

Ohio Department of Transportation Requirements for Consultant Price Proposals

1.01 - General

This document governs proposals for both agreements and modifications.

1.02 - Submittal Requirements

A. Agreements

Submit two (2) paper copies of each price proposal to the Office of Consultant Services, and two (2) copies to the District Deputy Director, or other ODOT office administering the agreement, or as identified in the scope of services.

B. Requests for modification

Submit three (3) copies of each price proposal to the District Deputy Director, or ODOT office that administers the agreement.

C. Revised proposals

Revised proposals resubmitted in total must meet all requirements for original submittal. Include the date of the original proposal in the new transmittal letter and state that the original submittal is void. All revisions to proposals, however small, shall be submitted in accordance with these requirements.

1.03 - Requirements for Price Proposals - Proposal Format

All price proposals must be submitted in the following order and format.

Letter of Transmittal
Table of Contents
Summary of Steps
Proposal Cost Summary
Proposed Labor Rates and Hours
Proposed Overhead and Cost of Money Rates
Non-Labor Direct Cost Summary
Project Narrative
Listing of Subconsultants
Project Schedule
(blue divider)
Appendix A - Scope of Services Documents
(yellow divider)
Appendix B - Subconsultant Proposals
(separated by red dividers)
Appendix C - Other Attachments

Subconsultant proposals must be submitted in this same format. The subconsultant's transmittal letter to the prime consultant must be included.

1.04 - Letter of Transmittal

This letter of transmittal shall be addressed as follows:

For new agreements: Ohio Department of Transportation
 Division of Production Management
 Office of Consultant Services - 1st Floor
 1980 West Broad Street
 Columbus, Ohio 43223

For modifications use the address of the appropriate District or other office.

Include the following information in the reference section of the transmittal letter:

Re: Proposal for Consulting Services
 Agreement No. or Modification of Agreement No.
 County/Route/Section
 PID #

The letter of transmittal must be dated and signed by an officer of the firm and submitted on letterhead. Attach a copy of the letter of transmittal to each copy of the proposal. Include a statement in the letter of transmittal that the prime consultant has reviewed each subconsultant proposal for mathematical accuracy and adherence to the scope of services.

1.05 - Table of Contents

The table of contents must include all items listed in the required proposal format. All pages must be consecutively numbered beginning with the proposal cost summary, excluding the appendices. Each document included in the appendices shall have a separate numbering system.

1.06 – Summary of Steps

This document is available as an electronic file on ODOT's website. This is a summary of Steps as proposed in the Cost Summary.

1.07 - Proposal Cost Summary

This document is available as an electronic file on ODOT's website. In addition to the basic spreadsheet, standard spreadsheets that include task listings etc. for Minor and Major PDP projects and geotechnical services are also included.

A. Information for Use of Spreadsheet

The intent of the spreadsheet(s) is to help guide ODOT and a Consultant in the development of a fair and reasonable fee for a specific project Scope of Services. The generic list was generated from items as outlined in the PDP process (may not be all inclusive). The list can be altered by adding additional activities as needed to comply with the Scope. At **no time** shall activities **be deleted** or re-numbered from this list. It is desired by ODOT to use the list to the greatest extent possible.

Please note, the man-hour breakdown is broken down into two sections. One approach is to establish a blend rate and unit cost for a particular task. The other approach is to detail man-hour categories for a task. Consultants can use either, or in some cases a combination of methods to estimate man-hours. All supporting documentation (how blend rates were established etc..) must be provided.

Consultants must provide anticipated sheet counts in the spreadsheet as appropriate to plan development. Additional information can be provided to the Department that will clarify the basis of estimating the hours.

ODOT does not warrant the formulas of the spreadsheet. It is the Consultant's responsibility to check and verify all cells for accuracy (both in content and formula).

B. Requirement to Submit a Compact Disk (CD)

As a supplement to the proposal, submit the proposal cost summary electronically on CD or thru e-mail distribution in a format compatible with Microsoft Excel. Include all subconsultant proposals on the same CD or e-mail. The consultant's hard copy submitted documents will remain as the official submission of the proposal. The CD or e-mail is submitted for the use and convenience of the Department.

1.07 - Proposed Labor Rates and Hours

Provide a detailed breakdown of the total hours proposed in terms of personnel categories and labor rates. A suggested format is included with the Excel Proposal Cost Summary Sheet.

1.08 - Proposed Overhead and Cost of Money Rates

Provide the basis of estimation for the proposed rates, such as a statement that a prior year or projected rate has been used, or a reference to a recent audit by the Department. Do not submit the audit schedule of values to support the Overhead rate already on file with the Department. Any change of rate with the Department should be submitted to the Office of Audits under separate cover. Subconsultant proposed Overhead and Cost of Money Rates shall be submitted in the same format.

