

TASK ORDER NO. 1

(ON-CALL CONSTRUCTION MANAGEMENT FOR HBP FUNDED BRIDGE PROJECTS)

THIS TASK ORDER is made and entered into this _____ day of _____, 2020, by and between the COUNTY OF LAKE, hereinafter referred to as COUNTY, and MGE ENGINEERING, INC., On-Call Construction Management Firm for HBP Funded Bridge Projects, hereinafter referred to as CONSULTANT:

WITNESSETH:

WHEREAS, COUNTY has entered into a Master Agreement dated July 14 2020, with CONSULTANT to perform construction management and inspection services for HBP funded bridge projects, including project management and coordination, environmental compliance, right of way coordination, construction engineering, materials validation, labor compliance, and construction inspection; and,

WHEREAS, COUNTY desires CONSULTANT to perform specific services under the said Master Agreement,

NOW, THEREFORE, IN CONSIDERATION OF the covenants and agreements herein set forth, it is hereby agreed:

1. This Task Order supplements said Master Agreement, and the terms of said Master Agreement apply hereto.

2. Project

The project covered by this Task Order:

- **Clayton Creek Road at Clayton Creek Bridge Replacement
Federal Project No. BRLO-5914(077)**

3. Scope of Work

The scope of work covered by this Task Order is described in Exhibit "A" and includes the following tasks:

- a. Project management and coordination.
- b. Surveying and mapping.
- c. Environment compliance.
- d. Right of way coordination.

- e. Construction engineering.
- f. Materials validation.
- g. Labor compliance.
- h. Construction inspection.
- i. Project closeout.

4. Compensation

As full compensation for all work or services to be provided by CONSULTANT hereunder, COUNTY shall make payments to CONSULTANT at the times and in accordance with the procedures set forth in the Master Agreement. The total fee for the project will be a lump sum amount of **Three Hundred Two Thousand Two Hundred Forty Eight Dollars and Ninety Eight Cents (\$302,248.98)**, not to be exceeded without prior approval of COUNTY. Payments shall be made on a percent completed basis based upon satisfactory documentation of work completed. Documentation shall be submitted to COUNTY along with each invoice summarizing the work performed and justifying the percentage completion. Any additional services will be paid on a time and expense basis according to the fee schedule provided in Exhibit "A".

5. Time of beginning and Completion of Services

Work shall begin no later than five (5) calendar days after CONSULTANT's receipt of a COUNTY issued Notice to Proceed for the assigned Task Order. CONSULTANT shall perform services within the times or by the dates provided in Exhibit "A", except that, if applicable, the schedule may be adjusted to reflect any delay in issuance of the Notice to Proceed, or other delay factors not subject to CONSULTANT control.

COUNTY and CONSULTANT have executed this Agreement on the day and year first written above.

COUNTY OF LAKE:

CONSULTANT:

Chair, Board of Supervisors

H. Fred Huang, President

ATTEST:
CAROL J. HUCHINGSON
Clerk of the Board of Supervisors

APPROVED AS TO FORM:
ANITA L. GRANT
County Counsel

By: _____

By: Anita L Grant

EXHIBIT "A"

FOR

TASK ORDER NO. 1

TO

**MASTER AGREEMENT FOR ON-CALL CONSTRUCTION MANAGEMENT SERVICES
FOR REPLACEMENT OR REHABILITATION OF VARIOUS HBP-FUNDED BRIDGES
IN LAKE COUNTY, CALIFORNIA**



7415 Greenhaven Drive • Suite 100 • Sacramento, CA 95831

TEL (916) 421-1000 • FAX (916) 421-1002

June 22, 2020

Lake County Department of Public Works
255 N. Forbes Street, Rm 309
Lakeport, CA 95453
Attn: Mr. Steven Phillips, Construction Project Manager

Subject: Construction Management Services Proposal
Clayton Road at Clayton Creek Bridge Replacement, Lake County, California

Dear Mr. Phillips:

MGE Engineering, Inc. (MGE) is providing this proposal and fee estimate for construction management services for the subject project. MGE understands that the County intends to issue a Task Order for this project under the current 2020 Master Agreement for Construction Management and Inspection Services. MGE understands that the County desires to construct the improvements beginning approximately August 2020. We are committed to performing these services with construction expected to be completed before January 2021, and full project closeout (including as-builts) by March 2021.


It is understood that the project consists of replacing the existing 28-foot long concrete girder bridge with a 47.5-foot-long cast-in-place (CIP) reinforced concrete slab bridge at the same location. In addition, the creek channel will be modified to correct alignment with the new bridge. Construction will temporarily impact 0.049-acre stream bed and permanently impact 0.012-acre stream bed.

Attached are MGE's proposed scope of services, schedule, and cost estimate for the project. The scope of services is based on our team's experience with, and understanding of similar projects and review of available information.

Please do not hesitate to call Joe Siemers, MGE's Project Manager, should you have any questions regarding the information included herein. He can be reached at (916) 421-1000 or via cell (530) 446-4536. MGE appreciates the opportunity to support the County to deliver this project.

Sincerely,

MGE Engineering



H. Fred Huang, PE
President

Attachments:

Scope of Services
Schedule
Cost Proposal

**Clayton Creek Road at Clayton Creek Bridge Replacement Project, Lake County
Construction Management and Inspection Services**

Scope of Services

This Scope of Services below is based on MGE's understanding of the specific process to be used in providing Construction Management services for the Clayton Creek Road at Clayton Creek Bridge Replacement Project.

TASK 1 Project Management and Coordination

Task 1.1 Project Initiation

MGE will prepare and conduct a pre-construction conference. Topics of discussion will include: outline of project specifics, project administration procedures, labor compliance, equal employment opportunity, record keeping, State and Federal safety laws, DBE involvement, use of local businesses and subcontractors, environmental requirements including Storm Water Pollution Prevention, utility issues, traffic control issues, safety problems, etc. This meeting will establish a cooperative (partnering) attitude between MGE, field staff, the County, and the Contractor.

Deliverables: Meeting agendas, materials (graphics, visual aids and other presentation items), and minutes

Task 1.2 Coordination

1.2.1 Point of Contact – MGE will develop a list of individuals as points of contact for maintaining liaison and coordination throughout the project.

1.2.2 Project Data and Forms – MGE will utilize the Caltrans Field Office File Category System, with any modifications the County may find necessary. Should the files need to be changed for any reason MGE will obtain previous acceptance from the County.

