# Attachment B

Legistar File ID No. A 23-553 Agenda Item No. 67



# **Monterey County Board of Supervisors**

#### **Board Order**

168 West Alisal Street, 1st Floor Salinas, CA 93901 831.755.5066

www.co.monterey.ca.us

A motion was made by Supervisor Mary L. Adams, seconded by Supervisor Wendy Root Askew to:

#### Agreement No.: A-15826; Amendment No. 2

a. Approve Amendment No. 2 to Professional Services Agreement No. A-15826, Multi-Year Agreement #3200\*6415, with Biggs Cardosa Associates, Inc. to provide construction management services for the Hartnell Road Bridge Replacement Project, County Bridge No. 209, Request for Proposals #10804, to increase the not to exceed amount by \$199,698 for a total amount not to exceed \$880,172 with no extension to the term from June 15, 2022 to June 14, 2025, with the option to extend the term for two additional 1-year period(s); and

b. Authorize the Contracts & Purchasing Officer or their designee to execute Amendment No. 2 to Professional Services Agreement No. A-15826 and future amendments to the Agreement where the amendments do not significantly alter the scope of work or increase the approved Agreement amount.

PASSED AND ADOPTED on this 5<sup>th</sup> day of December 2023, by roll call vote:

AYES: Supervisors Alejo, Church, Lopez, Askew, and Adams

NOES: None ABSENT: None

I, Valerie Ralph, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 82 for the meeting December 5, 2023.

Dated: December 13, 2023

File ID: A 23-553 Agenda Item No.: 67 Valerie Ralph, Clerk of the Board of Supervisors County of Monterey, State of California

Vicente Ramirez, Deputy

#### AMENDMENT NO. 2 TO PROFESSIONAL SERVICES AGREEMENT BETWEEN COUNTY OF MONTEREY AND BIGGS CARDOSA ASSOCIATES, INC.

**THIS AMENDMENT NO. 2** to Professional Services Agreement No. A-15826 between the County of Monterey, a political subdivision of the State of California (hereinafter, "County") and Biggs Cardosa Associates, Inc. (hereinafter, "CONTRACTOR") is hereby entered into between the County and the CONTRACTOR (collectively, the "Parties") and effective as of the last date opposite the respective signatures below.

WHEREAS, CONTRACTOR entered into Professional Services Agreement No. A-15826 with County on June 8, 2022 (hereinafter, "Agreement") to provide construction management services (hereinafter, "services") for the Hartnell Road Bridge Replacement Project (Project No. 3854) (hereinafter, "Project"), under Request for Proposals (RFP) #10804 through and including June 14, 2025, with the option to extend the Agreement for two (2) additional one (1) year period(s), for an amount not to exceed \$393,328; and

WHEREAS, Agreement was amended by the Parties on April 21, 2023 (hereinafter, "Amendment No. 1", including Exhibit A-1, Payment Provisions) to increase the amount by \$287,146 which resulted in a total not to exceed amount of \$680,474 with no extension to the term; and

WHEREAS, due to the 2023 winter storm damage additional services are necessary from CONTRACTOR to allow for repair of the Project, including implementation of emergency channel protection, coordination, and management of the required permit extensions, permit updates, and design of the permanent repair improvements, and construction management of the permanent repair improvements; and

WHEREAS, completion of the Project has been delayed due to the CONTRACTOR's additional needed services, including project close-out; and

**WHEREAS**, the hourly billing rates for CONTRACTOR's subcontractor, BKF Engineers, included in Exhibit A-1 – Payment Provisions of the Agreement require correction, retroactive and effective April 21, 2023, to revert BKF Engineers hourly billing rates in Amendment No. 1 back to the original hourly billing rates of the Agreement; and

WHEREAS, additional funding is necessary to allow CONTRACTOR to continue to provide services for completion of the Project; and

WHEREAS, the Parties wish to further amend the Agreement to increase the amount by \$199,698 for a total amount not to exceed \$880,172 to allow CONTRACTOR to continue to provide the services identified in the Agreement and as amended by this Amendment No. 2.

NOW, THEREFORE, the Parties agree to amend the Agreement as follows:

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Amendment No. 2 to Professional Services Agreement No. A-15826
Biggs Cardosa Associates, Inc.
Hartnell Road Bridge Replacement Project (RFP #10804)
Department of Public Works, Facilities and Parks
Term: June 15, 2022– June 14, 2025
Not to Exceed: \$880,172

- 1. Amend Paragraph 2, "Payments by County", to read as follows:
  - County shall pay the CONTRACTOR in accordance with the payment provisions set forth in **Exhibits A, A-1, A-2, and B**, subject to the limitations set forth in this Agreement. The total amount payable by County to CONTRACTOR under this Agreement shall not exceed the sum of \$880,172.
- 2. Amend Paragraph 4, "Scope of Services/Payment Provisions" to add "Exhibit A-1A Correct Payment Provisions to BKF Engineers (CONTRACTOR's subcontractor) for Amendment No. 1 to Agreement" and "Exhibit A-2 Cost Proposal for Amendment No. 2 to Agreement".
- 3. Delete Pages 9 and 10 of Exhibit A-1 Payment Provisions of Agreement and replace with Exhibit A-1A Correct Payment Provisions to BKF Engineers (CONTRACTOR's subcontractor) for Amendment No. 1 to Agreement which reverts (retroactive and effective April 21, 2023) BKF Engineers hourly billing rates in Amendment No. 1 back to the original hourly billing rates of the Agreement; and
- 4. All other terms and conditions of the Agreement, including all Exhibits thereto, remain unchanged and in full force.
- 5. This Amendment No. 2 shall be attached to the Agreement and incorporated therein as if fully set forth in the Agreement.
- 6. The recitals to this Amendment No. 2 are incorporated into the Agreement and this Amendment No. 2.

IN WITNESS WHEREOF, the Parties hereto have executed this Amendment No. 2 to the Agreement which shall be effective as of the last date opposite the respective signatures below.

