestones/tasks.

## APPENDIX B – PROPOSAL EVALUATION

### Evaluation Process

All proposals will be evaluated by a City of Orland Selection Committee (Committee). The Committee may be composed of City of Orland staff and other parties that may have expertise or experience in the services described herein. The Committee will review the submittals and will rank the proposers. The evaluation of the proposals shall be within the sole judgment and discretion of the Committee. All contacts during the evaluation phase shall be through the City of Orland Contract Administrator/Project Manager only. Proposers shall neither contact nor lobby evaluators during the evaluation process. Attempts by Proposer to contact members of the Committee may jeopardize the integrity of the evaluation and selection process and risk possible disqualification of Proposer.

The Committee will evaluate each proposal meeting the qualification requirements set forth in this RFP.

The selection process should include oral interviews. The consultant will be notified of the time and place of oral interviews and if any additional information that may be required to be submitted.

### Evaluation Criteria

Proposals will be evaluated according to each Evaluation Criteria, and scored on a zero to five point rating. The scores for all the Evaluation Criteria will then be multiplied according to their assigned weight to arrive at a weighted score for each proposal. A proposal with a high weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any project is five hundred (500) points.

		Rating Scale
0	Not Acceptable	Non-responsive, fails to meet RFP specifications. The approach has no probability of success. For mandatory requirement this score will result in disqualification of proposal.
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving project objectives per RFP.
2	Fair	Has a reasonable probability of success, however, some objectives may not be met.
3	Average	Acceptable, achieves all objectives in a reasonable fashion per RFP specification. This will be the baseline score for each item with adjustments based on interpretation of proposal by Evaluation Committee members.
4	Above Average/Good	Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFP requirements and expectations.
5	Excellent/Exceptional	Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success and in achieving all objectives and meeting RFP specification.

The Evaluation Criteria Summary and their respective weights are as follows:

No.	Written Evaluation Criteria	Weight
1	Organization of Proposal	10
2	Cost Proposal	30
3	Staff Qualifications & Approach	10
4	Project Scope	10
5	Schedule of Work	10
6	Conflict of Interest Statement	Pass/Fail
7	References	10
	<b>Subtotal:</b>	<b>80</b>

No.	Interview Evaluation Criteria	Weight
8	Presentation by team	10
9	Q&A Response to panel questions	10
	<b>Subtotal:</b>	<b>20</b>
	<b>Total:</b>	<b>100</b>

**1. Organization of Proposal (10 points)**

- a. Responses to this RFP must be complete. Responses that do not include the proposal content requirements identified within this RFP and subsequent addenda and do not address each of the items listed below will be considered incomplete, be rated a Fail in the Evaluation Criteria and will receive no further consideration. Responses that are rated a Fail and are not considered may be picked up at the delivery location within 14 calendar days of contract award and/or the completion of the competitive process.

**2. Cost Proposal (30 points)**

- a. Proposal clearly defines cost in spreadsheet format.

**3. Staff Qualifications and Approach (10 points)**

- a. Relevant experience, specific qualifications, and technical expertise of the firm and sub-consultants to conduct services on both federal and nonfederal-aid projects.
- b. Describes familiarity of project and demonstrates understanding of work completed to date and project objectives moving forward
- c. Roles and Organization of Proposed Team
  - i. Proposes adequate and appropriate disciplines of project team.
  - ii. Some or all of team members have previously worked together on similar project(s).
  - iii. Overall organization of the team is relevant to City of Orland needs.
- d. Project and Management Approach

- i. Team is managed by an individual with appropriate experience in similar projects. This person's time is appropriately committed to the project.
  - ii. Team successfully addresses Site Planning and Programming efforts.
  - iii. Project team and management approach responds to project issues. Team structure provides adequate capability to perform both volume and quality of needed work within project schedule milestones.
- e. Roles of Key Individuals on the Team
  - i. Proposed team members, as demonstrated by enclosed resumes, have relevant experience for their role in the project.
  - ii. Key positions required to execute the project team's responsibilities are appropriately staffed.
- f. Working Relationship with City of Orland
  - i. Team and its leaders have experience working in the public sector and knowledge of public sector procurement process.
  - ii. Team leadership understands the nature of public sector work and its decision-making process.
  - iii. Proposal responds to need to assist City of Orland during the project.

**4. Project Scope (10 points)**

- a. Detailed Scope of Services to be Provided
  - i. Proposed scope of services is appropriate for all phases of the work.
  - ii. Scope addresses all known project needs and appears achievable in the timeframes set forth in the project schedule.
- b. Project Deliverables
  - i. Deliverables are appropriate to schedule and scope set forth in above requirements.
- c. Cost Control and Budgeting Methodology
  - i. Proposer has a system or process for managing cost and budget.
  - ii. Evidence of successful budget management for a similar project.

**5. Schedule of Work (10 points)**

- a. Schedule shows completion of the work within or preferably prior to the City of Orland overall time limits as specified in Appendix C.
- b. The schedule serves as a project timeline, stating all major milestones and required submittals for project management and Federal-Aid compliance.
- c. The schedule addresses all knowable phases of the project, in accordance with the general requirements of this RFP.

**6. Conflict of Interest Statement (Pass/Fail)**

- a. Discloses any financial, business or other relationship with the City of Orland that may have an impact upon the outcome of the contract or the construction project.
- b. Lists current clients who may have a financial interest in the outcome of this contract or the construction project that will follow.
- c. Discloses any financial interest or relationship with any construction company that might submit a bid on the construction project.

**7. References (10 points)**

- a. Provide as reference the name of at least three (3) agencies you currently or have previously consulted for in the past three (3) years.

**8. Presentation by Team (10 points) (if performed)**

- a. Team presentation conveying project understanding, communication skills, innovative ideas, critical issues and solutions.

**9. Q&A Response to Panel Questions (10 points) (if performed)**

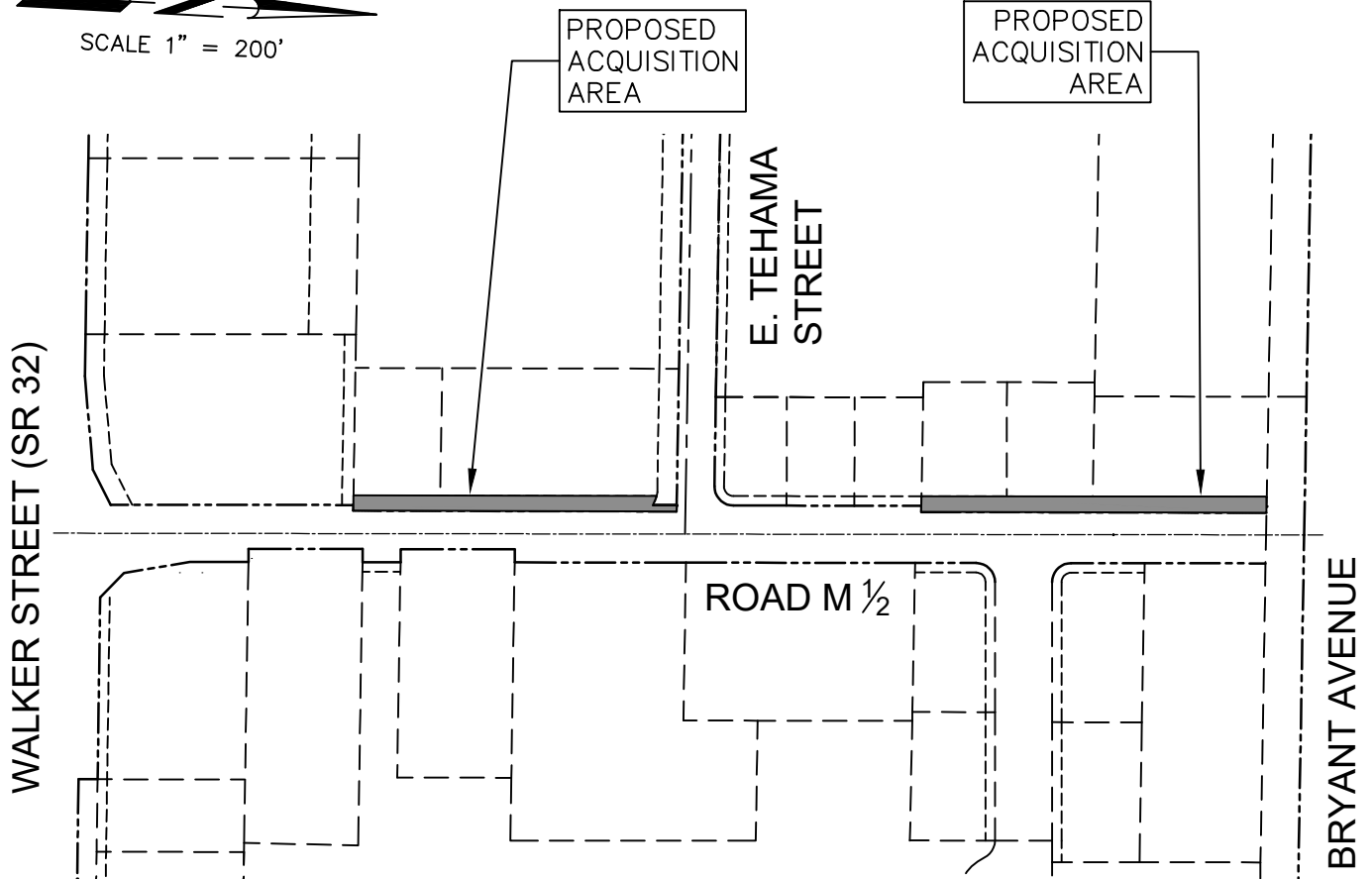
- a. Proposer provides responses to various interview panel questions.

