



City of Austin

CONTRACT MANAGEMENT DEPARTMENT P. O. Box 1088, Austin, TX 78767-8839
Contract Management Division
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GUIDELINES FOR CONSULTANT FEE PROPOSALS

The following information must be included in the fee proposals prepared by the consultant:

- 1. Reference the Professional Services Agreement Name and Number**, i.e. 2009-2011 General Civil Engineering Services Rotation List / PA090000005, the Project name, i.e. Barton Springs Pool Bathhouse Upgrades, and the City of Austin's Project Manager's name.
- 2. Statement of Scope and Personnel Breakdown**
Provide a task-oriented statement of services and a breakdown of the estimated labor requirements per task utilizing the Resource Allocation Plan (RAP) provided. Unless otherwise directed, the scope should generally correspond to the basic services described in the Professional Services Agreement for each project phase. If appropriate, state services explicitly excluded from the scope.
- 3. Sub-consultant Proposals**
Include a proposal from each professional sub-consultant stating:
 - Scope of services to be provided by the sub-consultant
 - Cost development and method of payment
 - Schedule
- 4. Fee Proposal**
Provide a maximum not-to-exceed fee proposal including the following:
 - Identification of payment method
 - Labor costs showing employee classifications (related to tasks and labor breakdown identified in scope)
 - Summary of sub-consultant costs
 - Identified reimbursable project expenses
 - Total maximum-not-to-exceed contract amount
- 5. Project Schedule**
Include a schedule that corresponds to the task oriented statement of scope. A Gantt chart type format is preferred.
- 6. Subconsultant Utilization Form**
Provide a summary of fees and tasks broken down by prime and subs and expected MBE/WBE participation.