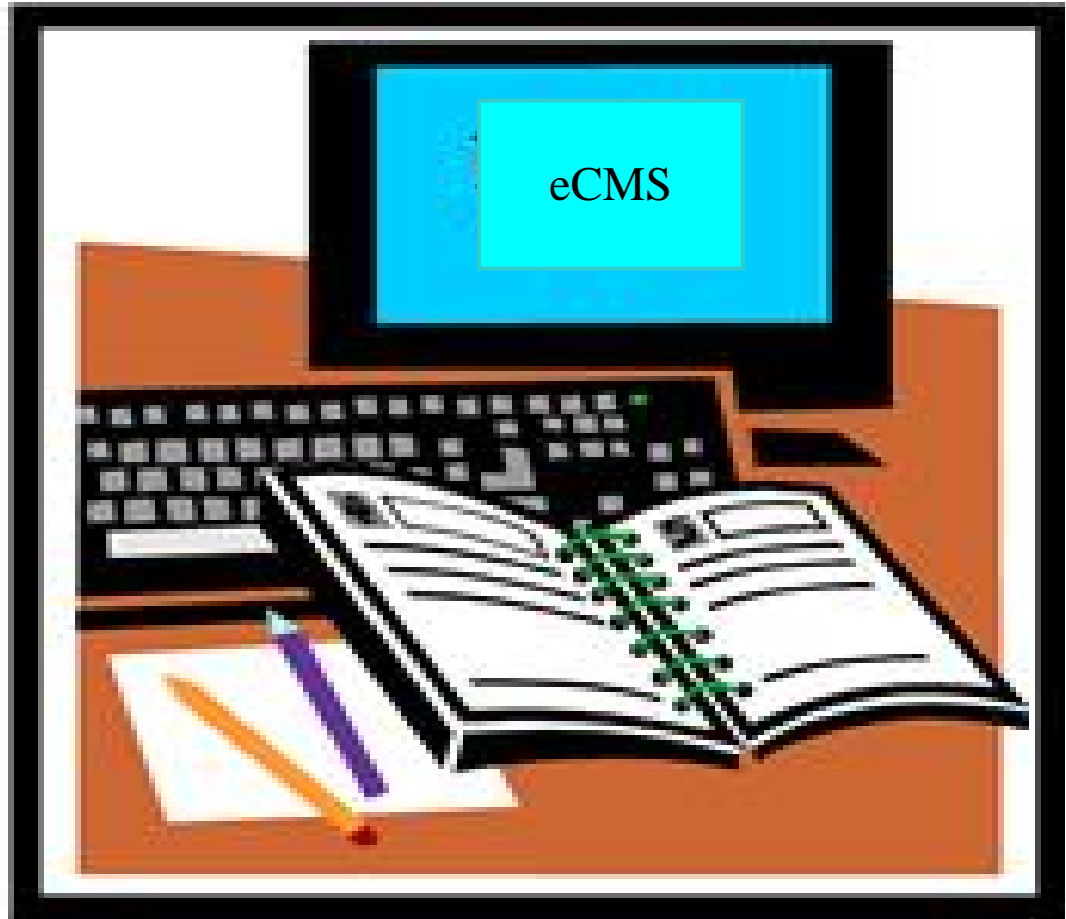




**Arizona Department of Transportation  
ENGINEERING CONSULTANTS SECTION**

# **Online Cost Proposal User Manual**



Effective July 1, 2011

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## INSTRUCTIONS FOR COMPLETING ONLINE COST PROPOSAL IN eCMS

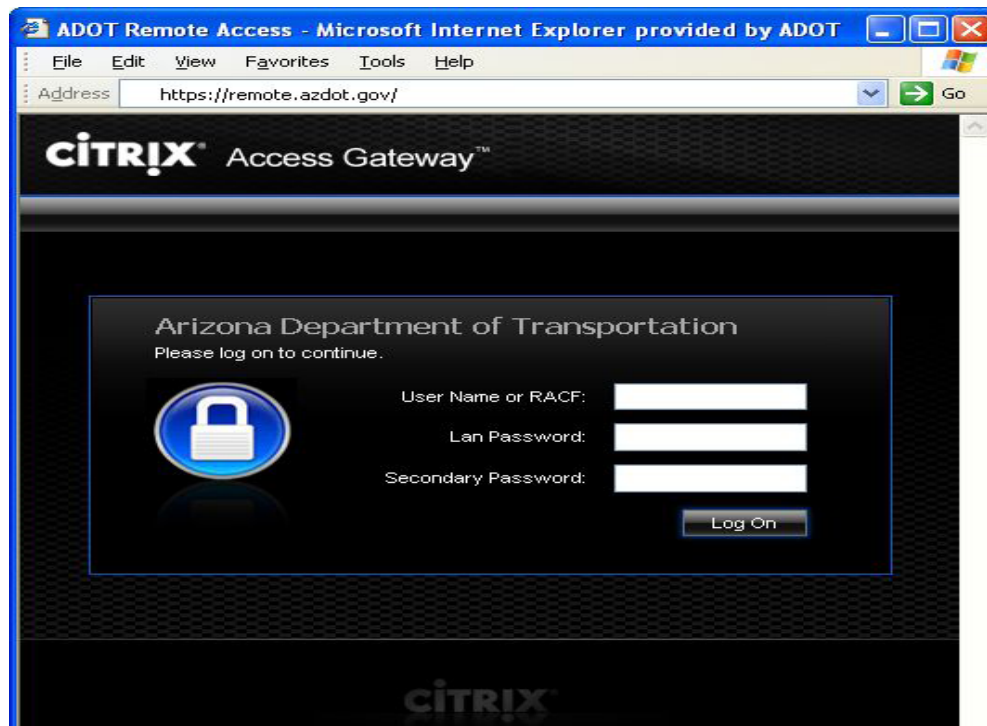
The following document provides step-by-step instructions on how to input a Cost Proposal into eCMS and submit it online to ADOT. Be sure to reference *Consultant Cost Proposal Preparation Guidelines* before entering data into eCMS. The Prime Consultant is required to enter its proposed costs, as well as all of their Subconsultants Cost Proposals, in order to be considered and evaluated for the contract.

### Notes:

1. Fixed Fee determined for this contract will be automatically calculated and loaded by the system.
2. The system will not permit a Cost Proposal to be submitted if the Consultant's total cost is less than 51%.
3. Be sure to click **Save** after data entry to ensure that data is saved for later use.
4. Idle time while entering data will cause a session to time out. If this occurs, no entered data will be lost. Just logon and continue where you left off.
5. For technical assistance, contact **Vincent Abeyta at (602) 712-8764**.
6. For data entry, cost allowability or other Cost Proposal questions, contact the assigned ECS Specialist.

