EXHIBIT 10-H1 COST PROPOSAL Page 1 of 3

$\underline{\text{Cost-Plus-Fixed Fee}} \text{ or } \underline{\text{lump sum}} \text{ or } \text{Firm Fixed Price contracts}$

	(DESIGN, ENGINE	EERING AND ENV	IRONMENT	'AL STUDIES)	
Note: Mark-ups are Not Allowed		Prime Consult	ant \square	Subconsultant [☐ 2 nd Tier Subconsultant
Consultant					
Project No.				Date	
DIRECT LABOR					
Classification/Title	Name		Hours	Actual Hourly R	Rate Total
LABOR COSTS					
a) Subtotal Direct Labor Cost	:S				
b) Anticipated Salary Increase	es (see page 2 for cal	lculation)			
•	, , ,	c) TOTAL DIR	ECT LAR	ROR COSTS [(a) +	
INDIRECT COSTS					`
d) Fringe Benefits (Rate:) f) Overhead (Rate:)) e) Tot	tal Fringe Benefi	ts [(c) x (d)]	
)]	
h) General and Administrative	e (Rate:)	i) Gen & Admi	n [(c) x (h))]	_
		j) TOTAL l	NDIREC'	T COSTS [(e) + (g)	+ (i)]
FIXED FEE	k) T(OTAL FIXED F	EE [(c) +	(j)] x fixed fee	1
1) CONSULTANT'S OTHER					-
Description		Quantit			Total
2001.191101	<u> </u>	Quintz	5 0111		
		l) TOTAL	OTHER	DIRECT COSTS	
m) SUBCONSULTANTS' CO	STS (Add addition	nal nages if nece	ssarv)		
Subconsultant 1:	78 18 (1 144 444 10101	an puges a nece		_	
Subconsultant 2:				_	
Subconsultant 3:				-	
Subconsultant 4:	n	n) TOTAL SUB	<u></u> CONSUL	TANTS' COSTS	
n) TOTAL OTHER DI	RECT COSTS INC			-	
NOTES:		TOTAL (COST [(c)	+(j) + (k) + (n)	
NOTES.					

- 1. Key personnel <u>must</u> 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.
- 2. 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.
- 3. Anticipated salary increases calculation (page 2) must accompany.

EXHIBIT 10-H1 COST PROPOSAL Page 2 of 3

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 <u>Subtotal</u> 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	10.0%	*	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 wit	th Escalation	=	\$257,871.10	
	Direct Labor Subtota	al befor	re Escalation	=	\$250,000.00	
Estimated total of Direct Labor Salary			Labor Salary	=		Transfer to Page 1
			Increase		\$7,871.10	-

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 \times 2\% \times 5 \text{ yrs} = $25,000 \text{ is not an acceptable methodology})$
- 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.

EXHIBIT 10-H1 COST PROPOSAL Page 3 of 3

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

Prime Consultant or Subconsultant Certifying:

- 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. <u>48 Code of Federal Regulations Part 9904 Cost Accounting Standards Board</u> (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. Local governments are responsible for applying only cognizant agency approved or Caltrans accepted Indirect Cost Rate(s).

*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.

LI	st services	tne consulta	ını is proviair	<u>ig under ine</u>	proposea co	оптаст:	

EXHIBIT 10-H2 COST PROPOSAL Page 1 of 3

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

(CONSTRUCTION ENGINEERING AND INSPECTION CONTRACTS)

Note: Mark-ups are Not Allowe Consultant		Prime Consultant	□ Subconsultant	□ 2 nd Tier Subconsultant
Project No	Contract No	Participation	on Amount \$	Date
For Combined Rate	Fringe Benefit % + General &Administrat	ive %	=	Combined ICR%
	_	OR		
For Home Office Rate				
For Field Office Rate	Fringe Benefit % + General &Administrat	ive %	=	Home Office ICR%
Torried Office Rate	Fringe Benefit % + General &Administrat	ive %	=	Field Office ICR%
			Fee =	%

BILLING INFORMATION

CALCULATION INFORMATION

Name/Job Title/Classification1	Hou	ırly Billing R	ates ²	Effective Date	of Hourly Rate	Actual or Avg.	% or \$	Hourly Range -
	Straight ³	OT(1.5x)		From	To	Hourly Rate ⁴	Increase	for Classifications Only
John Doe – Project Manager *	\$0.00	\$0.00	\$0.00	01/01/2016	12/31/2016	\$0.00		Not Applicable
Civil Engineer II	\$0.00	\$0.00	\$0.00	01/01/2017	12/31/2017	\$0.00	0.0%	
	\$0.00	\$0.00	\$0.00	01/01/2018	12/31/2018	\$0.00	0.0%	
Sue Jones – Construction	\$0.00	\$0.00	\$0.00	01/01/2016	12/31/2016	\$0.00		Not Applicable
Engineer/Inspector	\$0.00	\$0.00	\$0.00	01/01/2017	12/31/2017	\$0.00	0.0%	
Engineer I	\$0.00	\$0.00	\$0.00	01/01/2018	12 <i>l</i> 31 <i>l</i> 2018	\$0.00	0.0%	
Buddy Black - Claims Engineer	\$0.00	\$0.00	\$0.00	01/01/2016	12/31/2016	\$0.00		Not Applicable
Engineer III	\$0.00	\$0.00	\$0.00	01/01/2017	1 <i>2/</i> 31/2017	\$0.00	0.0%	
	\$0.00	\$0.00	\$0.00	01/01/2018	12/31/2018	\$0.00	0.0%	
Land Surveyor **	\$0.00	\$0.00	\$0.00	01/01/2016	12/31/2016	\$0.00		\$00 - \$00
	\$0.00	\$0.00	\$0.00	01/01/2017	12 <i>l</i> 31 <i>l</i> 2017	\$0.00	0.0%	\$00 - \$00
	\$0.00	\$0.00	\$0.00	01/01/2018	12/31/2018	\$0.00	0.0%	\$00 - \$00
Technician	\$0.00	\$0.00	\$0.00	01/01/2016	12/31/2016	\$0.00		\$00 - \$00
	\$0.00	\$0.00	\$0.00	01/01/2017	12 <i>l</i> 31 <i>l</i> 2017	\$0.00	0.0%	\$00 - \$00
	\$0.00	\$0.00	\$0.00	01/01/2018	12 <i>l</i> 31 <i>l</i> 2018	\$0.00	0.0%	\$00 - \$00

