

**VDOT Fixed Billable Rate Professional Services Contract
Local Public Agency Pre-Award Documentation Instructions for Consultants**

The VDOT Locally Administered Projects (LAP) Manual requires VDOT-Assurance and Compliance Office (ACO) to conduct a Pre-Award Evaluation for combined prime and sub-consultant consultant “professional services” cost proposals having a value greater than \$200,000 prior to their execution. All prime and sub-consultant firms must submit specific information to the Local Public Agency (LPA) within ten (10) business days of selection notification. The LPA shall review this submittal for compliance with requirements set forth in Chapter 11 of the VDOT Locally Administered Projects (LAP) Manual, the VDOT Manual for the Procurement and Management of Professional Services, the guidelines provided by 48 CFR 31, 23 CFR 172, the American Association of State Highway and Transportation Officials Uniform Audit and Accounting Guide, and shall submit to VDOT’s Project Coordinator within 5 business days of receipt of the submittal.

The instructions below are organized to follow the tabs on the Pre-Award Fee Proposal Template provided in the Excel format. Each tab requires specific information and includes formulas that link the tables together. When a firm submits the information, the tables must be completed as shown. The Department will not permit hidden columns or rows, and the formulas used in the tables may not be edited.

PRE-AWARD SUBMITTAL INSTRUCTIONS:

The prime firm and each sub-consultant firm are required to complete the tables in the Excel Template. The prime firm is responsible for performing a Quality Check of the sub-consultant submittals to ensure that all required information is included. **All documentation must be submitted to the LPA at [provide email address and contact information for LPA]** by the **PRIME consultant** electronically via email, or File Transfer Protocol, as follows:

1. One copy of the Excel template from each firm (Prime and sub-consultants).
The file must be titled:
[Firm Name]; Excel Template; [RFP No XXXXXXXXX]
**Please note that the [Enter LPA name] will not accept submittals that are password protected (Excel Template).
2. One copy of the Excel templates from each firm in the Adobe .pdf format.
The file must be titled:
[Firm Name]; Master File; [RFP No XXXXXXXXX].
3. One combined submittal of the below documentation (for prime and sub-consultants) for the Assurance and Compliance Office (ACO) in the Adobe .pdf format. **This is the responsibility of the prime consultant.**
The file must be titled:
[Firm Name]; ACO Submittals; [RFP No XXXXXXXXX].
This file should include:
 - i. The ACO FAR table (prime and sub-consultants)
 - ii. VDOT Contractor Cost Certification (CCC) of Final Indirect Cost Rates forms, completed and signed by an executive or financial officer of the firm at a level no lower than a Vice President or Chief Financial Officer, or equivalent (for prime and each sub-consultant)
4. One copy from each firm (prime and sub-consultants) of the below documentation in Adobe .pdf format.
The file must be titled:
[Firm Name]; Additional Documentation; [RFP No XXXXXXXXX].
This file should include:

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- i. Title VI Approval Letter issued by the LPA ([see LAP Manual 17.2.2](#))
- ii. The Certification of Insurance (Prime firm only)
- iii. Sam.gov registration documentation

EXPLANATION OF EXCEL TABS:

TAB A: Pre-Award Evaluation Documentation Checklist

The checklist is provided to ensure that the firms have documentation to follow for the preparation of the submittal requirements. While this document is provided for guidance only, it is important to adhere to the checklist in order to reduce the number of deficiencies in the submittal package.

TAB B: Pre-Award Evaluation – FAR Rate Table

The prime consultant is responsible for a consolidated version of all FAR rates for the prime and all sub-consultants. If a subconsultant firm does not have an approved FAR rate from VDOT, they can send an email to VDOT's Assurance and Compliance Office (ACO) at ACO@VDOT.virginia.gov to obtain a Safe Harbor Rate. If more information is needed, please visit the indirect cost rate policy at the link below:

http://www.virginiadot.org/business/indirect_cost_rate_audit_home_page.asp

TAB C: Certification of Payroll/Wage Rates

The Certification of Wage Rates tab must be signed by an official of each firm and submitted with the Adobe .pdf Master file (submittal format as shown in Item #2 of the Pre-Award Submittal Instructions above). Payroll must be accurate as of the due date for the pre-award submission.

The firms must submit actual payroll records from the firm's accounting system that show the employee name, hourly rate, gross and net pay and the number of hours in the pay period.

TABS D and E: Personnel Classifications and Wage Rates Entry Sheets – HO (Home Office)/FO (Field Office)

Each firm must complete the Personnel Classifications table for the Home Office and Field Office, as directed by [Enter LPA name]. The firms must type in the personnel classification as shown in the RFP or as provided by [Enter LPA name]. In each case, the firm will conform to the standard and/or provided personnel classifications. For the purposes of negotiation, the firm may include additional personnel classifications that add value to the contract.

Enter the employee ID number, Last Name (and suffix, if any), First Name and Middle Initial, Office Location, and the employee's **regular, straight time hourly wage rate. DO NOT INCLUDE OVERTIME< BONUS< OR OTHER PAYMENTS.** The average of the hourly wage rates entered is automatically calculated.

After completion of negotiations, each firm will re-submit the final Personnel Classifications tables in the Excel format for both home and field offices, which show the final negotiated personnel classifications, and rates.

The Negotiated/Capped Rates column may be left blank for the initial pre-award submittal. However, for the final contract tables, this column will be used to show the negotiated or capped rate for each personnel classification. The final personnel classification tables will show the employee name, office location and negotiated /capped rates.

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TAB F: Personnel Classification and Wage Rates Summary – (HO) Home Office/ (FO) Field Office

The Labor Summary tables are populated automatically with the personnel classifications and rates for both the home office and field office tabs.

