### EXHIBIT 10-H SAMPLE COST PROPOSAL (EXAMPLE #1)    Page 1 of 2

#### ACTUAL COST-PLUS-FIXED FEE OR LUMP SUM (FIRM FIXED PRICE) CONTRACTS

#### (DESIGN, ENGINEERING AND ENVIRONMENTAL STUDIES)

Note: Mark-ups are Not Allowed

Consultant _____  Contract No. _____  Date _____

**DIRECT LABOR**

| Classification/Title | Name | Hours | Actual Hourly Rate | Total |
|---|---|---|---|---|
| _____ | _____ | _____ | $ _____ | $ _____ |
| _____ | _____ | _____ | $ _____ | $ _____ |
| _____ | _____ | _____ | $ _____ | $ _____ |
| _____ | _____ | _____ | $ _____ | $ _____ |
| _____ | _____ | _____ | $ _____ | $ _____ |

**LABOR COSTS**
a)  Subtotal Direct Labor Costs                                          $ _____
b)  Anticipated Salary Increases (see page 2 for sample)                 $ _____

                              c) **TOTAL DIRECT LABOR COSTS** [(a) + (b)]  **$ _____**

**FRINGE BENEFITS**
d)  Fringe Benefits (Rate: _____)          e) **TOTAL FRINGE BENEFITS**
                                                  [(c) x (d)]  **$ _____**

**INDIRECT COSTS**
f)  Overhead (Rate: _____)                 g) Overhead [(c) x (f)]  $ _____
h)  General and Administrative (Rate: _____)   i) Gen & Admin [(c) x (h)]  $ _____

                              j) **TOTAL INDIRECT COSTS** [(e) + (g) + (i)]  **$ _____**

**FEE (Profit)**
q) (Rate: _____)                           k) **TOTAL FIXED PROFIT** [(c) + (j)] x (q)]**$ _____**

**OTHER DIRECT COSTS (ODC)**

| Description | Unit(s) | Unit Cost | Total |
|---|---|---|---|
| l)  Travel/Mileage Costs (supported by consultant actual costs) | _____ | $_____ | $_____ |
| m) Equipment Rental and Supplies (itemize) | _____ | $_____ | $_____ |
| n)  Permit Fees (itemize), Plan sheets (each), Test Holes (each), etc. | _____ | $_____ | $_____ |
| o)  Subconsultant Costs (attach detailed cost proposal in same format as prime consultant estimate for each subconsultant) | _____ | $_____ | $_____ |

                              p) **TOTAL OTHER DIRECT COSTS** [(l) + (m) + (n) + (o)]  **$ _____**

                              **TOTAL COST** [(c) + (j) + (k) + (p)]  **$ _____**

NOTES:
- Employees subject to prevailing wage requirements to be marked with an *.
- ODC items should be based on actual costs and supported by historical data and other documentation.
- ODC items that would be considered "tools of the trade" are not reimbursable.
- ODC items should be consistently billed directly to all clients, not just when client will pay for them as a direct cost.
- ODC items when incurred for the same purpose, in like circumstances, should not be included in any indirect cost pool or in overhead rate.

**EXHIBIT 10-H SAMPLE COST PROPOSAL (EXAMPLE #1)**   Page 2 of 2

**ACTUAL COST-PLUS-FIXED FEE OR LUMP SUM (FIRM FIXED PRICE) CONTRACTS**

(SAMPLE CALCULATIONS FOR ANTICIPATED SALARY INCREASES)

Consultant _____ Contract No._____ Date _____

**1. Calculate Average Hourly Rate for 1st year of the contract (Direct Labor Subtotal divided by total hours)**

| Direct Labor Subtotal per Cost Proposal | Total Hours per Cost Proposal | Avg Hourly Rate | **5 Year Contract Duration** |
|---|---|---|---|
| _____ | _____ = | | Year 1 Avg Hourly Rate |

