

VILLAGE OF LA GRANGE
Administration Department

BOARD REPORT

TO: Village President, Village Clerk
Board of Trustees, and Village Attorney

FROM: Robert Pilipiszyn, Village Manager
Andrianna Peterson, Assistant Village Manager

DATE: September 22, 2014

RE: **ENGINEERING SERVICES AGREEMENT- STONE AVENUE
TRAIN STATION – CMAQ PEDESTRIAN ACCESS
IMPROVEMENTS – PHASE I ENGINEERING SERVICES**

In 2012, the Village worked with the Regional Transportation Authority through its Technical Assistance Program to develop a plan to improve connectivity and accessibility near and to the Stone Avenue Train Station. In addition to the RTA, the plan was developed in concert with the Burlington Northern Santa Fe Railroad, Metra, Chicago Metropolitan Agency for Planning (CMAP), Illinois Commerce Commission and Active Transportation Alliance.

The final plan included a number of suggested pedestrian and mobility improvements in the vicinity of the Stone Avenue Train Station. The scope of work includes improved interconnectivity between the platforms, station, Burlington Avenue, Brainard Avenue and Hillgrove Avenue; removing the “kiss and ride” on Hillgrove Avenue and replacing it with diagonal parking; and increased bicycle parking on both sides of the tracks.

The plan was developed to work in conjunction with several other projects that were already programmed and / or had been recently constructed at the Stone Avenue Train Station. These projects included the reconstruction of the platforms; replacement of the Brainard Avenue railroad crossing; reconstruction of Lot 13; and the Stone Avenue Train Station Renovation Project.

In anticipation of future grant opportunities to fund the work identified, the Village received \$48,010 from the West Suburban Mass Transit District to fund future anticipated engineering for the project.

In February 2014, the Village received a Congestion Mitigation and Air Quality (CMAQ) Improvement Program grant in the amount of \$308,100 from the Chicago Metropolitan Agency for Planning (CMAP) to fund the identified pedestrian and mobility improvements in the vicinity of the Stone Avenue Train Station. The required grant

match of \$77,000 has been funded by the Regional Transportation Authority for a total grant allocation of \$385,100.

The grant is administered through the Illinois Department of Transportation (IDOT). While some engineering related to the CMAQ grant was completed in conjunction with the Stone Avenue Train Station project, additional engineering will be required to meet IDOT and CMAQ grant requirements. Approval of a grant agreement with IDOT will be required as a part of the Phase I process.

Additional agreements related to Phase II, some anticipated construction components (such as covered bicycle parking) and construction engineering will also be necessary in the future. Staff intends to request additional funding through CMAQ for these purposes in February, 2015 which is the next scheduled CMAQ call for projects. If funding is not approved through CMAQ, an alternative source of grant funding or a reduction in project scope will be required.

The current schedule for the project is as follows:

<u>Action</u>	<u>Completion Date</u>
Request additional CMAQ funds for Phase II and construction engineering, and some additional construction elements as identified	February, 2015
Complete Engineering Design (Phase I)	April 1, 2015
Complete Engineering Design (Phase II)	June 20, 2016
Construction	Spring, 2017
Construction Completion	Fall, 2017

Baxter & Woodman, Inc. proposes to complete the plans and specifications, and coordinate the required review and approval process with IDOT for Phase I of the work for an amount not-to-exceed \$48,000. We recommend Baxter & Woodman, Inc. perform the engineering work for this project in accordance with the attached task order based on their experience with this type of work.

If approved, the attached task order with Baxter & Woodman, Inc. will be executed for this work, the cost of which will be submitted for reimbursement through the West Suburban Mass Transit District grant previously allocated in the amount of \$48,010.

In summary, staff recommends approval of the task order with Baxter & Woodman in the total amount of \$48,000 for the completion of the Phase I engineering for the Stone Avenue Station CMAQ Pedestrian Access Improvement Project.

VILLAGE OF LA GRANGE, ILLINOIS
STONE AVENUE METRA STATION CMAQ PEDESTRIAN ACCESS IMPROVEMENTS
PHASE I ENGINEERING SERVICES

TASK ORDER NO. 57

In accordance with Section 1.2 of the Master Contract dated May 13, 2013 between the Village of La Grange (the "Village") and Baxter & Woodman, Inc. (the "Consultant"), the Parties agree to the following Task Order Number 57:

1. Contracted Services:

The scope of work includes preliminary engineering (Phase I) for the Stone Avenue Metra Station CMAQ project. For additional details, see Exhibit A.