Weighted scores for each Proposal will be assigned utilizing the table below:

No.	Evaluation Criteria	Rating (0-5)	Weight	Score (Rating * Weight)
1	Organization of Proposal		10	
2	Cost Proposal		30	
3	Staff Qualifications & Approach		15	
4	Project Scope		10	
5	Schedule of Work		10	
6	Conflict of Interest Statement	N/A	Pass/Fail	Pass/Fail
7	References		10	
8	Presentation by Team		10	
9	Q&A Response to Panel Questions		10	
	<b>Total:</b>	100		

**APPENDIX C – PRELIMINARY MAPS FOR ROW ACQUISITIONS**

SCALE 1" = 200'



## LEGEND

- EXISTING PROPERTY LINE
- RIGHT OF WAY CENTERLINE
- PROPOSED ACQUISITION AREA

ROAD M 1/2 R-O-W DEDICATION

APN: 041-050-006

PREPARED FOR :

CITY OF ORLAND

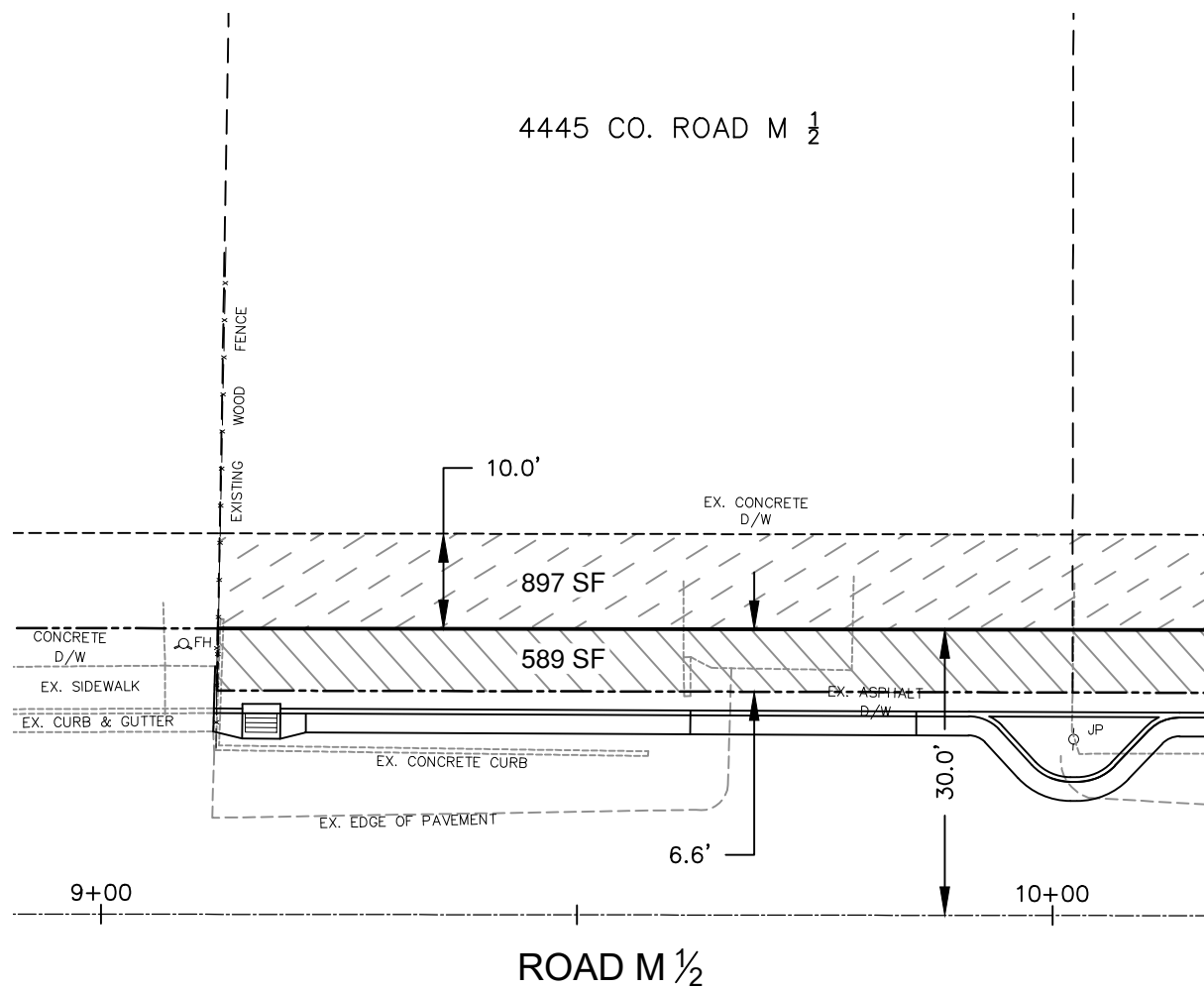
**RAR**  
**ROLLS ANDERSON & ROLLS**  
 CIVIL ENGINEERS

115 YELLOWSTONE DRIVE • CHICO, CALIFORNIA 95973-5811 • TELEPHONE 530-895-1422

DESIGNED	DATE	DRAWING NO.
DRAWN CAD	AUGUST, 2024	1 OF 6
CHECKED PWR	JOB NO. 20014	



SCALE 1" = 20'