**2. Calculate hourly rate for all years (Increase the Average Hourly Rate for a year by proposed escalation %)**

|  | Avg Hourly Rate | | Proposed Escalation | | | |
|---|---|---|---|---|---|---|
| Year 1 | _____ | + | _____ | = | _____ | _____ |
| Year 2 | _____ | + | _____ | = | _____ | _____ |
| Year 3 | _____ | + | _____ | = | _____ | _____ |
| Year 4 | _____ | + | _____ | = | _____ | _____ |

**3. Calculate estimated hours per year (Multiply estimate % each year by total hours)**

|  | Estimated % Completed Each Year | | Total Hours per Cost Proposal | | Total Hours per Year |
|---|---|---|---|---|---|
| Year 1 | _____ | * | _____ | = | _____ |
| Year 2 | _____ | * | _____ | = | _____ |
| Year 3 | _____ | * | _____ | = | _____ |
| Year 4 | _____ | * | _____ | = | _____ |
| Year 5 | _____ | * | _____ | = | _____ |
| Total | _____ | | _____ | = | |

**4. Calculate Total Costs including Escalation (Multiply Average Hourly Rate by the number of hours)**

|  | Avg Hourly Rate (calculated above) | | Estimated hours (calculated above) | | Cost per Year |
|---|---|---|---|---|---|
| Year 1 | _____ | * | _____ | = | _____ |
| Year 2 | _____ | * | _____ | = | _____ |
| Year 3 | _____ | * | _____ | = | _____ |
| Year 4 | _____ | * | _____ | = | _____ |
| Year 5 | _____ | * | _____ | = | _____ |
| | Total Direct Labor Cost with Escalation | | = | | |
| | Direct Labor Subtotal before Escalation | | = | | |
| | Estimated total of Direct Labor Salary Increase | | = | | Transfer to Page 1 |

NOTES:
- This is not the only way to estimate salary increases. Other methods will be accepted if they clearly indicate the % increase, the # of years of the contract, and a breakdown of the labor to be performed each year.
- An estimation that is based on direct labor multiplied by salary increase % multiplied by the # of years is not acceptable. (i.e. $250,000 x 2%  x  5 yrs = $25,000 is not an acceptable methodology)
- This assumes that one year will be worked at the rate on the cost proposal before salary increases are granted.

## EXHIBIT 10-H SAMPLE COST PROPOSAL (EXAMPLE #2)    Page 1 of 2

### SPECIFIC RATE OF COMPENSATION (USE FOR ON-CALL OR AS-NEEDED CONTRACTS)

### (CONSTRUCTION ENGINEERING AND INSPECTION CONTRACTS)

Note: Mark-ups are Not Allowed

Consultant or Subconsultant _____ Contract No. _____ Date _____

| Fringe Benefit | + | Overhead | + | General Administration | = | Combined Indirect Cost Rate (ICR) |
|---|---|---|---|---|---|---|
| (= 0% if Included in OH) | | (= 0% if Included in OH) | | | | |

FEE = _____

BILLING INFORMATION          CALCULATION INFORMATION

| Name/Job Title/Classification[1] | Hourly Billing Rates[2] | | | Effective date of hourly rate | | Actual **or** Avg. hourly rate[3] | % or $ increase | Hourly range - for classifications only |
|---|---|---|---|---|---|---|---|---|
| | Straight | OT(1.5x) | OT(2x) | From | To | | | |
| | | | | | | | | |
| | | | | | | | | |
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| | | | | | | | | |
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| | | | | | | | | |

1.      Names and classifications of consultant (key staff) team members must be listed.  Provide separate sheets for prime and all subconsultant firms.
2.      Billing rate = actual hourly rate * (1+ ICR) * (1+ Fee).  Agreed upon billing rates are not adjustable for the term of contract.
3.      For named employees enter the actual hourly rate.  For classifications only, enter the Average Hourly Rate for that classification.

