

Request for Proposals

Oshtemo Township Downtown Development Area Traffic Planning/Engineering Study

Date of Issuance:	April 8, 2014
Pre-Proposal Written Questions Due:	April 15, 2014
Response to Pre-Proposal Questions:	April 25, 2014
Proposal Due Date and Time:	May 5, 2014 - 4:00 p.m.
Oral Presentations, if Held:	May 12-15, 2013

Contact Person:

Jonathan Start, Executive Director
Kalamazoo Area Transportation Study
5220 Lovers Lane, Suite 110
Kalamazoo, MI 49002

Telephone: (269) 343-0766
Email: jrstart@katsmpo.org

I. General Information

A. Purpose

This Request for Proposal (RFP) provides interested consultants with specific information to prepare and submit a proposal containing two-parts. The first part is to complete a traffic planning/engineering study to assess traffic patterns and impact on pedestrians with potential new road connections in the Oshtemo Downtown Development Area in Oshtemo Township, Kalamazoo County. The Oshtemo Downtown Development Authority and Oshtemo Township want to see if new road connections to 9th Street south of Stadium Drive for both eastbound and westbound traffic will reduce congestion, improve pedestrian movement, and improve access to some property in the Downtown Development Area of Oshtemo.

The second part of this RFP is to complete a study of the most appropriate non-motorized routes and connections within and through the DDA area to build upon the non-motorized facility network in the Township and neighboring jurisdictions (Texas Township and Cities of Kalamazoo and Portage).

B. Type of Contract

The contract will be a lump sum contract with prices identified for the two parts to begin on or around **June 1, 2014** and continue until satisfactorily completed. The study start time may be deferred until September 1, 2014 to allow data gathering when area schools are in session. If a contract is entered into as a result of this RFP, it will include all necessary information as required in the Scope of Work.

C. Issuing Office

This RFP is issued by the Kalamazoo Area Transportation Study. All inquiries and requests for information must be submitted to the Project Manager:

***Jonathan Start, Executive Director
Kalamazoo Area Transportation Study
5220 Lovers Lane, Suite 110
Kalamazoo, MI 49002
(269) 343-0766 telephone
email : jrstart@katsmpo.org***

Verbal inquiries or requests for information shall not be made of any staff. Any attempt on the part of any consultant or any of its employees, agents or representatives to contact staff with respect to this RFP, other than as described above, may lead to disqualification.

D. Submission of Proposals

Send one original (unbound) and 4 copies (bound) of the technical proposal to the issuing office by proposal due date and time, as indicated on page 1 of this RFP. The pages must be numbered consecutively, e.g., 1, 2, 3, etc. No other distribution of the proposals will be made by the consultant or his agent.

Send one original and one copy (both unbound) of the price proposal, separate from the technical proposal, in a sealed envelope clearly marked, **Price Proposal**, with the consultant's name identified on the front of the envelope. Continue the consecutive page numbering from the last page of the technical proposal, e.g., 3, 4, 5. The instructions and format for the price proposal are attached. In the price proposal identify total cost for each of the two parts of the study individually and then totaled.

Proposals must be signed by an authorized agent to bind the consultant to its provisions. The proposal must remain valid for a period of at least 120 days from the due date of submission.

E. Addenda to the RFP

If it becomes necessary to revise any part of the RFP, addenda will be provided by the issuing office to all consultants who request the RFP.

F. Pre-Proposal Questions

All questions related to the meaning or interpretation of this RFP shall be submitted in writing only by the date and time specified on page 1 of this RFP. You will be provided a copy of all the questions and answers to all consultants who requested an RFP.

G. Oral Presentations

Consultants who submit a proposal may be requested to make an oral presentation of their proposal. This presentation will provide an opportunity for the consultant to clarify their proposals.

H. Cost Liability

The Kalamazoo Area Transportation Study assumes no responsibility or liability for costs incurred by any prospective consultant prior to the signing of a contract by all parties. No work shall be started on this study until a notice to proceed is issued in writing by the Kalamazoo Area Transportation Study.

I. News Releases

Any news release(s) pertaining to this RFP or the services, study, data or project to which it relates will not be made without prior written Kalamazoo Area Transportation Study approval, and then only in accordance with the explicit written instructions from Kalamazoo Area Transportation Study.

J. Disclosure

All information in a consultant's proposal and any contract resulting from this RFP is subject to disclosure under the provisions of the Freedom of Information Act, 1976 Public Act No. 442, as amended, MCL 15.231, et seq.

K. Acceptance of Proposal Content

The contents of the proposal of the successful consultant shall become contractual obligations if a contract ensues. Failure of the successful consultant to accept these obligations may result in cancellation of the award.

L. Independent Price Determination

A proposal will not be considered for award if the price in the proposal was not arrived at independently without collusion, consultation, communication, or agreement as to any matter relating to such prices with any other bidder or with any other competitor.

The consultant must include a certified statement in the proposal certifying that the price was arrived at without any conflict of interest as described in the paragraph above. Should a conflict of interest be detected any time during the contract, the contract shall be null and void and the consultant shall assume all costs of this project until such time as a new consultant is selected.

II. Background

A two-part study is desired: circulation for vehicles and non-motorized users.

Vehicular Circulation

Oshtemo Township Downtown Development Authority, in partnership with the Kalamazoo County Road Commission and Kalamazoo Area Transportation Study, desires to calm, reduce congestion and volume of traffic in the Downtown Development Authority Area (9th Street-Stadium Drive area particularly), improve pedestrian ability to cross the street at the intersections, and open up rear acreage of 9th Street and Stadium Drive parcels by establishing alternate routes for motorists to reach 9th Street south of Stadium Drive from both eastbound and westbound Stadium Drive per the Township's Form Based Code Regulating Plan. This plan's Illustrative Street Plan is included for the consultant's information. It is intended to be used for general information. The study being considered in this RFP will look at the impacts of possible connections from westbound and eastbound Stadium Drive to southbound 9th Street on congestion, safety, pedestrian movement and property access from such connections. The number and location of the connections can change from those shown in the Illustrative Street Plan.

The purpose of the study is to comprehensively study traffic situations and issues within the DDA, with a particular focus to develop traffic simulations that would illustrate the benefits and impacts associated with alternate routes for southbound 9th Street motorists coming from both eastbound and westbound Stadium Drive. The study should document existing conditions, document the assumptions for the future scenarios, develop and analyze the future scenarios, and identify the impacts associated with future roadway operations. Study should also identify right-of-way necessary for future roadway(s) working with Township staff and the Oshtemo Downtown Development Authority as to land ownership in the study area.

In addition, the study in part two will look at the most appropriate non-motorized connections between the DDA area and the existing and proposed non-motorized network in Oshtemo Township as well as in the adjoining communities such as Texas Township, Kalamazoo, and Portage.

Details are outlined in the Scope of Work.

Non-Motorized Circulation

Oshtemo Township, in partnership with the Kalamazoo County Road Commission and Kalamazoo Area Transportation Study, is interested in a non-motorized circulation study. The goal of the study is to determine appropriate non-motorized routes and connections within and through the village area, both to facilitate non-motorized circulation within the DDA and to build upon the non-motorized facility network in the Township and neighboring jurisdictions (Texas Township, City of Portage, and City of Kalamazoo).

Details are outlined in the Scope of Work.

III. Scope of Work

Vehicular Circulation

Existing conditions would be documented by gathering traffic counts at key intersections and roadways in the study area as well as evaluating operations at the key intersections. Existing roadway and intersection geometrics would be gathered. A simulation model would be developed that represents the current AM, mid-day and PM peak hour conditions in the study area. This model would be calibrated to match existing conditions based on actual field data collected as part of the project.

A high-level operations analysis to examine the impact of constructing new links in the roadway network, recommended turn lanes and traffic signal locations and phasing, should be included. The operations analysis should also include an assessment to determine what modifications could be made to existing access arrangements including driveway consolidations and closures while still providing reasonable access to all parcels.

Both the traffic forecasts and the recommended operations analysis would be submitted to the Kalamazoo County Road Commission, Kalamazoo Area Transportation Study and Oshtemo Township on behalf of the Oshtemo Downtown Development Authority for review and approval. Once the traffic forecasts and operations analysis are approved, a simulation model will be prepared that represents what traffic conditions would be like for the future scenario – at both the 9th Street-Stadium Drive intersection and intersections of new alternate route(s) with the main roadways.

A final report will be prepared that summarizes the findings of the study regarding the impact of the recommendations on circulation, congestion, safety, pedestrians, and property access. The consultant will be expected to meet with the project team and/or Oshtemo Township on behalf of the Oshtemo Downtown Development Authority at least four times during the study. These meetings would include but not be limited to, an initial meeting, two progress meetings, and a final presentation meeting. These meetings may be combined with required meetings for the non-motorized circulation part of this study if the consultant so desires. Any additional meetings that the consultant considers to be necessary for the successful completion of this study shall be included in the technical proposal and in the price proposal.