1.2.3 Project Title and Descriptions – In reference to the project in any forms or formal written materials, MGE will use the project title of: Clayton Creek Road at Clayton Creek Bridge Replacement Project. In e-mails and on forms with restricted space, MGE will use the short project description of: Clayton Creek Road Bridge Replacement.

1.2.4 Project Coordination with County – MGE will coordinate with the County through phone conversations, emails, written memoranda, fax, meetings, etc.

1.2.5 Project Work Plan – MGE will develop, maintain, and implement a detailed work plan that includes project goals and objectives, roles and responsibilities, a communication plan, project controls, scope and deliverables, schedule and budget, and a Quality Control Plan. The Project Work Plan will include project authority, communications, and project documentation including:

<ul style="list-style-type: none"> • Project organization • Meetings • Communications management • Preparation of management reports • Clarifications and contract interpretations of specifications (RFIs) • Submittals and shop drawings • Design modifications • Change orders • Schedule management • Claims management • Testing and testing documentation 	<ul style="list-style-type: none"> • Progress pay estimate preparation • Inspection and inspection reporting • Defective work correction • Record drawings • Complaint and community relations procedures • Safety • Photo and video documentation • Certified payroll review, DBE compliance, and labor compliance • Preparation of documents as needed for Federal, State, and local funds • Special inspections
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1.2.6 Project Schedule and Budget Management – MGE will provide the following:

- **Project Schedule** – MGE will obtain a project schedule from the Contractor. The Project Schedule will include the Contractor's internal Quality Control process and designated County reviews of submitted documents. MGE will update the Project Schedule as necessary, review, monitor, and document changes to the Contractor's schedule.
- **Budget Management, Cost Control, and Progress Payments** - MGE will maintain and manage our team's schedule, budget and subconsultant contracts. MGE will monitor project funding, financing, and budgets. MGE will review the Engineer's estimates, contract item payments, material quantities, and change order

Clayton Creek Road at Clayton Creek Bridge Replacement Project, Lake County Construction Management and Inspection Services

payments. MGE will review the Contractor's payment requests, verify pay items, and prepare payment documentation for execution by the County.

Deliverables: cash flow reports, budget reports, cost estimate reviews

1.2.7 Daily paperwork – MGE will prepare all daily paperwork required under Caltrans guidelines and submit daily. MGE will develop a system for organizing, tracking, filing, and managing paper/electronic correspondence including letters, information requests, submittals, contracts, reports, O&M manuals, progress payments, and change orders. All project files will be maintained according to procedures established by the County and will include:

- Daily observation of construction work and job site safety. MGE will notify the County in advance of any significant activities to permit their participation. (Note: Contractor will be responsible for all construction staking).
- A photo record for the project site and adjacent properties to document preconstruction conditions including a photo log and descriptions of the work being recorded, date and time.

Deliverables: paper files, electronic files, correspondence logs, suspense lists

1.2.8 Records Filing System - MGE will develop a project records filing system based on the Caltrans Construction Manual. Project records will include Contractor budget control measures (including itemized accounting of each contract item) and a Contractor payment schedule. Project files will be kept up-to-date and will be monitored by the Construction Manager. Files will contain records for materials testing, survey verification, schedule reviews, and permit monitoring.

1.2.9 Records Maintenance - MGE will:

- Receive and process Contractor-developed material, plan, and Requests for Information (RFI) submittals
- Develop and maintain a log of Contractor-developed submittals
- Review for approval any Contractor-developed submittals for staging, traffic handling, shoring and falsework plans, shop plans, and other Contractor-developed plans
- Maintain records so that the County can successfully negotiate Contractor claims for extra work
- Oversee DCM Group (a subconsultant to MGE) to monitor and audit certified payrolls of the Contractor and their Subcontractor's personnel to verify compliance with all State and Federal laws.
- Conduct required labor compliance interviews in the field.
- Review potential contract change orders (CCO) for contractual and technical merit. Prepare independent cost estimate and schedule analysis of work. Prepare CCO's covering extra work authorized by the County. Negotiate CCO's for County-approved extra work keeping the County fully informed of status. Maintain daily extra work bills, quantity measurements, or such other information as necessary to document payment to the Contractor for the extra work. Maintain change order summary reports.
- Determine pay quantities and prepare monthly progress estimates for County.

1.2.10 Weekly Status Reports - MGE will submit weekly status reports that include all paperwork required by Caltrans. Reports will be sufficiently detailed as evidence of performance and schedule compliance. Reports will communicate interim findings and sufficiently address any difficulties or special problems encountered so remedies can be developed. Submittals will be reviewed by the County's In-charge Inspector. Status reports will include status of services by: task breakdown, problems encountered, percent of services complete as of the date of the progress report and discussion of schedule changes, work products, issues currently being addressed and other items of interest as applicable.

Deliverables: Inspection Daily Diaries, Resident Engineer Diaries, Weekly Statements of Working Days

1.2.11 Invoices – MGE will prepare invoices providing a summary of work, including covered dates of service, and copies of invoices from any subconsultants. Invoices will include the County's project number and consultant agreement number and will be consistent with the Local Assistance Procedures Manual, Chapter 10, Section 10.8 - "Invoicing (or Progress Payments)". MGE will follow Caltrans and County guidelines for submitting invoices.

1.2.12 Issue/Action Item/Decision Log – MGE will develop and maintain a project Issue/Action Item/Decision log.

Clayton Creek Road at Clayton Creek Bridge Replacement Project, Lake County Construction Management and Inspection Services

1.2.13 Site Safety – MGE will review and monitor the Contractor's safety program for compliance with Cal/OSHA and notify the Contractor if unsafe condition is being observed. If the Contractor refuses to rectify unsafe condition, MGE will notify the applicable authority(s). MGE will investigate accidents and make accident reports.

Deliverables to be placed in the Project Records:

- All reports delivered to the In-charge Inspector
- Draft and Final Project Work Plan
- Contractor-developed Project schedule with updates as provided for in County's Contract Documents
- Project LAPM/LAPG Exhibits, as needed
- Monthly invoices and progress reports
- Communication documents (emails, memos, etc.)

Task 1.3 Management Quality Plan

MGE will prepare and implement a plan for Quality Assurance and Quality Control for the Project which will include Quality Control procedures to be used on all deliverables.