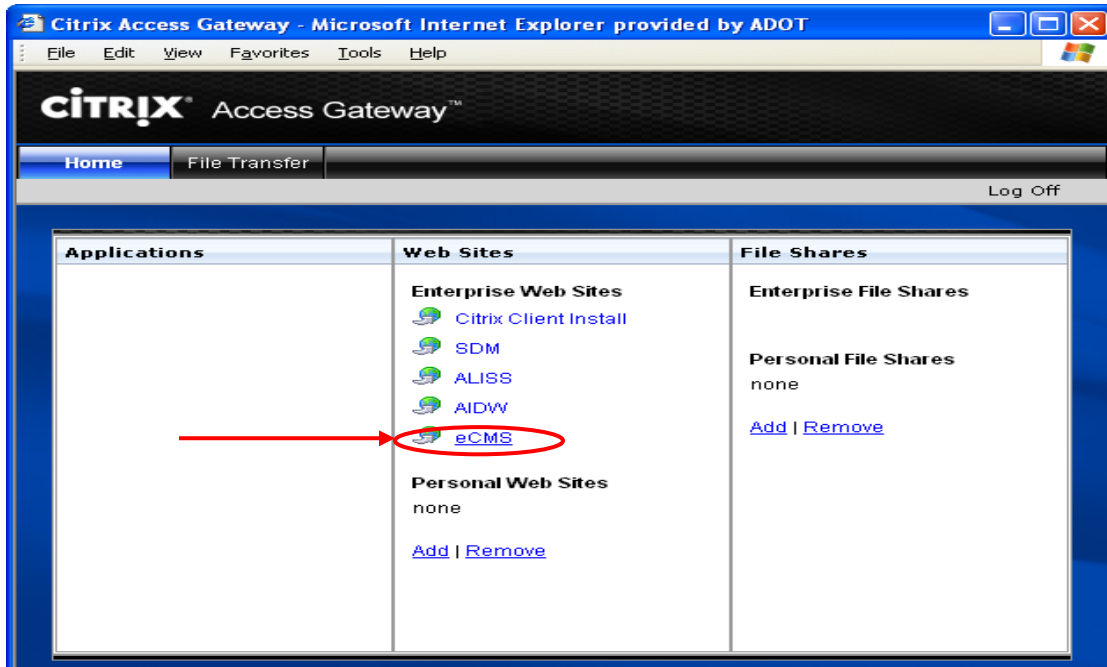
### Logging On Using a CRYPTOCARD

Approved CRYPTOCARD Users can access eCMS remotely from any computer with internet capability in order to submit an online Cost Proposals by clicking <https://partners.azdot.gov> or <https://remote.azdot.gov> and logging to eCMS via the Citrix Access Gateway.

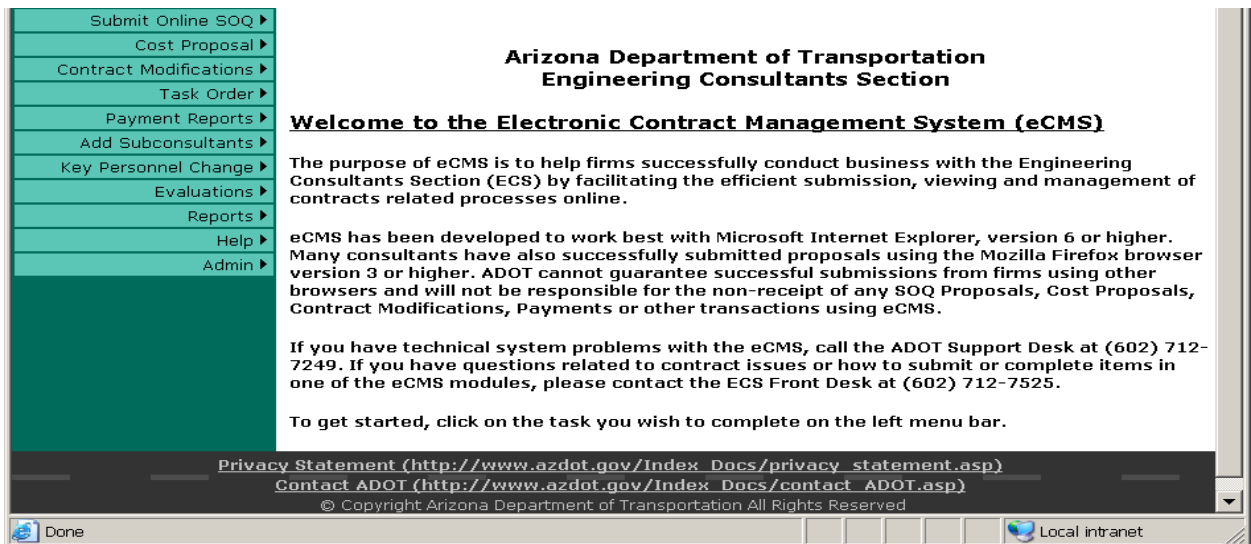


The **User Name or RACF** illustrated above is the RACF ID received by the User with the CRYPTOCARD. The **LAN Password** is created via system prompts when the User accesses the Citrix Access Gateway for the first time using the remote access CRYPTOCARD. The system will prompt the User to change their password every 30 days. The secondary password is randomly generated by the CRYPTOCARD each time the User logs on to the system.

After a successful login to the Citrix Access Gateway, click on **eCMS** icon from the list of available ADOT applications/enterprise websites as shown below.



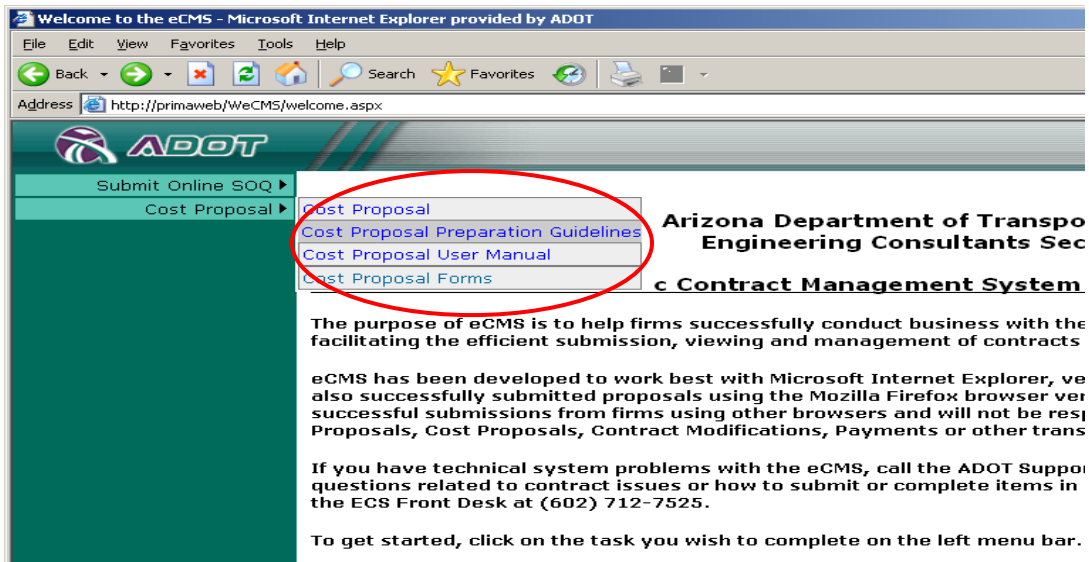
The User will be connected to the ECS' electronic Contract Management System (eCMS) Welcome screen as shown below.