NOTES:
- Denote all employees subject to prevailing wage with an asterisks (*)
- For "Other Direct Cost" listing, see page 2 of this Exhibit

**EXHIBIT 10-H SAMPLE COST PROPOSAL (EXAMPLE #2)**    Page 2 of 2

SPECIFIC RATE OF COMPENSATION (USE FOR ON-CALL OR AS-NEEDED CONTRACTS)

(CONSTRUCTION ENGINEERING AND INSPECTION CONTRACTS)

Consultant or Subconsultant _____ Contract No. _____ Date _____

| SCHEDULE OF OTHER DIRECT COST ITEMS | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| PRIME CONSULTANT | | | | SUBCONSULTANT #1 | | | | SUBCONSULTANT #2 | | | |
| DESCRIPTION OF ITEMS | UNIT | UNIT COST | TOTAL | DESCRIPTION OF ITEMS | UNIT | UNIT COST | TOTAL | DESCRIPTION OF ITEMS | UNIT | UNIT COST | TOTAL |
| | | | | | | | | | | | |
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| | | | | | | | | | | | |
| PRIME TOTAL ODCs = | | | | SUBCONSULTANT #1 ODCs = | | | | SUBCONSULTANT #2 ODCs = | | | |

IMPORTANT NOTES:

1. List direct cost items with estimated costs. These costs should be competitive in their respective industries and supported with appropriate documentations.
2. Proposed items should be consistently billed directly to all clients (Commercial entities, Federal Govt., State Govt., and Local Govt. Agency), and not just when the client will pay for them as a direct cost.
3. Items when incurred for the same purpose, in like circumstance, should not be included in any indirect cost pool or in the overhead rate.
4. Items such as special tooling, will be reimbursed at actual cost with supporting documentation (invoice).
5. Items listed above that would be considered "tools of the trade" are not reimbursable as other direct cost.
6. Travel related costs should be pre-approved by the contracting agency.
7. If mileage is claimed, the rate should be properly supported by the consultant's calculation of their actual costs for company vehicles. In addition, the miles claimed should be supported by mileage logs.
8. If a consultant proposes rental costs for a vehicle, the company must demonstrate that this is their standard procedure for all of their contracts and that they do not own any vehicles that could be used for the same purpose.

## EXHIBIT 10-H SAMPLE COST PROPOSAL (EXAMPLE #3)

### COST PER UNIT OF WORK CONTRACTS
### (GEOTECHNICAL AND MATERIAL TESTING)

<mark>Note: Mark-ups are Not Allowed</mark>

Consultant _____ Contract No._____ Date _____

Page ___ of ___

**Unit/Item of Work:**
**(Example: Log of Test Boring for Soils Report, or ADL Testing for Hazardous Waste Material Study)**
**Include as many Items as necessary.**

| DIRECT LABOR | Hours | Hourly Billing Rate ($) | Total ($) |
|---|---|---|---|
| Professional (Classification) | _____ | _____ | _____ |
| Sub-professional/Technical* | _____ | _____ | _____ |
| EQUIPMENT (with Operator) | _____ | _____ | _____ |

OTHER DIRECT COST

| Description | Unit(s) | Unit Cost | |
|---|---|---|---|
| Mobilization/De-mobilization | _____ | $_____ | _____ |
| Supplies/Consumables (Itemize) | _____ | $_____ | _____ |
| Travel/Mileage | _____ | $_____ | _____ |
| Report (if applicable) | _____ | $_____ | _____ |

**TOTAL COST PER UNIT OF WORK**                                                         _____

NOTES:
- Denote labor subject to prevailing wage with asterisk (*).
- Hourly billing rates should include prevailing wage rates and be consistent with publicly advertised rates charged to all clients (Commercial, Private or Public).
- Hourly billing rates include hourly wage rate, net fee/profit, indirect cost rate, and actual direct equipment rate.
- Mobilization/De-mobilization is based on site location and number and frequency of tests/items.
- ODC items should be based on actual costs and supported by historical data and other documentation.
- ODC items that would be considered "tools of the trade" are not reimbursable.