

Special Attachment 3

Project No. _____
 City of _____
 _____ County
 Sheet _____ of _____

Supporting Data Sheet
 For
 Estimate of Engineering Fee

Direct Payroll

Contract Administration

<u>Work Type</u>	<u>Employee</u>	<u>Est.Hrs</u>		<u>Avg.Sal.*2)</u>	=	<u>Extension</u>
Field inspection						
daily contract	(a) Eng(s) &/or Mang.	50	@	\$16.00	=	\$ 800.00
Documents	(b) Technicians	150	@	\$12.00	=	\$1,800.00
				Subtotal	=	\$2,600.00
2. On-site Testing	(a) Eng(s) &/or Mang.	30	@	\$16.00	=	\$ 480.00
	(b) Technicians	150	@	\$12.00	=	\$1,800.00
				Subtotal	=	\$2,600.00
3. Surveying *1)	(a) Eng(s) &/or Mang.	40	@	\$16.00	=	\$ 640.00
	(b) Technicians	100	@	\$12.00	=	\$1,200.00
				Subtotal	=	\$1,840.00
4. Final Paper *3)	(a) Eng(s) &/or Mang.	20	@	\$16.00	=	\$ 320.00
Documents	(b) Technicians	25	@	\$12.00	=	\$ 300.00
				Subtotal	=	\$2,600.00
Total Direct Payroll Costs					=	\$7,340.00
Summary Total Direct Payroll Costs						

	<u>Hours</u>		<u>Rate</u>	=	<u>Extension</u>
(a) Eng(s) &/or Mang.	140	@	\$16.00	=	\$2,240.00
(b) Techn(s)	425	@	\$12.00	=	\$5,100.00
Total Direct Payroll Costs				=	\$7,340.00

B.*4) Salary Related and General Overhead (30%) = \$2,202.00

C. Total Payroll plus Overhead (A. + B.) = **\$9,542.00**

E. Direct Expenses (Travel, Postage, Misc.)

Mileage: *7)

Auto	500	@	\$00.022/mi	=	\$ 11.00
Pickup	500	@	\$00.044/mi	=	\$ 22.00
Postage & Telephone				=	\$ 50.00
Testing Laboratory (LAB NAME) *6)				=	\$1,000.00
Equipment Rental *5)	1	@	\$100.00	=	\$ 100.00

Total Other Direct Expenses = **\$1,183.00**

TOTAL FORCE ACCOUNT ESTIMATE

\$10,725.00

- *1) Surveying will not be required if Contractor Staking is included in the Construction Contract Proposal or Plans, however consideration should be given, when necessary, to include estimated hours to perform the measurements and surveys that are involved in the determination of final pay quantities.

NOTE: Costs, hours estimated, employees utilized and services performed provided in this example are not intended to establish amounts. Information shown on this example is provided to show an acceptable format for submitting justification of a Force Account Estimate.

- *2) Average salaries of assigned employees to the Project may be used, however verification of Average Salaries may require an audit by KDOT for audit assurance.
- *3) Do not include normal administrative and/or supervisory cost such as voucher preparation, etc.
- *4) Use actual percentage of Labor Additives paid to employees (i.e., Employer share of Social Security, Retirement, Health and other insurance Vacation Leave, Holidays, Sick Leave, etc.) Reimbursement for salaries and other expenses will be as allowed by CFR (Code of Federal Regulations) which state that general administration, supervision and overhead are not eligible for reimbursement except cost incurred for services rendered by employees generally classified as administrative may, however, be considered eligible for reimbursement for other operating units, if such employees are assigned for specific identifiable periods of time to perform project-related activities in the same manner as other operating personnel (all employees that the LPA wants reimbursement for must have time sheets and charges to the project).
- *5) List rental cost estimate of each piece of equipment if cost of rental is expected to exceed \$500.00. On final billing, equipment rental claims must be supported by itemized actual cost statements.
- *6) If a testing laboratory is to be used, a detailed estimate showing costs and person hours, as well as type of tests and costs per test, needs to be added to this Estimate of Engineering Fee. The name of the laboratory needs to be listed.
- *7) See Attachment – Force Account Equipment Rates.