

ATTACHMENT E – FEE PROPOSAL SHEET(S)

At a minimum the FEE PROPOSAL **must** include:

- 1) Schedule of ALL hourly rates for ALL disciplines and employees that will be working on a County and/or District Contract.
- 2) Any and all anticipated direct or indirect charges such as: Mileage*, Reproductions, Travel, etc. (Per assignment)
- 3) Listing of anticipated reimbursable expenses (if any)
- 4) Specific costs for specific services (i.e. Program Manager Cost per hour)
- 5) Flat fees (if any), Daily rate usage, etc.
- 6) Mark-up percentage on any out-sourced or other services
- 7) Other Direct Costs (ODC) items should be based on actual costs and supported by historical data and other documentation.
- 8) ODC items that would be considered “tools of the trade” are not reimbursable.

*Proposer shall include detailed cost breakdown in confidential separate submittal.

Current County Rate Schedule for Meals and TravelCharge Rates

For purposes of mileage calculation, the building located at 825 E. Third Street, San Bernardino, CA, will be considered as the “home base”. The PROPOSER will only be reimbursed for mileage between the “home base” and the project site. Additional mileage, as appropriate in conjunction with the specific work assignment, may be reimbursable, provided such mileage has been approved by the County at the time a work order for such assignment is issued.

1. Per Diem Meals and Lodging Rates.

(a) Meal and lodging expenses shall not be allowed without prior approval of the appointing authority or designee as necessary for the purpose of conducting County business. Meal and lodging selections should represent a reasonable cost to the County and be generally consistent with the rates established by the California General Services Administration (GSA). Excess charges for meals and lodging greater than the amounts listed below in paragraphs (b) and (c) may be authorized under special conditions, such as a convention or conference requirement (e.g., lodging at the hotel where the conference is held) or if County business requires lodging and meals in an area of unusually high cost (i.e., Non-Standard Areas as established by the GSA). Employees may be reimbursed for expenses in high cost areas for the actual cost incurred, but generally not to exceed the per diem amounts established by the GSA for that area and month. Receipts are mandatory to obtain reimbursement for all lodging expenses, and except as provided below for all meal expenses claimed.

(b) An employee may be reimbursed for lodging expenses at actual cost, generally not to exceed the standard lodging per diem rate as established by the GSA, except as otherwise provided in Section 7, paragraph (a) of this Article.

(c) Except as otherwise provided in Section 7, paragraph (a) of this Article, reimbursements for meal expenses for up to three (3) separate meals per day may be provided as follows:

(1) **With receipts**, an employee may be reimbursed for meal expenses at actual cost, not to exceed eleven dollars (\$11.00) for breakfast, fifteen dollars (\$15.00) for lunch, and twenty-four dollars (\$24.00) for dinner, plus tax and up to 15% gratuity.

(2) **Option Without receipts**, an employee may be reimbursed for meal expenses at per diem rates not to exceed six dollars (\$6.00) for breakfast, nine dollars (\$9.00) for lunch, and nineteen dollars (\$19.00) for dinner, plus tax and up to 15% gratuity.

ATTACHMENT E – FEE PROPOSAL SHEET(S) (continued)

2. Travel Time. If not lodging overnight, travel time and mileage to and from home base to project site and per diem meals (Breakfast and Lunch only) will be paid as stated above. Actual miles driven within project site will also be paid.
3. Travel Time. If lodging overnight, travel time and mileage to and from home base to project site will be paid, but only for the day of travel to project site and for the day of travel to return to business location. Actual miles driven within project site will also be paid. Per Diem meals will be paid as stated above.
4. Mileage Rate. The current County rate for mileage is \$0.67 per mile. This may be adjusted whenever the IRS rate is adjusted.



Signature & Title

Cogstone Resource Management

(Firm Name)

Proposer must provide signature and submit with complete fee proposal.

Mail or submit in person Attachment E, in a separate sealed envelope labeled “Fee Proposal Sheet” with the RFP Number and Title and the name of the Proposer clearly marked on the outside, to the address stated in Section 1, Paragraph B.



COGSTONE 2025-2030 FULL FEE SCHEDULE

LABOR CLASSIFICATION	HOURLY RATE	OT*	DT*
Technician/Monitor I	\$102.00	\$153.00	\$204.00
Technician/Monitor II	\$113.00	\$170.00	\$227.00
Administrative Assistant	\$113.00	\$170.00	\$227.00
Night Monitor	\$142.00	\$213.00	\$283.00
SOI Monitor**	\$125.00	\$187.00	\$249.00
SOI Night Monitor**	\$153.00	\$230.00	\$306.00
Supervisor I	\$125.00	\$187.00	\$249.00
Supervisor II	\$139.00	\$209.00	\$279.00
GIS Manager	\$164.00	\$247.00	\$329.00
Field Director	\$164.00	\$247.00	\$329.00
Technical Editor	\$147.00	Exempt	Exempt
Senior Administrator	\$198.00	Exempt	Exempt
Architectural Historian	\$159.00	\$238.00	\$317.00
Principal Investigator I/ Task Manager	\$159.00	\$238.00	\$317.00
Principal Investigator II/ Task Manager	\$175.00	\$262.00	\$349.00
Principal Investigator III/ Task Manager	\$204.00	Exempt	Exempt
Program Director	\$238.00	Exempt	Exempt

OTHER DIRECT COSTS	UNIT
Mileage	Current IRS Rate
Expendable Supplies	Actual Cost
Outside Services	Actual Cost

* Hours 9-12 per day are Overtime (x1.5), Hours over 12 per day are Double Time (x2)

** SOI monitor meets the guidelines set forth by the Secretary of the Interior's (SOI) *Standards and Guidelines for Archaeology and Historic Preservation* (36 CFR Part 61).