

Professional Services
Two Tier Selection Process
and
Fixed Fee Calculations

SCDOT Manual for Procurement, Management and Administration of Engineering and Design Related Services

6.8 Selection - Two-Tier Selection Process

SCDOT will conduct a two-tier selection process for the evaluation of proposals.

Tier 1: Selection Committee will review and score based on the technical criteria contained in the RFP

Tier 2: Designated Professional Services staff will review and score non-technical criteria contained in the RFP. Non-technical criteria may consist of but are not limited to:

Workload capacity: ability of proposed team to complete the project in an expeditious manner based on active work load or current commitments of key team members.

The relative weight of each criterion will be included in the RFP.

Workload Capacity

Workload Capacity consists of the amount of active executed contracts and contracts in negotiations minus the amount invoiced. The balance of the work to be invoiced will determine the capacity score.

$$\begin{array}{r} \text{Executed Contract} \\ \text{Amount} \end{array} + \begin{array}{r} \text{Amount in} \\ \text{Negotiations} \end{array} - \begin{array}{r} \text{Amount} \\ \text{Invoiced} \end{array} = \begin{array}{r} \text{Workload} \\ \text{Capacity} \end{array}$$

Recommendations

Workload Capacity Selection Criteria %
10%
15%
20%
25%

Workload Value	Score
Above \$10,000,001	0
\$9,000,001 - \$10,000,000	1
\$8,000,001 - \$9,000,000	2
\$7,000,001 - \$8,000,001	3
\$6,000,001 - \$7,000,000	4
\$5,000,001 - \$6,000,000	5
\$4,000,001 - \$5,000,000	6
\$3,000,001 - \$4,000,000	7
\$2,000,001 - \$3,000,000	8
\$1,000,000 - \$2,000,000	9
\$0-\$1,000,000	10

On-Call Selections

On-Call Basic Agreement Selections will use the two tier process when selecting consultants for participation on the on-call.

Likewise, the two tier process will be used for selection of a consultant for an on-call work order or task order.

Fixed Fee Calculation

Fixed Fee will now be calculated by using an average overhead rate.

$$\text{Fixed Fee} = (\text{DL} + (\text{DL} * \text{AvgOH})) * \text{FF Rate}$$

$$\begin{aligned} & \text{Total Combined Subtotal} \\ & = (\text{DL} + (\text{DL} * \text{OH})) + ((\text{DL} + (\text{DL} * \text{AvgOH})) * \text{FF Rate}) \end{aligned}$$

Fixed Fee Calculation

1	SETUP 1		
2	Edit Project Information		
3	<u><i>Labor Multipliers</i></u>		
4	Overhead Rate	166.000 %	<i>a</i>
5	FCCM Rate	0.890 %	<i>b</i>
6	Fixed Fee Rate	10.000 %	<i>c</i>
7	Average Overhead Rate	164.000 %	<i>d</i>
8	Combined Multiplier	2.9329	$(1+a) + ((1 + d) * c) + b$

Fixed Fee

- Cost Plus Fixed Fee – compensation to Consultant will be based upon actual cost of performing all phases of work plus a fixed amount.
- Fixed Fee will not vary due to any differences between negotiated fee and actual cost.
- Amounts paid for fixed fees paid by the Consultant to the subconsultant will not be considered a direct cost of the Consultant but will be considered part of the fixed fee of the Consultant.
- Cost plus a percentage of cost agreements are prohibited.
- Fixed fee included in progress payments will be calculated by computing percentage of actual labor hours invoiced divided by labor hours authorized and then applying that percentage to the total fixed fee authorized under the agreement.

Fixed Fee

Compensation to Consultant under the terms of this BASIC AGREEMENT shall not exceed \$X,XXX,XXX for salaries, payroll additives, overhead, direct cost and outside services plus a fixed fee of \$YYY,YYY resulting in a maximum limit of \$X,YXY,XYX.

Contract Breakdown		
Compensation	Fixed Fee	Contract Total
\$X,XXX,XXX	\$YYY,YYY	\$X,YXY,XYX

Questions?