

# ATTACHMENT C: COST PROPOSAL

## Cost proposal

Our cost proposal summarizes the hours projected to fulfill the tasks identified in Section 3 – Scope of Services. We have identified the costs to perform the base audit as prescribed in the Authority’s RFP to be \$27,150. Additionally, we have provided a cost proposal to perform the “Optional Task – Audit of the Contractors’ Billing Systems” of \$13,635.

<b>West Contra Costa Integrated Waste Management Authority Solid Waste and Recycling Tonnage Audit Cost Proposal</b>							
	M Sheehan \$250	C Costine \$195	Assistant \$135	Administrative \$105	Total Hours	Proposed Cost	
Task 1 Project Initiation	4	8	2	0	14	\$ 2,830	
Task 2 Audit of Tonnage	2	22	38	0	62	\$ 9,920	
Task 3 Compare Values to Other Local Jurisdictions	2	5	12	0	19	\$ 3,095	
Task 4 Communication of Findings and Recommendations	14	18	10	5	47	\$ 8,885	
Engagement Management	4	4	4	0	12	\$ 2,320	
<b>Total Labor - Tasks 1-4</b>	<b>26</b>	<b>57</b>	<b>66</b>	<b>5</b>	<b>154</b>	<b>\$ 27,050</b>	
Out-of-Pocket Expenses						\$ 100	
<b>Total Budget before Optional Task</b>						<b>\$ 27,150</b>	
Task A OPTIONAL TASK - Audit of Contractors' Billing System	5	19	62	2	88	\$ 13,535	
Out-of-Pocket Expenses						\$ 100	
<b>Total Budget - OPTIONAL TASK</b>						<b>\$ 13,635</b>	
<b>Total Labor - All Tasks</b>	<b>31</b>	<b>76</b>	<b>128</b>	<b>7</b>	<b>242</b>	<b>\$ 40,585</b>	
Out-of-Pocket Expenses						\$ 200	
<b>Total Budget including the OPTIONAL TASK</b>						<b>\$ 40,785</b>	

# ATTACHMENT D: STANDARD HOURLY RATES AND BILLING ARRANGEMENTS

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(Effective January 1, 2016)<sup>1</sup>

## Professional Fees

Hourly rates for professional and administrative personnel are as follows:

<u>Position</u>	<u>Rate</u>
President	\$270
Senior Vice President & Vice President	\$250 - \$269
Senior Project Manager	\$230 - \$235
Senior Associate/Project Manager	\$195 - \$219
Associate Analyst	\$150 - \$170
Assistant Analyst	\$110 - \$115
Administrative Staff	\$105

## Direct Expenses

Standard charges for common direct expenses are as follows:

Automobile Travel	Prevailing IRS mileage rate
Document Reproduction	15 cents per page (black & white) 75 cents per page (color)
Facsimile	No charge
Telephone	No charge
Public Conveyances	Actual
Postage	Actual
Overnight Mail and Couriers	Actual

## Billing Policies

Our policy is to bill for our services and direct expenses based on the standard hourly rates of the staff member assigned, multiplied by the time required to perform the client-related tasks, plus the subcontractor services as described above. In implementing this policy we adhere to the following practices:

- It is our standard practice to e-mail invoices to our clients, although hard copies of invoices can be sent to clients on request.
- We round to the nearest one-half hour (e.g., if two hours and 50 minutes are spent on a task, it is recorded as three hours, if two hours and 10 minutes are spent on a task, it is recorded as two hours). A minimum charge of one-half hour is charged for any client work performed in a day.
- We attempt to schedule travel time before and after normal work hours and we do not bill for this time. If travel occurs during normal work hours and we can use public conveyances, we attempt to use the time productively for the benefit of the client or for another client and this

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<sup>1</sup> Litigation Support and Expert Witness Services are not covered by this schedule of fees and expenses.

# **ATTACHMENT D: STANDARD HOURLY RATES AND BILLING ARRANGEMENTS**

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time is billed to the appropriate client. If we must travel during business hours and cannot use the time productively or use a public conveyance, we bill the time to the client on whose behalf we are traveling.

- Because public meetings (e.g., Board of Supervisors, City Council, and Board of Directors meetings) generally occur after business hours and are not conducted in accordance with strict schedules, our standard policy is to bill a minimum two-hour charge.
- We do not markup out-of-pocket expenses, however, we may charge administrative or professional time related to the provision of the goods and services associated with these charges. Costs for outside consultants and subcontractors are billed at actual cost plus a 15 percent administrative fee.
- Mileage fees are based on the round-trip distance from the point of origin.
- If a client's change to a previously scheduled meeting results in penalties being assessed by a third party (e.g., airline cancellation fee), then the client will bear the cost of these penalties.

While no minimum fee for a consulting engagement has been established, it is unlikely (given the nature of our services) that we can gain an understanding of a client's particular requirement, identify alternatives, and recommend a solution in less than twenty-four hours.

## **Insurance**

We maintain the following policies of insurance with carriers doing business in California:

- Comprehensive General Liability Insurance (\$2,000,000)
- Workers' Compensation (\$1,000,000)
- Professional Liability Insurance (\$2,000,000)
- Hired and Non-Owned Auto Liability (\$1,000,000)

All costs incurred in complying with special insurance, licensing, or permit requirements, including but not limited to naming client as an additional insured and waiver of subrogation, become the responsibility of the client and are not included in the fees for services or direct charges but are billed in addition to the contract at cost, plus any professional or administrative fees.

## **Invoices and Payment for Services**

Our time reporting and billing system has certain standard formats that are designed to provide our clients with a detailed invoice of the time and charges associated with their engagement. (We typically discuss these with our clients at our kick-off meeting.) We are also pleased to provide our clients with a custom invoice format but we will have to bill the client for any additional costs associated with their unique requirements.

Billings for professional services and charges are submitted every month, in order that our clients can more closely monitor our services. A late fee of one and one-half percent per month is applied to balances unpaid after thirty (30) days.