	SAMPLE COST P	ROPOSAL 3		
	COST PER UNIT OF W (GEOTECHNICAL AND N			
Note: Mark-ups are Not Allowed	🗆 Prime Consultant	Subconsultant	□ 2 nd Tier	Subconsultant
Consultant				
Project No	Contract No.		Date	
<u>Unit/Item of Work:</u> (Example: Log of Test Bor Study) Include as many Ite		ADL Testing for Haz	ardous Wast	te Material
DIRECT LABOR	Hours	Billing Hourly	Rate (\$)	Total (\$)
	• •• • •			

Professional (Classification)*	<u> </u>	<u> </u>	·
Sub-professional/Technical**			
EQUIPMENT 1 (with Operator)	VV		- <u></u>
EQUIPMENT 2 (with Operator)			

Consultant's Other Direct Costs (ODC) – Itemize:

Description of Item	Quantity	Unit	Unit Cost	Total
	_	-		
Subconsultant 1:			-	-
Subconsultant 2:				
Subconsultant 3:				
Subconsultant 4:				
Subconsultant 5:				

Note: Attach additional pages if necessary

TOTAL COST PER UNIT OF WORK

NOTES:

- 1. Key personnel <u>must</u> 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.
- 2. Hourly billing rates should include prevailing wage rates and be consistent with publicly advertised rates charged to all clients (Commercial, Private or Public).
- 3. Mobilization/De-mobilization is based on site location and number and frequency of tests/items.
- 4. ODC items shall be based on actual costs and supported by historical data and other documentation.
- 5. ODC items that would be considered "tools of the trade" are not reimbursable.
- 6. Billing Hourly Rates must be actual, allowable, and reasonable.

SAMPLE COST PROPOSAL 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:

- 13. Generally Accepted Accounting Principles (GAAP)
- 14. Terms and conditions of the contract
- 15. Title 23 United States Code Section 112 Letting of Contracts
- 16. <u>48 Code of Federal Regulations Part 31</u> Contract Cost Principles and Procedures
- 17. <u>23 Code of Federal Regulations Part 172</u> Procurement, Management, and Administration of Engineering and Design Related Service
- 18. <u>48 Code of Federal Regulation Part 9904 Cost Accounting Standards Board</u> (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:	Title*:
Signature:	Date of Certification (mm/dd/yyyy)
Email:	Phone Number:
Address:	

* 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: