

ATTACHMENT 1  
SAMPLE COST PROPOSAL  
COST-PLUS-FIXED FEE OR FIRM FIXED PRICE CONTRACTS

Note: Mark-ups are Not Allowed

Prime Consultant     
 Subconsultant     
 2nd Tier Subconsultant

Consultant  
Project No. \_\_\_\_\_

Contract No. \_\_\_\_\_

Date \_\_\_\_\_

**DIRECT LABOR**

Classification/Title	Name	Hours	Actual Hourly Rate	Total
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

c) **TOTAL DIRECT LABOR COSTS** \$ -

**INDIRECT COSTS**

d) Fringe Benefits Rate:	0.00%	e) Total Fringe Benefits [(c) x (d)]	\$ -
f) Overhead Rate:	0.00%	g) Overhead [(c) x (f)]	\$ -
h) General and Administrative Rate:	0.00%	i) Gen & Admin [(c) x (h)]	\$ -

j) **TOTAL INDIRECT COSTS** [(e) + (g) + (i)] \$ -

**FIXED FEE**

k) **TOTAL FIXED FEE** [(c) + (j)] x fixed fee 0% \$ -

**l) CONSULTANT'S OTHER DIRECT COSTS (ODC) - ITEMIZE (Add additional pages if necessary)**

Description of Item	Total
Mileage Costs	\$ -
Supplies	\$ -
Copies	\$ -
Other	\$ -
Other	\$ -

l) **TOTAL OTHER DIRECT COSTS** \$ -

**m) SUBCONSULTANTS' COSTS (Add additional pages if necessary)**

Subconsultant 1	\$ -
Subconsultant 2	\$ -
Subconsultant 3	\$ -
Subconsultant 4	\$ -

m) **TOTAL SUBCONSULTANTS' COSTS** \$ -

n) **TOTAL OTHER DIRECT COSTS INCLUDING SUBCONSULTANTS** [(l) + (m)] \$ -

**TOTAL COST** [(c) + (j) + (k) + (n)] \$ -

1. All costs must comply with the Federal cost principles. Subconsultants will provide their own cost proposals.
2. Source: Caltrans Local Assistance Procedures Manual Exhibit 10-H1 January 2020