Deliverables:

- Draft and Final Quality Assurance Program.
- Quality Review Documentation and certification for all deliverables.

Task 1.4 Project Team Meetings

Weekly Meetings - MGE will schedule, prepare for, and conduct Project Team Meetings with the County and the Contractor weekly to discuss schedule, task progress, and issues to be addressed. Key team members will be present at each team meeting depending on items to be discussed.

Deliverables:

- Meeting agendas
- Meeting materials (graphics, visual aids and other presentation items).
- Updated Issue/Action Item/Decision Log
- Updated Project Schedule
- Meeting minutes

TASK 2 Surveying and Mapping

MGE will verify road alignment, pile locations on each abutment, abutment wall forms, and bridge forms and grades. SHN as a subconsultant to MGE will coordinate with the County's Surveyor for spot verification of the Contractor's staking, layout, and new survey monumentation.

TASK 3 Environmental Compliance

Task 3.1 Permit/Environmental Compliance

MGE will review and enforce requirements stipulated in permits issued by regulatory and environmental agencies per Appendix A of the Special Provisions, Book 1 of 2, Volume 1.

Task 3.2 Storm Water Pollution Prevention Plan (SWPPP)

MGE will insure that the Contractor stays in compliance with the SWPPP by reviewing for approval Contractor-developed SWPPP submittal and by monitoring the approved SWPPP for compliance.

TASK 4 Right of Way

MGE will coordinate with property-owners as needed to ensure that construction activities on or near private property will be carried out in accordance with the plans, specifications and any right-of-way agreements.

TASK 5 Construction Engineering

All Construction Engineering Services to be provided are outlined in this Scope of Services.

TASK 6 Materials Validation

Task 6.1 Materials Testing

SHN (a subconsultant to MGE), and Abe Construction Services (a specialized direct cost service to MGE) will perform all materials testing in accordance with the Construction Contract documents and Caltrans' standards.

Clayton Creek Road at Clayton Creek Bridge Replacement Project, Lake County Construction Management and Inspection Services

Task 6.2 Materials Source Inspection

SHN will perform all materials source inspection services in accordance with the Construction Contract documents and Caltrans' standards.

Deliverables to be placed in the Project Records:

- Copies of all test results
- Source Inspection Quality Management Plan (SIQMP)

TASK 7 Project Construction Closeout

MGE will:

- Perform final observation of the project upon completion and provide written certification of substantial conformity with PS&E.
- Collect all written warranties provided by vendors, manufacturers, and Contractor.
- Compute the final quantities and prepare the final estimate.
- Determine over-runs and under-runs and prepare a report of same with explanation of each.
- Prepare the Final Invoice, Final Detail Estimate, Change Order Summary, Liquidated Damages/Contractors' Claims Report, Materials Certification, Report of Completion, and such other forms and reports as may be required.
- Provide the original set of the project records, including inspections reports, summaries, testing documentation, meeting minutes, RFIs, schedules, correspondence, maps, plans, photo record, shop drawings, submittals, and manufacturers literature. An electronic copy of the project computer files will also be provided.
- Assist the County with post-completion dispute resolution.

Task 7.1 - Project Punch List

MGE will prepare a list of items to be addressed to complete the project, or a "punch list". The punch list will be typed, dated, and show the preparer's name and contact telephone number. Each item will reference the plan sheet number on which the item is drawn, the specifications reference, and the exact shortcoming. In addition, MGE will schedule and conduct a project walk-through with County and Contractor personnel to establish a "punch list" of items of work that are not satisfactory. MGE will assist the County in getting "punch list" items resolved.

Deliverables: Three copies of each punch list

Task 7.2 - As-Built Plans

MGE will coordinate with the Contractor to prepare a set of "as-built" plans. The as-built plans will be provided on the 24"x36" white paper copy provided by the County. All as-built information will be legibly hand-written in indelible red ink. Language will be developed for agreement by the Contractor, MGE and the County for completeness and accuracy. In addition, MGE will obtain from the County, a set of full-size plans to be used as a working set of "as-built" drawings and will note all changes as they occur.

Deliverables: Original as-built plans

County Responsibilities

MGE's understanding is that the following will be provided by the County:

- Provide copies of construction contract documents.
- Processing of Progress Pay Estimates and Final Estimate.
- Appropriate staff available for meetings, site visits, and training.
- Discuss with the Resident Engineer, recommendations made by the Resident Engineer.
- Review Construction Change Orders prior to authorization.
- Process authorized Construction Change Orders, if estimated contract cost increase, for approval by the Board of Supervisors.
- Forward RFIs to the design engineer, and coordinate subsequent discussions amongst the project team, when needed.
- Provide Survey data for Construction Surveys.
- Assist with Biological and Archeological Monitoring and Surveys if permitting agencies become involved.
- Review notifications or letters prepared by the Resident Engineer prior to transmittal.
- Communicate with State and Federal agencies and Communicate with and provide information to the public.

EXHIBIT 10-A
A&E CONSULTANT FINANCIAL DOCUMENT REVIEW REQUEST
Caltrans Division of Local Assistance
(Completed by Local Agencies, One per Contract)
(For New Proposed A&E Consultant Local Agency Contracts of \$150,000 or Greater)
(For Amendments, use only when there are additional subconsultants or changes in ICR)

EMAIL TO:

California State Department of Transportation
 Independent Office of Audits and Investigations
conformance.review@dot.ca.gov

Date: 6-15-2020Federal/State Project No.: BRLO-5914 (077)

Attention: Audit Manager, External Contracts-Local Agencies

Please check one: ☒ New Contract ☐ Amendment ☐ Other _____

A&E Contract No.: _____

Total Contract or Amended amount of \$ _____

Prime Consultant Full Legal Name: MGE Engineering, Inc.The Project Description is: Clayton Road over Clayton Creek Bridge Replacement Construction Management Services, Lake County, CA

Complete below for Prime and all Sub-consultants on this contract.

Consultant's Name	Participation Amount	Category 1, 2, 3, 4, 5	Caltrans ICR Acceptance ID # (if available)
MGE Engineering, Inc.	\$240,216.41	2	D2019-0486
SHN Consulting Engineers & Geologists	\$53,499.61	2	D2019-0444
DCM Group	\$8,532.96	2	L2020-1030

Note: Add pages if necessary.