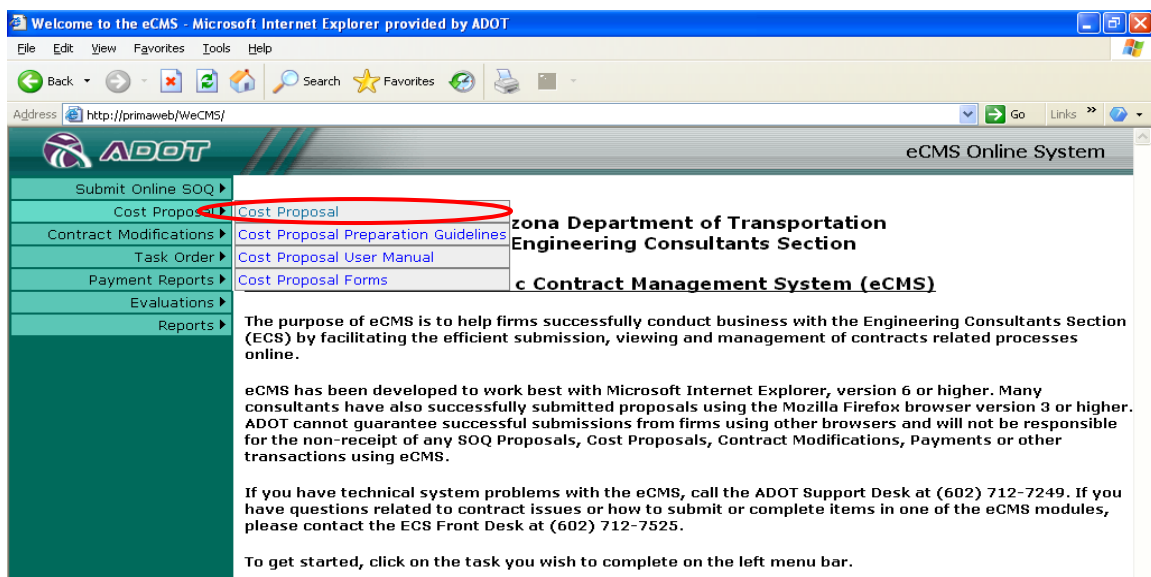
## A. Cost Proposal Entrance Screens

To access the Cost Proposal, click **Cost Proposal** on the left navigation pane. The Cost Proposal menu consists of four (4) categories:

1. **Cost Proposal** - allows you to proceed directly to complete your Cost Proposal
2. **Cost Proposal Preparation Guidelines** - provides directions on how to develop the Cost Proposal
3. **Cost Proposal User Manual** - provides screen shot by screen shot directions on how to enter Cost Proposal information online
4. **Cost Proposal Forms** - provides links to all required forms needed to be uploaded with the online Cost Proposal



Select **Cost Proposal** to proceed to the main Cost Proposal page as shown below:



The Cost Proposal main page lists all current contracts the firm has with ADOT. The Cost Proposal main page column headings include: Contract No, Contract Status, Project/TRACS No, Description, Company Name, ADOT PM and ECS Specialist.

eCMS Online System

**Welcome Snigdha Yerramilli**

**List of your Company Contracts:**

Select the **specific** contract for which you plan to complete or view a Cost Proposal

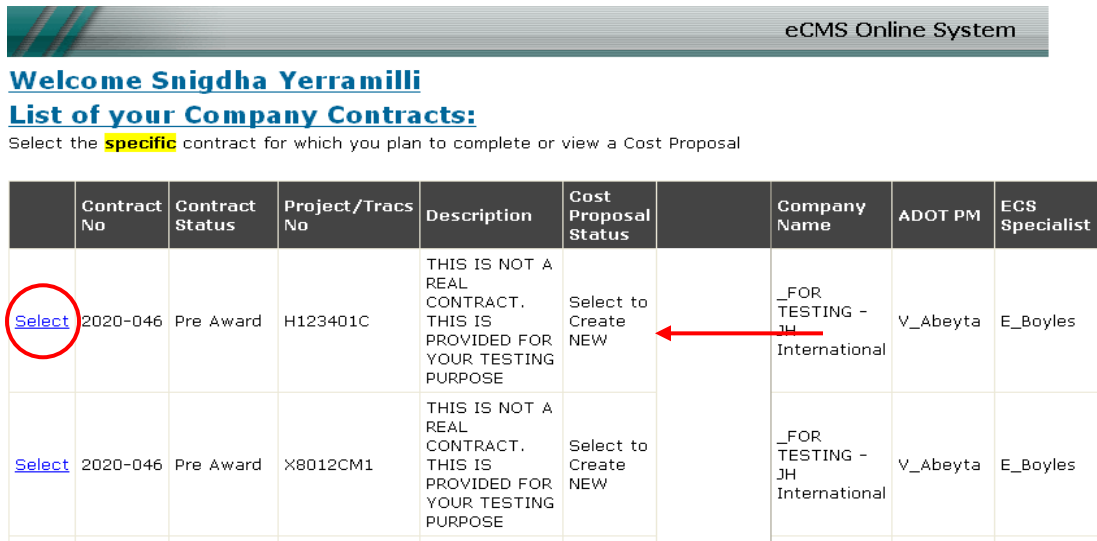
	Contract No	Contract Status	Project/Tracs No	Description	Cost Proposal Status		Company Name	ADOT PM	ECS Specialist
<a href="#">Select</a>	2020-046	Pre Award	H123401C	THIS IS NOT A REAL CONTRACT. THIS IS PROVIDED FOR YOUR TESTING PURPOSE	Select to Create NEW		_FOR TESTING - JH International	V_Abeyta	E_Boyles
<a href="#">Select</a>	2020-046	Pre Award	X8012CM1	THIS IS NOT A REAL CONTRACT. THIS IS PROVIDED FOR YOUR TESTING PURPOSE	Select to Create NEW		_FOR TESTING - JH International	V_Abeyta	E_Boyles

There are five (5) Cost Proposal phases which are listed below:

	Contract No	Contract Status	Project/Tracs No	Description	Cost Proposal Status
<a href="#">Select</a>	2020-001	In Negotiation	X756301X	THIS IS NOT A REAL CONTRACT. THIS IS USED FOR TESTING AND PRESENTATION PURPOSE	Submitted to ADOT <b>3</b>
<a href="#">Select</a>	1970-001	In Negotiation	H123401C	THIS IS NOT A REAL CONTRACT. THIS IS USED FOR TESTING AND PRESENTATION PURPOSE	Select to Create NEW <b>1</b>
<a href="#">Select</a>	1911-001	Active	X756301X	THIS IS NOT A REAL CONTRACT. THIS IS USED FOR TESTING AND PRESENTATION PURPOSE	Approved Final <b>5</b>
<a href="#">Select</a>	1910-001	In Negotiation	H123401C	THIS IS NOT A REAL CONTRACT. THIS IS USED FOR TESTING AND PRESENTATION PURPOSE	Draft <b>2</b>
<a href="#">Select</a>	1910-001	In Negotiation	H469801C	THIS IS NOT A REAL CONTRACT. THIS IS USED FOR TESTING AND PRESENTATION PURPOSE	Returned by ADOT <b>4</b>

- 1) **Select to Create New** – occurs when the firm needs to initiate the Cost Proposal for the first time.
- 2) **Draft** – occurs when the user has partially entered the Cost Proposal information or completed but has not finalized and submitted to ADOT. Cost Proposal changes can still be made at this phase.
- 3) **Submitted to ADOT** – occurs when all the necessary Cost Proposal information has been entered and backup documents have been uploaded and submitted to ADOT. Cost Proposal changes cannot be made once submitted to ADOT.
- 4) **Returned by ADOT** – occurs when ADOT has completed the initial Cost Proposal review and has identified items to be addressed and/or resolved. Cost Proposal changes can be made by the firm at this phase.
- 5) **Approved Final** – occurs when both parties, Consultant and ADOT, have mutually agreed to the costs associated with the contract. Cost Proposal changes cannot be made at this phase.