COUNT	Y OF MONTEREY	CONTRACTOR*
Debra R	Wilson Contracts/Purchasing Officer	Biggs Cardossociates, Inc.
By:	Angelica Kuelas	By: Malwash M. Harms
Its:	Management Analyst/ Deputy Purchasing Agent (Print Name and Title)	Its: Mahvash M. Harms, Chairman of the Board and Executive Vice President (Print Name and Title)
Date:	12/14/2023   3:06 PM PST	Date: 11/15/2023   12:52 PM PST
Office of	d as to Form the County Counsel Girard, County Counsel	By: Daniel B. Devlin Scountery
By:	Mary Grace Perry.  A1933B26E774442 Grace Perry	Its: Daniel B. Devlin, Secretary (Print Name and Title)
Date:	Deputy County Counsel  11/17/2023   9:55 AM PST	Date: 11/15/2023   10:40 PM CST
	d as to Fiscal Provisions ah, Auditografiontroller  Jennifer Forsyth	_
Its:	Auditor-Controller Analyst II	_
Date:	(Print Name and Title) 11/17/2023   3:10 PM PST	_
Office of	ed as to Indemnity and Insurance Pro f the County Counsel olton, Risk Manager	visions
By:		
Data		

\*INSTRUCTIONS: If CONTRACTOR is a corporation, including non-profit corporations, the full legal name of the corporation shall be set forth above together with the signatures of two (2) specified officers per California Corporations Code Section 313. If CONTRACTOR is a Limited Liability Corporation (LLC), the full legal name of the LLC shall be set forth above together with the signatures of two (2) managers. If CONTRACTOR is a partnership, the full legal name of the partnership shall be set forth above together with the signature of a partner who has authority to execute this Agreement on behalf of the partnership. If CONTRACTOR is contracting in an individual capacity, the individual shall set forth the name of the business, if any, and shall personally sign the Agreement or Amendment to said Agreement.

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#### EXHIBIT 10-H2 COST PROPOSAL Page 1 of 3

SPECIFIC RATE OF COMPENSATION (USE FOR ON-CALL OR AS-NEEDED CONTRACTS)

	(CONSTRUCTION E	ENGINEERING AND INSPECTION	(CONTRACTS)		
Note: Mark-ups are Not Allowed  Consultant BKF Engineers		☐ Prime Consultant	✓ Subconsultant	$\square \ 2^{\mathrm{nd}} \ \mathrm{T}$	ier Subconsultant
Project No. <u>Hartnell Road Bridge</u> Replacement CM, Monterey County – Additional Services Request 1	Contract No. <u>#10804</u>	Participation A	amount \$ <u>5,000</u>		Date February 16, 2023
For Combined Rate Frir	nge Benefit % + General &Ad	ministrative %	=	189.88%	Combined ICR%
		OR			
For Home Office Rate Frin	nge Benefit % + General &Adı	ninistrative %		=	Home Office ICR%
For Field Office Rate Frir	nge Benefit % + General &Adı	ministrative %		=	Field Office ICR%
	_	-			

#### BILLING INFORMATION

#### CALCULATION INFORMATION

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Fee

Name/Job Title/Classification <sup>1</sup>	Hour	ly Billing Rat	tes <sup>2</sup>	Effective Date of Hourly Rate		Actual or Avg.	% or \$	Hourly Range -
	Straight <sup>3</sup>	OT(1.5x)	OT(2x)	From	To	Hourly Rate <sup>4</sup>	Increase	for Classifications Only
Davis Thresh - Principal-in-Charge	\$304.91	N/A	N/A	01/01/2021	12/31/2021	\$97.39		Not Applicable
	\$320.16	N/A	N/A	01/01/2022	12/31/2022	\$102.26	5.0%	
	\$336.16	N/A	N/A	01/01/2023	12/31/2023	\$107.37	5.0%	
Walter Stemberga - QA/QC Manager	\$243.95	N/A	N/A	01/01/2021	12/31/2021	\$77.92		Not Applicable
	\$256.15	N/A	N/A	01/01/2022	12/31/2022	\$81.82	5.0%	
	\$268.96	N/A	N/A	01/01/2023	12/31/2023	\$85.91	5.0%	
David Darling - Survey Manager	\$209.76	N/A	N/A	01/01/2021	12/31/2021	\$67.00		Not Applicable
	\$220.25	N/A	N/A	01/01/2022	12/31/2022	\$70.35	5.0%	
	\$231.27	N/A	N/A	01/01/2023	12/31/2023	\$73.87	5.0%	
John Lanfranki - Project Surveyor	\$172.20	N/A	N/A	01/01/2021	12/31/2021	\$55.00		Not Applicable
	\$180.80	N/A	N/A	01/01/2022	12/31/2022	\$57.75	5.0%	
	\$189.85	N/A	N/A	01/01/2023	12/31/2023	\$60.64	5.0%	
Jason Simmons - Laser Scanning Specialist	\$203.50	N/A	N/A	01/01/2021	12/31/2021	\$65.00		Not Applicable
	\$213.68	N/A	N/A	01/01/2022	12/31/2022	\$68.25	5.0%	
	\$224.36	N/A	N/A	01/01/2023	12/31/2023	\$71.66	5.0%	

10%

### DocuSign Envelope ID: 26C98A35-A837-4A87-B6FC-E035EF63CDC9 T PAYMENT PROVISIONS TO BKF ENGINEERS (CONTRACTOR'S SUBCONTRACTOR) FOR AMENDMENT NO. 1 TO AGREEMENT

Local Assistance Procedures Manual

**EXHIBIT 10-H2** Cost Proposal

(Add pages as necessary)

Name/Job Title/Classification <sup>1</sup>	Hourly Billing Rates <sup>2</sup>		Effective Date of	Hourly Rate	Actual or Avg.	% or \$	Hourly Range -	
	Straight <sup>3</sup>	OT(1.5x)	OT(2x)	From	To	Hourly Rate <sup>4</sup>	Increase	for Classifications Only
Matt Dinatale - Field Surveyor	\$164.90	N/A	N/A	01/01/2021	12/31/2021	\$52.67		Not Applicable
	\$173.15	N/A	N/A	01/01/2022	12/31/2022	\$55.30	5.0%	
	\$181.80	N/A	N/A	01/01/2023	12/31/2023	\$58.07	5.0%	

# EXHIBIT 10-H2 COST PROPOSAL

SPECIFIC RATE OF COMPENSATION (USE FOR ON-CALL OR AS-NEEDED CONTRACTS) (CONSTRUCTION ENGINEERING AND INSPECTION CONTRACTS)

Note: Mark-ups are Not Allowed

Consultant Biggs Cardosa Associates, Inc. X Prime Consultant 

Subconsultant 

2<sup>nd</sup> Tier Subconsultant

Project No. Hartnell Bridge Replacement CM & Inspection ADDITIONAL SERVICES No. 2

Contract No. Participation Amount (including subs):