I verify we received financial documents from the prime and sub-consultants based on the requirements specified in the Exhibit 10-A Checklist.

Name _____ Signature _____

Title _____

Name of Local Agency and Department: _____

Address: _____

Phone No.: _____

**CALTRANS A&I FINANCIAL DOCUMENT REVIEW REQUIREMENTS
FOR ARCHITECTURAL AND ENGINEERING (A&E) CONSULTANTS
ON LOCAL GOVERNMENT AGENCY CONTRACTS**

Requirements for total contract amount equal to or greater than \$150,000.

Local Government Agency must provide the following:

- 1) A&E Consultant Financial Document Review Request Letter (Exhibit 10-A) (a)
- 2) Local Agency and Prime Consultant's Points of Contact

Prime and all sub-consultants must provide the following documents based on their applicable category.

**APPLICABLE ONLY IF NOT
CATEGORY 1, 2, or 3**

Type of Financial Documents and Information for ICR FYE proposed *	CATEGORY 1:	CATEGORY 2:	CATEGORY 3:	CATEGORY 4:	CATEGORY 5:
	Firms with Cognizant Approval Letter for ICR FYE Proposed	Firms with Caltrans Acceptance ID Number for ICR FYE Proposed **	Firms Requesting Safe Harbor Rate (SHR)	Consultant Participation Amount Less than \$150K	Consultant Participation Amount Equal to or Greater than \$150K
Cost Proposals (Examples at Exhibit 10-H1 through 10-H4)	✓	✓	✓	✓	✓
Consultant Annual Certification of Indirect Costs and Financial Management System (Exhibit 10-K)	✓			✓	✓
Indirect Cost Rate (ICR) Schedule with FAR References for Disallowed Costs (b) Note: Prime Consultant must have a CPA Audited ICR Schedule for contracts equal to or greater than \$1M.	✓			✓	✓
Cognizant Approval Letter for the ICR FYE proposed	✓				
Caltrans' ICR Acceptance ID #s for ICR FYE proposed **		✓			
AASHTO Internal Control Questionnaire (ICQ) Appendix B (c)					✓
Post Closing Trial Balance (d)					✓
Prevailing Wage (PW) Policy for PW work (e)	✓	✓	✓ ***	✓	✓
Safe Harbor Rate Documents:					
Consultant Certification of Eligibility of Contract Costs and Financial Management System (Attachment 1R)			✓		
When applicable, additional documents may be requested:					
Prior Year ICR Schedule					
Supplemental Reconciliation Schedule (to tie the proposed ICR Schedule to the Trial Balance) (d)					
Chart of Accounts					
Income Statement (d)					
Uncompensated Overtime Adjustments (f)					
Vacation/Sick Policy					
Bonus Policy					
Executive Compensation Analysis (ECA) (d)					
Related Party Rent Analysis (d)					
Vehicle, Equipment, and Other Direct Costs Schedules (d)					

* *ICR FYE = Indirect Cost Rate Fiscal Year End. Items on this checklist may not be all inclusive. A&I reserves the right to request additional documents as deemed necessary.*

** *Caltrans ICR Acceptance ID # is an identification number issued by Caltrans upon review and acceptance of consultant's indirect cost rate(s) schedule for a specific fiscal year. This ID # can be referenced for use on future contracts using the same FYE ICR.*

*** *Firms using SHR can be reimbursed for the prevailing wage deltas either as an Other Direct Cost or as an Overhead/Indirect Cost - refer to A&I's PW Interpretive Guidance on <http://fig.dot.ca.gov/resources/gentrainmod.html>*

(a) *Local Agencies are required to complete Exhibit 10-A and include all applicable required documents upon submission.*

(b) *See Table 8-1 of the AASHTO Audit Guide for a listing of common unallowable costs.*

For financial document packages received between January 1, 2019 to June 30, 2019, the 2017 FYE ICR could be submitted if the FYE 2018 ICR is not available. For financial document packages received between July 1, 2019 to December 31, 2019, the 2018 ICR must be submitted.

(c) *Go to AASHTO website @ audit.transportation.org, for Appendix B-Internal Control Questionnaire*

(d) *Accounts and balances must match costs proposed on the ICR schedule.*

(e) *Consultants performing Prevailing Wage (PW) work are required to provide written PW Policy. The policy must specify their accounting method for treatment of delta base and delta fringe. Refer to A&I's PW Interpretive Guidance on <http://fig.dot.ca.gov/resources/gentrainmod.html>*

Local Assistance Procedures Manual

EXHIBIT 10-H2
Cost Proposal

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)

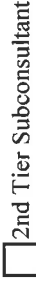
Note: Mark-ups are Not Allowed

Consultant MGE Engineering, Inc.

Prime Consultant



Subconsultant



2nd Tier Subconsultant

Project No. BRLO-5914 (077) Contract No. Bid No. 20-10 Participation Amount \$ \$ 240,216.41 Date 6/22/2020

For Combined Rate	Fringe Benefit % + General & Administrative %	=	Combined ICR %
	OR		
For Home Office Rate	Fringe Benefit 51.47% + General & Administrative 114.48%	=	Home Office ICR 165.95%
For Field Office Rate	Fringe Benefit 48.62% + General & Administrative 98.02%	=	Field Office ICR 146.64%
	Fee	=	10%

BILLING INFORMATION

CALCULATION INFORMATION

Name/Job Title/Classification ¹	Straight ³	Hourly Billing Rates ² To(1.5x) To(2x)	Effective date of hourly rate From To	Actual or Avg. hourly rate ⁴	% or \$ increase	Hourly range – for Classification only
Joe Siemers, P.E., QSD * Construction Manager	\$ 198.93 \$ 193.71 \$ 203.40 \$ 213.57 \$ 224.24	NA NA NA NA NA	7/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	\$ 68.00 \$ 71.40 \$ 74.97 \$ 78.72 \$ 82.65	0% 5% 5% 5% 5%	Not Applicable
Manouch Mahmoudzadeh, PE ** RE/Struc Rep/Inspector	\$ 185.16 \$ 194.42 \$ 204.14 \$ 214.35 \$ 225.07	\$ 277.75 \$ 291.63 \$ 306.22 \$ 321.53 \$ 337.60	7/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	\$ 68.25 \$ 71.66 \$ 75.25 \$ 79.01 \$ 82.96	0% 5% 5% 5% 5%	Not Applicable
Serop Babakhani** Inspector	\$ 176.35 \$ 185.16 \$ 194.42 \$ 204.14 \$ 214.35	\$ 264.52 \$ 277.75 \$ 291.63 \$ 306.22 \$ 321.53	7/1/2020 1/1/2021 1/1/2022 1/1/2023 1/1/2024	\$ 65.00 \$ 68.25 \$ 71.66 \$ 75.25 \$ 79.01	0% 5% 5% 5% 5%	Not Applicable

