

## Example of a Standard Proposal:

Classification	Employee	Man-Hours	Hourly Rate	Total
Project Manager	Jane Doe	10	50.00	\$500.00
Sr. Engineer	John Doe	40	40.00	1,600.00
CADD	Adam Smith	80	20.00	1,600.00
Clerical	Eve Smith	20	15.00	300.00
<b>Total Direct Labor</b>				<b>\$4,000.00</b>
<b>Overhead Rate</b>		130.00%		<b>\$5,200.00</b>
<b>Sub-Total</b>				<b>\$9,200.00</b>
<b>Fee</b>		9.00%		<b>\$828.00</b>
<b>Facilities Capital Cost of Money</b>		1.23%	(applied to direct labor)	<b>\$49.20</b>
<b>Sub-Total</b>				<b>\$10,077.20</b>
<b>Direct Non-Salary Costs:</b>				
	<b>Mileage</b>	500	0.565	\$282.50
	<b>Reproduction</b>	100	0.04	\$4.00
	<b>Per Diem</b>	5	110.80	\$554.00
<b>Total Direct Non-Salary costs</b>				<b>\$840.50</b>
<b>Grand Total</b>				<b>\$10,917.70</b>

**Note:**

All agreements submitted to the Department require the Consultant to maintain all books, documents, papers, accounting records, and other information pertaining to costs incurred on projects for a period of three (3) years from the date of final payment and to make such materials available at its offices at all reasonable times during the contract for inspection by the State.

It is preferred that job costs be segregated by tasks (Hydro, Roadway, Structures, etc).

Any questions may be directed to the Consultant, Utility, Railroad, Turnpike unit.

<b>Todd Jones, Manager</b>	<b>919-707-4579</b>
<b>Lonnetta Raynor, Lead Auditor</b>	<b>919-707-4582</b>
<b>Harold Renfrow</b>	<b>919-707-4583</b>
<b>John Stroud</b>	<b>919-707-4580</b>
<b>Landon Perry</b>	<b>919-707-4589</b>
<b>Dorene Creech</b>	<b>919-707-4584</b>