For Combined Rate

Fringe Benefit \* + General & Administrative \* = 129.54\* Combined ICR\*

Fringe Benefit \* + General & Administrative \* = 129.54\* Combined ICR\*

For Home Office Rate
For Field Office Rate
Fringe Benefit \* + General &Administrative \* = Home Office ICR\*

Fringe Benefit \* + General &Administrative \* = Field Office ICR\*

Fringe Benefit \* + General &Administrative \* = Field Office ICR\*

					Fee	=	10%	<del>%</del> %
BILLING INFORMATION  Name/Job Title/Classification <sup>1</sup>	Цон	rly Billing I	Potos <sup>3</sup>	Effective date	e of hourly rate	Actual <b>or</b> Avg.	% or \$	CALCULATION INFORMATION
Name/Job Title/Classification	Hou	ily billing i	xates	Directive date	or nourly rate	Actual Of Avg.	/0 O1 ψ	
	Straight	OT(1.5x)	OT(2x)	From	То	Hourly Rate <sup>4</sup>	increase	Hourly range - for classifications only
Mahvash Harms* / Principal in Charge / QA Manager	\$ 294.26 \$ 308.97	N/A N/A	N/A N/A	10/1/2021 10/1/2022	9/30/2022 9/30/2023	\$ 116.54 \$ 122.37	5.00%	Not Applicable Not Applicable
	\$ 324.42	N/A	N/A	10/1/2023	9/30/2024	\$ 128.49	5.00%	Not Applicable
Ron Oen * / Contract Manager - Resident Engineer (RE) - Structures Rep (SR) / Principa	\$ 340.64 al \$ 224.34	N/A N/A	N/A N/A	10/1/2024 10/1/2021	9/30/2025 9/30/2022	\$ 134.91 \$ 88.85	5.00%	Not Applicable Not Applicable
	\$ 235.56 \$ 247.34	N/A N/A	N/A N/A	10/1/2022 10/1/2023	9/30/2023 9/30/2024	\$ 93.29 \$ 97.96	5.00% 5.00%	
	\$ 259.70	N/A N/A	N/A	10/1/2024	9/30/2025	\$ 102.85	5.00%	Not Applicable
John Alciati * / Asst RE - SR / Associate	\$ 183.54 \$ 192.71	N/A N/A	N/A N/A	10/1/2021 10/1/2022	9/30/2022 9/30/2023	\$ 72.69 \$ 76.32	5.00%	Not Applicable Not Applicable
	\$ 202.35	N/A	N/A	10/1/2023	9/30/2024	\$ 80.14	5.00%	Not Applicable
Principal III	\$ 212.47 \$ 315.62	N/A N/A	N/A N/A	10/1/2024 10/1/2021	9/30/2025	\$ 84.15 \$ 125.00	5.00%	Not Applicable  \$ 115.00 to \$ 130.00
	\$ 331.40	N/A	N/A	10/1/2022 10/1/2023	9/30/2023 9/30/2024	\$ 131.25 \$ 137.81		% \$ 120.75 to \$ 136.50
	\$ 347.97 \$ 365.37	N/A N/A	N/A N/A	10/1/2023	9/30/2025	\$ 144.70		% \$ 133.13 to \$ 150.49
Principal II	\$ 272.69 \$ 286.33	N/A N/A	N/A N/A	10/1/2021 10/1/2022	9/30/2022 9/30/2023	\$ 108.00 \$ 113.40	5.00%	\$ 95.00 to \$ 115.00 0% \$ 99.75 to \$ 120.75
	\$ 300.64	N/A	N/A	10/1/2023	9/30/2024	\$ 119.07	5.00%	% \$ 104.74 to \$ 126.79
Principal I	\$ 315.68 \$ 227.24	N/A N/A	N/A N/A	10/1/2024 10/1/2021	9/30/2025	\$ 125.02 \$ 90.00	5.00%	9%     \$ 109.97     to     \$       \$ 85.00     to     \$       105.00
	\$ 238.61 \$ 250.54	N/A N/A	N/A N/A	10/1/2022 10/1/2023	9/30/2023 9/30/2024	\$ 94.50 \$ 99.23	5.00% 5.00%	
	\$ 263.06	N/A N/A	N/A	10/1/2023	9/30/2024	\$ 99.23	5.00%	% \$ 98.40 to \$ 121.55
Associate	\$ 217.14 \$ 228.00	N/A N/A	N/A N/A	10/1/2021 10/1/2022	9/30/2022 9/30/2023	\$ 86.00 \$ 90.30	5.00%	\$ 70.00 to \$ 90.00 % \$ 73.50 to \$ 94.50
	\$ 239.40	N/A	N/A	10/1/2023	9/30/2024	\$ 94.82	5.00%	% \$ 77.18 to \$ 99.23
Engineering Manager	\$ 251.37 \$ 184.32	N/A N/A	N/A N/A	10/1/2024 10/1/2021	9/30/2025 9/30/2022	\$ 99.56 \$ 73.00	5.00%	9%     \$ 81.03     to     \$ 104.19       \$ 65.00     to     \$ 80.00
	\$ 193.54	N/A	N/A	10/1/2022	9/30/2023	\$ 76.65	5.00%	% \$ 68.25 to \$ 84.00
	\$ 203.21 \$ 213.37	N/A N/A	N/A N/A	10/1/2023 10/1/2024	9/30/2024 9/30/2025	\$ 80.48 \$ 84.51		0%     \$ 71.66     to     \$ 88.20       0%     \$ 75.25     to     \$ 92.61
Senior Engineer	\$ 166.65 \$ 174.98	N/A N/A	N/A N/A	10/1/2021 10/1/2022	9/30/2022 9/30/2023	\$ 66.00 \$ 69.30	5.00%	\$ 55.00 to \$ 70.00 % \$ 57.75 to \$ 73.50
	\$ 183.73	N/A	N/A	10/1/2023	9/30/2024	\$ 72.77	5.00%	% \$ 60.64 to \$ 77.18
Project Engineer	\$ 192.91 \$ 143.92	N/A N/A	N/A N/A	10/1/2024 10/1/2021	9/30/2025 9/30/2022	\$ 76.40 \$ 57.00		9%     \$ 63.67     to     \$ 81.03       \$ 45.00     to     \$ 65.00
Troject Engineer	\$ 151.12	N/A	N/A	10/1/2022	9/30/2023	\$ 59.85	5.00%	% \$ 47.25 to \$ 68.25
	\$ 158.67 \$ 166.61	N/A N/A	N/A N/A	10/1/2023 10/1/2024	9/30/2024 9/30/2025	\$ 62.84 \$ 65.98	5.00% 5.00%	
Staff Engineer	\$ 113.62	N/A	N/A	10/1/2021	9/30/2022	\$ 45.00	5,000/	\$ 40.00 to \$ 55.00
	\$ 119.30 \$ 125.27	N/A N/A	N/A N/A	10/1/2022 10/1/2023	9/30/2023 9/30/2024	\$ 47.25 \$ 49.61	5.00% 5.00%	
Assistant Engineer	\$ 131.53 \$ 108.57	N/A N/A	N/A N/A	10/1/2024 10/1/2021	9/30/2025 9/30/2022	\$ 52.09 \$ 43.00	5.00%	% \$ 46.31 to \$ 63.67 \$ 35.00 to \$ 45.00