TAB G AND H: Rate Schedule – Home Office/ Field Office

The Rate Schedule tabs are used to establish the fully-loaded fixed billable rate (including net fee, overhead and facilities cost of capital and escalation) for each personnel classification.

The personnel classifications and hourly wage rates will automatically populate. The Rate Schedule tabs will only show years one (1) and two (2). Outer years will utilize the prevailing rates at the time of renewal. [Enter LPA name] to determine the number of rate schedules that are required. If the escalation is not pre-determined, then only a rate schedule for the first 12 months is necessary. [Each LPA should adjust these instructions to comply with their own policies and procedures. The Consultant should confirm with the LPA and shall adjust these to comply]

Each firm must input, in the shaded cells, the following information:

- Escalation Factor – The escalation factor is established annually by the Department and is communicated via memorandum, published on the VDOT Business Center website <http://www.virginiadot.org/business/gmpms.asp>. For term contracts, each firm will complete two Home Office and Field Office Rate Schedules; one for the first calendar year of the first contract term, and one table for the second calendar year of the first contract term. In the first year table the firm will enter a value of ½ of the escalation percentage, as described in the Request for Proposals. For the second year rate schedule, each firm will insert the full escalation amount. [NOTE: LPAs should adjust these instructions to comply with their own policies and procedures but proposed escalation cannot exceed the VDOT approved escalation shown in the link above for a particular fiscal period. The Consultant should confirm with the LPA and shall adjust these to comply].
- Indirect Cost Rate – Each firm will input the Home Office and Field Office indirect cost rates approved by the VDOT ACO.

[LPA TO SELECT ONE OF THE FOLLOWING STATEMENTS:] The indirect cost rate submitted during pre-award and accepted by VDOT ACO is set for the duration of the agreement

- [Enter LPA name] will not allow changes to indirect cost rates for the duration of the agreement
-- OR --
- [Enter LPA name] will allow changes to indirect cost rates at each contract renewal term.
- Facilities Cost of Capital (FCOC) – Some firms establish a separate Facilities Cost of Capital (FCOC) as part of their approved Home Office or Field Office indirect cost rate calculation. For firms that have a separate VDOT ACO accepted FCOC, input the value in this column. Firms that do not have a separate FCOC should leave this field empty.
- Net Fee (Profit) – Each firm will input the net fee percentage established by the [Enter LPA name]. The net fee is determined based upon criteria established in the VDOT Manual for the Procurement and Management of Professional Services. It should fall within a range of 8% to 12%. The indirect

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cost rate shall not exceed 156% in determining the fee (profit). The net fee value will be provided to the prime firm with the selection notification letter.

- Overtime Fixed Billable Wage Rates – If proposed, calculate overtime rates in accordance with footnote 1 and enter in the field. During negotiations, [Enter LPA name] will determine if overtime rates will be permitted. The Consultant should confirm with the LPA and shall adjust these to comply.

TAB I: Non-Salary Direct Costs (NSDC)

The Non-Salary Direct Costs table is for *listing all allowable costs directly billable to the project(s) unrelated to the salary of the prime or sub-consultant firms*. The template table includes language which must not be edited by the firms. Non-consumable items should not be listed in Tab I as they are part of overhead. Those items include, but are not limited to, the following:

- | | |
|--------------------------|--|
| a. Fax machines | g. Refrigerators |
| b. Fire extinguishers | h. Copy machines |
| c. Software | i. Pagers |
| d. Computer license fees | J. Helmets |
| e. Cell phones | k. Tape measures |
| f. Books | l. Computers (would require additional approval) |

In addition to the template language, a firm should list on this table the prices for unit priced items which must be supported by an attestation letter and a standard fee schedule provided by the firm. For those non-unit priced items, provide quotations from vendors who will provide these services/items or provide other sufficient documentation to support the proposed costs (Example: copies of previously paid invoices etc.). Supporting documentation for the items listed on this table must be included in the Supporting Documentation file (submittal format as shown in Item #4 of the Pre-Award Submittal Instructions above) provided in the Pre-Award Package.

For Fixed Billable Rate Term Contracts, do not include routine items such as copy, printing or office expenses. The costs associated with these items will be negotiated with each task order. [LPA to determine if specified in contract, or negotiated with each task order; adjust this section accordingly.]

Costs associated with leased vehicles for Construction Engineering Inspection should be *itemized* and conform to the Construction Division Instructional and Informational Memorandum (IIM-CD-2017-02.01) titled Advance Agreement for Consultant Construction Engineering and Inspector Vehicle and Mileage Payment. This document is available at <http://www.virginia-dot.org/business/const/ceis.asp>. Lease documentation for equipment not covered under the above-referenced IIM must be included in the submittal format as shown in Item #2 of the Pre-Award Submittal Instructions above.

ADDITIONAL DOCUMENTATION

- Title VI Approval Letter issued by the LPA - Please note it is the responsibility of the prime consultant to track and ensure all sub consultants obtain, from the LPA, the Title VI Approval Letter prior to the advertised date of award.
- Certificate of Insurance – The LPA must receive a certificate of insurance for any firms providing professional engineering services on their contract. Pursuant to VDOT’s Manual for the Procurement and Management of Professional Services, firms providing engineering/architecture

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services on a Virginia Contract must obtain the minimum insurance limits as shown in VDOT's Manual for the Procurement and Management of Professional Services.

- System for Awards Management Screenshot of Active Registration – The System for Award Management (SAM) is the Official U.S. Government system that consolidates the capabilities of CCR/FedReg, ORCA, and EPLS. There is no fee to register for this site. Entities may register at <https://www.sam.gov/SAM/>. Each firm shall be registered with SAM.gov prior to the execution of this agreement. (Please provide a screen shot of each firm's compliance)