## LEGEND

	EXISTING PROPERTY LINE
	RIGHT OF WAY CENTERLINE
	PROPOSED RIGHT OF WAY
	PROPOSED EASEMENT
	PROPOSED CONCRETE
	PROPOSED RIGHT-OF-WAY DEDICATION
	PROPOSED PUBLIC UTILITY EASEMENT DEDICATION
	EXISTING JOINT UTILITY POLE
	EXISTING FIRE HYDRANT

## ROAD M 1/2 R-O-W DEDICATION APN: 041-050-006

PREPARED FOR :

CITY OF ORLAND

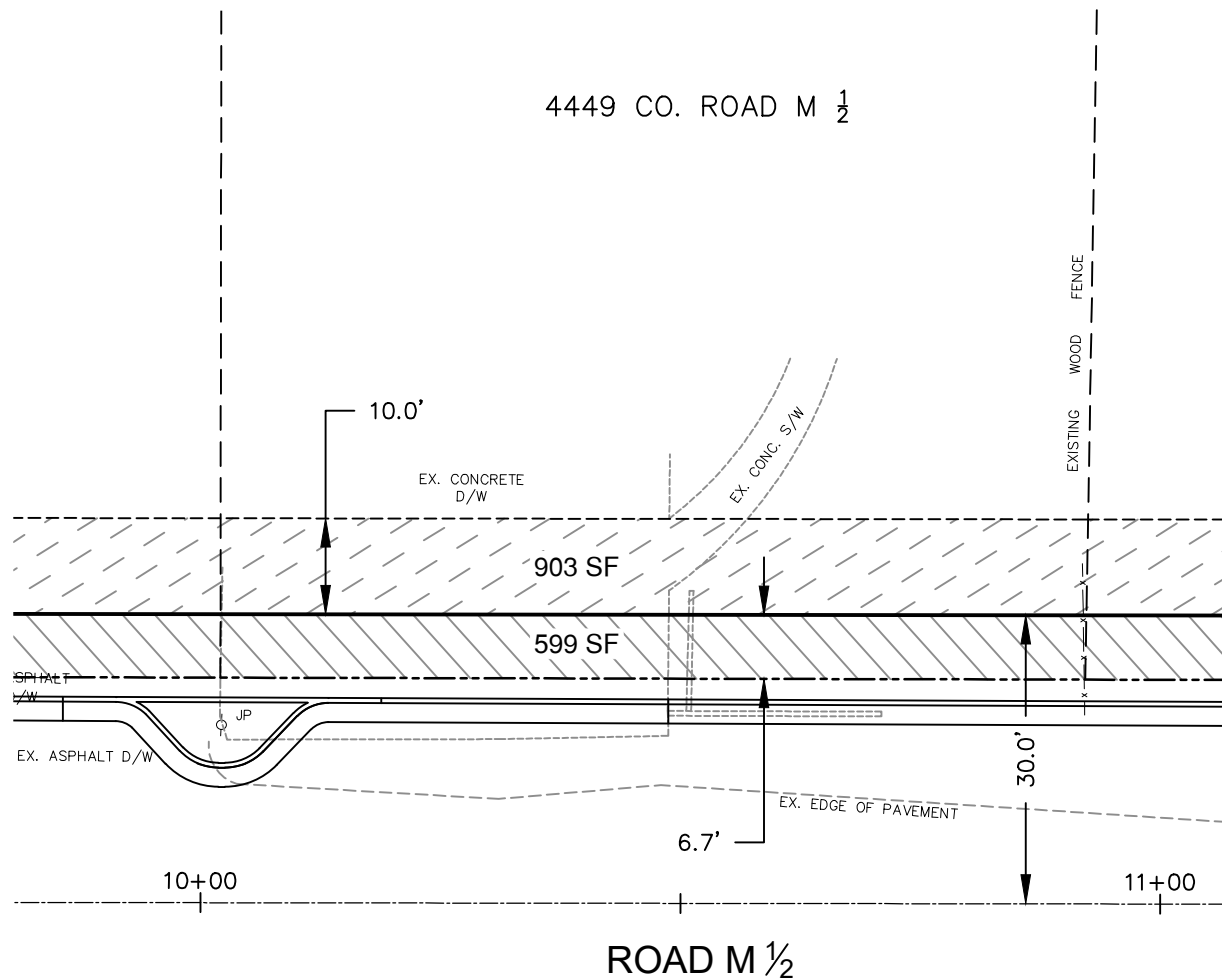
  
**ROLLS ANDERSON & ROLLS**  
CIVIL ENGINEERS

115 YELLOWSTONE DRIVE • CHICO, CALIFORNIA 95973-5811 • TELEPHONE 530-895-1422

DESIGNED	DATE	AUGUST, 2024	DRAWING NO.
DRAWN	CAD	JOB NO.	2 OF 6
CHECKED	PWR	20014	



SCALE 1" = 20'



## LEGEND

---	EXISTING PROPERTY LINE
---	RIGHT OF WAY CENTERLINE
---	PROPOSED RIGHT OF WAY
---	PROPOSED EASEMENT
---	PROPOSED CONCRETE
---	PROPOSED RIGHT-OF-WAY DEDICATION
---	PROPOSED PUBLIC UTILITY EASEMENT DEDICATION
JP	EXISTING JOINT UTILITY POLE

## ROAD M 1/2 R-O-W DEDICATION APN: 041-050-005

PREPARED FOR :

CITY OF ORLAND

**RAR**  
**ROLLS ANDERSON & ROLLS**  
CIVIL ENGINEERS

115 YELLOWSTONE DRIVE • CHICO, CALIFORNIA 95973-5811 • TELEPHONE 530-895-1422

DESIGNED

DATE

AUGUST, 2024

DRAWING NO.