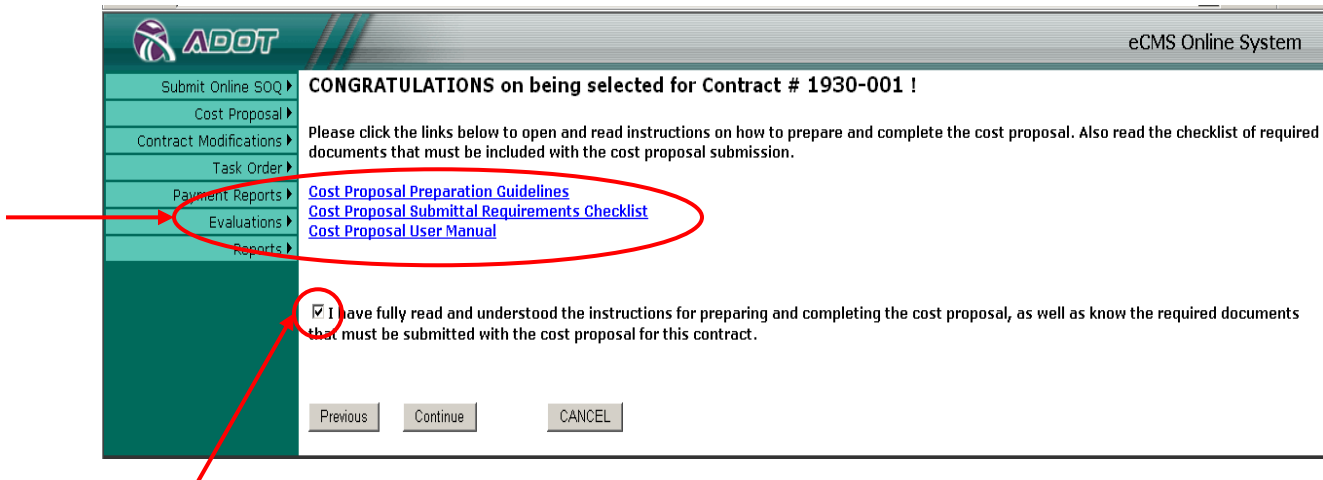
Click **Select** next to the contract for which you wish to complete a Cost Proposal (see below).



	Contract No	Contract Status	Project/Tracs No	Description	Cost Proposal Status		Company Name	ADOT PM	ECS Specialist
<a href="#">Select</a>	2020-046	Pre Award	H123401C	THIS IS NOT A REAL CONTRACT. THIS IS PROVIDED FOR YOUR TESTING PURPOSE	Select to Create NEW		_FOR TESTING - JH International	V_Abeyta	E_Boyles
<a href="#">Select</a>	2020-046	Pre Award	X8012CM1	THIS IS NOT A REAL CONTRACT. THIS IS PROVIDED FOR YOUR TESTING PURPOSE	Select to Create NEW		_FOR TESTING - JH International	V_Abeyta	E_Boyles

The “Congratulations” screen appears indicating you are ready to proceed to the next phase of the contract administration (e.g., Cost Proposal) with the links listed below:

- Cost Proposal Preparation Guidelines
- Cost Proposal Submittal Requirements Checklist (print this as a guide)
- Cost Proposal User Manual



**ADOT** eCMS Online System

Submit Online SOQ ▶  
Cost Proposal ▶  
Contract Modifications ▶  
Task Order ▶  
Payment Reports ▶  
Evaluations ▶  
Reports ▶

**CONGRATULATIONS on being selected for Contract # 1930-001 !**

Please click the links below to open and read instructions on how to prepare and complete the cost proposal. Also read the checklist of required documents that must be included with the cost proposal submission.

- [Cost Proposal Preparation Guidelines](#)
- [Cost Proposal Submittal Requirements Checklist](#)
- [Cost Proposal User Manual](#)

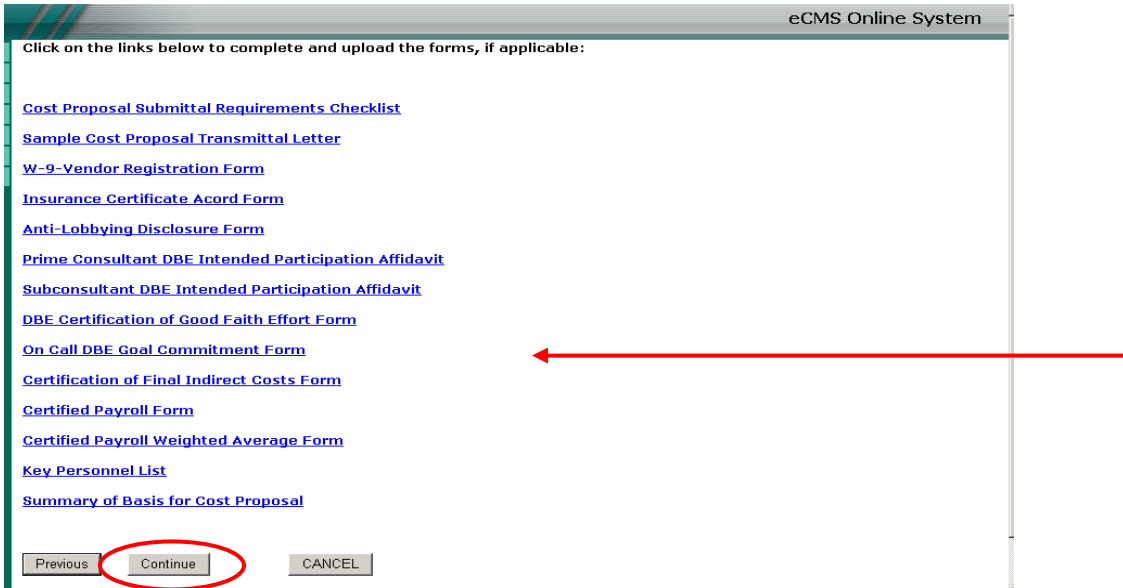
I have fully read and understood the instructions for preparing and completing the cost proposal, as well as know the required documents that must be submitted with the cost proposal for this contract.

Previous Continue CANCEL

Be sure to click the box to indicate that you have fully read and understood the instructions for preparing and completing the Cost Proposal. This will activate the **Continue** button and allow you to go on.

Click **Continue** to proceed and you will be routed to the Forms page (see next page). Appropriate forms for each contract type must be completed and uploaded in the SUMMARY tab. Refer to the Cost Proposal Submittal Requirements Checklist for appropriate forms needed for each contract type.