Martin Mellroy, PE, PG, CEG* QA/QC & Constructability Reviews	\$ 219.41	NA	NA	7/1/2020	12/31/2020	\$ 75.00	0%	Not Applicable
	\$ 213.65	NA	NA	1/1/2021	12/31/2021	\$ 78.75	5%	
	\$ 224.33	NA	NA	1/1/2022	12/31/2022	\$ 82.69	5%	
	\$ 235.55	NA	NA	1/1/2023	12/31/2023	\$ 86.82	5%	
	\$ 247.33	NA	NA	1/1/2024	12/31/2024	\$ 91.16	5%	

NOTES:

1. 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.
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.

Local Assistance Procedures Manual

EXHIBIT 10-H2
Cost Proposal

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 MGE Engineering, Inc. ☒ Prime Consultant ☐ Subconsultant

Project No. BRLO-5914 (077) Contract No. Bid No. 20-10 Date 6/22/2020

SCHEDULE OF OTHER DIRECT COST ITEMS (Add additional pages as necessary)				
Description of Item	Quantity	Unit	Unit Cost	Total
Mileage Costs	10,920	Mile	0.575	\$6,279.00
Per Diem	90	Day	CT Travel Guide	\$13,590.00
Abe Construction Services, Inc. (CIDH Gamma-Gamma testin	1	LS	5,560	\$5,560
Subconsultant 1: SHN Material Testing Services				\$30,752.22
Subconsultant 2: SHN Survey Verification Services				\$22,682.36
Subconsultant 3: DCM Group Labor Compliance services				\$7,928.95
Subconsultant 4:				
Subconsultant 5:				\$

Note: Add additional pages if necessary.

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. [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: H. Fred HuangTitle *: PresidentSignature : Date of Certification (mm/dd/yyyy): 6/22/2020Email: fhuang@mgeeng.comPhone Number: 916-421-1000Address: 7415 Greenhaven Drive, Suite 100, Sacramento, CA 95831

- * 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.

List services the consultant is providing under the proposed contract:

Construction Management Services for Clayton Creek Road at Clayton Creek Bridge Replacement Project.

	Start Location	End Location	miles	trips	Total
Project Manager	MGE Office	Lower Lake	111	30	3,330
Resident Engineer/Structure Rep	Rancho Cordova	Lakeport	120	38	4,560
	Lower Lake	Lakeport	22	76	1,672
					6,970
Resident Engineer/Structure Rep	MGE Office	Lower Lake	111	4	444
	Lower Lake	Lakeport	22	8	176
					620

Short Term (30 days)

Hotel	\$90/night +\$15 taxes and fees
Breakfast	\$8
Lunch	\$12
Dinner	\$20
Incidentals	\$6
total/day =	<u>\$151</u>

Assume work is between July 15, 2020 to November 23, 2020 (90 working days)

RE/Structure Rep 90*\$151 = \$13,590.00

Grand Total = \$13,590.00

Local Assistance Procedures Manual

Exhibit 10-H1

Cost Proposal

EXHIBIT 10-H1 COST PROPOSAL Page 1 OF 3
COST-PLUS-FIXED FEE OR LUMP SUM OR FIRM FIXED PRICE CONTRACTS
 (DESIGN, ENGINEERING AND ENVIRONMENTAL STUDIES)

Note: Mark-ups are Not Allowed ☐ Prime Consultant ☒ Subconsultant ☐ 2nd Tier Subconsultant

Consultant **SHN Consulting Engineers & Geologist, Inc.**

Project No. BRLO-5914 (077)

Contract No. _____

Date 6/16/2020

DIRECT LABOR

Classification/Title	Name	Hours	Actual Hourly Rate	Total
Principal Surveyor	Tom Herman	8	\$66.95	\$535.60
Project Surveyor	Matt Herman	50	\$50.79	\$2,539.50
Survey Chief*	Matt Herman	30	\$50.79	\$1,523.70
Survey Chief*	Tim Couevas	14	\$27.84	\$389.76
Survey Rodman*	Tim Couevas	30	\$27.84	\$835.20
Non Field Technician	Tim Couevas	24	\$27.84	\$668.16
Survey Rodman*	Kirk Vodopals	7	\$34.00	\$238.00
Non Field Technician	Kirk Vodopals	6	\$34.00	\$204.00
Survey Rodman*	Mike Lyell	7	\$33.00	\$231.00

LABOR COSTS

Total Hours 0

a) Subtotal Direct Labor Costs

\$6,933.92

b) Anticipated Salary Increases (see page 2 for calculation)

\$0.00

c) TOTAL DIRECT LABOR COSTS [(a) + (b)] \$6,933.92

INDIRECT COSTS

d) Fringe Benefits

(Rate: 76.10%)

e) Total Fringe Benefits [(c) x (d)] \$5,276.71

f) Overhead

(Rate: 69.30%)

g) Overhead [(c) x (f)] \$4,805.21

h) General and Administrative

(Rate: 32.40%)

i) Gen & Admin [(c) x (h)] \$2,246.59

j) TOTAL INDIRECT COSTS [(e) + (g) + (i)] \$12,328.51

FIXED FEE

(Rate: 10.00%)

k) TOTAL FIXED FEE [(c) + (j)] x (q) \$1,926.24

l) CONSULTANT'S OTHER DIRECT COSTS (ODC) – ITEMIZE (Add additional pages if necessary)

Description of Item	Quantity	Unit	Unit Cost	Total
Mileage Costs	700	mile	\$ 0.575	\$402.50
Survey Equipment	5	5	\$ 1,000.00	\$1,000.00
Special Deliveries	0	each	\$ 25.00	\$0.00

l) TOTAL OTHER DIRECT COSTS \$1,402.50

m) SUBCONSULTANTS' COSTS (Add additional pages if necessary)

m) TOTAL SUBCONSULTANTS' COSTS \$ -

n) TOTAL OTHER DIRECT COSTS INCLUDING SUBCONSULTANTS [(l)+(m)] \$1,402.50

TOTAL COST [(c) + (j) + (k) + (n)] \$22,591.17

NOTES:

- 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.
- 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.
- 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
\$6,933.92	176	=	\$39.40	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	\$39.40	+	3.5%	=	\$40.78	Year 2 Avg Hourly Rate
Year 2	\$40.78	+	3.5%	=	\$42.20	Year 3 Avg Hourly Rate
Year 3	\$42.20	+	3.5%	=	\$43.68	Year 4 Avg Hourly Rate
Year 4	\$43.68	+	3.5%	=	\$45.21	Year 5 Avg Hourly Rate
Year 5	\$45.21	+	3.5%	=	\$46.79	Year 6 Avg Hourly Rate
Year 6	\$46.79	+	3.5%	=	\$48.43	Year 7 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	100.00%	*	176.0	=	176.0	Estimated Hours Year 1
Year 2	0.00%	*	176.0	=	0.0	Estimated Hours Year 2
Year 3	0.00%	*	176.0	=	0.0	Estimated Hours Year 3
Year 4	0.00%	*	176.0	=	0.0	Estimated Hours Year 4
Year 5	0.00%	*	176.0	=	0.0	Estimated Hours Year 5
Year 6	0.00%	*	176.0	=	0.0	Estimated Hours Year 6
Total	100%		Total	=	176.0	

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	\$39.40	*	176.0	=	\$6,933.92	Estimated Hours Year 1
Year 2	\$40.78	*	0.0	=	\$0.00	Estimated Hours Year 2
Year 3	\$42.20	*	0.0	=	\$0.00	Estimated Hours Year 3
Year 4	\$43.68	*	0.0	=	\$0.00	Estimated Hours Year 4
Year 5	\$45.21	*	0.0	=	\$0.00	Estimated Hours Year 5
Year 6	\$46.79	*	0.0	=	\$0.00	Estimated Hours Year 6
Total Direct Labor Cost with Escalation				=	\$6,933.92	
Direct Labor Subtotal before Escalation				=	\$6,933.92	
Estimated total of Direct Labor Salary Increase				=	\$0.00	Transfer to Page 1

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 x 2% x 5 yrs = \$25,000 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
- 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 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.

Local governments are responsible for applying only cognizant agency approved or Caltrans accepted Indirect Cost Rate(s).

Prime Consultant or Subconsultant Certifying:

Name: Thomas M. Herman Title *: Principal
 Signature : Thomas M. Herman Date of Certification (mm/dd/yyyy): 6/17/2020
 Email: therman@shn-engr.com Phone Number: 707 459-4518
 Address: 335 So. Main St. Willits, CA 95480

*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.

List services the consultant is providing under the proposed contract:

Local Assistance Procedures Manual

Exhibit 10-H1

Cost Proposal

EXHIBIT 10-H1 COST PROPOSAL Page 1 OF 3
COST-PLUS-FIXED FEE OR LUMP SUM OR FIRM FIXED PRICE CONTRACTS
 (DESIGN, ENGINEERING AND ENVIRONMENTAL STUDIES)

Note: Mark-ups are Not Allowed ☐ Prime Consultant ☒ Subconsultant ☐ 2nd Tier Subconsultant
 Consultant **SHN Consulting Engineers & Geologist, Inc.**

Project No. BRLO-5914 (077) Contract No. _____ Date 6/17/2020

DIRECT LABOR

Classification/Title	Name	Hours	Actual Hourly Rate	Total
Non field Technician*	Stephen James	32	\$37.23	\$1,191.36
Materials Testing Reg hours**	Stephen James	44	\$58.53	\$2,575.32
Materials Testing OT hours**	Stephen James	6	\$78.94	\$473.64
Materials Testing DT hours**	Stephen James	4	\$99.36	\$397.44
Non field Technician	Tim Couevas	10	\$27.84	\$278.40
Materials Testing Reg hours**	Tim Couevas	24	\$61.35	\$1,472.40
Materials Testing OT hours**	Tim Couevas	6	\$81.77	\$490.62
Non field Technician	Steve Peckham	4	\$28.76	\$115.04
Materials Testing Reg hours**	Steve Peckham	4	\$67.40	\$269.60

LABOR COSTS

Total Hours 0

a) Subtotal Direct Labor Costs \$6,994.22
 b) Anticipated Salary Increases (see page 2 for calculation) \$0.00
c) TOTAL DIRECT LABOR COSTS [(a) + (b)] \$6,994.22

INDIRECT COSTS

d) Fringe Benefits (Rate: 76.10%) e) Total Fringe Benefits [(c) x (d)] \$5,322.60
 f) Overhead (Rate: 69.30%) g) Overhead [(c) x (f)] \$4,846.99
 h) General and Administrative (Rate: 32.40%) i) Gen & Admin [(c) x (h)] \$2,266.13
j) TOTAL INDIRECT COSTS [(e) + (g) + (i)] \$12,435.72

FIXED FEE (Rate: 10.00%) **k) TOTAL FIXED FEE [(c) + (j)] x (q)]** \$1,942.99

l) CONSULTANT'S OTHER DIRECT COSTS (ODC) – ITEMIZE (Add additional pages if necessary)

Description of Item	Quantity	Unit	Unit Cost	Total
Mileage Costs	3540	mile	\$ 0.575	\$2,035.50
Laboratory Testing	1	1	\$ 7,500.00	\$7,500.00
				\$0.00

l) TOTAL OTHER DIRECT COSTS \$9,535.50

m) SUBCONSULTANTS' COSTS (Add additional pages if necessary)

m) TOTAL SUBCONSULTANTS' COSTS \$ -

n) TOTAL OTHER DIRECT COSTS INCLUDING SUBCONSULTANTS [(l)+(m)] \$9,535.50

TOTAL COST [(c) + (j) + (k) + (n)] \$30,908.44

NOTES:

- 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.
- 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.
- 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
\$6,994.22	134	=	\$52.20	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	\$52.20	+	3.5%	=	\$54.02	Year 2 Avg Hourly Rate
Year 2	\$54.02	+	3.5%	=	\$55.91	Year 3 Avg Hourly Rate
Year 3	\$55.91	+	3.5%	=	\$57.87	Year 4 Avg Hourly Rate
Year 4	\$57.87	+	3.5%	=	\$59.90	Year 5 Avg Hourly Rate
Year 5	\$59.90	+	3.5%	=	\$61.99	Year 6 Avg Hourly Rate
Year 6	\$61.99	+	3.5%	=	\$64.16	Year 7 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	100.00%	*	134.0	=	134.0	Estimated Hours Year 1
Year 2	0.00%	*	134.0	=	0.0	Estimated Hours Year 2
Year 3	0.00%	*	134.0	=	0.0	Estimated Hours Year 3
Year 4	0.00%	*	134.0	=	0.0	Estimated Hours Year 4
Year 5	0.00%	*	134.0	=	0.0	Estimated Hours Year 5
Year 6	0.00%	*	134.0	=	0.0	Estimated Hours Year 6
Total	100%		Total	=	134.0	

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	\$52.20	*	134.0	=	\$6,994.22	Estimated Hours Year 1
Year 2	\$54.02	*	0.0	=	\$0.00	Estimated Hours Year 2
Year 3	\$55.91	*	0.0	=	\$0.00	Estimated Hours Year 3
Year 4	\$57.87	*	0.0	=	\$0.00	Estimated Hours Year 4
Year 5	\$59.90	*	0.0	=	\$0.00	Estimated Hours Year 5
Year 6	\$61.99	*	0.0	=	\$0.00	Estimated Hours Year 6
Total Direct Labor Cost with Escalation				=	\$6,994.22	
Direct Labor Subtotal before Escalation				=	\$6,994.22	
Estimated total of Direct Labor Salary Increase				=	\$0.00	Transfer to Page 1

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 x 2% x 5 yrs = \$25,000 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
- 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 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.

Local governments are responsible for applying only cognizant agency approved or Caltrans accepted Indirect Cost Rate(s).

Prime Consultant or Subconsultant Certifying:

Name: Thomas M. Herman Title *: Principal
 Signature: [Signature] Date of Certification (mm/dd/yyyy): 6/17/2020
 Email: therman@shn-engr.com Phone Number: 707 459-4518
 Address: 335 So. Main St. Willits, CA 95490

*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.

List services the consultant is providing under the proposed contract:

Clayton Creek Bridge Project - Construction Materials Testing

Materials Testing Estimate:

1. **Cast In Place Concrete** (CIDH piles, abutments, wing walls, & Bridge Deck)

*Assuming 8 separate nonconsecutive concrete pours**

a) Mileage	16 trips (8 sample pickups)	\$.575/mile x 1,500 miles	862
b) Concrete cylinder tests		32 (total) at \$25/ each	800
c) Concrete Coarse Aggregate Gradations		8 (total) at \$50/ each	400
d) Concrete Fine Aggregate Gradations		8 (total) at \$60/ each	480
e) Concrete Aggregate Cleaness Tests		8 (total) at \$75/ each	600
f) Concrete Sand Equivalent Tests		8 (total) at \$75/ each	600

Concrete Subtotal (excluding mileage): **2,880**

2. **Structure Backfill and Roadway Embankment** (compaction testing & laboratory testing)

Assuming 10 scheduled trips for structure backfill & Embankment Earthwork testing

a) Mileage	10 trips	\$.575/mile x 1360 miles	782
b) Equipment Charges: Nuclear Gage		\$25/hr. x 20 hours	500
c) Laboratory Charges		(CT 216, CT 217, CT 231, CT 301)	1,375

Subgrade & Fill Subtotal (excluding mileage):: **1,875**

3. **Aggregate Base** (compaction testing and laboratory testing)

Assuming 2 scheduled trips for aggregate base compaction testing

a) Mileage	4 trips	\$.575/mile x 544 miles	313
b) Equipment Charges: Nuclear Gage		\$25/hr. x 4 hours	100
c) Laboratory Charges		(CT 216,217,202,226,301)	885

Aggregate Base Subtotal (excluding mileage): **985**

4. **Hot Mixed Asphalt** (compaction testing)

a) Mileage	1 trip	\$.575/mile x 136 miles	78
b) Equipment Charges: Nuclear Gage		\$25/hr. x 6	150
c) Laboratory Testing		(CT 202,217,301,308,309,375,382)*	1,610

Hot mixed Asphalt Subtotal: **1,760**

*HMA testing estimate is based on current QAP requirements, new Caltrans specifications may require all AASHTO test methods, based on 2018 Caltrans Standard Specifications

Estimated Materials Testing Laboratory Charges Total **\$7,500**

Estimated Travel Expenses Total (mileage) 3540 miles total @ .575/mile **\$2,035**

Local Assistance Procedures Manual

Exhibit 10-H1

Cost Proposal

EXHIBIT 10-H1 COST PROPOSAL Page 1 OF 3

ACTUAL COST-PLUS-FIXED FEE OR LUMP SUM (FIRM FIXED PRICE) CONTRACTS

(DESIGN, ENGINEERING AND ENVIRONMENTAL STUDIES)

Note: Mark-ups are Not Allowed

Prime Consultant

Subconsultant

2nd Tier Subconsultant

Consultant **DCM Group****X**

Project No. _____

Contract No. _____

Date 6/15/2020

DIRECT LABOR

Classification/Title	Name	hours	Actual Hourly R	Total
Project Manager	Victoria Castaneda	14	\$80.00	\$1,120.00
Labor Compliance Officer	Valerie Rameriz	100	\$27.00	\$2,700.00
Document	staff	30	\$21.00	\$630.00
		0	\$0.00	\$0.00
			\$0.00	\$0.00

LABOR COSTS

a) Subtotal Direct Labor Costs

\$4,450.00

b) Anticipated Salary Increases (see page 2 for calculation)

\$0.00

c) **TOTAL DIRECT LABOR COSTS [(a) + (b)]**

\$4,450.00

INDIRECT COSTS

d) Fringe Benefits

(Rate: 29.96%)

e) Total Fringe Benefits [(c) x (d)]

\$1,333.22

f) Overhead

(Rate: 44.36%)

g) Overhead [(c) x (f)]

\$1,974.02

h) General and Administrative

(Rate: 0.00%)

i) Gen & Admin [(c) x (h)]