DRAWN

CAD

JOB NO.

20014

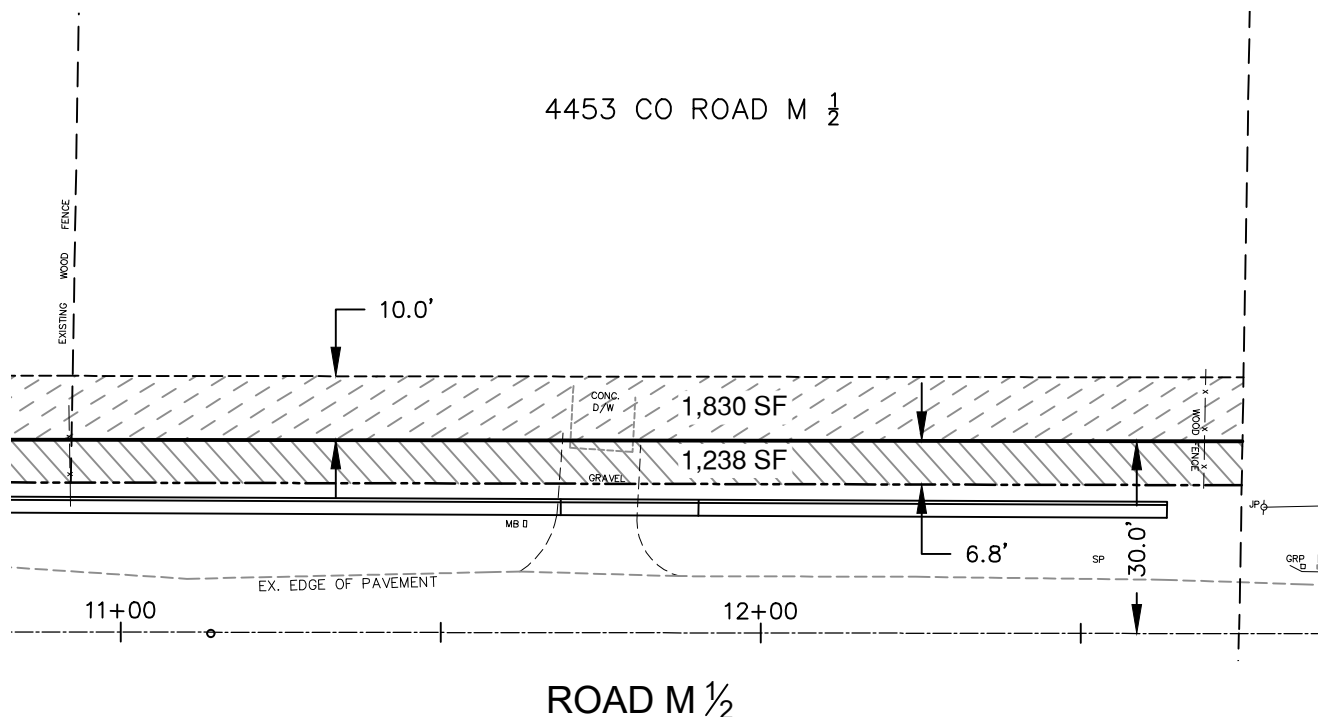
3 OF 6

CHECKED

PWR



SCALE 1" = 30'



## LEGEND

---	EXISTING PROPERTY LINE
---	RIGHT OF WAY CENTERLINE
---	PROPOSED RIGHT OF WAY
---	PROPOSED EASEMENT
---	PROPOSED CONCRETE
---	PROPOSED RIGHT-OF-WAY DEDICATION
---	PROPOSED PUBLIC UTILITY EASEMENT
JP	EXISTING JOINT UTILITY POLE
SP	EXISTING SIGN POST
GRP	EXISTING GUARD RAIL POST
MB	EXISTING MAILBOX

### ROAD M 1/2 R-O-W DEDICATION APN: 041-050-004

PREPARED FOR :