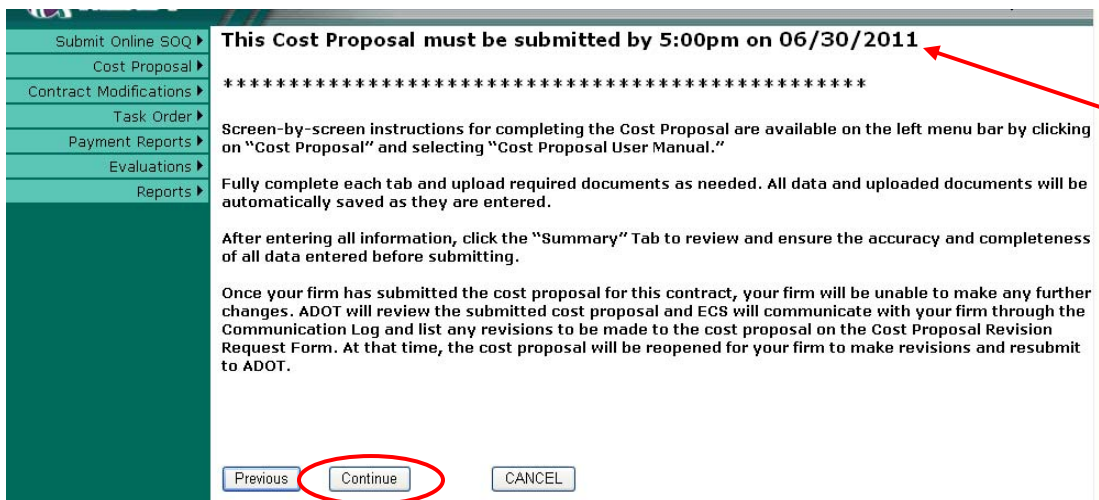
Click on the links below to complete and upload the forms, if applicable.



Click **Continue** to view the Cost Proposal Submittal Deadline Screen.

The firm has **21 calendar days** from the contract award date, prenegotiations meeting date or other date determined by ADOT to complete and submit the initial Cost Proposal. The Users will receive a Cost Proposal deadline reminder each time they attempt to work on the Cost Proposal (see below).

*Note: The system will lock the User out once the deadline has lapsed. Contact the assigned ECS Specialist to request a time extension if extenuating circumstances prevents your firm from completing the Cost Proposal at specified timeframe.*



Click **Continue** to proceed to the Cost Proposal Entry Screen.

## 1. Cost Proposal Entry Screen

The screenshot shows a web application interface for entering cost proposals. It includes a header section with user and contract details, a toolbar with various action buttons, a summary section with cost totals and a submit button, a tabbed interface for different proposal categories, and a table of backup documents.

**1** User: Vivien Lattibeaudiere Company: \_FOR TESTING - JH International  
Contract #: 1930-001 Cost Proposal Status: Submitted to ADOT  
Project #: H123401C Description: DO NOT USE! THIS IS FOR CONSULTANT COST PROPOSAL TESTING!  
Ins Exp: 02/28/2011 Compensation Type: Cost Plus Fixed Fee  
System Message:

**2** Add New Edit Delete Attach Backup Document Delete Backup Document REFRESH Screen  
Total Cost Proposal: \$352,454.59 Prime Total Cost: \$289,434.59 (82.12%)  
SUBMIT COST PROPOSAL to ADOT

**3** Labor Class Labor Activity Direct Expenses Subconsultant Overhead SUMMARY

UPLOAD REQUIRED COST PROPOSAL FORMS

Preview Cost Proposal SUMMARY Review Change Requests

COMMUNICATION LOG

BACKUP DOCUMENTS

Type	File Name	Attached File
<a href="#">Select</a> Direct Cost Document	Justification for Vehicle Rental	<a href="#">Justification for Vehicle Rental</a>
<a href="#">Select</a> Direct Labor Activity Detail Document	Justification for Deck Plan high amount	<a href="#">Justification for Deck Plan high amount</a>
<a href="#">Select</a> Required Cost Proposal Forms	Insurance Certificate	<a href="#">Insurance Certificate</a>
<a href="#">Select</a> Required Cost Proposal Forms	Insurance Certificate	<a href="#">Insurance Certificate</a>
<a href="#">Select</a> Sub Consultant Document	AB Company Subconsultant Cost Proposal Package	<a href="#">AB Company Subconsultant Cost Proposal Package</a>
<a href="#">Select</a> Sub Consultant Document	Subconsultant CD Engineering Cost Proposal Packet	<a href="#">Subconsultant CD Engineering Cost Proposal Packet</a>
<a href="#">Select</a> Wage Class Document	Certified Payroll spreadsheet for 5 Biologists	<a href="#">Certified Payroll spreadsheet for 5 Biologists</a>

View Source

Components of the Cost Proposal Entry Screen are as follows:

### 1) User Information

- User Name
- Company
- Contract #
- Cost Proposal Status
- Project/TRACS #
- Description
- Compensation Type
- Ins Exp (Insurance Expiration date)
- System Message

### 2) Action Buttons

- Add New – to create a new Cost Proposal
- Edit – to revise entered information
- Delete – to remove entered information
- Attach Backup Documents
- Delete Backup Documents
- REFRESH Screen
- SUBMIT COST PROPOSAL to ADOT
- UPLOAD REQUIRED COST PROPOSAL FORMS

### 3) Tabs

- Labor Class
- Labor Activity
- Direct Expenses
- Subconsultant
- Overhead
- SUMMARY (varies by contract type)
- Preview Cost Proposal SUMMARY
- Review Change Requests

## B. Labor Class Tab

The Labor Class tab will be automatically populated with Labor Class categories that ADOT determines are appropriate for the contract. The Labor Class tab allows the User to edit or delete Project Team information, add Labor Classes, and add Consultant Contact Information.

**Notes:**

1. Labor Classes have been standardized by disciplines
2. New Labor Classes can be added with justification only and must be approved by ADOT
3. Do **not** delete unused Labor Classes
4. Upload Certified Payroll Forms as applicable to justify labor costs

Total Cost Proposal: \$352,454.59
 Prime Total Cost: \$289,434.59 (82.12%)

CONSULTANT WAGE CLASS									
	Labor Class	Avg Hourly Rate	Name	Title	Office	Direct	Cell	E-Mail	Attached File
<a href="#">Select</a>	Principal	78.00	Joe Smith	Sr VP					<a href="#">N/A</a>
<a href="#">Select</a>	Project Engineer	0.00							<a href="#">N/A</a>
<a href="#">Select</a>	Project Manager	50.00	Mary Doe	Senior PM					<a href="#">N/A</a>
<a href="#">Select</a>	Senior Engineer	0.00							<a href="#">N/A</a>
<a href="#">Select</a>	Senior Project Engineer	55.87	Kevin Dunn						<a href="#">N/A</a>
<a href="#">Select</a>	Archeologist	0.00							<a href="#">N/A</a>
<a href="#">Select</a>	Senior Archeologist	0.00							<a href="#">N/A</a>
<a href="#">Select</a>	Biologist	30.00	Various						<a href="#">Certified Payroll spreadsheet</a>

### 1. Adding Consultant Contact Information

Before entering data into the Labor Class tab, it is important to first add the Consultant Contact Information, including name, phone number and email address, before entering any information in the system. Communication Log messages and messages from ADOT about the status of the Cost Proposal will be sent to the individuals listed on the Consultant Contact List.