\$0.00

j) **TOTAL INDIRECT COSTS [(e) + (g) + (i)]**

\$3,307.24

FIXED FEE 10.00%k) **TOTAL FIXED FEE [(c) + (j)] x (q)]**

\$775.72

l) CONSULTANT'S OTHER DIRECT COSTS (ODC) – ITEMIZE (Add additional pages if necessary)

Description of Item	Quantity	Unit	Unit Cost	Total
			\$	\$
			\$	\$
			\$	\$

l) **TOTAL OTHER DIRECT COSTS**

\$0.00

m) SUBCONSULTANTS' COSTS (Add additional pages if necessary)

	\$
	\$
	\$
	\$
	\$
	\$

m) **TOTAL SUBCONSULTANTS' COSTS**

\$ -

n) **TOTAL OTHER DIRECT COSTS INCLUDING SUBCONSULTANTS [(l)+(m)]**

\$0.00

TOTAL COST [(c) + (j) + (k) + (n)]

\$8,532.96

NOTES:

- 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.
- 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.
- Anticipated salary increases calculation (page 2) must accompany.

EXHIBIT 10-H1 COST PROPOSAL Page 2 of 3
ACTUAL COST-PLUS-FIXED FEE OR LUMP SUM (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 \$4,450.00	Total Hours per Cost Proposal 144	=	Avg Hourly Rate \$30.90	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	\$30.90	+	3.5%	=	\$31.98	Year 1 Avg Hourly Rate
Year 2		+		=	\$0.00	Year 2 Avg Hourly Rate
		+		=	\$0.00	
		+		=	\$0.00	
		+		=	\$0.00	
		+		=	\$0.00	

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	100.00%	*	144.0	=	144.0	Estimated Hours Year 1
Year 2	0.00%	*	144.0	=	0.0	Estimated Hours Year 2
Year 3	0.00%	*	144.0	=	0.0	Estimated Hours Year 3
Year 4	0.00%	*	144.0	=	0.0	Estimated Hours Year 4
Year 5	0.00%	*	144.0	=	0.0	Estimated Hours Year 5
Year 6	0.00%	*	144.0	=	0.0	Estimated Hours Year 6
Total	100%		Total	=	144.0	

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	\$30.90	*	144.0	=	\$4,450.00	Estimated Hours Year 1
Year 2	\$0.00	*	0.0	=	\$0.00	Estimated Hours Year 2
Year 3	\$0.00	*	0.0	=	\$0.00	Estimated Hours Year 3
Year 4	\$0.00	*	0.0	=	\$0.00	Estimated Hours Year 4
Year 5	\$0.00	*	0.0	=	\$0.00	Estimated Hours Year 5
Year 6	\$0.00	*	0.0	=	\$0.00	Estimated Hours Year 6
	Total Direct Labor Cost with Escalation			=	\$4,450.00	
	Direct Labor Subtotal before Escalation			=	\$4,450.00	
	Estimated total of Direct Labor Salary Increase			=	\$0.00	Transfer to Page 1

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 x 2% x 5 yrs = \$25,000 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:

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- 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 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.

Local governments are responsible for applying only cognizant agency approved or Caltrans accepted Indirect Cost Rate(s).

Prime Consultant or Subconsultant Certifying:

Name: Victoria Castaneda Title *: Principal

Signature : Victoria Castaneda Date of Certification (mm/dd/yyyy): 15-Jun-20

Email: victoria@dcmgrp.com Phone Number: (916) 443-2100

Address: 333 University Avenue Suite 200, Sacramento, CA 95825

*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.

List services the consultant is providing under the proposed contract:

Labor Compliance Services

Abe Construction Services, Inc.

5111 Doolan Rd Livermore, CA 94551 Phone: 925-944-6363 Fax: 925-476-1588 Email: SA.ACS@ATT.net

May 7, 2020

Estimate for CIDH Pile Testing Services GGL (Gamma-Gamma Logging)

Clayton Creek Bridge
Lake County, Ca

Attn: MGE Engineers
Joe Siemers

Scope: Perform GGL on up to 22 CIDH piles @ 24" x ~28 to 39' (34' average length) with 2 GGL tubes per pile.
Assume 2 mobilizations and 2 reports. One for each bridge side. Assume 6 pile one mob for Abutment 1 side and 16 piles other mob for Abutment 2 & RW side.

QTY.	DESCRIPTION	RATE / UNIT	COST
GGL FIELD TESTING			
16	GGL or CSL field logging charge (Assumed for Abutment 2 side)	\$140.00 /pile	\$2,240.00
1	Minimum daily field charge (If less than 9 piles/day) (Assumed for Abutment 1 side)	\$1,200.00 /day	\$1,200.00
0	Weekend or holiday premium charge	\$400.00 /day	\$0.00
REPORT / ANALYSIS/ ENGINEERING/ ADMIN CHARGES			
2	GGL or CSL Test Report submittals	\$600.00 / each	\$1,200.00
0	Engineer for meetings, standby at site, pile mitigation, safety training, Railroad/train standby	\$200.00 /hr	\$0.00
0	Certified Payroll Reports (If Required)	\$150.00 / each	\$0.00
TRAVEL / MOB EXPENSES			
0	Overnight charge for consecutive test days	\$150.00 /night	\$0.00
2	Equipment Mobilization/vehicle/ travel costs	\$460.00 /trip	\$920.00
Total Estimate			\$5,560.00

Notes & Terms:

- a) At least 7 days notice; the job may then be postponed with 24 hrs notice if necessary without charges.
If we receive less than 7 days notice, additional mobilization expenses may be negotiated.
- b) Standby charge of \$200/ hr will be charged if engineer must wait for access to piles for testing
- c) Working conditions for our engineer which conform with OSHA requirements AND SAFE ACCESS TO PILES
This quote is valid for 90 days.
- d) All PVC inspection tubes **must** be BLOWN DRY PRIOR TO TESTING AND SOUNDED WITH A DUMMY PROBE TO ENSURE THE TUBES ARE CLEAR AND STRAIGHT. THE DUMMY PROBE MUST BE A 54-INCH LONG BY 1.25-INCH PIECE OF STEEL PIPE AND PASS FREELY FROM TOP TO BOTTOM OF EACH TUBE.

Please sign below indicating you accept the above rates and terms and agree to pay in full within 30 days of receipt of invoice. Please return signed quote by fax.

This quote is valid for 90 days.

Company

Date

Print name & title

Signature