Assistant Engineer	\$ 114.00	N/A	N/A	10/1/2022	9/30/2023	\$ 45.15		% \$ 36.75 to \$ 47.25
	\$ 119.70 \$ 125.69	N/A N/A	N/A N/A	10/1/2023 10/1/2024	9/30/2024 9/30/2025	\$ 47.41 \$ 49.78	5.00% 5.00%	0%     \$ 38.59     to     \$       10%     \$ 40.52     to     \$       52.09
Junior Engineer	\$ 95.95	N/A	N/A	10/1/2021	9/30/2022	\$ 38.00		\$ 34.00 to \$ 40.00
	\$ 100.75 \$ 105.78	N/A N/A	N/A N/A	10/1/2022 10/1/2023	9/30/2023 9/30/2024	\$ 39.90 \$ 41.90	5.00% 5.00%	0%     \$ 35.70     to     \$       10%     \$ 37.49     to     \$       44.10
	\$ 111.07	N/A	N/A	10/1/2024	9/30/2025	\$ 43.99	5.00%	% \$ 39.36 to \$ 46.31
Sr. Computer Drafter	\$ 126.25 \$ 132.56	N/A N/A	N/A N/A	10/1/2021 10/1/2022	9/30/2022 9/30/2023	\$ 50.00 \$ 52.50	5.00%	\$ 40.00 to \$ 60.00 % \$ 42.00 to \$ 63.00
	\$ 139.19	N/A	N/A	10/1/2023	9/30/2024	\$ 55.13	5.00%	
Computer Drafter	\$ 146.15 \$ 113.62	N/A N/A	N/A N/A	10/1/2024 10/1/2021	9/30/2025	\$ 57.88 \$ 45.00	5.00%	0% \$ 46.31 to \$ 69.46 \$ 35.00 to \$ 55.00
	\$ 119.30	N/A	N/A	10/1/2022	9/30/2023	\$ 47.25	5.00%	% \$ 36.75 to \$ 57.75
	\$ 125.27 \$ 131.53	N/A N/A	N/A N/A	10/1/2023 10/1/2024	9/30/2024 9/30/2025	\$ 49.61 \$ 52.09	5.00%	0%     \$ 38.59     to     \$ 60.64       0%     \$ 40.52     to     \$ 63.67
Jr. Computer Drafter	\$ 101.00	N/A	N/A	10/1/2021	9/30/2022	\$ 40.00	<b>5.000</b> /	\$ 30.00 to \$ 50.00
	\$ 106.05 \$ 111.35	N/A N/A	N/A N/A	10/1/2022 10/1/2023	9/30/2023 9/30/2024	\$ 42.00 \$ 44.10	5.00% 5.00%	
	\$ 116.92	N/A	N/A	10/1/2024	9/30/2025	\$ 46.31	5.00%	% \$ 34.73 to \$ 57.88
BIM/Visualization Specialist	\$ 126.25 \$ 132.56	N/A N/A	N/A N/A	10/1/2021 10/1/2022	9/30/2022 9/30/2023	\$ 50.00 \$ 52.50	5.00%	\$ 40.00 to \$ 60.00 0% \$ 42.00 to \$ 63.00
	\$ 139.19	N/A	N/A	10/1/2023	9/30/2024	\$ 55.13	5.00%	
Project Administrator	\$ 146.15 \$ 141.40	N/A N/A	N/A N/A	10/1/2024 10/1/2021	9/30/2025 9/30/2022	\$ 57.88 \$ 56.00	5.00%	9%     \$ 46.31     to     \$       \$ 20.00     to     \$       65.00
	\$ 148.47	N/A	N/A	10/1/2022	9/30/2023	\$ 58.80	5.00%	% \$ 21.00 to \$ 68.25
	\$ 155.89 \$ 163.68	N/A N/A	N/A N/A	10/1/2023 10/1/2024	9/30/2024 9/30/2025	\$ 61.74 \$ 64.83	5.00% 5.00%	
Project Coordinator	\$ 118.67 \$ 124.61	N/A N/A	N/A N/A	10/1/2021 10/1/2022	9/30/2022 9/30/2023	\$ 47.00 \$ 49.35	5.00%	\$ 20.00 to \$ 65.00
	\$ 124.61	N/A N/A	N/A N/A	10/1/2022	9/30/2023	\$ 49.33	5.00%	
Construction Manager	\$ 137.38	N/A	N/A	10/1/2024	9/30/2025	\$ 54.41	5.00%	
Construction Manager	\$ 227.24 \$ 238.61	N/A N/A	N/A N/A	10/1/2021 10/1/2022	9/30/2022 9/30/2023	\$ 90.00 \$ 94.50	5.00%	
	\$ 250.54 \$ 263.06	N/A N/A	N/A N/A	10/1/2023 10/1/2024	9/30/2024 9/30/2025	\$ 99.23 \$ 104.19	5.00%	0%     \$ 88.20     to     \$       110.25       0%     \$ 92.61     to     \$       115.76
Senior Structures Representative	\$ 202.00	\$242.00	\$282.00	10/1/2021	9/30/2022	\$ 80.00		\$ 70.00 to \$ 90.00
	\$ 212.09 \$ 222.70	\$254.09 \$266.80	\$296.09 \$310.90	10/1/2022 10/1/2023	9/30/2023 9/30/2024	\$ 84.00 \$ 88.20	5.00% 5.00%	
Structures Depresentative	\$ 233.83	\$280.14	\$326.44	10/1/2024	9/30/2025	\$ 92.61		% \$ 81.03 to \$ 104.19
Structures Representative	\$ 189.37 \$ 198.84	\$226.87 \$238.21	\$264.37 \$277.59	10/1/2021 10/1/2022	9/30/2022 9/30/2023	\$ 75.00 \$ 78.75	5.00%	\$ 65.00 to \$ 80.00 0% \$ 68.25 to \$ 84.00
	\$ 208.78	\$250.12 \$262.63	\$291.47	10/1/2023	9/30/2024	\$ 82.69 \$ 86.82	5.00%	
Assistant Structures Representative	\$ 219.22 \$ 166.65		\$306.04 \$232.65	10/1/2024 10/1/2021	9/30/2025 9/30/2022	\$ 86.82 \$ 66.00	5.00%	9%     \$ 75.25     to     \$ 92.61       \$ 45.00     to     \$ 70.00
	\$ 174.98	\$209.63 \$220.11	\$244.28 \$256.49	10/1/2022 10/1/2023	9/30/2023 9/30/2024	\$ 69.30 \$ 72.77	5.00%	% \$ 47.25 to \$ 73.50
	\$ 192.91	\$231.12	\$269.32	10/1/2023	9/30/2024 9/30/2025	\$ 72.77 \$ 76.40		1%     \$ 49.61     to     \$       1%     \$ 52.09     to     \$       81.03
Resident Engineer				10/1/2021 10/1/2022	9/30/2022 9/30/2023	\$ 95.00 \$ 99.75	£ 000/	\$ 85.00 to \$ 100.00 % \$ 89.25 to \$ 105.00
		\$301.74	\$351.61	10/1/2022	9/30/2023	\$ 99.75 \$ 104.74		105.00       106.00       107.00 <td< td=""></td<>
Assistant Resident Engineer	\$ 277.68		\$387.65	10/1/2024	9/30/2025	\$ 109.97 \$ 75.00		9% \$ 98.40 to \$ 115.76 \$ 55.00 to \$
rassistant resident Engineer			\$264.37 \$277.59		9/30/2022	\$ 75.00 \$ 78.75		\$ 55.00 to \$ 80.00 % \$ 57.75 to \$

