

Hourly Rate Guidelines for Commissioning Consultants

For Commissioning Services Term assignments (Work Order Assignments), hourly rates are required. When proposing hourly rates, the Consultant should consider the guidelines listed below.

Proposed hourly rates **include** compensation for the following:

- a. Employee's compensation
 - b. Employee's benefits, including
 - i. vacation time, sick time, training time and all other leave time granted by the firm to the employee;
 - ii. insurances for health, dental, vision and all other medical costs paid by the firm for the employee;
 - iii. insurances for disability, death and other losses paid by the firm for the employee;
 - iv. Supplies and equipment such as cellphones, tablets, computers, tools, safety gear, vehicles and other equipment customized, configured or provided for the exclusive use of an employee, as reasonably required by the employee of the firm to perform the services being provided by the firm;
 - v. Maintenance, service, repair, operating, data processing time, software, configuration, customization and all other costs associated with providing the above equipment paid by the firm;
 - vi. Office space, housing, lodging, meals, travel and all other employee costs paid for by the firm, including travel by field staff to and from the project work site, which is defined as their regular place of work, except for traveling expenses noted in 2.a below. The firm's proposal should clearly identify the field staff.
 - c. Employer costs related to the employee, including:
 - i. Time for Project Executive, administrative, management, training and any other staff, either directly employed by the firm or employed by others at the firm's cost, related to the employee and his/her performance of services for the project;
 - ii. All overhead for home office including any capital, operating and other expenses, including insurances required for this Commissioning Work Order Assignment.
 - d. Other: if applicable, provide any firm specific inclusions in your proposal or upon request of the Fund.
2. Proposed hourly rates **exclude** compensation for the following items. Compensation for the following items is covered in the firm's reasonable estimate of proposed reimbursable expenses included in the firm's proposal.
- a. Except for travel by field staff to and from the project work site, actual costs for traveling expenses, including transportation, meals and lodging as per Article III Section B (1) of the Commissioning Term Agreement;
 - b. Actual cost for the reproductions of Contract Documents, reports, and other data and documents, if any, requested by and furnished to or on behalf of the Fund as per Article III Section B (2) of the Commissioning Term Agreement;
 - c. Actual cost for rental of sampling or testing equipment, single use sampling and testing equipment, laboratory analyses and other approved 3rd party testing, if any, authorized in writing by the Fund as per Article III Section B (3) of the Commissioning Term Agreement.
3. Any and all other costs incurred for staff assigned to this contract, which could be reasonably anticipated, but not listed above are deemed to be included in the hourly rates unless otherwise approved in writing by the Fund.