CITY OF ORLAND

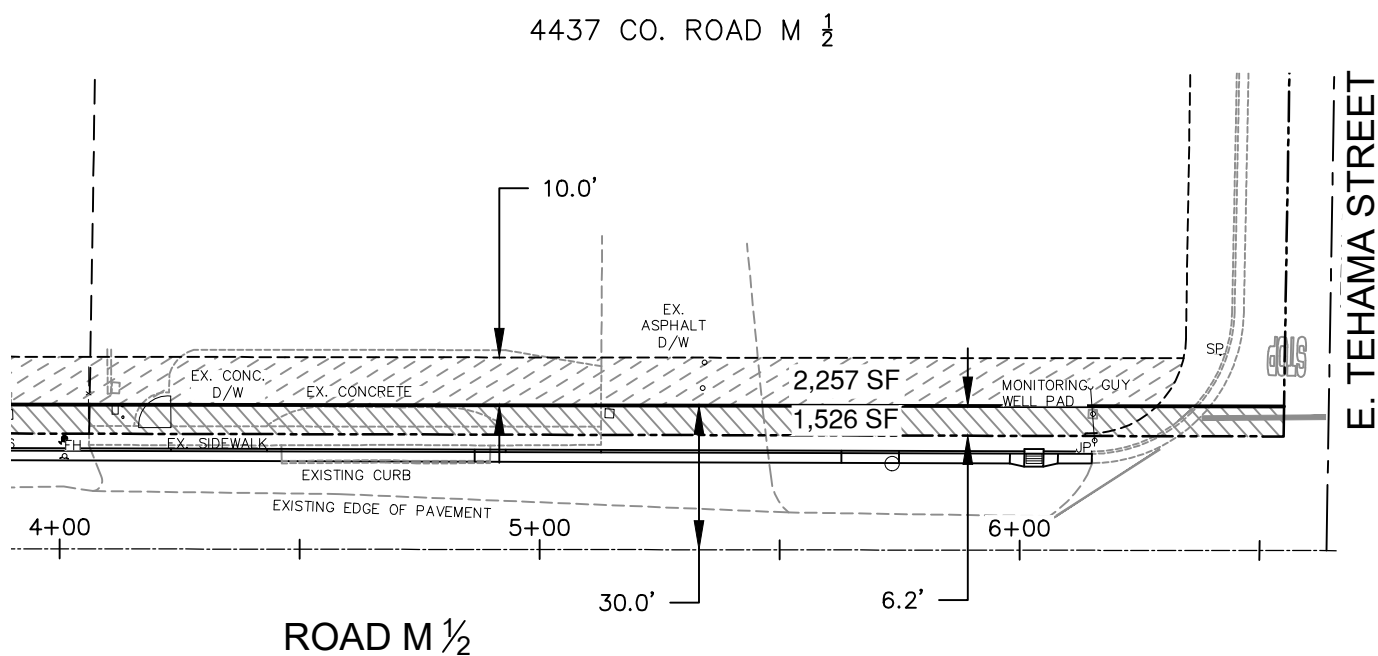
**RAR**  
**ROLLS ANDERSON & ROLLS**  
CIVIL ENGINEERS

115 YELLOWSTONE DRIVE • CHICO, CALIFORNIA 95973-5811 • TELEPHONE 530-895-1422

DESIGNED	DATE	AUGUST, 2024	DRAWING NO.
DRAWN	CAD	JOB NO.	20014
CHECKED	PWR		4 OF 6



SCALE 1" = 40'



## LEGEND

---	EXISTING PROPERTY LINE
---	RIGHT OF WAY CENTERLINE
---	PROPOSED RIGHT OF WAY
---	PROPOSED EASEMENT
---	PROPOSED CONCRETE
---	PROPOSED RIGHT-OF-WAY DEDICATION
---	PROPOSED PUBLIC UTILITY EASEMENT
JP	EXISTING JOINT UTILITY POLE
FH	EXISTING FIRE HYDRANT
GUY	EXISTING GUY WIRE
SP	EXISTING SIGN POST

### ROAD M 1/2 R-O-W DEDICATION APN: 041-090-004

PREPARED FOR :

CITY OF ORLAND

**RAR**  
**ROLLS ANDERSON & ROLLS**  
CIVIL ENGINEERS

115 YELLOWSTONE DRIVE • CHICO, CALIFORNIA 95973-5811 • TELEPHONE 530-895-1422

DESIGNED

DATE

AUGUST, 2024

DRAWING NO.