78.75

5.00% \$ 57.75

to

9/30/2023 \$

\$ 198.84 \$238.21 \$277.59 10/1/2022

84.00

## EXHIBIT 10-H2 COST PROPOSAL

SPECIFIC RATE OF COMPENSATION (USE FOR ON-CALL OR AS-NEEDED CONTRACTS) (CONSTRUCTION ENGINEERING AND INSPECTION CONTRACTS)

Note: Mark-ups are Not Allowed

Consultant Biggs Cardosa Associates, Inc. X Prime Consultant 

Subconsultant 

2<sup>nd</sup> Tier Subconsultant

Hartnell Bridge Replacement CM & Inspection
ADDITIONAL SERVICES No. 2

Contract No.

Participation Amount (including subs):

Participation Amount (including subs):

For Combined Rate				
	Fringe Benefit % + General &Administrative %	=	<b>129.54%</b> Combined ICR%	
Frank Office Date	OR			
For Home Office Rate	Fringe Benefit % + General &Administrative %	=	Home Office ICR%	
For Field Office Rate				
	Fringe Benefit % + General &Administrative %		Field Office ICR%	
	Fee	=	10% %	

BILLING INFORMATION		CALCULATION INFORMATION								
Name/Job Title/Classification <sup>1</sup>	Hourly Billin Straight OT(1.5		Effective date	e of hourly rate  To	Actual <b>or</b> Avg.  Hourly Rate <sup>4</sup>	% or \$ increase				Hourly range - for classifications only
	\$ 208.78 \$250.1	2 \$291.47	10/1/2023	9/30/2024	\$ 82.69	5.00%	\$ 60.6	54	to	\$ 88.20
	\$ 219.22 \$262.6		10/1/2024	9/30/2025	\$ 86.82		\$ 63.6		to	\$ 92.61
Inspector IV	\$ 159.07 \$190.5	7 \$222.07	10/1/2021	9/30/2022	\$ 63.00		\$ 33.0	00	to	\$ 80.00
	\$ 167.02 \$200.1	0 \$233.17	10/1/2022	9/30/2023	\$ 66.15	5.00%	\$ 34.6	55	to	\$ 84.00
	\$ 175.38 \$210.1		10/1/2023	9/30/2024	\$ 69.46	5.00%			to	\$ 88.20
	\$ 184.14 \$220.6	_	10/1/2024	9/30/2025	\$ 72.93	5.00%			to	\$ 92.61
Inspector III	\$ 148.97 \$178.4		10/1/2021	9/30/2022	\$ 59.00		\$ 30.0		to	\$ 70.00
	\$ 156.42 \$187.4	_	10/1/2022	9/30/2023	\$ 61.95	5.00%			to	\$ 73.50
	\$ 164.24 \$196.7		10/1/2023	9/30/2024	\$ 65.05		\$ 33.0		to	77.18
T	\$ 172.45 \$206.6	_	10/1/2024	9/30/2025	\$ 68.30	5.00%	\$ 34.7		to	\$ 81.03
Inspector II	\$ 138.87 \$166.3		10/1/2021	9/30/2022	\$ 55.00	7.000/	\$ 25.0		to	\$ 65.00 60.05
	\$ 145.82 \$174.6 \$ 153.11 \$183.4		10/1/2022 10/1/2023	9/30/2023 9/30/2024	\$ 57.75 \$ 60.64	5.00%			to	\$ 68.25 \$ 71.66
	\$ 160.76 \$192.6		10/1/2023	9/30/2024	\$ 63.67	5.00% 5.00%			to	\$ 71.00 \$ 75.25
Inspector I	\$ 133.82 \$160.3		10/1/2024	9/30/2023	\$ 53.00	3.00%	\$ 22.0		to	\$ 65.00
Inspector I	\$ 140.51 \$168.3		10/1/2021	9/30/2022	\$ 55.65	5.00%			to	\$ 68.25
	\$ 147.54 \$176.7	_	10/1/2023	9/30/2024	\$ 58.43	5.00%			to	\$ 71.66
	\$ 154.92 \$185.5		10/1/2024	9/30/2025	\$ 61.35		\$ 25.4		to	\$ 75.25

## NOTE

<sup>1.</sup> 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.

<sup>2.</sup> The cost proposal format shall not be amended.