Non-Motorized Circulation

Existing non-motorized facilities and conditions would be documented by gathering information from existing maps and plans and field observations. The selected consultant will evaluate potential routes and connections to recommend future non-motorized facility routes and type within the study area and to connect existing and planned facilities to existing and planned local and regional facilities surrounding the study area.

The DDA worked with a landscape architecture consultant in 2010 to develop a Streetscape Master Plan. This plan includes proposed improvements to sidewalks. This new research should coordinate with this report.

The non-motorized system could be proposed within existing or proposed right of ways, or within a separate, non-motorized right of way network.

A final report will be prepared that summarizes the findings of the study regarding recommended routes, connections and facility type(s). The consultant will be expected to meet with the project team and/or Oshtemo Township at least three times during the study. These meetings would include but not be limited to, an initial meeting, a progress meeting, and a final presentation meeting. These meetings could be combined with the meetings called for in the vehicular circulation portion of this study. Any additional meetings that the consultant considers to be necessary for the successful completion of this study shall be included in the technical proposal and in the price proposal.

IV. Information required from the Consultant

A. Technical Proposal

Provide a description of the methodology, work product, and schedule for completing each element of the scope of work. A proposal should be prepared simply and economically, providing a straightforward, concise description of the consultant's ability to meet the requirements of the RFP. Fancy bindings, colored displays, promotional material, and similar ornamental features should not be included. Emphasis should be on completeness and clarity of content.

Business Organization

State the full name and address of your organization and, if applicable, the branch office or subordinate element that will perform or assist in performing the work. Indicate whether you operate as an individual, partnership or corporation. If as a corporation, include the state in which you are incorporated. Include your firm's Federal Identification Number.

Consultant Qualifications and Prior Experience

Include as a part of your proposal a brief statement concerning the recent experience of the persons from your firm who will be actively engaged in the proposed effort. Do not include corporate experience unless persons who will work on this project participated in that experience.

In addition to specific technical capabilities required of the consultant to perform this project, it is desired that the consultant project manager have detailed knowledge and experience of the state and federal financing and highway program delivery procedures and the ability to coordinate with the Kalamazoo Area Transportation Study, the Michigan Department of Transportation (MDOT), the Kalamazoo County Road Commission, Oshtemo Charter Township, and other appropriate agencies and individuals.

Key Personnel

Specific background information on key individuals who will be assigned to the project team must be included. The background information on these individuals should emphasize their experience relative to project requirements. The proposed key personnel must be the personnel assigned to the project. Key people are defined as those people whose qualifications and experience are essential to providing quality services. The project team means the personnel assigned by the consultant and the subconsultant(s) who are responsible for the completion of the services.

The contract for this project will contain a provision that the consultant may not replace key people without prior written approval from the Kalamazoo Area Transportation Study. A violation of this provision will be considered a breach of the contract, and the Kalamazoo Area Transportation Study may terminate the contract.

Project Management

The Consultant Project Manager must be readily accessible to the Kalamazoo Area Transportation Study personnel. Response to this RFP should include a proposal to address and clarify all aspects of project administration, quality assurance, variation and change control, contract deliverables, budget and cost control, schedule control, and internal/external coordination.

The Kalamazoo Area Transportation Study Project Manager shall be the official Kalamazoo Area Transportation Study contact person for the consultant. The consultant must either address or send a copy of all project correspondence to the Kalamazoo Area Transportation Study Project Manager. This includes all verbal contact records. The Kalamazoo Area Transportation Study Project Manager shall be made aware of all communications regarding this project.

The consultant will update the Kalamazoo Area Transportation Study Project Manager on a monthly basis with a progress report that clearly reflects progress, timeliness, and budget. The consultant will attend any project-related meetings as directed by the Kalamazoo Area Transportation Study Project Manager.

The consultant will maintain a project record which includes a history of significant events (changes, comments, etc.) which influenced the development of the research report and receipt of information.

The consultant shall notify the Kalamazoo Area Transportation Study Project Manager whenever discoveries or new information has the potential to require changes in the scope, limits, quantities, or costs of the project.

Project Schedule and Staff Allocation

Provide a detailed project plan that shows the milestones and deliverables. Include the number of hours allocated for each staff person for each task for the duration of the contract.