1.09 - Non-Labor Direct Cost Summary

Provide a backup summary of non-labor direct costs that provides documentation of each non-labor direct cost listed in the proposal cost summary.

1.10 - Project Narrative

Project Narrative shall only be provided for non-PDP projects or if additional information is requested or needed to justify hours. For PDP projects proposal supporting narrative should be included in the SOS (see A.4 below)

- A. Agreements - The project narrative shall provide (in the following order):
1. A brief description of the project limits.
 2. A general work description (do not repeat other information that is included in the scope of services).
 3. Project requirements that affect the cost of producing the work, in the same order as the work tasks.
 4. For projects that follow the Department's Project Development Process (PDP), the project narrative shall be included directly in the SOS document. The narrative should clarify the consultant's understanding of the project requirements and explain the costs, especially labor, included in the price proposal. The consultant's narrative should not be limited only to those sections of the SOS that include specific direction from the Department, but should address all aspects of the work. Caution should be taken in not repeating information included in Manuals. **The consultant shall not change the Department's SOS language as provided - only additions to the document are permitted.** The narrative should address any concerns with the Department's language, which must be resolved at a later negotiation.

As part of the negotiation/fee acceptance process, the Department and consultant must resolve any differences concerning the SOS language, and agree to a final document. Any documentation of fee negotiation relevant to the SOS must be added to the document at this time. Upon acceptance by both the Department and the consultant, this "Final" SOS date shall be entered in the appropriate table within Item 1 of the SOS. The Department will then incorporate the "Final" SOS as a contract document.

- B. Modifications - For modifications provide a detailed description of the change in scope of services, a detailed description of the plan elements affected by the change, including changes in project limits, and a description of the state of plan completion at the date of request. The Consultant and ODOT shall revise the original Scope of Services as described in A. above to reflect the agreed revisions to the Scope of Services.

1.11 - Listing of Subconsultants

The prime consultant must provide in his proposal a comprehensive list of all subconsultants proposed to work on the project, including those to be contracted by other subconsultants.

The listing of subconsultants shall be provided in the following format:

<u>Subconsultant</u>	<u>Work Category</u>	<u>Total Amount Proposed</u>	<u>OH%</u>	<u>COM%</u>
X	x	x	x	x
X	x	x	x	x
X	x	x	x	x

Total Subconsultant Amount \$_____

If no subconsultants are proposed, include a statement to that effect.

1.12 - Project Schedule

- A. Agreements - Provide a detailed submittal schedule for all submittals required by the scope of services, relative to the authorization date. Proposed completion schedules shall not exceed the overall completion time shown in the scope of services minutes. Include a written statement regarding the overall completion time.
- B. Modifications - Provide a schedule for the modified services to be performed. Additionally provide a new schedule for the entire agreement with the modified services included.

1.13 - Appendix A - Scope of Services

- A. Agreements - Attach a copy of the final scope of services document, including the transmittal letter and attendance sheet (prime consultant only).
- B. Modifications - Attach copies of relevant correspondence such as a letter or E-mail from the Department requesting additional services or plan review comments that affect the scope of services.

1.14 - Appendix B - Subconsultant Proposals

Attach subconsultant proposals in the same order as listed under Listing of Subconsultants.

1.15 - Appendix C - Other Attachments

1.16 - Binding Requirements

Please adhere to the following requirements in proposal layout and binding.

- A. Provide a minimum of 1-" top margin on all sheets.
- B. Page numbers must be centered at the bottom of each page (refer to Table of Contents for additional requirements).
- C. Use 8-½"x11" paper only.
- D. Bind proposals by an ACCO 2 hole fastening system . Do not utilize any other binding system.
- E. Do not provide tabbed inserts or other features that may interfere with machine copying.

Checklist for Price Proposals - New Agreements

Project Designation: _____

PID No.: _____

Consultant: _____

Proposal Received Date: _____

	CONFORMS	DOES NOT CONFORM	COMMENTS
SUBMITTAL REQUIREMENTS			
Correct number of copies	<input type="checkbox"/>	<input type="checkbox"/>	_____
PROPOSAL FORMAT- INCLUDED			
Letter of Transmittal	<input type="checkbox"/>	<input type="checkbox"/>	_____
Table of Contents	<input type="checkbox"/>	<input type="checkbox"/>	_____
Summary of Steps	<input type="checkbox"/>	<input type="checkbox"/>	_____
Proposal Cost Summary	<input type="checkbox"/>	<input type="checkbox"/>	_____
Proposed Labor Rates and Hours	<input type="checkbox"/>	<input type="checkbox"/>	_____
Proposed Overhead and Cost of Money Rates	<input type="checkbox"/>	<input type="checkbox"/>	_____
Non-Labor Direct Cost Summary	<input type="checkbox"/>	<input type="checkbox"/>	_____
Project Narrative	<input type="checkbox"/>	<input type="checkbox"/>	_____
Listing of Consultants	<input type="checkbox"/>	<input type="checkbox"/>	_____
Project Schedule	<input type="checkbox"/>	<input type="checkbox"/>	_____
Appendix A - Scope of Services Documents	<input type="checkbox"/>	<input type="checkbox"/>	_____
Appendix B - Subconsultant Proposals	<input type="checkbox"/>	<input type="checkbox"/>	_____
LETTER OF TRANSMITTAL			
Properly addressed	<input type="checkbox"/>	<input type="checkbox"/>	_____
Proper reference included	<input type="checkbox"/>	<input type="checkbox"/>	_____
Dated, signed by officer of firm on letterhead	<input type="checkbox"/>	<input type="checkbox"/>	_____
Statement regarding review of subconsultant proposals	<input type="checkbox"/>	<input type="checkbox"/>	_____
TABLE OF CONTENTS			
All items listed	<input type="checkbox"/>	<input type="checkbox"/>	_____
Page numbers included	<input type="checkbox"/>	<input type="checkbox"/>	_____
PROPOSAL COST SUMMARY			
Correct spreadsheet	<input type="checkbox"/>	<input type="checkbox"/>	_____

Checklist for New Agreements

	CONFORMS	DOES NOT CONFORM	COMMENTS
Column/Row numbers printed	<input type="checkbox"/>	<input type="checkbox"/>	_____
CD included	<input type="checkbox"/>	<input type="checkbox"/>	_____
PROPOSED LABOR RATES			
Total hours	<input type="checkbox"/>	<input type="checkbox"/>	_____
Personnel categories	<input type="checkbox"/>	<input type="checkbox"/>	_____
Labor rates	<input type="checkbox"/>	<input type="checkbox"/>	_____
PROPOSED OVERHEAD AND COST OF MONEY RATES			
Basis of proposed rates included	<input type="checkbox"/>	<input type="checkbox"/>	_____
NON-LABOR DIRECT COST SUMMARY			
Properly documented	<input type="checkbox"/>	<input type="checkbox"/>	_____
PROJECT NARRATIVE (NON-PDP PROJECTS)			
Brief description of project limits	<input type="checkbox"/>	<input type="checkbox"/>	_____
General work description	<input type="checkbox"/>	<input type="checkbox"/>	_____
Project requirements affecting cost	<input type="checkbox"/>	<input type="checkbox"/>	_____
LISTING OF SUBCONSULTANTS			
List all Subconsultants	<input type="checkbox"/>	<input type="checkbox"/>	_____
Work category shown	<input type="checkbox"/>	<input type="checkbox"/>	_____
Amount vs. Proposal Cost Summary	<input type="checkbox"/>	<input type="checkbox"/>	_____
PROJECT SCHEDULE			
Detailed submittal schedule	<input type="checkbox"/>	<input type="checkbox"/>	_____
Written statement – overall completion time	<input type="checkbox"/>	<input type="checkbox"/>	_____
APPENDIX A-SCOPE OF SERVICES MINUTES			
Included	<input type="checkbox"/>	<input type="checkbox"/>	_____
Transmittal letter included	<input type="checkbox"/>	<input type="checkbox"/>	_____
Attendance list included	<input type="checkbox"/>	<input type="checkbox"/>	_____
Scope revisions included	<input type="checkbox"/>	<input type="checkbox"/>	_____

Checklist for New Agreements

DOES NOT

CONFORMS

CONFORM

COMMENTS

SUBCONSULTANT PROPOSALS

Included	<input type="checkbox"/>	<input type="checkbox"/>	_____
Proper order	<input type="checkbox"/>	<input type="checkbox"/>	_____
Subconsultant proposals conform	<input type="checkbox"/>	<input type="checkbox"/>	_____
Transmittal letter to prime consultant	<input type="checkbox"/>	<input type="checkbox"/>	_____

BINDING REQUIREMENTS

1" top margin	<input type="checkbox"/>	<input type="checkbox"/>	_____
Page numbers included and centered	<input type="checkbox"/>	<input type="checkbox"/>	_____
8 1/2"x11" paper	<input type="checkbox"/>	<input type="checkbox"/>	_____
Top punched, 2 3/4" c/c	<input type="checkbox"/>	<input type="checkbox"/>	_____
No tabs or inserts	<input type="checkbox"/>	<input type="checkbox"/>	_____