

**SUMMARY OF STAFF HOURS AND DIRECT LABOR COSTS**

CLASS														Total Direct Labor	
Avg. Hourly Wage															
TASK	ACT. CODE	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
<b>TOTALS</b>															

**STAFF WORK SCHEDULE**

**CLASSIFICATION**

**WORK SCHEDULE FROM \_\_\_\_\_ TO \_\_\_\_\_**

	Weekly/ Monthly						Total Hours	Total Direct Labor Costs
<b>TOTAL</b>								

**Specific Rate Contract Staff Hours and Direct Labor Costs**

Class	Negotiated Labor-Related Rate													Total Direct Labor	
		Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Task	Act. Code														
<b>Totals</b>															

**EXAMPLE FIXED FEE COMPUTATION SUMMARY BY ENGINEERING TASK (WHEN SOLICITATED AFTER JANUARY 2013)**

Task	Activity Code	Direct Labor Costs	Overhead Costs	Fixed Fee	Direct Expenses	Total
Admin/Coordin	740	\$100.00	\$150.00	\$15.00	\$0.00	\$265.00
Overall QA/QC	771	\$200.00	\$300.00	\$30.00	\$0.00	\$530.00
Inspection	272	\$600.00	\$900.00	\$90.00	\$500.00	\$2090.00
Reports	748	\$250.00	\$375.00	\$37.50	\$20.00	\$682.50
Mob/Demo	272	\$150.00	\$225.00	\$22.50	\$0.00	\$397.50
TOTAL		\$1300.00	\$1950.00	\$195.00	\$520.00	\$3965.00

EXAMPLE CALCULATION:

OVERHEAD RATE: 150% of Direct Labor Costs

FIXED FEE: 6.00%

$$\begin{aligned}
 \text{TOTAL FIXED FEE} &= (\text{Direct Labor Costs} + \text{Overhead Costs}) \times \text{Fixed Fee Percent} \\
 &= (\text{Direct Labor Costs} + 1.5 \times \text{Direct Labor Costs}) \times \text{Fixed Fee Percent} \\
 &= 2.5 \times \text{Direct Labor Costs} \times \text{Fixed Fee Percent} \\
 &= 2.5 \times 1300 \times 0.06 \\
 &= \$195.00
 \end{aligned}$$



**II. CONSULTANT WEIGHTED AVERAGE DIRECT LABOR RATES**

Project ID: \_\_\_\_\_

Classification: \_\_\_\_\_

(a)	(b)	(c)	(d)
Employee Name(a)	Current Rate(b)	Percent Contribution(c)	(b*c)
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
<b>TOTAL</b>		0.00%	\$0.00

Repeat schedule for each classification using weighted average of selected individuals.



**Direct Costs by Item**

**Project ID:** \_\_\_\_\_

Item	Unit Amount	Unit Type	Rate	Total Expenses
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
TOTAL				\$0.00

## Consultant Contract Total Fee Computation

<b>Project ID</b>					<b>Total for Contract</b>
<b>Number of Staff Hours</b>					<b>0</b>
<b>Total Direct Labor</b>					<b>\$0.00</b>
<b>Total Indirect Costs</b>					<b>\$0.00</b>
<b>Fixed Fee Amount</b>					<b>\$0.00</b>
<b>Direct Expenses</b>					<b>\$0.00</b>
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Subcontract 1</b>					<b>\$0.00</b>
<b>Subcontract 2</b>					<b>\$0.00</b>
<b>Subcontract Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL COST</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Indirect Cost Rate (%) \_\_\_\_\_

Fixed Fee (%) \_\_\_\_\_

**Phased Consultant Contract Total Fee Computation**

<b>Contract Phase Begin Date</b>					
<b>Contract Phase End Date</b>					<b>Total for Contract</b>
<b>Number of Staff Hours</b>					<b>0</b>
<b>Direct Labor Costs</b>					<b>\$0.00</b>
<b>Indirect Costs</b>					<b>\$0.00</b>
<b>Fixed Fee Amount</b>					<b>\$0.00</b>
<b>Direct Expenses</b>					<b>\$0.00</b>
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Subcontract 1</b>					<b>\$0.00</b>
<b>Subcontract 2</b>					<b>\$0.00</b>
<b>Subcontract Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL COST:</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Indirect Cost Rate (%) \_\_\_\_\_

Fixed Fee (%) \_\_\_\_\_

Repeat schedule for each project I.D.



**II. CONSULTANT WEIGHTED AVERAGE DIRECT LABOR RATES**

(a)	(b)	(c)	(d)
Employee Name	Current Rate	Percent Contribution	(b*c)
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
TOTAL		0.00%	\$0.00

Repeat schedule for each classification using weighted average of selected individuals.

**I. CONSULTANT DIRECT LABOR RATES (For contracts solicited after January 1, 2013)**

(a) NAME or Employee #	(b) Classification	(c) Current Rate	(d) Pay Increase Percent	(e) Pay Increase Amount	(f) Date of Increase	(g) % Work at Current Rate	(h) % Work at Increase Rate	(i) Weighted Average Hourly Rate	(j-1) Field Indirect Cost Rate	(j-2) Firm Indirect Cost Rate	(k) Fixed Fee Rate (150%)	(l) Actual Labor Related Rate	(m) Final Labor Related Rate

**CONTRACT COMPLETION DATE:**

Columns (a), (b), (c) are REQUIRED for all contracts. Use columns (d) through (i) when the contract duration will extend beyond the date of a labor rate increase. Repeat columns (d) through (i) for each anticipated labor rate increase. To calculate the indirect cost rate in either column (j-1) or (j-2), multiply the rate in column (i) by either the field or firm indirect cost rate. To calculate the fixed fee rate (k), multiply the fixed fee percentage posted on the solicitation of the contract by column (i) X 2.5 (e.g. with fixed fee percentage of 7% and weighted average hourly rate of \$50: column (k) = \$50X2.5X0.07 = \$8.75). The actual labor related rate in column (l) is then calculated by adding columns (i) + (j) + (k). The final labor related rate is entered in column (m).

An individual name is required for key personnel assigned to perform the contract work.

**II. CONSULTANT WEIGHTED AVERAGE DIRECT LABOR RATES**

When two or more individuals within the same classification are assigned, an average of those individuals' rates, weighted based on their respective contribution to the contract, may be used. Designate "Average-Selected Individuals" in Column (a) and complete the Consultant Weighted Average Direct Labor Rates section below. When the average for ALL employees within the particular classification is used, designate "Average-Company-wide" in Column (a). Company-wide averages must be reviewed and authorized by the WisDOT Contracts Manager prior to use in a contract.

Classification:			
Name or Employee #	Rate (a)	Percent Contribution (b)	(a) x (b)
		100%	

Repeat schedule for each classification using weighted average of selected individuals



**Specific Rate Contract Total Fee Computation**

<b>Project ID</b>					<b>Total for Contract</b>
<b>Number of Staff Hours</b>					<b>0</b>
<b>Labor-Related Costs</b>					<b>\$0.00</b>
<b>Direct Expenses</b>					<b>\$0.00</b>
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Subcontract 1</b>					<b>\$0.00</b>
<b>Subcontract 2</b>					<b>\$0.00</b>
<b>Subcontract 3</b>					<b>\$0.00</b>
<b>Subcontract Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL COST</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Indirect Rate (%):** \_\_\_\_\_

**Fixed Fee (%):** \_\_\_\_\_