**Note:** It is recommended that the firm add at least two to three contacts for each contract. Please be sure to include their email addresses.

Click **Add New** to add a Consultant Contact (see below).

Total Cost Proposal: **Prime Total Cost:\$211,704.13(100.00%)**  
 \$211,704.13

CONSULTANT WAGE CLASS

	Labor Class	Avg Hourly Rate	Name	Title	Office	Direct	Cell	E-Mail	Attached File
<a href="#">Select</a>	Principal	124.38	Sunil Kumar	Director of Project Management	(602)712-****	(602)712-****		skumar@azdot.gov	<a href="#">N/A</a>
<a href="#">Select</a>	Project Manager	124.39	Amir Panah	Sr. Program Director	(602)712-****	(602)712-****		apanah@azdot.gov	<a href="#">N/A</a>

Enter the appropriate information and click **Save and Exit**.

Total Cost Proposal: **Prime Total Cost:\$289,434.59(82.12%)**  
 \$352,454.59

Labor Classification:  Avg Hourly Rate:

Name:  Title:

Phones (Office/Direct/Cell):

E-Mail:

CONSULTANT WAGE CLASS

	Labor Class	Avg Hourly Rate	Name	Title	Office	Direct	Cell	E-Mail	Attached File
<a href="#">Select</a>	Principal	78.00	Joe Smith	Sr VP					<a href="#">N/A</a>
<a href="#">Select</a>	Project Engineer	0.00							<a href="#">N/A</a>
<a href="#">Select</a>	Project Manager	50.00	Mary Doe	Senior PM					<a href="#">N/A</a>

The Consultant contact information added will appear at the bottom of the screen (as shown below).

<a href="#">Select</a>	Aircraft Pilot	0.00							<a href="#">N/A</a>
<a href="#">Select</a>	Aerial Photographer	0.00							<a href="#">N/A</a>
<a href="#">Select</a>	Photogrammetry Supervisor	0.00							<a href="#">N/A</a>
<a href="#">Select</a>	Photogrammetrist	0.00							<a href="#">N/A</a>

CONSULTANT CONTACTS

	Name	Title	Phone1	Phone2	Phone3	E-Mail	Attached File
<a href="#">Select</a>	Mary Jones	Admin Assistant	(602)123-4567	(602)234-5678		MJones@MSN.com	<a href="#">N/A</a>
<a href="#">Select</a>	Mary	Admin	480-111-1111			mary@abc.com	<a href="#">N/A</a>
<a href="#">Select</a>	Bob		602-111-1111			bob@hinternational.com	<a href="#">N/A</a>
<a href="#">Select</a>	Robert Smith			777-111-3333		rsmith@anywhere.com	<a href="#">N/A</a>

[Privacy Statement \(http://www.azdot.gov/Index\\_Docs/privacy\\_statement.asp\)](http://www.azdot.gov/Index_Docs/privacy_statement.asp)  
[Contact ADOT \(http://www.azdot.gov/Index\\_Docs/contact\\_ADOT.asp\)](http://www.azdot.gov/Index_Docs/contact_ADOT.asp)

## 2. Add a Labor Class

Every effort must be made to utilize the Labor Classes that are already pre-populated in the system by ADOT. If the Labor Classes do not match position/titles used by your firm, use one that is similar to ones you would use. If the firm needs to add a labor class, that is not in the system, be sure to upload a justification explaining why the labor class should be added.

Click **Add New** to add a new Labor class.

Total Cost Proposal: **Prime Total Cost:\$211,704.13(100.00%)**  
 \$211,704.13

CONSULTANT WAGE CLASS

	Labor Class	Avg Hourly Rate	Name	Title	Office	Direct	Cell	E-Mail	Attached File
<a href="#">Select</a>	Principal	124.38	Sunil Kumar	Director of Project Management	(602)712-****	(602)712-****		skumar@azdot.gov	N/A
<a href="#">Select</a>	Project Manager	124.39	Amir Panah	Sr. Program Director	(602)712-****	(602)712-****		apanah@azdot.gov	N/A

Enter the appropriate information and select the Labor Classification from the drop-down list and click **Save and Exit** when finished.

Total Cost Proposal: **Prime Total Cost:\$289,434.59(82.12%)**  
 \$352,454.59

Labor Classification: **Architect** Avg Hourly Rate: **0.00**  
 Name: **Tim Hardaway** Title:   
 E-Mail:

Labor Class  
 CONSULTANT WAGE CLASS

	Labor Class	Avg Hourly Rate	Name	Title	Office	Direct	Cell	E-Mail	Attached File
<a href="#">Select</a>	Principal	78.00	Joe Smith	Sr VP					N/A
<a href="#">Select</a>	Project Engineer	0.00							N/A
<a href="#">Select</a>	Project Manager	50.00	Mary Doe	Senior PM					N/A

**Note:** The system will remind the User to add justification for adding a new labor class (see above).

The new labor class is added to the bottom of the screen

<a href="#">Select</a>	Senior Project Engineer	55.87	Kevin Dunn						N/A
<a href="#">Select</a>	Archeologist	0.00							N/A
<a href="#">Select</a>	Senior Archeologist	0.00							N/A
<a href="#">Select</a>	Biologist	30.00	Various						<a href="#">Certified Payroll spreadsheet for S Biologists</a>
<a href="#">Select</a>	Clinical	24.75	Mary Tammy						N/A
<a href="#">Select</a>	Senior Biologist	0.00							N/A
<a href="#">Select</a>	Project Designer	0.00							N/A
<a href="#">Select</a>	Technician (Other)	0.00							N/A
<a href="#">Select</a>	CADD Technician	25.86	Joe Blue						N/A
<a href="#">Select</a>	Detailer	0.00							N/A
<a href="#">Select</a>	Aircraft Pilot	0.00							N/A
<a href="#">Select</a>	Aerial Photographer	0.00							N/A
<a href="#">Select</a>	Photogrammetry Supervisor	0.00							N/A
<a href="#">Select</a>	Photogrammetrist	0.00							N/A
<a href="#">Select</a>	Person Crew	0.00							N/A
<a href="#">Select</a>	<b>Architect</b>	0.00	Tim Hardaway					tharadway@anywhere.com	N/A

### 3. Edit Labor Class

Click **Select** next to the Labor Class that needs information and click **Edit** to add information to the new labor class or an existing one pre-populated by ADOT.

Total Cost Proposal: **\$211,704.13** Prime Total Cost: **\$211,704.13(100.00%)**

CONSULTANT WAGE CLASS

	Labor Class	Avg Hourly Rate	Name	Title	Office	Direct	Cell	E-Mail		Attached File
<a href="#">Select</a>	Principal	124.38	Sunil Kumar	Director of Project Management	(602)712-****	(602)712-****		skumar@azdot.gov		N/A
<a href="#">Select</a>	Project Manager	124.39	Amir Panah	Sr. Program Director	(602)712-****	(602)712-****		apanah@azdot.gov		N/A
<a href="#">Select</a>	Survey Party Chief	126.09	Jason Hafner	Senior Survey Party Chief (SSPC)	(602)712-8721			jhafner@azdot.gov		N/A
<a href="#">Select</a>	Senior Project Engineer	87.78	Lee Makler	Sr Project Engineer	(602)712-****	(602)712-****	(602)712-****	lmakler@azdot.gov		<a href="#">Lee Makler's Profile Data Sheet (PDS)</a>
<a href="#">Select</a>	Survey Crew - 3 Person	75.00	Ricky-Bobby, Jimmy James,	Surveyors	602-555-1234	602-555-5678		surveys@surveyworld.com		N/A

From this screen, the User can enter the Average Hourly Rate, Name and Title. Phone Numbers and Email Addresses are optional. After all appropriate information is entered, click **Save and Exit**.

Labor Classification:  Avg Hourly Rate:   
 Name:  Title:   
 Phones (Office/Direct/Cell):    
 EMail:

Labor Class

CONSULTANT WAGE CLASS

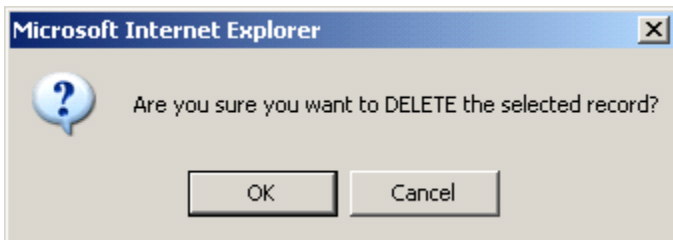
	Labor Class	Avg Hourly Rate	Name	Title	Office	Direct	Cell	E-Mail		Attached File
<a href="#">Select</a>	Principal	124.38	Sunil Kumar	Director of Project Management	(602)712-****	(602)712-****		skumar@azdot.gov		N/A
<a href="#">Select</a>	Project	124.39	Amir Panah	Sr. Program	(602)712-****	(602)712-****		apanah@azdot.gov		N/A

#### 4. Delete Labor Class

Click **Select** next to the appropriate Labor Class and click **Delete** to delete a Labor Class.

The screenshot shows a web application interface with a menu bar containing 'Add New', 'Edit', 'Delete', 'Attach Backup Document', 'Delete Backup Document', and 'REFRESH Screen'. Below the menu bar, there is a summary section with 'Total Cost Proposal: \$211,704.13' and 'Prime Total Cost: \$211,704.13 (100.00%)'. A 'SUBMIT COST PROPOSAL to ADOT' button is visible. The main area is a table titled 'CONSULTANT WAGE CLASS' with columns: Labor Class, Avg Hourly Rate, Name, Title, Office, Direct, Cell, E-Mail, and Attached File. Two rows are visible: 'Principal' (Sunil Kumar, Director of Project Management) and 'Project Manager' (Amir Panah, Sr. Program Director). A red arrow points to the 'Select' link next to the 'Principal' row, and the 'Delete' button in the menu bar is circled in red.

Click **OK** to confirm when the warning below appears.



#### 5. Attach Backup Documents

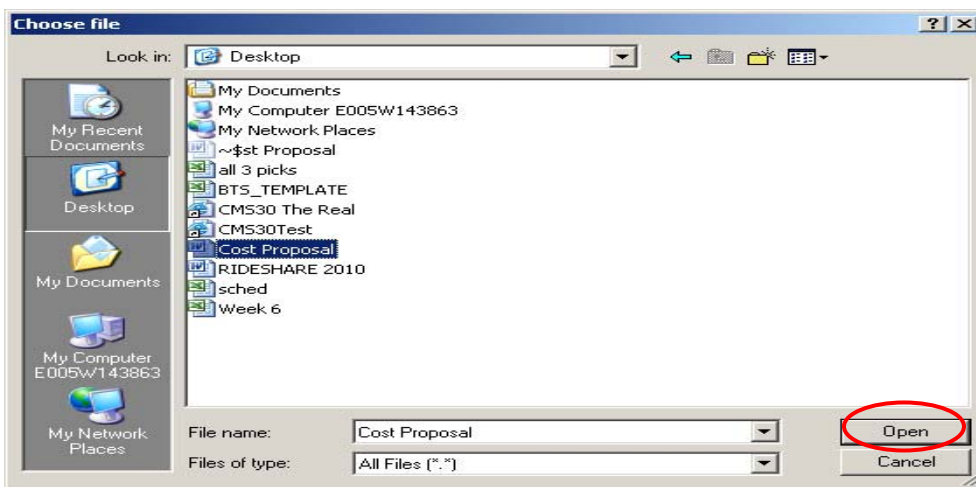
Click **Select** next to the appropriate Labor Class and click **Attach Backup Document** to attach the backup documentation to a particular Labor Class.

The screenshot shows the same web application interface as in the previous section. The 'Attach Backup Document' button in the menu bar is circled in red. A red arrow points to the 'Select' link next to the 'Principal' row in the 'CONSULTANT WAGE CLASS' table. The table now includes a third row: 'Survey Party Chief' (Jason Hafner, Senior Survey Party Chief (SSPC)). The 'Attached File' column for this row contains links for 'Lee Makler's Profile', 'Data Sheet (PDS)', and 'N/A'.

Click **Browse** to select document to be uploaded.

Add New	Edit	Delete	Attach Backup Document	Delete Backup Document	REFRESH Screen
Total Cost Proposal: \$211,704.13		Prime Total Cost:\$211,704.13(100.00%) SUBMIT COST PROPOSAL to ADOT			
Document Name: <input type="text" value="Principal backup"/>					
<input type="button" value="Browse"/>					
<input type="button" value="Cancel"/> <input type="button" value="Save and Exit"/>					
Labor Class					
CONSULTANT WAGE CLASS					

Select the appropriate document and click **Open**.



Click **Save and Exit** and the document will be attached to the Labor Class.

Add New	Edit	Delete	Attach Backup Document	Delete Backup Document	REFRESH Screen
Total Cost Proposal: \$211,704.13		Prime Total Cost:\$211,704.13(100.00%) SUBMIT COST PROPOSAL to ADOT			
Document Name: <input type="text" value="Principal backup"/>					
<input type="text" value="C:\Documents and Settings\b3322\D"/> <input type="button" value="Browse..."/>					
<input type="button" value="Cancel"/> <input type="button" value="Save and Exit"/>					
Labor Class					

## 6. Delete a Backup Document

Click **Select** on the Labor Class with the document that needs to be deleted and click **Delete Backup Document** to delete a backup document.