2. Project Schedule (attach schedule if appropriate):

All services shall be completed prior to April 1, 2015.

3. Project Completion Date:

All Contracted Services must be completed on or before April 1, 2015.

4. Project Specific Pricing (if applicable):

Baxter & Woodman, Inc. shall be compensated on a cost plus fixed fee basis in an amount not to exceed \$48,000. See attached Exhibit B.

5. Additional Changes to the Master Contract (if applicable):

N/A

All other terms and conditions remain unchanged.

[signature page follows]

VILLAGE



Signature

Director of Public Works

Director of Public Works

September 24, 2014

Date

CONSULTANT



Signature

Louis D. Haussmann, PE, PTOE

Name (Printed or Typed)

September 16, 2014

Date

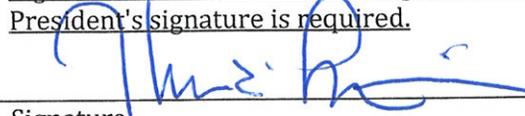
If greater than, \$2,000, the Village Manager's signature is required.

Signature

Village Manager

Date

If greater than \$10,000, the Village Board must approve the Task Order in advance and the Village President's signature is required.



Signature

Thomas E. Livingston

Village President

September 22, 2014

Date

Route: Stone Avenue Metra Station
Local Agency: Village of LaGrange
Section No.: 14-00089-00-SW
Project No.: CMM-4003(290)
Job No.: C-91-238-14
County: Cook

**STONE AVENUE METRA STATION CMAQ PEDESTRIAN ACCESS IMPROVEMENTS
PHASE I ENGINEERING SERVICES
VILLAGE OF LA GRANGE**

EXHIBIT A

SCOPE OF SERVICES

PROJECT UNDERSTANDING:

The work included in the Project consists of completing Preliminary Engineering (PE I) for CMAQ funded pedestrian access improvements to the Stone Avenue Metra Station as detailed in the Stone Avenue Metra Station Area Access Improvements Report dated May 2012.

Recommendations from the report to be incorporated into Project include:

- 1) Widen sidewalk east of Brainard Avenue leading from the Railroad crossing south to Burlington Avenue.
- 2) Install pedestrian barrier along both sides of Brainard to direct pedestrian movements.
- 3) Include a pedestrian crossing on Hillgrove Avenue at Stone Avenue.
- 4) Remove existing stairway, ramp, and planter box from north side platform to provide for additional motor vehicle and bicycle parking.
- 5) Install permanent stairs for north side platform access in location to be determined.
- 6) Extend fencing along north side platform to direct pedestrian movements.
- 7) Relocate "kiss-n-ride" location away from Hillgrove Avenue at Stone Avenue intersection to east end of station area and upgrade ramp to meet current ADA requirements.
- 8) Improve ADA access along sidewalks and bike paths within the Metra Station site.
- 9) Add sidewalk along Burlington Avenue from Brainard to Metra Station.

Additional items to be requested for additional CMAQ scope and funds include:

- 10) Bicycle parking shelter.
- 11) Additional bicycle parking along Hillgrove Avenue from existing bicycle parking area to north side of platform shelter.
- 12) Relocate newspaper boxes from bike parking area pedestrian paths.
- 13) Preliminary Engineering (Phase II) and Construction Engineering.

The Project will utilize federal funding and be processed through the IDOT District 1 Bureau of Local Roads and Streets. Preliminary Engineering (PE I) will be funded locally through grant funds.

SCOPE OF SERVICES:

1. PROJECT INITIATION AND DATA COLLECTION

- *Data Collection:* Obtain, review, and evaluate the following information provided by the Village for use in design:
 - Utility Atlases
 - Existing Roadway Plans
 - Aerial Photography
 - ROW, GIS and property data
 - Existing Metra Station site Plans
- *Field evaluation:* Perform a field evaluation of the condition of existing site conditions. Estimate quantities of pavement repair. Collect and record all necessary field data for roadway, drainage, and utility. Observe and photograph the project area and immediate surroundings in order to identify readily apparent physical conditions and patterns of use.
- *Agency Coordination:* Coordinate with permitting agencies to identify and define requirements.
- *Utilities:* Contact J.U.L.I.E. for potentially impacted utility companies and obtain available data of record indicating locations of underground utilities.
- *Topographic Survey:* Perform topographic survey within the project limits at 100-foot intervals. State plane coordinates and NAVD 88 will be used for horizontal and vertical controls. Collect photographs along the project route to assist with design drawings and exhibits. Field locate existing property corners and obtain recorded documents to determine the limits of existing right of way.
- *Prevailing Wage:* It is not anticipated that the topographic survey services will require Prevailing Wage for Survey Worker to be paid to technicians performing the work. In the event it is determined that the design topographic survey is covered work under the Illinois Prevailing Wage Act (820 ILCS 130), the Engineers will negotiate an equitable increase in compensation with the Owner to meet the requirements of the Act.
- No additional right-of-way or easements are anticipated. Work to complete Plat of Easement or Plat of Dedication is not included.

2. PRELIMINARY DESIGN AND ALTERNATIVE ANALYSIS

- *Preliminary Geometric Design:* Determine the preferred geometric layout for sidewalks and pedestrian paths throughout the Project. Identify design constraints including clear zone, obstructions, drainage limitations, and potential design exceptions. Prepare horizontal and vertical alignments and cross sections to be incorporated into Phase I report. Determine diagonal parking configuration adjacent to north side platform and coordinate design variance with IDOT and FHWA.

3. ENVIRONMENTAL COORDINATION AND PERMITTING

- *Environmental Survey:* Prepare the Environmental Survey Request Form and related exhibits. Submit to IDOT to determine potential environmental impacts. Biological, Archeological, and Historical surveys will be performed by the State. Special Waste screenings will be completed by Baxter & Woodman and summarized in a *Preliminary Environmental Site Assessment (PESA)*.
- *Preliminary Environmental Site Assessment (PESA):* Environmental Regulatory Records Review: A computer search of Federal, State, Tribal, and local government agency records will be performed to determine if the Site or adjacent properties are included within the selected regulatory databases. Based on the results of this query, the Site and its surrounding properties shall be evaluated for recognized environmental concerns (REC). Queries shall be performed, but not be limited to, the following regulatory databases:
 - National Priority List (NPL) of Hazardous Waste Sites;
 - Hazardous Waste Treatment, Storage, Disposal Facilities (TSDF);
 - Underground Storage Tank or Leaking Underground Storage Tank Locations (UST/LUST);
 - Sanitary Landfill and Solid Waste Sites (SL/SWS);
 - State Hazardous Waste Sites (SHWS);
 - CERCLIS sites; and
 - Small and Large Quantity Hazardous Waste Generators (RCRIS-SQG/LGG).
- *Report Preparation:* Prepare a letter report summarizing the activities and results of the assessment. The report will include pertinent documentation to support the screening results of the assessment. It will also include a conclusions section that will summarize the evaluated conditions based on the limited information collected.

Report findings that require further site investigation as required by IDOT requirements are not included in this proposal.

- *Railroad:* Coordinate with Burlington North Santa Fe Railroad (BNSF) and Metra on concurrence of Project as required by IDOT.

4. MEETINGS AND PUBLIC INVOLVEMENT

- *Meetings:* The following meetings are anticipated for this Project:
 - LA (3) (Kickoff, Preliminary, Pre-final)
 - Permit Agencies (1)
 - IDOT (3) (Kickoff, Coordination, FHWA)
- *Meetings:* No public involvement is anticipated for this Project.

5. PROJECT DEVELOPMENT REPORT

- *Phase I Documentation:* Prepare and submit Phase I documentation as required for anticipated processing as Categorical Exclusion Group I with no report. Exhibits required as Phase I documentation required by IDOT include:
 - 1) Plan and profile sheets for pedestrian accommodations
 - 2) Concurrence from Metra and BNSF Railroad for proposed improvements

- 3) Local Agency PESA report
- 4) Design Variances

- Complete and maintain an updated funding application (PPI form) with CMAP and West Central Municipal Conference.

