

INSTRUCTIONS TO COMPLETE PROPOSAL EXHIBITS

**Exhibits must be submitted in alphabetical order. It is recommended, however, to complete them in this order:
A, C-1, C-2, C-3, D, E, H, B, F, G**

General:

- Many areas of the exhibits are locked to protect the integrity of the worksheet formulas. All locations that are editable are underlined in red.

Information Sheet:

- Complete the information at the top of the sheet (Project Number, Consultant Name and Proposal Date). This information will be carried forward to all the exhibits automatically.

Exhibit A: Estimated Task Work Hours

- Insert the year in the Months of Year section of each Exhibit A sheet that will be used. (Row 7 of sheet 1)
- Identify all the tasks to be completed and list them in the task column.
- Identify the hours per task per month.
- Use as many sheets as necessary. The sheets continue down the page (up to 20 sheets). Page numbers populate automatically.
- Total of all work hours listed on Exhibit A appears on the top (Row 5, Column N) of the first page of Exhibit A.
- Total of all work hours listed on Exhibit A must match the total number of hours listed on Exhibit C-2.

Exhibit B: Fee Calculations

- Total Work Hours is imported from Exhibit C-2.
- Average Hourly Rate is imported from Exhibit C-2.
- Total Direct Labor is calculated automatically.
- Enter allowable multiplier for the project.
- Direct Regular Salary Times Multiplier calculates.
- Total Direct Costs is imported from Exhibit C-2 (Overtime Premium) and Exhibit D.
- Total Services by Others is imported from Exhibit H and H (Continued).
- List value of identified Additional Services by Prime Consultant if any.
- Additional Services by Subconsultants, if applicable, is entered by Prime consultant.
- Total Additional Services calculates automatically.
- Maximum Allowable Fee calculates.

Exhibit C-1: Payroll Classification Escalation Table

Parameters:

Escalation is limited to 3% per year.

One raise date per year.

Instructions to complete the Exhibit:

- Cell K6: Contract term in number of months. The duration of the contract in months can be determined from a properly completed Exhibit A. (Ex: 8/1/13 through 12/31/14 would be 17 months) The last month should be the month you entered hours on the Exhibit A
- Cell K7: Scheduled start date is the first month entered from the Exhibit A
- Cell K8: The date of the first annual raise to be given by your company. (Ex: 1/1/14)
- Cell C14: This cell is locked. The start date of the contract is linked to Cell K7, the “Scheduled Start Date”.
- Cell E14: Enter the month/day/year before the scheduled date of the first raise given by your company in Cell C14. If raises are effective on 1/1/14, enter 12/31/13.
- Fill in as many remaining pairs of cells in row 14 and 25 as required based on the contract duration (see Exhibit A). The pair of Cells G14 & I14 should represent a full year (unless the contract duration ends in less than one year from the effective date of the raises) starting with the scheduled raise date. The final period can be less than 12 months. No period can be greater than 12 months.
- In Cells C16 through S16, and C27 through S27 fill the number of months represented by the dates in the pairs of cells directly above in row 13.
- The escalation factor is automatically calculated and carries forward to Exhibit C-2.

Exhibit C-2: Direct Labor Classification Man-hours and Rates

- In Column A, use the drop down box by clicking in the appropriate cell in Column A, select:
 - “Yes” for classifications that are eligible for premium overtime.
 - “No” for classifications that are not eligible for premium overtime.
- Columns B through F: Column B lists all Tollway Classifications that may participate in the contract work with the corresponding Tollway minimum hourly rate (column D) and Tollway maximum hourly rate (column E). Fill in the average hourly rate in Column F ONLY for those classifications expected to be assigned to this project. This is the average hourly rate negotiated between the consultant and the Tollway or the employees in that classification times their rates divided by the number of employees of that classification. The average hourly rate must fall within Tollway Minimum and Maximum hourly rates, not to exceed \$70/hour.
- In Column G, the escalated average hourly rate per classification will calculate automatically (average hourly rate * escalation factor from exhibit C-1) (limited to a maximum of \$70 per hour).

- In Column H, list the estimated work hours per classification where there is an average hourly rate entered.
- Total Estimated Work Hours, Average Hourly Rate and Total Direct Labor amounts calculate at the top of the sheet. (total estimated work hours in column H must match Exhibit A).
- Total estimated work hours and average hourly rate will be brought forward to Exhibit B automatically to calculate the total direct labor.

Exhibit C-2: Direct Cost Premium Overtime

- In Column J: the escalated overtime premium rate will auto populate for any classification identified in Columns A as eligible for overtime premium.
- In Column K: List the estimated number of overtime hours per classification.
- The Total Estimated Overtime Hours, Average Premium Overtime Rate and Total Overtime will calculate automatically.
- Total overtime will be brought forward to Exhibit B automatically to be included in the Direct Cost calculation.
- Total Estimated O/T Work Hours, Average Premium O/T Hourly Rate and Total O/T Premium amounts calculate at the top of the sheet.

Exhibit C-3: Direct Labor Employee Classification List

- Columns A & E: Column A lists all Tollway Classifications that may participate in the contract work with the corresponding Tollway range per hour in column E (do not delete any Tollway Classification).
- In Column C: Enter your specific company classification that corresponds to column A for those classifications expected to participate in the contract work. The Tollway classifications selected should match those in Exhibit C-2.
- In Column D: Enter the employee name(s) that fall(s) under your company classification (using the employee name shown on your company payroll).
- Key personnel must be listed as identified in the Statement of Interest (SOI).

Exhibit D: Reimbursable Direct Costs

- Calculate mileage, vehicle days, allowable direct costs and itemized direct costs outside of the proposal exhibit documents to produce an amount for total direct costs.
- If there are no itemized costs, write “None” under heading C, “Direct Cost Category”.
- In Cell H36, input the total estimated combined amount for all direct costs (vehicles, mileage, allowable direct costs and itemized direct costs).

Exhibit E: Key Project Personnel

- List all key personnel and attach resume for each.
- Key personnel must be listed as identified in the Statement of Interest (SOI).

Exhibit F: Scope of Services

- List scope of services in text box.

Exhibit G: Current Obligations for Projects

- Remember to include the contract number and the consultant's name when you complete these exhibits.

Exhibit H: Services by Others

- Summarize totals for each M/W/DBE subconsultant. Each subconsultant of any tier must submit Exhibits A-H (Cont) to support the summary. Totals and percentages will calculate. This includes the M/W/DBE percentage of the total fee.

Exhibit H (continued): Services by Others (Continued)

- Summarize totals for each non-M/W/DBE and VOSB subconsultants. Each subconsultant of any tier must submit Exhibits A-H (Cont) to support the summary
- Totals will calculate.