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ER-1 Form

Department of Transportation
Pierre, South Dakota

Attn: Road Design-Utilities

Project No. _____
County: _____

As we are not adequately staffed to prosecute the relocation, permission is hereby requested to employ the following consultant engineering firm for subject project, in accordance with FHPM, Section 6a, b and c.

Consulting Firm Address

BASIC RATES AND CHARGES TO BE USED ON SUBJECT PROJECT:

(1) (2)
* Salary (including direct labor, fringe benefits (_____ %),
(3) (4)
overhead (_____ %) and fixed fee per hour (_____ %),

fixed fee per hour = X% ((1) + (2) + (3))

	Total	Total	* Fixed Fee
	Rate/Hour		Per Hour
Engineer _____ hrs. at _____ per hour = \$ _____		\$ _____	\$ _____
Engineer Asst. _____ hrs. at _____ per hour = \$ _____		\$ _____	\$ _____
Engineering Aids _____ hrs. at _____ per hour = \$ _____		\$ _____	\$ _____

* Fixed Fee per Hour is included in total hourly rate.

* Use continuation sheet, if additional job classifications are necessary.

Expenses (away from headquarters)

Meals _____ days at _____ per day = \$ _____ \$ _____
Hotel _____ days at _____ per day = \$ _____ \$ _____
Per Diem _____ days at _____ per day = \$ _____ \$ _____

Transportation

Car _____ miles @ _____ per mile = \$ _____ \$ _____
Station Wagon _____ miles @ _____ per mile = \$ _____ \$ _____
Other _____ miles @ _____ per mile = \$ _____ \$ _____

Miscellaneous Expense

_____ at _____ per _____ = \$ _____
_____ at _____ per _____ = \$ _____
_____ at _____ per _____ = \$ _____

** Total Estimated Cost = \$ _____

APPROVED _____, 20 ____ . By: _____

Title: _____

Utilities Coordinator Utility: _____

Address: _____

**The total estimated cost is a ceiling amount. This amount cannot be exceeded unless prior approval is obtained from the State.

EXAMPLE

PROVISIONAL BILLING RATE

1. PERSONNEL

<u>Position</u>	(1) Direct Salary Rate/Hr.	(2) Fringe Benefits (40%)	(3) Over- head (100%)	(4) Fixed Fee/Hr. (10-15%)	(5) Total Rate/hr.
	\$	\$	\$	\$	\$
Project Manager	20.00	8.00	20.00	7.20	55.20
Project Engineer #1	15.00	6.00	15.00	5.40	41.40
Project Engineer #2	12.00	4.80	12.00	4.32	33.12
Draftsman	8.00	3.20	8.00	2.88	22.08
Clerical	6.00	2.40	6.00	2.16	16.56

The fixed fee per hour is a percentage of (1) + (2) + (3).

2. TRAVEL

Car or Van	\$0.30/mi.
Meals	
Breakfast	3.50/person
Lunch	5.50/person
Dinner	7.00
Lodging	Actual Cost

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