



*Provide a safe,
sustainable,
integrated and
efficient
transportation
system to
enhance
California's
economy and
livability.*

Selected Shorts Video Series

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A&E Consultant Contracts:

Independent Cost Estimate (ICE)
and
Cost Analysis
Video 5 – Salary Worksheet
(Part 1 ICE)

Caltrans

Division of Local Assistance



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A&E Consultant Contracts: ICE/Cost Analysis – Salary Worksheet (Part 1 ICE) (Video 5)

Script:

Part 1 – Independent Cost Estimate. This video provides instructions and information on how to fill out the Independent Cost Estimate Worksheets.

When activating or opening your spreadsheet, it may give a Security Warning. Simply click enable content to activate the spreadsheet.

The first worksheet is the Salary Range. Labor rates on various classifications are entered on this worksheet.

Salary Range worksheet consist of Class Codes, Title, Rates, and Source. There are about 14 groups and 54 classifications in the pre-list. The list can be modified based on local agency's need. Class codes is a short convention for classification or title. Rates are the labor rates for each classification. Source column documents the reference material used as a basis for labor rates. Local agencies are required to document the standards they used as a basis for labor rates.

This slide shows how the worksheet can be modified. For example, the local agency can have a group that deals with contracts. The category ADMINISTRATION can be modified to CONTRACT ADMINISTRATION. Class codes can also be modified accordingly. Enter the labor rates in the rate column. Document the reference used to establish the rates in the source column. Repeat the process until labor rates for all staff or classification is complete. Example of available sources for labor rates are Bureau of Labor Statistics, local agency's historical data or actual rates. Other available sources can be used as long as it complies with FHWA's requirements for fairness and reasonableness.

As mentioned before, there are 14 groups and 54 classifications in the pre-list. If additional groups or classifications are needed, the worksheet has additional rows called USER DEFINED. User defined rows can be used to supplement the list. As an example, Local agency has a category for Public Outreach that is not include in the pre-list. The agency can use one of the USER DEFINED rows to add Public Outreach with a Graphic Artist as a staff paid at \$25/hr based on historical rates.

Upon completion of the Salary Range worksheet, proceed to LPA Estimate of Hours worksheet to record the estimated direct labor hours.



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A&E Consultant Contracts: ICE/Cost Analysis – Salary Worksheet (Part 1 ICE) (Video 5)

Synopsis:

Illustrates how to complete the Salary Range worksheet and explains how to modify the worksheet to meet agency's needs.

References:

Caltrans Division of Local Assistance Main Website

<https://dot.ca.gov/programs/local-assistance>

Visit the A&E Resources website to find the latest tools, resources and guidance for A&E consultant contracts.

[Consultant Selection and Procurement | Caltrans](#)

23 CFR, Part 172 Administration of Engineering and Design Related Service Contracts
(23 CFR 172.7(a)(1)(v))

<https://www.ecfr.gov/cgi-bin/text-idx?rgn=div5&node=23:1.0.1.2.3>



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A&E Consultant Contracts:

ICE/Cost Analysis – Salary Worksheet (Part 1 ICE) (Video 5)

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