U.S. Department of Transportation
Federal Highway Administration

Federal Highway Administration
RESOURCE CENTER

February 16-17, 2017

Consultant Selection and IGE Development for Federal Lands- FHWA

Federal Lands Highway- FHWA

Federal Highway Administration Structure

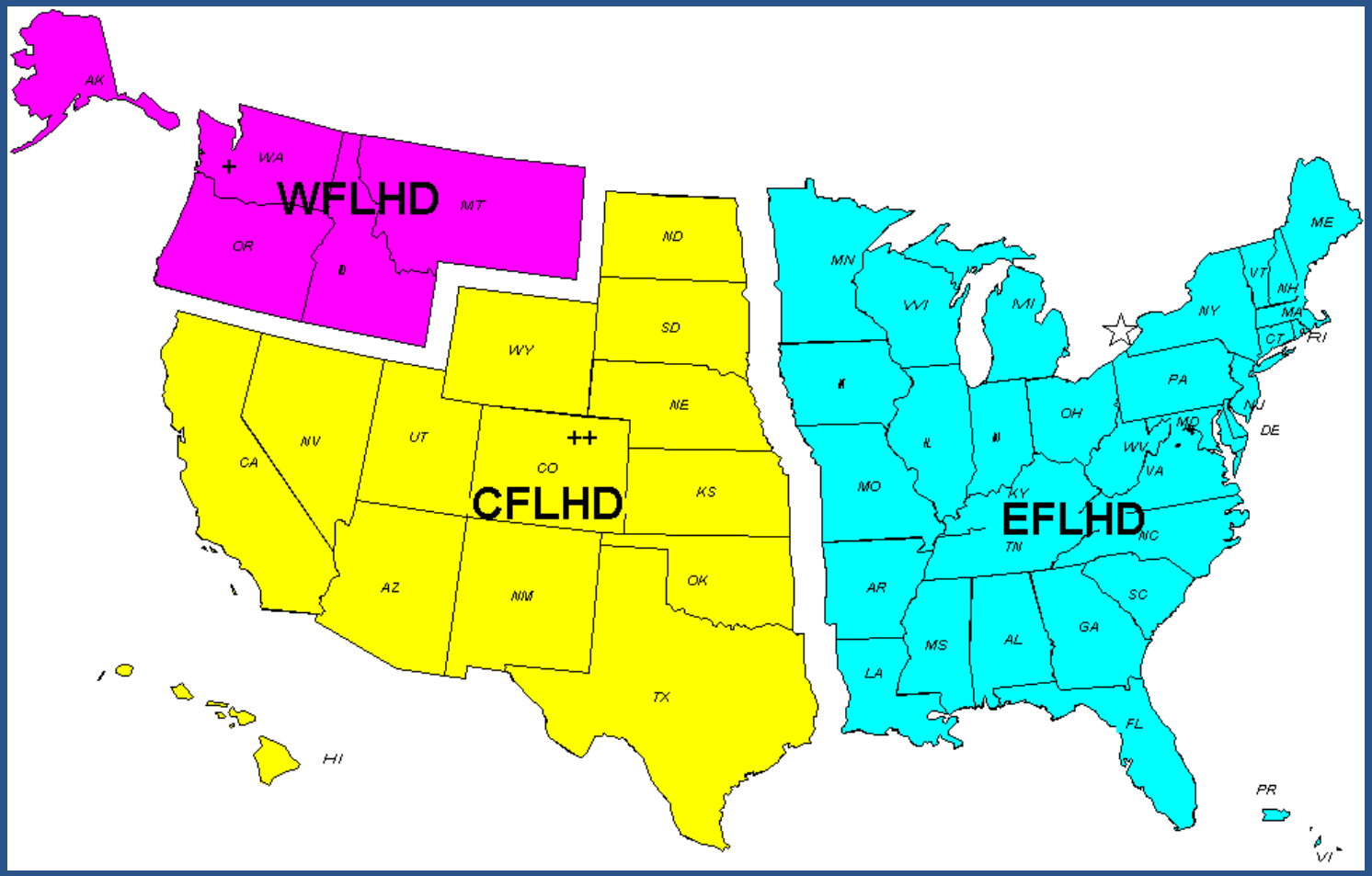
Federal-aid Program

- Headquarters
- Resource Centers (4)
- 52 Division Offices
- State Administered, federally assisted
- $39+ Billion/yr
- 2300 employees

Federal Lands Program

- Headquarters
- Resource Centers (4)
- 3 FLH Divisions
- Plan, design, build
- Direct federal contracting
- Administered with FLMAs
- $1+ Billion/yr
- 650 employees

Federal Lands Service Areas



Federal Lands Service

- Project Delivery (Project Management, Planning, Highway, NEPA, Geotech, Hydraulics, Surveys, Bridge, etc.)
- Contracting and Procurement
- Construction Engineering Management & support
- Technology Deployment

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A/E Selection Process
https://flh.fhwa.dot.gov/business/ae/process/

- At Western Federal Lands
  - 5 YR IDIQ Contracts
  - 6 Full Service A/E Teams Pre-Qualified
  - Pre-Negotiated Labor/OH/Profit Rates

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IGE- Independent Gov't Estimates

