**Attachment 3**

**Consultant Personnel Billing Rates**

The hourly rates shall be provided for the categories of key personnel described in the table below. The hourly rates will be used for evaluation purposes as set forth in the instructions herein.

The basis of the evaluation and subsequent award of points for the billing rates which shall serve as the Fee Proposal shall be a blended hourly rate of the key personnel positions listed. The blended hourly rate will be determined by multiplying the proposed hourly rate for each position by the designated weight factor and summing the revised personnel rates. The lowest fee proposal (blended hourly rate) submitted will receive the maximum points available. The points awarded for the remaining fee proposals will be calculated by identifying the ratio of the lowest fee proposal to the fee proposal being evaluated and multiplying that ratio by the maximum number of points available. If a firm utilizes a different job title than listed below, include the rate for the closest-aligned job title. A rate must be provided for each consultant position listed or risk being considered unresponsive.

**Personnel Rate Table**

|  |  |  |  |
| --- | --- | --- | --- |
| **Service Type** | **Job Title** | **Personnel Weight Factor** | **Proposed Billing Rate** |
| Criteria Architectural Services | Principal | 5% |  |
| Criteria Architect | 20% |  |
| Planner | 20% |  |
| Administrative Staff | 5% |  |
| Geotechnical Engineering Services | Principal | 0.50% |  |
| Senior Engineer | 4% |  |
| Administrative Staff | 0.50% |  |
| Mechanical/ Plumbing Engineering Services | Principal | 3% |  |
| Senior Engineer/Design Reviewer | 10% |  |
| Administrative Staff | 2% |  |
| Electrical Engineering Services | Principal | 2% |  |
| Senior Engineer/Design Reviewer | 7% |  |
| Administrative Staff | 1% |  |
| Fire Protection Engineering | Senior Engineer/Design Reviewer | 5% |  |
| Security / Low Voltage Services | Senior Engineer/Design Reviewer | 2% |  |
| Vertical Transportation | Senior Engineer/Design Reviewer | 2% |  |
| Building Envelope | Senior Envelope Engineer/Design Reviewer | 3% |  |
| Sustainability/ LEED Consultant | Senior Engineer/Architect/Design Reviewer | 3% |  |
| Conceptual Cost Estimator | Senior Cost Estimator | 5% |  |

Firm Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Representative Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_

**END OF ATTACHMENT 3**