

SUBCONSULTANT WORK PLAN for Survey/Staking Services

Directions for Completing Independent Cost Estimate (ICE) Forms

This workbook has been designed to simplify the cost estimating process and to create a standard approach for Consultants, Local Public Agencies (LPA) and Nebraska Department of Roads--in an effort to coordinate the scoping, estimating, and negotiation process.

For NDOR projects, Consultants will submit their completed ICE workbook to the Agreements Engineer. For LPA projects, Consultants will submit the completed ICE workbook to the LPA Responsible Charge (RC). The LPA may not receive the Consultants ICE until the LPA has received from NDOR written notice approving the LPA's ICE.

Start by opening the tab labeled Survey-Staking and following the directions listed below. All Grey fields in the workbook may require information to be entered. Not all fields need to be filled in. Once information is entered the cell will turn white.

Survey/Staking

This worksheet serves as the Work Plan Matrix.

FOR HEADER:

- Enter project information at the top of this worksheet. This information will self-populate the remaining sheets.
- If desired, add your company's logo and matching color scheme.

FOR TASKS:

- Descriptions of the tasks are listed in the Scope of Services.
- Assign hours to tasks based on personnel classifications provided, and the project requirements.

FOR CLASSIFICATIONS:

- There are four standard personnel classifications; however, the workbook allows for two additional user-defined classifications. If user-defined classifications are needed, they must be added to the Classifications Legend located below the Labor Costs table. To enter a new classification, replace "UD1" with its abbreviation (ex. GRA) and replace "User Defined 1" with the corresponding title (ex. Graphic Artist). Once the user-definitions are added, they will self-populate in the Labor Cost table, as well as the remaining sheets. If a User Defined classification is used, a corresponding labor rate must also be entered under the Rate column.

FOR DIRECT LABOR COST SUMMARY:

- Enter direct salary rates used by your company for each employee.

FOR TOTAL PROJECT COST :

- Assign values for the firm's most recent audited Overhead Rate, and the Fee for Profit Rate calculated from the NDOR Fee for Profit Worksheet (available on the NDOR website).
- After the Estimate of Hours, Labors Rates, Overhead Rate, and Fee for Profit Rate are entered a project total will self-populate.

Direct Expenses

- Examples are provided on the Direct Expenses worksheet.
- Direct Expenses are broken up into five categories:
 - Subconsultants: If using a Subconsultants for a project, enter their fee here as a unit cost.
 - Printing and Reproduction: Used for printing and reproduction costs. Several examples are provided on the example expense cost located at the bottom of the worksheet
 - Mileage/Travel: Used for mileage and travel. Use the Standard Rates provided on the Worksheet.
 - Lodging/Meals: Used for lodging and meals . Use the Standard Rates provided on the Worksheet.
 - Other Miscellaneous Costs: Used for expense items that don't fit in to any of the other four categories
- To enter an expense, determine which of the five categories is applicable. Then enter a description, quantity, and unit cost. The amount will self-populate and be generated throughout the workbook.

FOR ASSUMPTIONS:

- This table is used for documenting assumptions used when estimating hours. Assumptions should be noted in the Assumptions table provided on this sheet.

CONSTRUCTION ENGINEERING SERVICES

Survey/Staking

Project Name:	
Project Number:	
Control Number:	
Location (City, County):	
Firm Name:	
Consultant Project Manager:	
Phone/Email:	
LPA Responsible Charge:	
Phone/Email:	
NDOR Project Coordinator:	
Phone/Email:	
Date:	



TASKS	PERSONNEL CLASSIFICATIONS						Total
	SCC	SCM1	SCM2	SCM3			
For Construction Survey/Staking:							
1. Survey/Staking							
1.1 Provide coordination of staking needs with Contractor							
1.2 Verify and re-establish, if necessary, the survey control							
1.3 Stake limits of construction throughout project							
1.4 Mark removal limits. Stake right-of-way and construction easements							
1.5 Provide slope stakes for grading							
1.6 Provide paving hubs							
1.7 Provide cross-section for new culverts							
1.8 Stake fence relocation and guardrail							
1.9 Stake silt fence							
1.10 Verify existing tie-in elevations and adjust pavement grades							
1.11 Trips to Site (Travel Time) for Construction Survey/Staking							
Total Hours							
Total Days (8 hrs)							
Total Hours minus Travel Time							

CLASSIFICATIONS:

SCC =	Survey Crew Chief	SCM2 =	Survey Crew Member 2	UD1 =	User Defined 1
SCM1 =	Survey Crew Member 1	SCM3 =	Survey Crew Member 3	UD2 =	User Defined 2

Direct Labor Cost Summary:	Hours	Rate	Amount
Survey Crew Chief			
Survey Crew Member 1			
Survey Crew Member 2			
Survey Crew Member 3			
DIRECT LABOR			

Total Project Costs:	Amount
Direct Labor Costs	
Overhead @	
Total Labor Costs	
Fee for Profit Rate @	
Direct Expenses	
PROJECT COST	