- Required for all Contracts/Agreements
  - Reimbursable Agreements/PO/RASP/ & A/E Task Orders

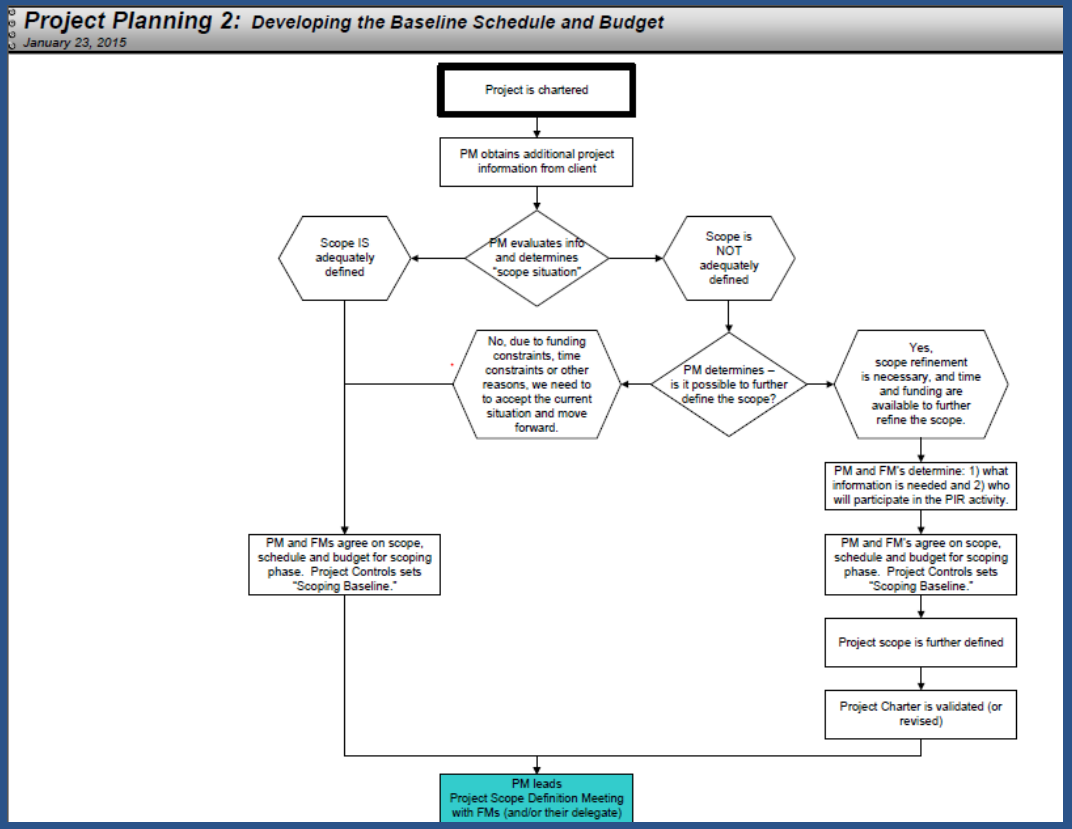
Process Flow:

SOW → WBS → IGE Development

Federal Lands Highway- FHWA

WFL Project Kick-Off Stage Process(excerpt from WFL Project Source Documentation)

http://wflnet.wfl.fhwa.dot.gov/help/primavera



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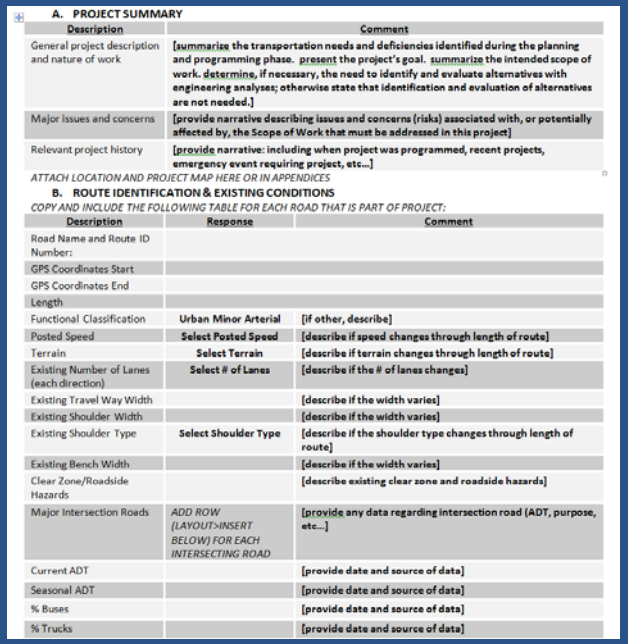
Central Federal Lands example portions of a Scoping Doc

- (the full document can be found at the following web site: https://flh.fhwa.dot.gov/resources/pm/cfl/PPCGuide/index.htm)



A. PROJECT SUMMARY

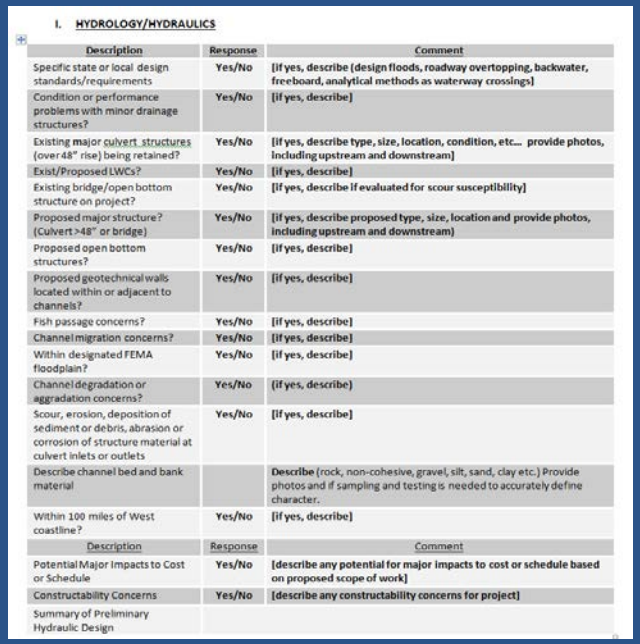
Description	Comment
General project description and nature of work	[summarize the transportation needs and deficiencies identified during the planning and programming phase. present the project's goal. summarize the intended scope of work. determine, if necessary, the need to identify and evaluate alternatives with engineering analyses; otherwise state that identification and evaluation of alternatives are not needed.]
Major issues and concerns	[provide narrative describing issues and concerns (risks) associated with, or potentially affected by, the Scope of Work that must be addressed in this project]
Relevant project history	[provide narrative: including when project was programmed, recent projects, emergency event requiring project, etc...]

ATTACH LOCATION AND PROJECT MAP HERE OR IN APPENDICES

B. ROUTE IDENTIFICATION & EXISTING CONDITIONS

COPY AND INCLUDE THE FOLLOWING TABLE FOR EACH ROAD THAT IS PART OF PROJECT:

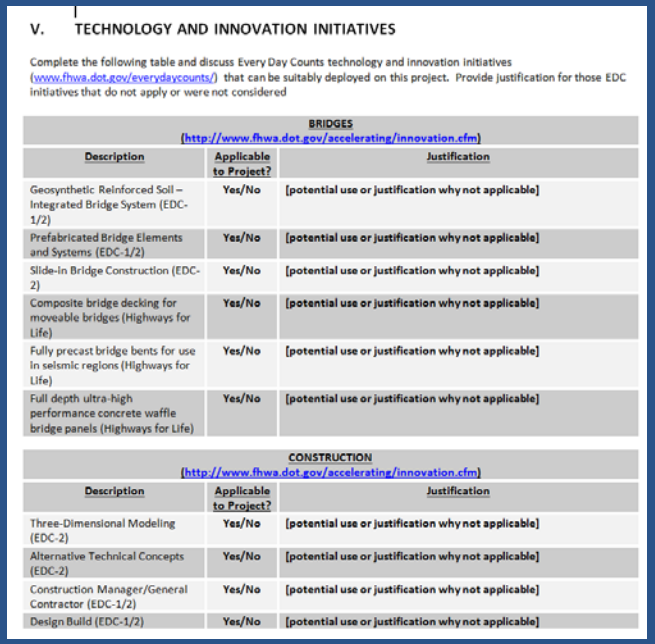
Description	Response	Comment
Road Name and Route ID Number:		
GPS Coordinates Start		
GPS Coordinates End		
Length		
Functional Classification	Urban Minor Arterial	[if other, describe]
Posted Speed	Select Posted Speed	[describe if speed changes through length of route]
Terrain	Select Terrain	[describe if terrain changes through length of route]
Existing Number of Lanes (each direction)	Select # of Lanes	[describe if the # of lanes changes]
Existing Travel Way Width		[describe if the width varies]
Existing Shoulder Width		[describe if the width varies]
Existing Shoulder Type	Select Shoulder Type	[describe if the shoulder type changes through length of route]
Existing Bench Width		[describe if the width varies]
Clear Zone/Roadside Hazards		[describe existing clear zone and roadside hazards]
Major Intersection Roads	*ADD ROW (LAYOUT>INSERT BELOW) FOR EACH INTERSECTING ROAD*	[provide any data regarding intersection road (ADT, purpose, etc...]
Current ADT		[provide date and source of data]
Seasonal ADT		[provide date and source of data]
% Buses		[provide date and source of data]
% Trucks		[provide date and source of data]



I. HYDROLOGY/HYDRAULICS

Description	Response	Comment
Specific state or local design standards/requirements	Yes/No	[if yes, describe (design floods, roadway overtopping, backwater, freeboard, analytical methods as waterway crossings]
Condition or performance problems with minor drainage structures?	Yes/No	[if yes, describe]
Existing major culvert structures (over 48" rise) being retained?	Yes/No	[if yes, describe type, size, location, condition, etc... provide photos, including upstream and downstream]
Exist/Proposed LWCs?	Yes/No	[if yes, describe]
Existing bridge/open bottom structure on project?	Yes/No	[if yes, describe if evaluated for scour susceptibility]
Proposed major structure? (Culvert >48" or bridge)	Yes/No	[if yes, describe proposed type, size, location and provide photos, including upstream and downstream]
Proposed open bottom structures?	Yes/No	[if yes, describe]
Proposed geotechnical walls located within or adjacent to channels?	Yes/No	[if yes, describe]
Fish passage concerns?	Yes/No	[if yes, describe]
Channel migration concerns?	Yes/No	[if yes, describe]
Within designated FEMA floodplain?	Yes/No	[if yes, describe]
Channel degradation or aggradation concerns?	Yes/No	[if yes, describe]
Scour, erosion, deposition of sediment or debris, abrasion or corrosion of structure material at culvert inlets or outlets	Yes/No	[if yes, describe]
Describe channel bed and bank material		Describe (rock, non-cohesive, gravel, silt, sand, clay etc.) Provide photos and if sampling and testing is needed to accurately define character.
Within 100 miles of West coastline?	Yes/No	[if yes, describe]

Description	Response	Comment
Potential Major Impacts to Cost or Schedule	Yes/No	[describe any potential for major impacts to cost or schedule based on proposed scope of work]
Constructability Concerns	Yes/No	[describe any constructability concerns for project]
Summary of Preliminary Hydraulic Design		



V. TECHNOLOGY AND INNOVATION INITIATIVES

Complete the following table and discuss Every Day Counts technology and innovation initiatives (www.fhwa.dot.gov/everydaycounts/) that can be suitably deployed on this project. Provide justification for those EDC initiatives that do not apply or were not considered

BRIDGES
(http://www.fhwa.dot.gov/accelerating/innovation.cfm)

Description	Applicable to Project?	Justification
Geosynthetic Reinforced Soil – Integrated Bridge System (EDC-1/2)	Yes/No	[potential use or justification why not applicable]
Prefabricated Bridge Elements and Systems (EDC-1/2)	Yes/No	[potential use or justification why not applicable]
Slide-In Bridge Construction (EDC-2)	Yes/No	[potential use or justification why not applicable]
Composite bridge decking for moveable bridges (Highways for Life)	Yes/No	[potential use or justification why not applicable]
Fully precast bridge bents for use in seismic regions (Highways for Life)	Yes/No	[potential use or justification why not applicable]
Full depth ultra-high performance concrete waffle bridge panels (Highways for Life)	Yes/No	[potential use or justification why not applicable]

CONSTRUCTION
(http://www.fhwa.dot.gov/accelerating/innovation.cfm)

Description	Applicable to Project?	Justification
Three-Dimensional Modeling (EDC-2)	Yes/No	[potential use or justification why not applicable]
Alternative Technical Concepts (EDC-2)	Yes/No	[potential use or justification why not applicable]
Construction Manager/General Contractor (EDC-1/2)	Yes/No	[potential use or justification why not applicable]
Design Build (EDC-1/2)	Yes/No	[potential use or justification why not applicable]

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Scoping Report Output

- Functional Deliverables
  - WBS Activities are Deliverable Based

For Example:

- 404 Individual Permit is forecasted:

404 Individual permit		415	02-Dec-16	06-May-16 A	16-Jul-18	23-Jun-18	15	
3855	Contact USACE for early engagement	5	02-Dec-16	06-May-16 A	08-Dec-16	16-Nov-16	15	M10, A1420
3865	Prepare 404 Individual permit application	5	09-Feb-18	17-Jan-18	15-Feb-18	23-Jan-18	17	3855, 1460
3875	QA and submit 404 Individual permit applicati	1	16-Feb-18	24-Jan-18	16-Feb-18	24-Jan-18	17	3865
3885	404 Individual Permit Completeness review (	30	17-Feb-18	25-Jan-18	18-Mar-18	23-Feb-18	23	3875
3895	404 Individual Permit Public Process (USACE	60	19-Mar-18	24-Feb-18	17-May-18	24-Apr-18	23	3885
3905	Issue 404 Individual Permit (USACE)	60	18-May-18	25-Apr-18	16-Jul-18	23-Jun-18	23	3895
1190	Wetland delineation	10	28-Jun-17	07-Jun-17	12-Jul-17	20-Jun-17	15	1180, 0600, 2030, 2040, 2050, 2050
1200	Wetland delineation report	10	13-Jul-17	21-Jun-17	26-Jul-17	05-Jul-17	15	1190, 0600

- Geotechnical Drilling is needed

Initial Geotech Recommendation Memo		246	06-Oct-15	06-Oct-15 A	01-Nov-16	11-Oct-16	15	
4200	Issue geotech investigation RFQ and award	20	06-Jul-16	14-Jun-16	02-Aug-16	12-Jul-16	15	4300, 4230, A1380
4210	Review samples and prepare for Lab testing	5	31-Aug-16	10-Aug-16	07-Sep-16	16-Aug-16	15	4260
4220	Develop Geotech Investigation Plan	64	06-Oct-15	06-Oct-15 A	22-Jan-16	22-Jan-16 A	0	M10, 0330, A1470
4230	Confirm (or obtain) environmental clearances	68	25-Jan-16	25-Jan-16 A	28-Apr-16	16-Mar-16 A	32	4220
4240	Apply for Permits for Geotechnical Investigati	5	29-Apr-16	29-Feb-16 A	05-May-16	17-Mar-16 A	35	4230
4250	Authorize permits	36	06-May-16	26-Apr-16 A	27-Jun-16	26-Apr-16 A	43	4240
4260	Perform geotech field investigation	10	03-Aug-16	13-Jul-16	16-Aug-16	26-Jul-16	15	4250, 4200, A1390, A1380, 4230, A1
4270	Test materials	20	15-Sep-16	24-Aug-16	13-Oct-16	21-Sep-16	15	4210
4280	Prepare Initial Geotech Recommendation Me	10	14-Oct-16	22-Sep-16	27-Oct-16	05-Oct-16	15	4270
4290	Perform QC review and finalize Initial Geotec	3	28-Oct-16	06-Oct-16	01-Nov-16	11-Oct-16	15	4280
4300	Prepare geotech investigation statement of w	5	28-Jun-16	02-May-16 A	05-Jul-16	13-Jun-16	15	4220, 4250, A1380

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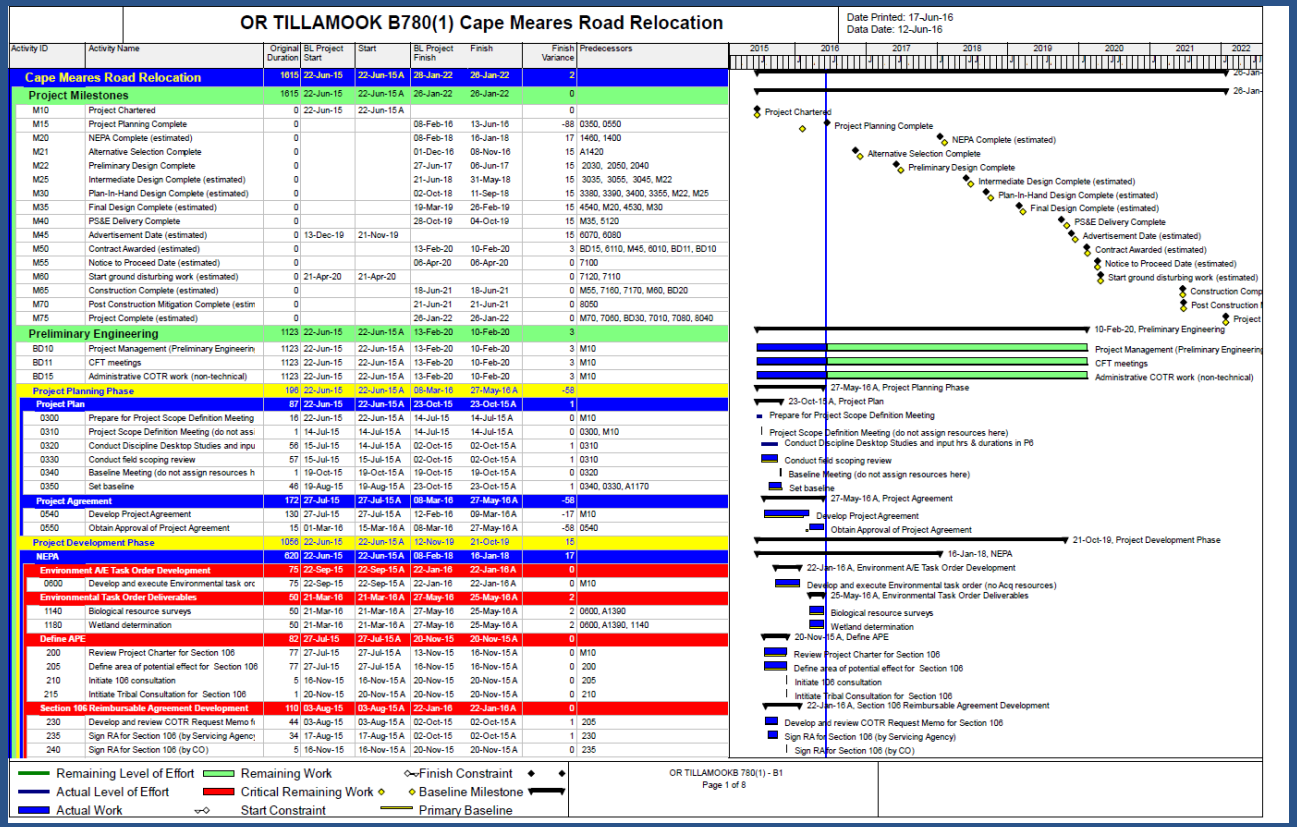
SOW w/ a Schedule

Partial Schedule Example- OR TillamookB780(1) Cape Meares Road Relocation



OR TILLAMOOK B780(1) Cape Meares Road Relocation

Date Printed: 17-Jun-16
Data Date: 12-Jun-16

Activity ID	Activity Name	Original Duration	BL Project Start	Start	BL Project Finish	Finish	Finish Variance	Predecessors
Cape Meares Road Relocation		**1615**	**22-Jun-15**	**22-Jun-15 A**	**28-Jan-22**	**26-Jan-22**	**2**	
Project Milestones		1615	22-Jun-15	22-Jun-15 A	26-Jan-22	26-Jan-22	0	
M10	Project Chartered	0	22-Jun-15	22-Jun-15 A			0	
M15	Project Planning Complete	0			08-Feb-16	13-Jun-16	-88	0350, 0550
M20	NEPA Complete (estimated)	0			08-Feb-18	16-Jan-18	17	1460, 1400
M21	Alternative Selection Complete	0			01-Dec-16	08-Nov-16	15	A1420
M22	Preliminary Design Complete	0			27-Jun-17	06-Jun-17	15	2030, 2050, 2040
M25	Intermediate Design Complete (estimated)	0			21-Jun-18	31-May-18	15	3055, 3055, 3045, M22
M30	Plan-In-Hand Design Complete (estimated)	0			02-Oct-18	11-Sep-18	15	3380, 3390, 3400, 3355, M22, M25
M35	Final Design Complete (estimated)	0			19-Mar-19	26-Feb-19	15	4540, M20, 4530, M30
M40	PS&E Delivery Complete	0			28-Oct-19	04-Oct-19	15	M35, 5120
M45	Advertisement Date (estimated)	0	13-Dec-19	21-Nov-19			15	6070, 6080
M50	Contract Awarded (estimated)	0			13-Feb-20	10-Feb-20	3	BD15, 6110, M45, 6010, BD11, BD10
M55	Notice to Proceed Date (estimated)	0			06-Apr-20	06-Apr-20	0	7100
M60	Start ground disturbing work (estimated)	0	21-Apr-20	21-Apr-20			0	7120, 7110
M65	Construction Complete (estimated)	0			18-Jun-21	18-Jun-21	0	M55, 7160, 7170, M60, BD20
M70	Post Construction Mitigation Complete (estim	0			21-Jun-21	21-Jun-21	0	8050
M75	Project Complete (estimated)	0			26-Jan-22	26-Jan-22	0	M70, 7060, BD30, 7010, 7080, 8040
Preliminary Engineering		1123	22-Jun-15	22-Jun-15 A	13-Feb-20	10-Feb-20	3	
BD10	Project Management (Preliminary Engineerin	1123	22-Jun-15	22-Jun-15 A	13-Feb-20	10-Feb-20	3	M10
BD11	CFT meetings	1123	22-Jun-15	22-Jun-15 A	13-Feb-20	10-Feb-20	3	M10
BD15	Administrative COTR work (non-technical)	1123	22-Jun-15	22-Jun-15 A	13-Feb-20	10-Feb-20	3	M10
Project Planning Phase		196	22-Jun-15	22-Jun-15 A	08-Mar-16	27-May-16 A	-58	
Project Plan		87	22-Jun-15	22-Jun-15 A	23-Oct-15	23-Oct-15 A	1	
0300	Prepare for Project Scope Definition Meeting	16	22-Jun-15	22-Jun-15 A	14-Jul-15	14-Jul-15 A	0	M10
0310	Project Scope Definition Meeting (do not ass	1	14-Jul-15	14-Jul-15 A	14-Jul-15	14-Jul-15 A	0	0300, M10
0320	Conduct Discipline Desktop Studies and inpu	56	15-Jul-15	14-Jul-15 A	02-Oct-15	02-Oct-15 A	1	0310
0330	Conduct field scoping review	57	15-Jul-15	15-Jul-15 A	02-Oct-15	02-Oct-15 A	1	0310
0340	Baseline Meeting (do not assign resources h	1	19-Oct-15	19-Oct-15 A	19-Oct-15	19-Oct-15 A	0	0320
0350	Set baseline	46	19-Aug-15	19-Aug-15 A	23-Oct-15	23-Oct-15 A	1	0340, 0330, A1170
Project Agreement		172	27-Jul-15	27-Jul-15 A	08-Mar-16	27-May-16 A	-58	
0540	Develop Project Agreement	130	27-Jul-15	27-Jul-15 A	12-Feb-16	09-Mar-16 A	-17	M10
0550	Obtain Approval of Project Agreement	15	01-Mar-16	15-Mar-16 A	08-Mar-16	27-May-16 A	-58	0540
Project Development Phase		1056	22-Jun-15	22-Jun-15 A	12-Nov-19	21-Oct-19	15	
NEPA		629	22-Jun-15	22-Jun-15 A	08-Feb-18	16-Jan-18	17	
Environment A/E Task Order Development		75	22-Sep-15	22-Sep-15 A	22-Jan-16	22-Jan-16 A	0	
0600	Develop and execute Environmental task orc	75	22-Sep-15	22-Sep-15 A	22-Jan-16	22-Jan-16 A	0	M10
Environmental Task Order Deliverables		50	21-Mar-16	21-Mar-16 A	27-May-16	25-May-16 A	2	
1140	Biological resource surveys	50	21-Mar-16	21-Mar-16 A	27-May-16	25-May-16 A	2	0600, A1390
1180	Wetland determination	50	21-Mar-16	21-Mar-16 A	27-May-16	25-May-16 A	2	0600, A1390, 1140
Define APE		82	27-Jul-15	27-Jul-15 A	20-Nov-15	20-Nov-15 A	0	
200	Review Project Charter for Section 106	77	27-Jul-15	27-Jul-15 A	13-Nov-15	16-Nov-15 A	0	M10
205	Define area of potential effect for Section 106	77	27-Jul-15	27-Jul-15 A	16-Nov-15	16-Nov-15 A	0	200
210	Initiate 106 consultation	5	16-Nov-15	16-Nov-15 A	20-Nov-15	20-Nov-15 A	0	205
215	Intitiate Tribal Consultation for Section 106	1	20-Nov-15	20-Nov-15 A	20-Nov-15	20-Nov-15 A	0	210
Section 106 Reimbursable Agreement Development		110	03-Aug-15	03-Aug-15 A	22-Jan-16	22-Jan-16 A	0	
230	Develop and review COTR Request Memo fi	44	03-Aug-15	03-Aug-15 A	02-Oct-15	02-Oct-15 A	1	205
235	Sign RA for Section 106 (by Servicing Agenc	34	17-Aug-15	17-Aug-15 A	02-Oct-15	02-Oct-15 A	1	230
240	Sign RA for Section 106 (by CO)	5	16-Nov-15	16-Nov-15 A	20-Nov-15	20-Nov-15 A	0	235

Federal Lands Highway- P

Prime Consultant	Prime Locations and Work	Key Personnel
Sample A/E Team Makeup David Evans & Associates	***Portland, OR*** -Project Management, Civil Engineering, Structural Engineering, Environmental, Landscape Architecture, Transportation Planning, Survey, Construction Management, and related services **Salem, OR** - Structural Engineering, Survey, Construction Engineering **Bend, OR** - GIS Hydraulic Engineering **Bellevue, WA** - Civil Engineering, Traffic Engineering, Landscape Architecture, Survey, Planning, Environmental **Everett WA** - Civil Engineering, Survey **Olympia WA** - Structural Engineering, CADD Support **Tacoma WA** - Civil Engineering, Survey **Spokane WA** - Civil Engineering, Land Surveying, GIS, Planning **Coeur d'Alene, ID** - Civil Engineering, Traffic Engineering, Construction Engineering **Denver, CO** - Civil Engineering, Traffic Engineering, Surveying, Environmental, Planning, Landscape Architecture, GIS	**Principal in Charge/QAQC** - Michael Hohbach **Contract Manager/Senior Project Manager** - Kevin Bracey

Firm xyz

DTFH7015D00005 -- Awarded 09/09/2015

CONTRACT YEAR RATES

Contract Year No. 1 09/09/2015 – 09/08/2016
Contract Year No. 2 09/09/2016 – 09/08/2017
Contract Year No. 3 09/09/2017 – 09/08/2018
Contract Year No. 4 09/09/2018 – 09/08/2019
Contract Year No. 5 09/09/2019 – 09/08/2020

2015 A/E MULTI-DISCIPLINE IDIQ

Sample Labor Classifications

Personnel Classification	Contract Year 1 Basic Rate	Contract Year 2 Escalation Factor 2.0%	Contract Year 3 Escalation Factor 2.0%	Contract Year 4 Escalation Factor 2.0%	Contract Year 5 Escalation Factor 2.0%
Administrative Assistant	$ 65.50	$ 66.81			
Project Administrator	$ 103.62	$ 105.70			
Sr. Project Administrator	$ 130.44	$ 133.05			
CADD Designer I	$ 66.30	$ 67.62			
CADD Designer II	$ 85.25	$ 86.95			
Senior CADD Designer	$ 107.40	$ 109.55			
Supervising CADD Designer	$ 119.41	$ 121.79			
Planner I	$ 81.83	$ 83.47			
Planner II	$ 103.54	$ 105.61			
Senior Planner	$ 132.48	$ 135.13			
Lead Planner	$ 159.02	$ 162.20			
Supervising Planner	$ 164.04	$ 167.33			
Planning Manager	$ 227.97	$ 232.53			
Environmental Planner I	$ 85.17	$ 86.87			
Environmental Planner II	$ 96.31	$ 98.24			
Senior Environmental Engineer	$ 124.48	$ 126.97			
Senior Environmental Planner	$ 125.72	$ 128.24			
Lead Environmental Planner	$ 153.15	$ 156.21			
Supervising Environmental Planner	$ 178.53	$ 182.10			
Environmental Manager	$ 214.39	$ 218.68			
Engineer I	$ 96.26	$ 98.18			
Engineer II	$ 116.29	$ 118.61			
Senior Engineer	$ 137.28	$ 140.03			
Lead Engineer	$ 167.02	$ 170.36			
Supervising Engineer	$ 203.14	$ 207.20			
Engineering Manager	$ 250.67	$ 255.69			
Graphics Specialist I	$ 104.40	$ 106.48			
Graphics Specialist II	$ 108.40	$ 110.57			
Senior Graphics Specialist	$ 120.48	$ 122.89			
Computer Systems Specialist	$ 174.39	$ 177.88			
Technical Manager	$ 232.77	$ 237.42			
Project Manager	$ 149.34	$ 152.33			
Senior Project Manager	$ 213.26	$ 217.53			
Senior Manager	$ 306.51	$ 312.64			
Principal-in-Charge	$ 356.23	$ 363.35			

Task Order Item	Trip Location / Destination	Non Labor Hour Expenses	Rate	Quantity or People	Days	Nights	Amount
- Phase A	Alaska	Air Fare	$1,300.00	5			$6,500.00
		Air Charter	$1,320.00	5			$6,600.00
		Air Chater	$640.00	5			$3,200.00
		Rental Car	$100.00	2	4		$800.00
		Printing	$500.00	1			$500.00

1) Kake to Seal Point Road
TFH70-05-D-00008

Project Engineer / Scientist | Senior Draftsperson | Draftsperson | Staff Admin Support

3	**Survey**	0	0	0	0	0	0	0	0	0	0	0					
3.a	Final survey controls												4	$	296.08	4	$296.08
4	**Geotech/Materials**	0	0	0	0	0	0	0	0	0	0	0					
4.a	Consolidated geotechnical report												9	$	821.37	88	$12,909.15
4.b	Final draft geotechnical design												2	$	299.96		
4.b.i	Soft soil plans												24	$	3,435.52		
4.b.ii	Soft soil SCRs												20	$	3,165.04		
4.b.iii	Soft soil CPM construction												20	$	3,165.04		
4.c	Final draft geotechnical design review												13	$	2,022.22		
5	**Hydraulics**	0	0	0	0	0	0	0	0	0	0	0					
5.a	Final hydraulic design												40	$	3,075.68	40	$3,075.68
6	**Right of Way and Utilities**	0	0	0	0	0	0	0	0	0	0	0					
6.a	Verify R/W												8	$	758.24	16	$1,516.48
6.b	Verify R/W mitigation												8	$	758.24		
7	**Plan Review**	0	0	0	0	0	0	0	0	0	0	0					
7.a	Final design office review												33	$	3,969.56	33	$3,969.56
E.	**PS&E Sign-off Design Phase**	0	0	0	0	0	0	0	0	0	0	0	**244**	**$**	**22,398.67**		
1	**Design**	0	0	0	0	0	0	0	0	0	0	0					
1.a	Resolve Final design comments												14	$	1,745.02	157	$14,950.73
1.b	Sign-off quantity calculations												12	$	971.28		
1.c	Sign-off engineer's estimate												4	$	379.12		
1.d	Sign-off CPM construction schedule												6	$	722.53		
1.e	Sign-off PS&E												104	$	9,658.00		
1.f	Sign-off Electronic copy												17	$	1,474.78		
2	**Design Narrative**	0	0	0	0	0	0	0	0	0	0	0					
2.a	Design Narrative												9	$	908.22	9	$908.22
3	**PE Hold File**	0	0	0	0	0	0	0	0	0	0	0					
3.a	PE Hold File												78	$	6,539.72	78	$6,539.72
	Total Hours Per Personnel	122	90	8	8	4	50	4	378	132	14	84	6801	$	722,477.00	6801	$ 722,477.00
	Total Cost Per Personnel	$12,890.52	$7,551.00	$500.40	$503.20	$151.00	$7,046.50	$654.96	$61,893.72	$21,613.68	$1,258.04	$6,013.56					

Total Labor Hours	**6801**
Total Labor Cost	**$722,477.00**
Total Indirect Expenses and Travel Costs	**$232,960.25**
Total Estimate	**$955,437.25**

Task 4.2 Project Plans and Task 4.4 Geotechnical Report

These two tasks comprise the bulk of the work to be performed under this modification and are linked in that the work on the Geotechnical Report supports development of the project plan details. These tasks are being evaluated together due to an apparent difference in the Consultants approach to the work. The proposed fee is higher for Task 4.1 but lower for Task 4.3. However, the overall fee for both tasks is very close to the IGE.

Objective: Clarify work to be completed by Senior Geotechnical Engineer and Project Geotechnical Engineer and clarify the consultant's role for completion of the work.

Task 4.2	Fee Proposal	IGE	Negotiation Objective
Total Hours	205	200	205
Subtotal Fee	$24,606	$19,393	$24,606
Task 4.4	**Fee Proposal**	**IGE**	**Negotiation Objective**
Total Hours	220	254	220
Subtotal Fee	$29,485	$35,504	$29,485
Total Fee	$54,901	$54,897	$54,901

Date: Sometime

the subject fee proposal

E. The Consultant has
hours; the major differences
echnical Engineer and Project
perform tasks that the IGE
s and by the consultant.

ical Engineer and Project
ompletion of the work.

E of 94 hours. Clarify what
ioted below. Accept all other

v 9 hours each for Sr.
Engineer.

llow 4 hours each for Project
t any review hours to tasks

v time for two meetings
Engineer, and Project

Federal Lands: Top Items for a Successful Task Order?

Schedule

- Allow time for negotiation before the First Deliverable, meeting, or trip is required.

Document performance

- If you are not happy with a firm's performance, you need to DOCUMENT it with a performance evaluation. This notifies future COR's or issues that affect future task order considerations.

Deliverables and Completion Dates

- Deliverable dates should be specific, not seasonal. Allow time for reviews and third party decisions.

Have Proper Discussions

- Ensure SOW and Explanation of Deliverables are clearly defined.
- Discussing extra work or asking for items outside the SOW is improper.
- Discussing the task order with a A/E firm w/o prior CO approval is improper.