Authorized Negotiators

Include the names and telephone numbers of your organization's personnel authorized to negotiate the proposed contract with Kalamazoo Area Transportation Study. In the event that this proposal, and the subsequent negotiations lead to a contract you will be asked to provide a written verification that the person signing the contract is authorized to do so. If this will require a meeting of the Board of Directors or the Partners of your firm, you should begin arrangements so that the contract will not be delayed.

Subconsultants

All subconsultants must be identified and are subject to approval by Kalamazoo Area Transportation Study and the Michigan Department of Transportation. Qualifications and background information is required as specified in the AKey Personnel@ section of this RFP.

The contract for this project will contain a provision requiring prior written approval to sublet any of the services. If the amount to be sublet is \$25,000 or more, the proposed subcontract must be submitted to the Kalamazoo Area Transportation Study for MDOT's review and approval prior to execution.

B. Price Proposal

Instructions and format for the Price Proposal are attached. The price proposal must be submitted apart from the technical proposal in a sealed envelope clearly marked, APrice Proposal. The price proposal will only be opened for the highest scoring technical proposal. After the contract is awarded, the other price proposals will be returned. The price proposal shall include as separate prices the derivation of costs for part one and part two for this proposal. The price proposal shall clearly allow reviewers to see what the costs for the vehicular circulation portion and the non-motorized part of the study are.

Please note, if you are selected and to prevent contract delays, your current financial information, including labor rates, overhead computations, and financial statements if overhead rate is not audited, must be on file with the Michigan Department of Transportation's Office of Commission Audit. This information must be on file for the prime consultant and all subconsultants.

V. Proposal Evaluation and Award Criteria

All proposals received by the deadline shall be subject to an evaluation by the Project Manager, assisted by representatives of the Kalamazoo Area Transportation Study and others as deemed appropriate for the purpose of selecting the consultant with whom a contract will be executed. Proposals must be complete and responsive to all sections of the RFP. Proposals which do not fulfill all program requirements or omit any of the proposal contents as described in the RFP may be rejected.

The Kalamazoo Area Transportation Study reserves the right to award by item, part or portion of an item, group of items, or total proposal, and to reject any and all proposals in whole or in part if the best interest of the Kalamazoo Area Transportation Study will be served.

The proposals will be evaluated based on a two-step process. The first step will involve an evaluation of each consultant's technical proposal, using the selection criteria below. The top ranked consultants may be asked to make an oral presentation as a part of this step. The second step will involve reviewing the price proposal for the consultant with the highest technical score from the first step. If the Kalamazoo Area Transportation Study determines that the price proposal of the consultant with the highest technical score is unreasonable, negotiations will commence. If agreement cannot be reached, then the price proposal for the next highest technical score will be reviewed. This evaluation process will continue until a recommendation of award can be made in the best interest of the Kalamazoo Area Transportation Study.

The criteria and the percentage of their importance in making the selection are as follows:

- A. **METHOD OF APPROACH: 30 Percent.** This refers to the technical soundness of the consultant's stated approach to the project, the comprehensiveness of the proposed approach, and the techniques to be used.

- B. **UNDERSTANDING THE PURPOSE: 15 Percent.** A determination will be made of the consultant's understanding of the project purpose and goals as presented in the RFP. Evaluation will be based on the data presented in the consultant proposal, and the approach and allocation of time on specific tasks. Consultants should feel free to suggest other requirements and problems that may have been overlooked.
- C. **CAPABILITY AND QUALIFICATIONS: 20 Percent.** Evaluate the ability of a prospective consultant to meet the terms of the RFP relative to having a consulting team with the qualifications needed to successfully complete the project. Qualifications of professional personnel assigned to the project, as specified in the proposal, including subconsultants, will be measured by both education and experience, with particular reference to experience on projects similar to that described in the scope of work. The consultant's professional and project staff who work on the project must be the same staff identified in the proposal. Subconsultants must be approved by MDOT.
- D. **ORIGINALITY OR INNOVATIVENESS OF PROPOSALS: 15 Percent.** This RFP generally outlines the work activities and products expected by the Kalamazoo Area Transportation Study. A factor in the selection of a firm, in addition to terms in A through C above, is any innovative approach that goes beyond the suggested scope of work. It must be shown how this will be accomplished within the time limits.
- E. **COOPERATIVE WORK EXPERIENCE: 10 Percent.** This covers the prospective consultant's experience working as a cooperative team with other consultants and public agencies. Qualifications of professionals assigned will be measured by experience on past projects within a cooperative team environment.
- F. **SCHEDULE: 10 Percent.** We will evaluate the clarity and adequacy of the detailed project plan and the ability of the consultant to appropriately allocate staff to the identified tasks.

Price Proposal Instructions

Please submit the Price Proposal in a separate envelope clearly marked “PRICE PROPOSAL”. The consultant’s name should be identified on the front of the envelope.

The Price Proposal shall be divided into parts, as follows:

1. Vehicular Circulation Portion of Study Derivation of Cost - Prime Consultant
2. Vehicular Circulation Portion of Study Derivation of Cost - Sub-Consultant(s)
3. Non-motorized Circulation Portion of Study Derivation of Cost - Prime Consultant
4. Non-motorized Circulation Portion of Study Derivation of Cost - Sub-Consultant(s)

Derivation of Cost – Prime Consultant:

Attached is a sample layout for the prime consultant's proposed costs. These costs are broken out into direct labor, overhead, direct costs, fixed fee, and concluding with a total estimated cost.

Direct Labor - Indicate each labor classification, the estimated hours for that classification, the related hourly rate for that classification, and the dollar total for that classification. At the bottom of the Direct Labor portion of the sheet, indicate the total hours and dollars for direct labor.

Overhead - Indicate the overhead rate being applied against direct labor. At the right, indicate the total overhead in dollars that results from the multiplication of the rate times the direct labor cost shown on this page.

Direct Expenses - List the direct expenses with a brief description of the expense and the actual cost of the purchase of that item. Indicate the total of these direct expenses at the bottom right of this portion of the sheet.

Fixed Fee - Indicate the fixed fee percentage for this project. This fee is to be applied against direct labor and overhead only, not against direct expenses. At the right, indicate the total of this calculation.

Subtotal Prime Consultant - At the bottom of the page, indicate the sum of the direct labor, overhead, direct expenses and fixed fee as calculated on this page for the Prime Consultant.

Subconsultant Total(s) - List the total estimated costs for each subconsultant, if any. Each subconsultant must also have a separate page itemizing these costs.

Total Estimated Costs - Indicate the sum of the total estimated costs for the prime consultant and all subconsultants.

Derivation of Cost - Sub-Consultant (s):

Use the attached sample layout for the subconsultant(s) proposed costs. A separate sheet for derivation of costs must be submitted for each subconsultant in the same manner as described above for the prime consultant.

FEDERAL IDENTIFICATION NUMBER:

Provide the Federal I.D. Number of the Prime Consultant and the Subconsultant(s).

DERIVATION OF COST PROPOSAL

PRIME CONSULTANT NAME

Federal ID #00-000000

VEHICULAR CIRCULATION PORTION OF STUDY

ESTIMATED DIRECT LABOR

Estimated	Estimated	x	Hourly	=	Labor
<u>Classification</u>	<u>Person-hours</u>		<u>Rate</u>		<u>Costs</u>
ABC Position	0,000		\$00.00		\$00,000.00
DEF Position	0,000		\$00.00		\$00,000.00
 Total Estimated Hours	 <u>00,000</u>				 Total Estimated Labor <u>\$ 000,000.00</u>

ESTIMATED OVERHEAD

\$000,000.00 x 000.00%= (Total Estimated Labor)	Total Overhead	<u>\$ 000,000.00</u>
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ESTIMATED DIRECT EXPENSES

(Listed by Item at Estimated Actual Cost to you - NO MARKUP)

Expense #1		\$ 00,000.00
Expense #2		\$ 0,000.00
Expense #3		\$ 000.00
	Total Direct Expenses	<u>\$ 00,000.00</u>

FIXED FEE

\$0,000,000.00 x 00% (Total Estimated Labor + Overhead)	Total Fixed Fee	<u>\$ 000,000.00</u>
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SUBTOTAL - PRIME CONSULTANT	<u>\$00,000,000.00</u>
(Sum Totals: Labor, Overhead, Direct Expenses, Fixed Fee)	

Total ABC Subconsultant	\$ <u>000,000.00</u>
Total DEF Subconsultant	\$ <u>000,000.00</u>

TOTAL ESTIMATED COSTS	<u>\$00,000,000</u>
(Sum Totals: Prime & Subs)	

DERIVATION OF COST PROPOSAL

SUB-CONSULTANT NAME

(Submit a separate page for each Sub-consultant)
Federal ID #00-000000

VEHICULAR CIRCULATION PORTION OF STUDY

ESTIMATED DIRECT LABOR

Estimated	Estimated	x	Hourly	=	Labor
<u>Classification</u>	<u>Person-hours</u>		<u>Rate</u>		<u>Costs</u>
ABC Position	0,000		\$00.00		\$00,000.00
DEF Position	0,000		\$00.00		\$00,000.00
Total Estimated Hours	<u>00,000</u>				Total Estimated Labor <u>\$ 000,000.00</u>

ESTIMATED OVERHEAD

\$000,000.00 x 000.00%= (Total Estimated Labor)	Total Overhead	<u>\$ 000,000.00</u>
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ESTIMATED DIRECT EXPENSES

(Listed by Item at Estimated Actual Cost to you - NO MARKUP)

Expense #1		\$ 00,000.00
Expense #2		\$ 0,000.00
Expense #3		\$ 000.00
	Total Direct Expenses	<u>\$ 00,000.00</u>

FIXED FEE

\$0,000,000.00 x 00% (Total Estimated Labor + Overhead)	Total Fixed Fee	<u>\$ 000,000.00</u>
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TOTAL ESTIMATED COSTS \$00,000,000
(Sum Totals: Labor, Overhead, Direct Expenses, Fixed Fee)

DERIVATION OF COST PROPOSAL

PRIME CONSULTANT NAME
Federal ID #00-000000

NON-MOTORIZED CIRCULATION PORTION OF STUDY

ESTIMATED DIRECT LABOR

Estimated	Estimated	x	Hourly	=	Labor
<u>Classification</u>	<u>Person-hours</u>		<u>Rate</u>		<u>Costs</u>
ABC Position	0,000		\$00.00		\$00,000.00
DEF Position	0,000		\$00.00		\$00,000.00
 Total Estimated Hours	 <u>00,000</u>				 Total Estimated Labor <u>\$ 000,000.00</u>

ESTIMATED OVERHEAD

\$000,000.00 x 000.00%= (Total Estimated Labor)	Total Overhead	<u>\$ 000,000.00</u>
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ESTIMATED DIRECT EXPENSES

(Listed by Item at Estimated Actual Cost to you - NO MARKUP)

Expense #1		\$ 00,000.00
Expense #2		\$ 0,000.00
Expense #3		\$ 000.00
	Total Direct Expenses	<u>\$ 00,000.00</u>

FIXED FEE

\$0,000,000.00 x 00% (Total Estimated Labor + Overhead)	Total Fixed Fee	<u>\$ 000,000.00</u>
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SUBTOTAL - PRIME CONSULTANT (Sum Totals: Labor, Overhead, Direct Expenses, Fixed Fee)	<u>\$00,000,000.00</u>
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Total ABC Subconsultant	<u>\$ 000,000.00</u>
Total DEF Subconsultant	<u>\$ 000,000.00</u>

TOTAL ESTIMATED COSTS (Sum Totals: Prime & Subs)	<u>\$00,000,000</u>
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DERIVATION OF COST PROPOSAL

SUB-CONSULTANT NAME

(Submit a separate page for each Subconsultant.)

Federal ID #00-000000

NON-MOTORIZED CIRCULATION PORTION OF STUDY

ESTIMATED DIRECT LABOR

Estimated

<u>Classification</u>	<u>Estimated Person-hours</u>	x	<u>Hourly Rate</u>	=	<u>Labor Costs</u>
ABC Position	0,000		\$00.00		\$00,000.00
DEF Position	0,000		\$00.00		\$00,000.00
 Total Estimated Hours	 <u>00,000</u>				 Total Estimated Labor <u>\$ 000,000.00</u>

ESTIMATED OVERHEAD

\$000,000.00 x 000.00%= (Total Estimated Labor)	Total Overhead	<u>\$ 000,000.00</u>
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ESTIMATED DIRECT EXPENSES

(Listed by Item at Estimated Actual Cost to you - NO MARKUP)

Expense #1		\$ 00,000.00
Expense #2		\$ 0,000.00
Expense #3		\$ 000.00
	Total Direct Expenses	<u>\$ 00,000.00</u>

FIXED FEE

\$0,000,000.00 x 00% (Total Estimated Labor + Overhead)	Total Fixed Fee	<u>\$ 000,000.00</u>
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TOTAL ESTIMATED COSTS \$00,000,000
(Sum Totals: Labor, Overhead, Direct Expenses, Fixed Fee)