6. GEOTECHNICAL REPORT

- Pavement cores, soil borings, structural borings, and topsoil depths will not be obtained for this Project. The design will be based on historical performance of the pavement and structures and field inspection recommendations.

7. MANAGE PROJECT

- Plan, schedule, and control the activities that must be performed to complete the project including budget, schedule, and scope. Coordinate with the Village and project team to incorporate Village goals into final Project. Prepare and submit monthly invoices and coordinate invoices from sub-consultants.

SERVICES BY OTHERS

See attached Proposal for Professional Architectural Services – Phase I from Legat Architects.

I:\Chicago\LAGRV\140184 - Stone Ave CMAQ\Contract\Exhibit A_Scope_PE I_09-15-14.doc

VILLAGE OF LA GRANGE, ILLINOIS
 STONE AVENUE METRA CMAQ PEDESTRIAN ACCESS
 SECTION NO.: 14-00089-00-SW

EXHIBIT B

PRELIMINARY ENGINEERING (PHASE I)

Route: STONE AVENUE METRA CMAQ PEDESTRIAN ACCESS
 Local Agency: VILLAGE OF LA GRANGE
 (Municipality/Township/County)
 Section: 14-00089-00-SW
 Project:
 Job No.:

*Firm's approved rates on file with IDOT's Bureau of Accounting and Auditing:	
Overhead Rate (OH)	147%
Complexity Factor (R)	0
Calendar Days	180

Method of Compensation:
 Cost Plus Fixed Fee 1 14.5%[DL + R(DL) + OH(DL) + IHDC]
 Cost Plus Fixed Fee 2 14.5%[DL + R(DL) + 1.4(DL) + IHDC]
 Cost Plus Fixed Fee 3 14.5%[(2.8 + R)DL] + IHDC
 Direct Labor Multiple
 Specific Rate
 Lump Sum

Cost Estimate of Consultant's Services in Dollars

Element of Work	Employee Classification	Man-Hours	Payroll Rate	Payroll Costs (DL)	Overhead*	Services by Others	In-House Direct Costs (IHDC)	Profit	Total
PROJECT INITIATION AND DATA COLLECTION									
DATA COLLECTION	ENGINEER I	8	\$24.95	\$200	\$294			\$72	\$566
	SR ENGINEER I	8	\$41.74	\$334	\$491		\$100	\$134	\$1,059
FIELD EVALUATION	ENGINEER I	8	\$24.95	\$200	\$294			\$72	\$566
AGENCY COORDINATION	SR ENGINEER II	8	\$46.07	\$369	\$542	\$13,222		\$132	\$14,265
	ENGINEER I	8	\$24.95	\$200	\$294			\$72	\$566
UTILITIES	SR ENGINEER II	8	\$46.07	\$369	\$542			\$132	\$1,043
	ENGINEER I	8	\$24.95	\$200	\$294			\$72	\$566
TOPOGRAPHIC SURVEY	CADD TECH IV	4	\$40.34	\$161	\$237			\$58	\$456
	CADD TECH II	60	\$32.11	\$1,927	\$2,833		\$200	\$719	\$5,679
	CADD TECH II	24	\$32.11	\$771	\$1,133			\$276	\$2,180
PRELIMINARY DESIGN AND ALTERNATIVE ANALYSIS									
PRELIMINARY GEOMETRIC DESIGN	SR ENGINEER II	8	\$46.07	\$369	\$542			\$132	\$1,043
	ENGINEER I	40	\$24.95	\$998	\$1,467			\$357	\$2,822
	CADD TECH II	40	\$32.11	\$1,284	\$1,887			\$460	\$3,631
ENVIRONMENTAL COORDINATION AND PERMITTING									
ENVIRONMENTAL SURVEY REQUEST	ENGINEER I	4	\$24.95	\$100	\$147			\$36	\$283
	CADD TECH II	2	\$32.11	\$64	\$94			\$23	\$181
PRELIMINARY ENVIRONMENTAL SITE ASSESSMENT (PESA)	SR ENGINEER II	8	\$46.07	\$369	\$542	\$400		\$132	\$1,443
	ENGINEER I	4	\$24.95	\$100	\$147			\$36	\$283
RAILROAD COORDINATION	ENGINEER I	4	\$24.95	\$100	\$147			\$36	\$283
	CADD TECH II	2	\$32.11	\$64	\$94			\$23	\$181
MEETINGS AND PUBLIC INVOLVEMENT									
MEETINGS	SR ENGINEER II	16	\$46.07	\$737	\$1,083		\$100	\$278	\$2,198
	ENGINEER I	4	\$24.95	\$100	\$147			\$36	\$283
PROJECT DEVELOPMENT REPORT									
PHASE ONE DOCUMENTATION	SR ENGINEER II	8	\$46.07	\$369	\$542		\$100	\$147	\$1,158
	ENGINEER I	24	\$24.95	\$599	\$881			\$215	\$1,695
	CADD TECH II	8	\$32.11	\$257	\$378			\$92	\$727
MANAGE PROJECT	SR ENGINEER IV	8	\$62.01	\$496	\$729		\$100	\$192	\$1,517
	SR ENGINEER II	24	\$46.07	\$1,106	\$1,626		\$173	\$421	\$3,326
TOTALS		348		\$ 11,843	\$ 17,407	\$ 13,622	\$ 773	\$ 4,355	\$ 48,000

In-House Direct Costs:
 VEHICLE EXPENSES - TRAVEL 1576 MILES @ \$0.56/MILE = \$773
 PRINTING / REPRODUCTION / SHIPPING = \$0

Services by Others:
 Legat Architects \$13,222
 Environmental Sub-consultant \$400

September 15, 2014

VIA email

Mr. Tom Slattery
Transportation Engineer
Baxter & Woodman
8430 West Bryn Mawr Avenue, Suite 400
Chicago, IL 60631

Re: Village of La Grange – Stone Avenue Metra Station CMAQ Renovations
Architect's Project Number: IN14-0010
Proposal to Provide Professional Architectural Services – Phase I – Revision #2

Dear Tom:

Legat Architects ("Architect") is pleased to have the opportunity to continue to provide professional architectural services to the Village of La Grange as part of the Baxter & Woodman ("Client") team. The purpose of this letter is to confirm our understanding of the scope of work and to identify the professional services to be provided and related fees.

Legat Architects has been working with the Village of La Grange on the renovation of the Stone Avenue Metra Station off and on for over 7 years now, and the resulting project is soon to have all construction completed. During the construction phase, the Village was able to procure a grant for CMAQ improvements from the Chicago Metropolitan Agency for Planning (CMAP). This grant will be administered through the Illinois Department of Transportation (IDOT). The RTA applied for the funding, and the project will be controlled by the Village.

For this project, it has been determined that Legat Architects will join Baxter and Woodman's team and provide all required architectural services. All civil and site design, structural, mechanical, electrical and plumbing engineering will be led by Baxter and Woodman. We understand that preliminary engineering for the project will have to be completed in two phases, and therefore this proposal is for Phase I Engineering services only.

1.0 Project:

1.1 Village of La Grange – Stone Avenue Metra Station CMAQ Renovations.

2.0 Project Parameters:

2.1 Project Objective: The purpose of this project is for additional amenities for the Stone Avenue Station that were not able to be included in the previous project due to funding limitations. Work includes, but is not limited to, the design and construction of the lower portion of the outbound platform structure, to include additional parking and pedestrian accommodations at the outbound platform, a roofed bike shelter on the site to compliment the style of the station, as well as other related sitework. The detailed scope is being developed by Baxter and Woodman.

2.2 Project Activities (Phase I):

2.2.1 Kick-Off Meeting #1 to identify project goals, timelines, and program needs. Baxter & Woodman will prepare meeting minutes from this meeting.

Mr. Tom Slattery
Baxter and Woodman
Proposal to Provide Professional Architectural Services
September 15, 2014 – Revision #2
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- 2.2.2 One (1) Conceptual Architectural Site Plan showing the location of the new bicycle shelter as well as a new design for the lower portion of the outbound platform.
- 2.2.3 One conference call with the Village to discuss the Conceptual Architectural Site Plan. Any potential changes to the site plan will be developed in the next task, or in the site plan, which is to be developed by Baxter & Woodman. Baxter & Woodman will prepare meeting minutes and any comments from this meeting.
- 2.2.4 Creation of a set of Conceptual Architectural Drawings consisting of:
 - One (1) floor plan for the bicycle shelter – 1/4" scale.
 - One (1) floor plan for the outbound platform – 1/4" scale.
 - One (1) exterior elevation of the bicycle shelter – 1/4" scale.
 - One (1) exterior elevation of the outbound platform – 1/4" scale.
- 2.2.5 One (1) Meeting with the Village and Baxter & Woodman to review the Conceptual Architectural Drawings.
- 2.2.6 Refinement to the Conceptual Design drawings based on comments from the Village and Baxter and Woodman.
- 2.2.7 Electronic submission of the Conceptual Design drawings to the Village and Baxter & Woodman.
- 2.2.8 One (1) Estimate of Probable Cost of the project components designed by Legat Architects, based on square foot costs.
- 2.2.9 Monthly project invoicing (2 months).
- 2.3 Physical Parameters: The project shall occur at the existing Stone Avenue Station site.
- 2.4 Budget Parameters: The total available CMAQ construction fund programmed with CMAP is \$385,000.00. It is understood that this amount will be confirmed prior to moving into any future Phase II design work.
- 2.5 Time Parameters: All Phase I design work shall be complete within two (2) months of the Notice to Proceed.
- 2.6 Project Delivery Method: N/A for Phase I.

3.0 Architect's Scope of Service:

Mr. Tom Slattery
Baxter and Woodman
Proposal to Provide Professional Architectural Services
September 15, 2014 – Revision #2
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- 3.1 Legat Architects proposes to complete the scope of professional architectural services in accordance with the basic services outlined in the Village of La Granges' typical contract.
- 3.2 Services excluded from this Agreement include detailed take-off cost estimating, the preparation of Issued for Construction documents, Phase II design work, and the preparation of record (as-built) documents.
- 3.3 If there are any specific tasks requested but not described within this proposal, these tasks will be performed at the same hourly rates as the current scope of work. No additions to the scope of work will be made by Legat Architects without a signed proposal for additional services by the Village.

4.0 Deliverables:

- 4.1 As described within this proposal.

5.0 Schedule:

- 5.1 A schedule will be developed with the Client and the Village at the beginning of the project.

6.0 Compensation:

- 6.1 The Client will compensate the Architect on a Time and Material basis using the Schedule of Billable Rates attached as Exhibit C. The estimated fee for services is \$13,222.00. This does not include reimbursable expenses as described below.
- 6.2 Reimbursable Expenses will be at actual costs and will include reproduction costs for drawings or deliverables, postage and delivery charges, mileage and other similar project specific requests.

7.0 Client's Responsibilities:

- 7.1 The Client will designate a representative authorized to act on the Client's behalf with respect to the Project. The authorized representative will render decisions in a timely manner pertaining to documents submitted by the Architect in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

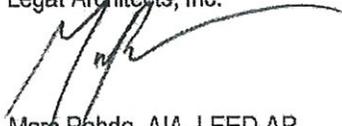
8.0 Miscellaneous Provisions:

- 8.1 Estimates of Probable Cost will be completed by referencing several sources, including active construction projects involving Legat Architects, R.S. Means Construction Cost Data, and historical construction information. A final Estimate of Probable Cost will be completed when the conceptual drawings are 95% complete.

Mr. Tom Slattery
Baxter and Woodman
Proposal to Provide Professional Architectural Services
September 15, 2014 – Revision #2
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If you have any questions regarding this proposal, please contact me at your earliest convenience.

Sincerely,
Legat Architects, Inc.



Marc Rohde, AIA, LEED AP
Project Manager

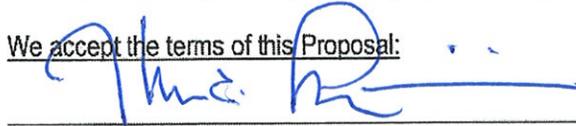
MCR/MR

ATTACHEMENTS Exhibit "C"

CC Andrianna Peterson, Village of La Grange
Cindy Hopkins, Legat Architects

ACCEPTANCE An agreement with Legat Architects, Inc. may be initiated by completing of the acceptance block below and returning one copy of this proposal to Legat Architects, Inc.

We accept the terms of this Proposal:



SIGNATURE

Thomas E. Livingston

NAME

Village President, Village of La Grange

TITLE

September 22, 2014

DATE

VILLAGE OF LA GRANGE, ILLINOIS
 STONE AVENUE METRA CMAQ PEDESTRIAN ACCESS
 SECTION NO.: 14-00089-00-SW

LEGAT ARCHITECTS, INC.
 9/15/2014

EXHIBIT C

PRELIMINARY ENGINEERING

Route: STONE AVENUE METRA CMAQ PEDESTRIAN ACCESS
 Local Agency: VILLAGE OF LA GRANGE
 (Municipality/Township/County)
 Section: 14-00089-00-SW
 Project:
 Job No.:

*Firm's approved rates on file with IDOT's Bureau of Accounting and Auditing:	
Overhead Rate (OH)	159%
Complexity Factor (R)	0
Calendar Days	180

Method of Compensation:
 Cost Plus Fixed Fee 1 14.5%[DL + R(DL) + OH(DL) + IHDC]
 Cost Plus Fixed Fee 2 14.5%[DL + R(DL) + 1.4(DL) + IHDC]
 Cost Plus Fixed Fee 3 14.5%[(2.8 + R)DL] + IHDC
 Direct Labor Multiple
 Specific Rate
 Lump Sum

Cost Estimate of Consultant's Services in Dollars

Element of Work	Employee Classification	Man-Hours	Payroll Rate	Payroll Costs (DL)	Overhead*	Services by Others	In-House Direct Costs (IHDC)	Profit	Total
CONCEPTUAL DESIGN PLANS									
Kick-Off Meeting #1	Staff Architect 1	4	\$54.64	\$219	\$349			\$78	\$646
	Associate Architect	4	\$33.95	\$136	\$217			\$49	\$402
Once Conceptual Architectural Site Plan	Staff Architect 1	4	\$54.64	\$219	\$349			\$78	\$646
	Associate Architect	8	\$33.95	\$272	\$434			\$97	\$803
	Intern Architect 1	8	\$23.98	\$192	\$306			\$69	\$567
Conference Call to discuss Site Plan	Staff Architect 1	1	\$54.64	\$55	\$88			\$20	\$163
	Associate Architect	1	\$33.95	\$34	\$54			\$12	\$100
Conceptual Architectural Design Drawings	Staff Architect 1	4	\$54.64	\$219	\$349			\$78	\$646
	Associate Architect	16	\$33.95	\$543	\$866			\$194	\$1,603
	Intern Architect 1	20	\$23.98	\$480	\$766			\$172	\$1,418
Conceptual Architectural Review Meeting #2	Staff Architect 1	4	\$54.64	\$219	\$349			\$78	\$646
	Associate Architect	4	\$33.95	\$136	\$217			\$49	\$402
Refinement of Conceptual Design Drawings	Staff Architect 1	4	\$54.64	\$219	\$349			\$78	\$646
	Associate Architect	8	\$33.95	\$272	\$434			\$97	\$803
	Intern Architect 1	8	\$23.98	\$192	\$306			\$69	\$567
Electronic submission of Conceptual Drawings	Staff Architect 1	1	\$54.64	\$55	\$88			\$20	\$163
	Associate Architect	1	\$33.95	\$34	\$54			\$12	\$100
Estimate of Probable Construction Cost	Staff Architect 1	8	\$54.64	\$437	\$697			\$157	\$1,291

	Associate Architect	8	\$33.95	\$272	\$434			\$97	\$803
Monthly Project Invoicing (2 months)	Staff Architect 1	2	\$54.64	\$109	\$174			\$39	\$322
	Business	6	\$27.37	\$164	\$262			\$59	\$485
TOTALS		124		\$ 4,478	\$ 7,142	\$ -	\$ -	\$ 1,602	\$ 13,222

In-House Direct Costs:

VEHICLE EXPENSES - TRAVEL XXXX MILES @ \$0.565/MILE =

PRINTING / REPRODUCTION / SHIPPING =

Actual Costs

Actual Costs

Actual Costs

Services by Others:

NONE

\$0