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20014

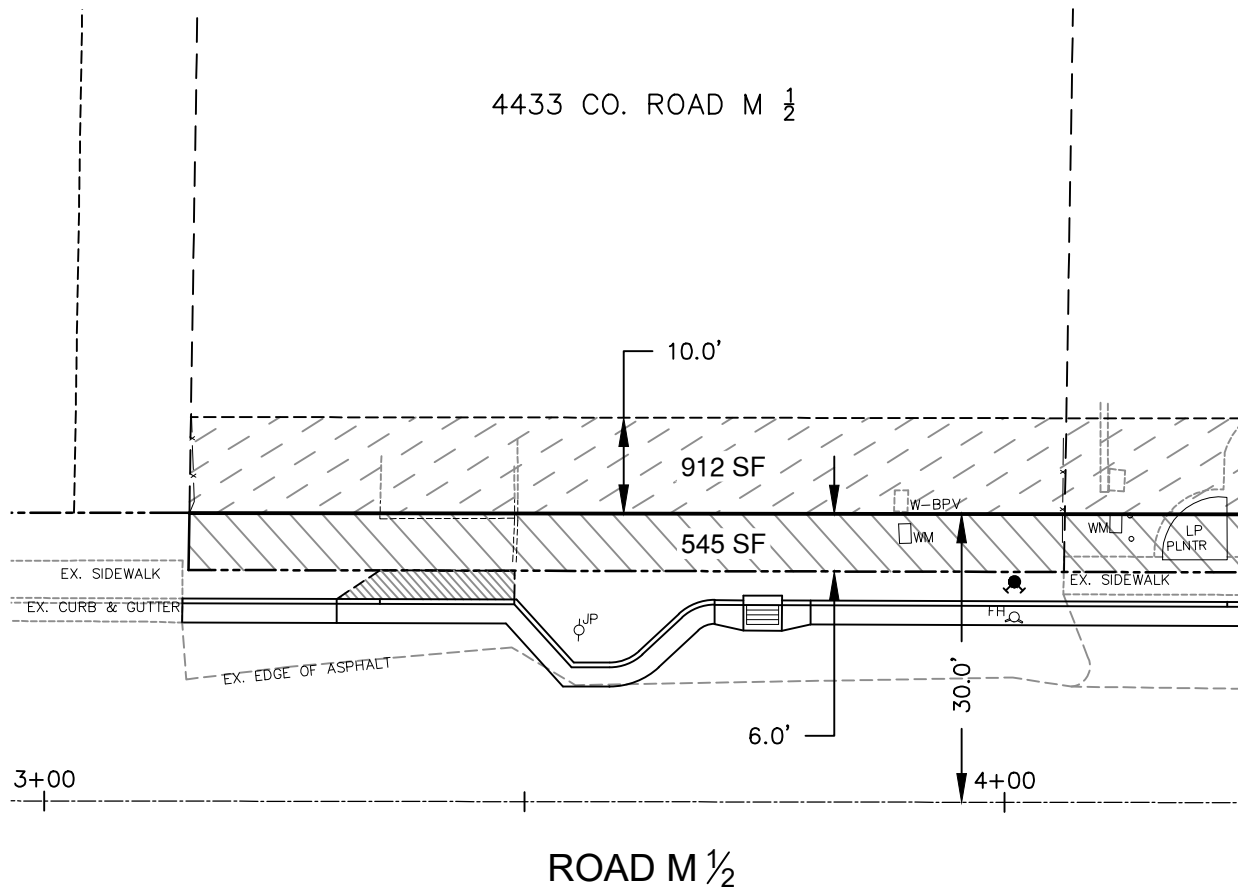
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PWR

5 OF 6



SCALE 1" = 20'



## LEGEND

---	EXISTING PROPERTY LINE
---	RIGHT OF WAY CENTERLINE
---	PROPOSED RIGHT OF WAY
---	PROPOSED EASEMENT
---	PROPOSED CONCRETE
---	PROPOSED RIGHT-OF-WAY DEDICATION
---	PROPOSED PUBLIC UTILITY EASEMENT
JP	EXISTING JOINT UTILITY POLE
FH	EXISTING FIRE HYDRANT

## ROAD M 1/2 R-O-W DEDICATION APN: 041-090-005

PREPARED FOR :

CITY OF ORLAND

**RAR**  
**ROLLS ANDERSON & ROLLS**  
CIVIL ENGINEERS

115 YELLOWSTONE DRIVE • CHICO, CALIFORNIA 95973-5811 • TELEPHONE 530-895-1422

DESIGNED

DATE

AUGUST, 2024

DRAWING NO.

DRAWN

CAD

JOB NO.

20014

6 OF 6

CHECKED

PWR

## SAMPLE COST PROPOSAL 1

**COST-PLUS-FIXED FEE OR LUMP SUM OR FIRM FIXED PRICE CONTRACTS**

(DESIGN, ENGINEERING AND ENVIRONMENTAL STUDIES)

Note: Mark-ups are Not Allowed

☐ Prime Consultant ☐ Subconsultant ☐ 2<sup>nd</sup> Tier Subconsultant

Consultant \_\_\_\_\_

Project No. \_\_\_\_\_ Contract No. \_\_\_\_\_ Date \_\_\_\_\_

**DIRECT LABOR**

Classification/Title	Name	Hours	Actual Hourly Rate	Total
_____	_____	_____		
_____	_____	_____		
_____	_____	_____		

**LABOR COSTS**

a) Subtotal Direct Labor Costs \_\_\_\_\_

b) Anticipated Salary Increases (see page 2 for calculation) \_\_\_\_\_

c) **TOTAL DIRECT LABOR COSTS** [(a) + (b)] \_\_\_\_\_**INDIRECT COSTS**

d) Fringe Benefits (Rate: \_\_\_\_\_ ) e) Total Fringe Benefits [(c) x (d)] \_\_\_\_\_

f) Overhead (Rate: \_\_\_\_\_ ) g) Overhead [(c) x (f)] \_\_\_\_\_

h) General and Administrative (Rate: \_\_\_\_\_ ) i) Gen &amp; Admin [(c) x (h)] \_\_\_\_\_

j) **TOTAL INDIRECT COSTS** [(e) + (g) + (i)] \_\_\_\_\_**FIXED FEE**k) **TOTAL FIXED FEE** [(c) + (j)] x fixed fee \_\_\_\_\_ ] \_\_\_\_\_**l) CONSULTANT'S OTHER DIRECT COSTS (ODC) – ITEMIZE (Add additional pages if necessary)**

Description of Item	Quantity	Unit	Unit Cost	Total
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

l) **TOTAL OTHER DIRECT COSTS** \_\_\_\_\_**m) SUBCONSULTANTS' COSTS (Add additional pages if necessary)**

Subconsultant 1: \_\_\_\_\_

Subconsultant 2: \_\_\_\_\_

Subconsultant 3: \_\_\_\_\_

Subconsultant 4: \_\_\_\_\_

m) **TOTAL SUBCONSULTANTS' COSTS** \_\_\_\_\_n) **TOTAL OTHER DIRECT COSTS INCLUDING SUBCONSULTANTS** [(l)+(m)] \_\_\_\_\_**TOTAL COST** [(c) + (j) + (k) + (n)] \_\_\_\_\_**NOTES:**

- Key personnel **must** be marked with an asterisk (\*) and employees that are subject to prevailing wage requirements must be marked with two asterisks (\*\*). All costs must comply with the Federal cost principles. Subconsultants will provide their own cost proposals.
- The cost proposal format shall not be amended. Indirect cost rates shall be updated on an annual basis in accordance with the consultant's annual accounting period and established by a cognizant agency or accepted by Caltrans.
- Anticipated salary increases calculation (page 2) must accompany.

**SAMPLE COST PROPOSAL 1**  
**COST-PLUS-FIXED FEE OR LUMP SUM OR FIRM FIXED PRICE CONTRACTS**  
 (CALCULATIONS FOR ANTICIPATED SALARY INCREASES)

**1. Calculate Average Hourly Rate for 1st year of the contract (Direct Labor Subtotal divided by total hours)**

Direct Labor Subtotal per Cost Proposal	Total Hours per Cost Proposal		Avg Hourly Rate	5 Year Contract Duration
\$250,000.00	500	=	\$50.00	Year 1 Avg Hourly Rate

**2. Calculate hourly rate for all years (Increase the Average Hourly Rate for a year by proposed escalation %)**

	Avg Hourly Rate		Proposed Escalation			
Year 1	\$50.00	+	2%	=	\$51.00	Year 2 Avg Hourly Rate
Year 2	\$51.00	+	2%	=	\$52.02	Year 3 Avg Hourly Rate
Year 3	\$52.02	+	2%	=	\$53.06	Year 4 Avg Hourly Rate
Year 4	\$53.06	+	2%	=	\$54.12	Year 5 Avg Hourly Rate

**3. Calculate estimated hours per year (Multiply estimate % each year by total hours)**

	Estimated % Completed Each Year	Total Hours per Cost Proposal		Total Hours per Year	
Year 1	20.0%	5000	=	1000	Estimated Hours Year 1
Year 2	40.0%	5000	=	2000	Estimated Hours Year 2
Year 3	15.0%	5000	=	750	Estimated Hours Year 3
Year 4	15.0%	5000	=	750	Estimated Hours Year 4
Year 5	100%	5000	=	500	Estimated Hours Year 5
Total	100%	Total	=	5000	

**4. Calculate Total Costs including Escalation (Multiply Average Hourly Rate by the number of hours)**

	Avg Hourly Rate (calculated above)	Estimated hours (calculated above)		Cost per Year	
Year 1	\$50.00	1000	=	\$50,000.00	Estimated Hours Year 1
Year 2	\$51.00	2000	=	\$102,000.00	Estimated Hours Year 2
Year 3	\$52.02	750	=	\$39,015.00	Estimated Hours Year 3
Year 4	\$53.06	750	=	\$39,795.30	Estimated Hours Year 4
Year 5	\$54.12	500	=	\$27,060.80	Estimated Hours Year 5
Total Direct Labor Cost with Escalation			=	\$257,871.10	
Direct Labor Subtotal before Escalation			=	\$250,000.00	
Estimated total of Direct Labor Salary Increase			=	\$7,871.10	Transfer to Page 1

**NOTES:**

1. This is not the only way to estimate salary increases. Other methods will be accepted if they clearly indicate the % increase, the # of years of the contract, and a breakdown of the labor to be performed each year
2. An estimation that is based on direct labor multiplied by salary increase % multiplied by the # of years is not acceptable.  
(i.e. \$250,000 x 2% x 5 yrs = \$25,000 is not an acceptable methodology)
3. This assumes that one year will be worked at the rate on the cost proposal before salary increases are granted.
4. Calculations for anticipated salary escalation must be provided.

### Certification of Direct Costs:

1. Generally Accepted Accounting Principles (GAAP)
2. Terms and conditions of the contract
3. [Title 23 United States Code Section 112](#) - Letting of Contracts
4. [48 Code of Federal Regulations Part 31](#) - Contract Cost Principles and Procedures
5. [23 Code of Federal Regulations Part 172](#) - Procurement, Management, and Administration of Engineering and Design Related Service
6. [48 Code of Federal Regulations Part 9904 - Cost Accounting Standards Board](#) (when applicable)

**Prime Consultant or Subconsultant Certifying:**

Address: \_\_\_\_\_

List services the consultant is providing under the proposed contract: