**Attachment 3**

**Firm Personnel Billing Rates**

The hourly rates shall be provided for the categories of key personnel described in the table below. The hourly rates will be used for evaluation purposes as set forth in the instructions herein.

Instructions:

1. Provide the hourly billing rates for the categories of key personnel described in the table below, to be charged through the initial term of the Agreement for each job title listed in the table below. Rates must be fully loaded and include Overhead and Profit. If a firm utilizes a different job title than listed below, include the rate for the closest-aligned job title. All rates must be a single rate, expressed in dollar values with no more than two decimals, and not in a range (example: $80.00).
2. All job titles must have a corresponding rate to be considered a responsive proposal. Failure to indicate a billing rate for any job title listed may be grounds to reject the entire proposal.
3. Do not change or edit this form.

The basis of the evaluation and subsequent award of points for the billing rates shall serve as the Cost Proposal and shall be a composite hourly rate of the key personnel positions listed. The composite hourly rate will be determined by multiplying the proposed hourly rate for each position by the designated weight factor and summing the resulting weighted personnel rates. The lowest fee proposal (composite hourly rate) submitted will receive the maximum points available. The points awarded for the remaining fee proposals will be calculated by identifying the ratio of the lowest fee proposal to the fee proposal being evaluated and multiplying that ratio by the maximum number of points available.

**Personnel Rate Table**

|  |  |  |  |
| --- | --- | --- | --- |
| **Service Type** | **Job Title** | **Personnel Weight Factor** | **Proposed Billing Rate** |
| Construction Project Management Services | Project Director | 8% |  |
| Project Manager (pre-construction) | 14% |  |
| Construction Manager | 37% |  |
| Project Engineer | 22% |  |
| Document Control/Administrative Staff | 3% |  |
| Cost Estimating Services | Cost Estimator | 8% |  |
| Scheduling Services | Scheduler | 8% |  |
|  | Total | 100% |  |

RFP #: Date: Firm Name:

Authorized Representative Signature:

**END OF ATTACHMENT**