<sup>3.</sup> Billing rate = actual hourly rate \* (1+ ICR) \* (1+ Fee). 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. All costs must comply with the Federal cost principles for reimbursement.

4. For named employees and key personnel enter the actual hourly rate. For classifications only, enter the Average Hourly Rate for that classification.

#### EXHIBIT A-2 - COST PROPOSAL FOR AMENMENT NO. 2 TO AGREEMENT

**Cost Proposal** 

Date 9/26/2023

#### **EXHIBIT 10-H2 COST PROPOSAL**

SPECIFIC RATE OF COMPENSATION (USE FOR ON-CALL OR AS-NEEDED CONTRACTS)
(CONSTRUCTION ENGINEERING AND INSPECTION CONTRACTS)

Note: Mark-ups are Not Allowed

Project No. Hartnell Bridge Replacement CM & Inspection ADDITIONAL SERVICES No. 2

Contract No.

SCHEDULE OF OTHER DIRECT COST ITEMS									
Description of Item Quan	tity	Unit	<b>Unit Cost</b>		To				
				ASR1		ASR2			
Travel					3.3.2	3.3.3	3.3.4		
A. Mileage	12600	MILE	\$0.655	\$3,537	\$2,358	<b>\$786</b>	\$1,572		
B. Rental Vehicle		EA	Actual						
C. Per Diem		EA	IRS Rate						
D. Lodging		EA	IRS Rate						
Prints & Reproductions									
A.Outside Reproduction		EA	Actual						
B. In-House CADD Prints		EA	\$0.30						
C. In-House CADD Plots		EA	\$1.50						
Project Specific Delivery Services									
A. Delivery Services		EA	Actual						
B. Express Mail/USPS		EA	Actual						
C. Truck Rental		EA	Actual						
D SWPPP NOI RWQCB Application Fee		EA	Actual	\$600					
E Temporary Emeregency Repair NOI RWQCB Application Fee	:	EA	Actual	\$2,806					
F Permanent Emeregency Repair NOI RWQCB Application Fee		EA	Actual	\$2,806					
Subconsultants									
Ninyo & Moore:			Actual	\$24,000		\$22,040	\$12,244		
Galvin Preservation Associates:			Actual	\$0					
BKF:			Actual	\$5,000					
			TOTAL	\$38,750	\$2,358	\$22,826	\$13,816		

#### NOTES:

- 1. List other direct cost items with estimated costs. These costs should be competitive in their respective industries and supported with appropriate documentation.
- 2. Proposed ODC items should be consistently billed regardless of client and contract type.
- 3. Items when incurred for the same purpose, in like circumstance, should not be included in any indirect cost pool or in the overhead rate.
- 4. Items such as special tooling, will be reimbursed at actual cost with supporting documentation (invoice).
- 5. Items listed above that would be considered "tools of the trade" are not reimbursable as other direct cost.
- 6. Travel related costs should be pre-approved by the contracting agency and shall not exceed current State Department of Personnel Administration rules.
- 7. If mileage is claimed, the rate should be properly supported by the consultant's calculation of their actual costs for company vehicles. In addition, the miles claimed should be supported by mileage logs. The Parties agree that CONTRACTOR and its subcontractors shall be reimbursed for mileage based upon the Internal Revenue Service (IRS) standard business mileage rate at the time of travel.
- 8. If a consultant proposes rental costs for a vehicle, the company must demonstrate that this is its standard procedure for all of their contracts and that they do not own any vehicles that could be used for the same purpose.
- 9. The cost proposal format shall not be amended. All costs must comply with the Federal cost principles.
- 10. Add additional pages if necessary.
- 11. Subconsultants must provide their own cost proposals.

# **Certification of Direct Costs:**

I, the undersigned, certify to the best of my knowledge and belief that all direct costs identified on the cost proposal(s) in this contract are actual, reasonable, allowable, and allocable to the contract in accordance with the contract terms and the following requirements:

1. Generally Accepted Accounting Principles (GAAP)

2. Terms and conditions of the contract

3. <u>Title 23 United States Code Section 112</u> - Letting of Contracts

4. 48 Code of Federal Regulations Part 31 - Contract Cost Principles and Procedures

5. <u>23 Code of Federal Regulations Part 172</u> - Procurement, Management, and Administration of Engineering and Design Related Service

6. 48 Code of Federal Regulations Part 9904 - Cost Accounting Standards Board (when applicable)

All costs must be applied consistently and fairly to all contracts. All documentation of compliance must be retained in the project files and be in compliance with applicable federal and state requirements. Costs that are noncompliant with the federal and state requirements are not eligible for reimbursement.

# Prime Consultant or Subconsultant Certifying:

Name: Ronald Oen Title \*: Principal

Signature : Name: Principal

Date of Certification (mm/dd/yyyy): 9/26/2023

Email: roen@biggscardosa.com Phone Number: 408.781.4549

EXHIBIT 10-H2 COST PROPOSAL

\* An individual executive or financial officer of the consultant's or subconsultant's organization at

a level no lower than a Vice President or a Chief Financial Officer, or equivalent, who has authority to represent the financial information utilized to establish the cost proposal for the contract.

Hartnell Bridge Replacement CM & Inspection_ ADDITIONAL SERVICES No. 1:	\$325,896	NOTES
Increase contract work days from 145 to 150 working days = Additional 5 working days	\$11,124	
5-days x (25% RE, 35% Sr Eng, 100% Insp II)		
SWPPP NOI RWQCB Application Fee = \$600 [Direct Cost]		
Mileage 120 miles/day x 5 days = 600 Miles [Direct Cost]		
Hartnell Road Extension Raised Profile (Sept 10, 2022 - Dec 23, 2022) 53 working days	\$77,510	
53-days x (25% RE, 35% Sr Eng)		
BKF Survey Check [Subconsultant]		
N&M Materials Testing [Subconsultant]		
Hartnell Road Emergency Repair (Dec 12, 2022 - Jan 30, 2023) 32 working days	\$67,647	
Required Additional Staffing (Dec 12, 2022 - Jan 30, 2023) 32 working days		
32-days x (25% RE, 35% Sr Eng, 100% Insp II)		
Temporary Emeregency Repair NOI RWQCB Application Fee = \$2,806.45 Direct Cost [\$2,734 fee + \$72.45 handling fee]		
3.1) Contract delay / extension to complete temporary emergency repair (Feb 1, 2023 - Mar 30, 2023) 40 working days 40-days x (10% RE, 20% Sr Eng, 50% Insp II)	\$41,636	Stopped field work on 3/16/23 (25% of 50% Insp II work completed before stopped)  -\$11,110 < Credit for 25% Insp II work remaining {potential - not incorporated yet}
Mileage 120 miles/day x 20 days = 2,400 miles [Direct Cost]		
3.2) Contract delay / extension to complete permanent emergency repair (Apr 3, 2023 - June 30, 2023) 66 working days	\$89,229	Stopped field work on 3/16/23 (0% of 100% Insp II work completed)
3.2.1) (April 3 - June 2, 2023) 44 working days	\$40,273	
44-days x (25% RE, 35% Sr Eng)		
3.2.2) (June 5 - June 30, 2023) 22 working days	\$48,956	
22-days x (25% RE, 35% Sr Eng, 100% Insp II)		-\$24,441 < Credit for 100% Insp II remaining {potential not incorporated yet}
Mileage 120 miles/day x 22 days = 2,400 miles [Direct Cost]		
Permanent Emeregency Repair NOI RWQCB Application Fee = \$2,806.45 Direct Cost [\$2,734 fee + \$72.45 handling fee]		
Hartnell Bridge Replacement CM & Inspection_ ADDITIONAL SERVICES No. 2:	\$199,698	-\$35,551 < Total Credit for remaining field work from ASR 1 {potential not incorporated year
3.3) Contract delay / extension to complete permanent emergency repair (July 3, 2023-Nov 30, 2023) 106 working days	\$235,249	
3.3.1) (July 3, 2023 - Aug 8, 2023) 26 working days - Construction down time / Permit Extension Coordination	\$21,143	
26-days x (25% RE, 35% Sr Eng)		
3.3.2) (Aug 9 - Sept 20, 2023) 30 working days - Regular Time (5-day Calendar)	\$79,309	
30-days x (25% RE, 35% Sr Eng, 100% Insp II @ 1.0 rate)	Insp II> (8hr/8hr) per day = 100% of a day	Insp II 8 hrs at project site @ regular time
30-days x (+37.5% Insp II) < [25% Insp II @ 1.5 rate]	Insp II> (2hr/8hr) per day @ 1.5 rate = 25% of a day x 1.5 rate = 37.5%	Insp II 2 hrs travel time @ OT (1.5 rate)
Mileage 120 miles/day x 30 days = 3,600 miles [Direct Cost]	Insp II Total = 100% + 37.5% = 137.5%	
N&M Subconsultant (Materials Testing) = \$31,000 [Direct Cost]		
3.3.3) (Sept 21 - Sept 30, 2023) 10 working days - Extended Time 12 hr/day (7-day Calendar)	\$50,459	Start OT 9/21/2023
10-days x (25% RE, 35% Sr Eng, 70% Insp II @ 1.0 rate)	Insp II> (7d/10d)(8hr/8hr) per day = 70% of a day	Insp II 8 hrs at project site @ regular time
10-days x (+19.05% Insp II) < [12.7% Insp II @ 1.5 rate]	Insp II> [(2d/10d)(8hr/8hr) + (5d/10d)(2hr/8hr)] per day @ 1.5 rate = 12.7% of a day x 1.5 rate = 19.05%	Insp II 8 hrs on 2 Saturdays + 2 hrs drive time on 5 weekdays @ OT (1.5 rate)
10-days x (+65% Insp II) < [32.5% Insp II @ 2.0 rate]	Insp II> [(1d/10d)(14hr/8hr) + (2d/10d)(6hr/8hr)] per day @ 2.0 rate = 32.5% of a day x 2.0 rate = 65%	Insp II 14 hrs on Sunday + 6 hours of Saturday shift and travel time on Saturdays @ OT (2.
Mileage 120 miles/day x 10 days = 1,200 miles [Direct Cost]	Insp II Total = 70% + 19.5% + 65% = 154.5%	
N&M Subconsultant (Materials Testing) = \$22,040 [Direct Cost]		
3.3.4) (Oct 02, 2023 - Nov 30, 2023) 40 working days - Regular Time (5-day Calendar)	\$84,338	
40-days x (25% RE, 35% Sr Eng, 50% Insp II)	Insp II> (20d/40d)(8hr/8hr) per day = 50% of a day	Insp II 20d x 8 hrs/d at project site @ regular time
40-days x (25% KE, 35% 31 Eng, 50% insp ii) 40-days x (+18.75% insp ii) < [12.5% insp ii @ 1.5 rate]	Insp II> (200/40d)(3hr/8hr) per day @ 1.5 rate = 12.5% of a day x 1.5 rate = 18.75%	Insp II 2 hrs travel time @ OT (1.5 rate)
Mileage 120 miles/day x 20days = 2,400 miles [Direct Cost]	Insp II Total = 50% + 18.75% = 68.75%	
willedge 120 tillies/day x 20days = 2,400 tillies [Dilect Cost]	1113p 11 10tal = 30/0 + 10.73/0 = 00.73/0	

#### EXHIBIT A-2 - COST PROPOSAL FOR AMENDMENT NO. 2 TO AGREEMENT

#### **EXHIBIT 10-H2 COST PROPOSAL** Page 1 of 3

SPECIFIC RATE OF COMPENSATION (USE FOR ON-CALL OR AS-NEEDED CONTRACTS) (NON-PREVAILING WAGE CONSTRUCTION ENGINEERING AND INSPECTION CONTRACTS)