(Add pages as necessary)

NOTES:

- 1. Key personnel <u>must</u> 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.
- 2. The cost proposal format shall not be amended.
- 3. 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 10-H2 COST PROPOSAL Page 2 of 3

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

(CONSTRUCTION ENGINEERING AND INSPECTION CONTRACTS)

Consultant			Prime Cons	ultant □ Sul	bconsultant
Project No	Contract No.			Date	
SCHED	OULE OF OTHER DIRECT	COST ITEMS	6 (Add add	ditional pages as	s necessary)
Descripti	on of Item	Quantity	Unit	Unit Cost	Total
				+	
				+	
	,				
Subconsultant 1:	-	127			
Subconsultant 1:				+	
Subconsultant 3:					
Subconsultant 4:					
Subconsultant 5:					
Note: Add additional pages if nece	essarv				

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.
- 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.

EXHIBIT 10-H2 COST PROPOSAL Page 3 of 3

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:

- 7. Generally Accepted Accounting Principles (GAAP)
- 8. Terms and conditions of the contract
- 9. Title 23 United States Code Section 112 Letting of Contracts
- 10. 48 Code of Federal Regulations Part 31 Contract Cost Principles and Procedures
- 11. 23 Code of Federal Regulations Part 172 Procurement, Management, and Administration of Engineering and Design Related Service
- 12. <u>48 Code of Federal Regulations Part 9904 Cost Accounting Standards Board</u> (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:	Title*:
Signature:	Date of Certification (mm/dd/yyyy):
Email:	Phone Number:
Address:	
a level no lower than a Vice President or a	of the consultant's or subconsultant's organization at Chief Financial Officer, or equivalent, who has ion utilized to establish the cost proposal for the
List services the consultant is providing under the p	or oposed dominadi.

E	хнівіт 10-H3 C ost	Proposal	L Page 1 of	2	
	Cost Per Unit	OF WORK C	ONTRACTS		
	(GEOTECHNICAL	AND MATERI	AL TESTING)	
Note: Mark-ups are Not Allowed	□ Prime Consulta	nt □ S	Subconsu	ltant □ 2 nd Ti	er Subconsultant
Consultant					
Project No.	Contrac	t No		Date	
Unit/Item of Work: (Example: Log of Test Bor Study) Include as many Ite		, or ADL 1	esting fo	or Hazardous Wa	aste Material
DIRECT LABOR	Но	ours	Billing H	lourly Rate (\$)	Total (\$)
Professional (Classifi	cation)*		_		V
Sub-professional/Ted	chnical**		_		
EQUIPMENT 1 (with Operat	or)		-	<u></u>	3 <u> </u>
EQUIPMENT 2 (with Operat	or)		_	<u>_</u>	
Consultant's Other Direct	Costs (ODC) – Item	ize:			
Description of	f Item	Quantity	Unit	Unit Cost	Total
			E :	1	
			1		
Subconsultant 1:					
Subconsultant 2: Subconsultant 3:					
Subconsultant 4:				-	

Note: Attach additional pages if necessary,

TOTAL COST PER UNIT OF WORK

Subconsultant 5:

NOTES:

- 1. Key personnel <u>must</u> 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.
- 2. Hourly billing rates should include prevailing wage rates and be consistent with publicly advertised rates charged to all clients (Commercial, Private or Public).
- 3. Mobilization/De-mobilization is based on site location and number and frequency of tests/items.
- 4. ODC items shall be based on actual costs and supported by historical data and other documentation.
- 5. ODC items that would be considered "tools of the trade" are not reimbursable.
- 6. Billing Hourly Rates must be actual, allowable, and reasonable.

EXHIBIT 10-H3 COST PROPOSAL Page 2 of 2

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:

- 13. Generally Accepted Accounting Principles (GAAP)
- 14. Terms and conditions of the contract
- 15. Title 23 United States Code Section 112 Letting of Contracts
- 16. 48 Code of Federal Regulations Part 31 Contract Cost Principles and Procedures
- 17. 23 Code of Federal Regulations Part 172 Procurement, Management, and Administration of Engineering and Design Related Service
- 18. <u>48 Code of Federal Regulation Part 9904 Cost Accounting Standards Board</u> (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:	Title*:
Signature:	Date of Certification (mm/dd/yyyy <u>)</u>
Email:	Phone Number:
Address:	
a level no lower than a Vice President or a	of the consultant's or subconsultant's organization at Chief Financial Officer, or equivalent, who has ion utilized to establish the cost proposal for the
<u>, </u>	