For Combined Rate

Fringe Benefit % + General Administative % = 137.19%

For Home Office Rate

Fringe Benefit % + General Administative %

For Field Office Rate

Fringe Benefit % + General Administative %

FEE = 10%

BILLING IN	FORMATION			CALCULATION INFORMATION					
Name/Company Classification <sup>1</sup>	Hou Straight <sup>3</sup>	rly Billing Rates OT(1.5X)	<sup>2</sup> OT(2x)	Effective Date From	of Hourly Rate To	Actual or Avg. Hourly Rate <sup>4</sup>	% or \$ increase	Hourly Range - for Classifications Only	
Ransom Hennefer, PE, GE	\$188.17	N/A	N/A	1/1/22	12/31/22	\$72.12	0%	Not applicable	
Principal Engineer	\$195.69	N/A	N/A	1/1/23	12/31/23	\$75.00	4%		
	\$203.52	N/A	N/A	1/1/24	12/31/24	\$78.00	4%		
	\$211.66	N/A	N/A	1/1/25	12/31/25	\$81.13	4%		
Bryan Steinbruek, ACI, ICC, NICET, Caltrans	\$119.16	\$141.99	\$164.83	1/1/22	12/31/22	\$45.67	0%	Not applicable	
Laboratory Manager	\$123.92	\$147.67	\$171.42	1/1/23	12/31/23	\$47.50	4%	140t applicable	
Laboratory Wariager	\$128.88	\$153.58	\$178.28	1/1/24	12/31/24	\$49.40	4%		
	\$134.04	\$159.72	\$185.41	1/1/25	12/31/25	\$51.37	4%		
	4155.15	4405.04	4000.46	11122	10/01/00	460.00	00/		
Jalal Keramat, EIT, ACI, ICC, DSA	\$165.16	\$196.81	\$228.46	1/1/22	12/31/22	\$63.30	0%	Not applicable	
Special Inspector	\$171.76	\$204.68	\$237.59	1/1/23	12/31/23	\$65.83	4%		
	\$178.63	\$212.86	\$247.10	1/1/24	12/31/24	\$68.47	4% 4%		
	\$185.78	\$221.38	\$256.98	1/1/25	12/31/25	\$71.20	4%		
Johnkin Eliyeh-Ordshahi, AWS-CWI	\$168.08	\$200.29	\$232.50	1/1/22	12/31/22	\$64.42	0%	Not applicable	
Special Inspector	\$174.80	\$208.30	\$241.80	1/1/23	12/31/23	\$67.00	4%		
	\$181.79	\$216.63	\$251.47	1/1/24	12/31/24	\$69.68	4%		
	\$189.06	\$225.30	\$261.53	1/1/25	12/31/25	\$72.46	4%		
Peter Manchester, ACI, Caltrans	\$140.26	\$167.14	\$194.02	1/1/22	12/31/22	\$53.76	0%	Not applicable	
Field Technician	\$145.88	\$107.14	\$201.79	1/1/23	12/31/23	\$55.91	4%	Not applicable	
Tield Technician	\$151.71	\$180.78	\$209.86	1/1/24	12/31/24	\$58.15	4%		
	\$157.78	\$188.02	\$218.25	1/1/25	12/31/25	\$60.47	4%		
	\$0.00	\$0.00	\$0.00	1/1/19	12/31/19	\$0.00	0%	\$00 - \$00	
	\$0.00	\$0.00	\$0.00	1/1/20	12/31/20	\$0.00	0%	\$00 - \$00	
	\$0.00	\$0.00	\$0.00	1/1/21	12/31/21	\$0.00	0%	\$00 - \$00	
	\$0.00	\$0.00	\$0.00	1/1/22	12/31/22	\$0.00	0%	\$00 - \$00	
	\$0.00	\$0.00	\$0.00	1/1/23	12/31/23	\$0.00	0%	\$00 - \$00	
	\$0.00	\$0.00	\$0.00	1/1/19	12/31/19	\$0.00	0%	\$00 - \$00	
	\$0.00	\$0.00	\$0.00	1/1/20	12/31/20	\$0.00	0%	\$00 - \$00	
	\$0.00	\$0.00	\$0.00	1/1/21	12/31/21	\$0.00	0%	\$00 - \$00	
	\$0.00	\$0.00	\$0.00	1/1/22	12/31/22	\$0.00	0%	\$00 - \$00	
	\$0.00	\$0.00	\$0.00	1/1/23	12/31/23	\$0.00	0%	\$00 - \$00	

#### EXHIBIT A-2 - COST PROPOSAL FOR AMENDMENT NO. 2 TO AGREEMENT

Local Assistance Procedures Manual Exhibit 10-H2
Cost Proposal

#### **EXHIBIT 10-H2 COST PROPOSAL**

SPECIFIC RATE OF COMPENSATION (USE FOR ON-CALL OR AS-NEEDED CONTRACTS) (NON-PREVAILING WAGE CONSTRUCTION ENGINEERING AND INSPECTION CONTRACTS)

Consultant	Ninyo & Moore		Prime Consultant	X	Subconsultant
Project No.	Hartnell Road Bridge Replacement CM - Additional Services	Contract No.	10804	Date	03/23/2023

Request 1	Request 1 SCHEDULE OF OTHER DIRECT COST ITEMS									
Description of Item	Quantity	Unit	Unit Cost	Total						
Mileage Costs	TBD	mile	\$ 0.0	#VALUE!						
Vehicle	TBD	hour	\$ 12	.00 #VALUE!						
Concrete Core Equipment (includes one tech)	TBD	hour	\$ 160	.00 #VALUE!						
Anchor Load Test Equipment (includes tech)	TBD	hour	\$ 105	.00 #VALUE!						
Hand Auger Equipment	TBD	day	\$ 65	.00 #VALUE!						
Rebar Locator	TBD	hour	\$ 30	.00 #VALUE!						
Nuclear Density Gauge Usage	TBD	hour	\$ 13	.00 #VALUE!						
Laboratory Testing See attached fee schedule	·			\$						
Subconsultant 1:	\$									
Subconsultant 2:	\$									
Subconsultant 3:				\$						
Subconsultant 4:				\$						

#### IMPORTANT NOTES:

- 1. List direct cost items with estimated costs. These costs should be competitive in their respective industries and supported with appropriate documentation.
- 2. Proposed items should be consistently billed regardless of client and contract type.
- 3. Items when incurred for the same purpose, in like circumstance, should not be included in any indirect cost pool or in the overhead rate.
- Items such as special tooling, will be reimbursed at actual cost with supporting documentation (invoice).
- 5. Items listed above that would be considered "tools of the trade" are not reimbursable as other direct cost.
- 6. Travel related costs should be pre-approved by the contracting agency and shall not exceed current Sate Department of Personnel Administration rules.
- 7. If mileage is claimed, the rate should be properly supported by the consultant's calculation of their actual costs for company vehicles. In addition, the miles claimed should be supported by mileage logs. The Parties agree that CONTRACTOR and its subcontractors shall be reimbursed for mileage based upon the Internal Revenue Service (IRS) standard business mileage rate at the time of travel.
- 8. If a consultant proposes rental costs for a vehicle, the company must demonstrate that this is their standard procedure for all of their contracts and that they do not own any vehicles that could be used for the same purpose.
- 9. The cost proposal format shall not be amended. All costs must comply with the Federal cost principles.
- 10. Add additional pages if necessary.
- 11. Subconsultants must provide their own cost proposals.