User: Jason Hafner    Company: \_FOR TESTING - JH International  
Contract #: 1950-010    Cost Proposal Status: Returned by ADOT  
Project #: H123401C    Description: DO NOT USE! THIS IS FOR CONSULTANT COST PROPOSAL TESTING!  
Ins Exp: 02/28/2011    Compensation Type: Lump Sum  
System Message:

Add New   Edit   Delete   Attach Backup Document   **Delete Backup Document**   REFRESH Screen

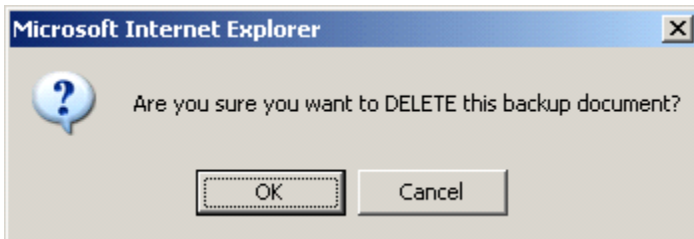
Total Cost Proposal: \$211,704.13    Prime Total Cost: \$211,704.13 (100.00%)  
\$211,704.13    SUBMIT COST PROPOSAL to ADOT

Labor Class   Labor Activity   Direct Expenses   Subconsultant   Overhead   SUMMARY

CONSULTANT WAGE CLASS

	Labor Class	Avg Hourly Rate	Name	Title	Office	Direct	Cell	E-Mail			Attached File
<a href="#">Select</a>	Principal	124.38	Sunil Kumar	Director of Project Management	(602)712-****	(602)712-****		skumar@azdot.gov			N/A
<a href="#">Select</a>	Project Manager	124.39	Amir Panah	Sr. Program Director	(602)712-****	(602)712-****		apanah@azdot.gov			N/A

Click **OK** to confirm when the warning below appears.



## C. Labor Activity Tab

The Labor Activity tab template is automatically pre-populated by ADOT based on the Standardized Dictionary of Work Tasks for the related disciplines addressed by the contract.

### Notes:

1. Labor Activities are standardized by disciplines
2. New Labor Activity can be added with justification only.
3. Do **not** delete unused Labor Activities

The Labor Activities list includes Labor Activity Categories (**bolded** and circled below) and Labor Activities Details listed below each Labor Category.

Select N/A	<b>000-Administrative</b>	1	12,747.50		
Select N/A	1000a-CONTRACT ADMINISTRATION	1	0.00	0	0
Select N/A	1021a-Project Control	1	6,560.00	20	100
Select N/A	1024a-Quality Control	1	0.00	0	0
Select N/A	1027a-Site Visit	1	0.00	0	0
Select N/A	1050a-Value Analysis	1	0.00	0	0
Select N/A	170a-Schedule	1	0.00	0	0
Select N/A	173a-Progress Meetings	1	0.00	0	0
Select N/A	210a-Misc Reports and Studies needed for this project	1	0.00	0	0
Select N/A	402-Partnering Process	1	0.00	0	0
Select N/A	471a-Right Of Way Requirements Determination	1	0.00	0	0
Select N/A	730-Data Collection / As-Built / Record Documents	1	6,167.50	0	0
Select N/A	<b>411-Photogrammetry and Mapping</b>	1	15,900.00		
Select N/A	Aerial Photography	1	0.00	0	0
Select N/A	Aerotriangulation	1	0.00	0	0
Select N/A	CADD Editing (Photogrammetric Mapping)	1	15,900.00	0	0
Select N/A	Film Processing	1	0.00	0	0
Select N/A	Photogrammetry Editing	1	0.00	0	0
Select N/A	Scanning	1	0.00	0	0
Select N/A	Stereocompilation	1	0.00	0	0
Select N/A	<b>455-Bridge Design</b>	1	62,853.70		
Select N/A	Abutment detail sheet(s)	1	0.00	0	0
Select N/A	Abutment Diaphragm Details	1	0.00	0	0
Select N/A	Abutment plan and elevations	1	0.00	0	0
Select N/A	Backfill and Excavation Limits	1	0.00	0	0
Select N/A	Bank Protection sheets (when needed)	1	0.00	0	0
Select N/A	Camher details	1	0.00	0	0

### 1. Edit Labor Activity Category

Click the **Labor Activity** tab to edit a pre-populated Labor Activity Category.

*Note: Every effort must be made to utilize already pre-populated Labor Activity Categories and Details into the system by ADOT.*

eCMS Online System

User: Snigdha Yerramilli Company: \_FOR TESTING - JH International

Contract #: 1930-001 Cost Proposal Status: Returned by ADOT

Project #: H123401C Description: DO NOT USE! THIS IS FOR CONSULTANT COST PROPOSAL TESTING!

Ins Exp: 02/28/2011 Compensation Type: Cost Plus Fixed Fee

System Message:

Add New Edit Delete Attach Backup Document Delete Backup Document REFRESH Screen

Total Cost Proposal: Prime Total Cost: \$289,434.59 (82.12%)  
 \$352,454.59 SUBMIT COST PROPOSAL to ADOT

Labor Class Labor Activity Direct Expenses Subconsultant Overhead SUMMARY

Attached File	Labor_Description	Detail_Description	Structure	Scale	# of Sheets	Total Dollars	Principal \$78.00/hr
Select N/A	<b>000-Administrative</b>		1			12,747.50	
Select N/A	1000a-CONTRACT ADMINISTRATION		1			0.00	0
Select N/A	1021a-Project Control		1			6,560.00	20
Select N/A	1024a-Quality Control		1			0.00	0
Select N/A	1027a-Site Visit		1			0.00	0
Select N/A	1050a-Value Analysis		1			0.00	0
Select N/A	170a-Schedule		1			0.00	0
Select N/A	173a-Progress Meetings		1			0.00	0
Select N/A	210a-Misc Reports and Studies needed for this project		1			0.00	0
Select N/A	402-Partnering Process		1			0.00	0
Select N/A	471a-Right Of Way Requirements Determination		1			0.00	0

Click **Select** next to the Category that needs editing and click **Edit**.

User: Snigdha Yerramilli Company: \_FOR TESTING - JH International  
 Contract #: 1930-001 Cost Proposal Status: Returned by ADOT  
 Project #: H123401C Description: DO NOT USE! THIS IS FOR CONSULTANT COST PROPOSAL TESTING!  
 Ins Exp: 02/28/2011 Compensation Type: Cost Plus Fixed Fee  
 System Message:

Add New **Edit** Delete Attach Backup Document Delete Backup Document REFRESH Screen

Total Cost Proposal: \$352,454.59 Prime Total Cost: \$289,434.59 (82.12%)  
 SUBMIT COST PROPOSAL to ADOT

Labor Class Labor Activity Direct Expenses Subconsultant Overhead SUMMARY

Attached File	Labor Description	Detail Description	Structure
Select N/A	000-Administrative		1
Select N/A	1000a-CONTRACT ADMINISTRATION		1
Select N/A	1021a-Project Control		1
Select N/A	1024a-Quality Control		1
Select N/A	1027a-Site Visit		1
Select N/A	1050a-Value Analysis		1
Select N/A	170a-Schedule		1
Select N/A	173a-Progress Meetings		1
Select N/A	210a-Misc Reports and Studies needed for this project		1
Select N/A	402-Partnering Process		1
Select N/A	471a-Right Of Way Requirements Determination		1

Enter the Structure Description, Additional Detail Description, Scale, and No of Sheets needed, if applicable, and click **Save and Exit**.

Direct Labor Category  
 Direct Labor Detail

Labor Category: 455-Bridge Design

Structure Description: 1

Additional Detail Description: N/A

Scale: 100 No of Sheets: 1

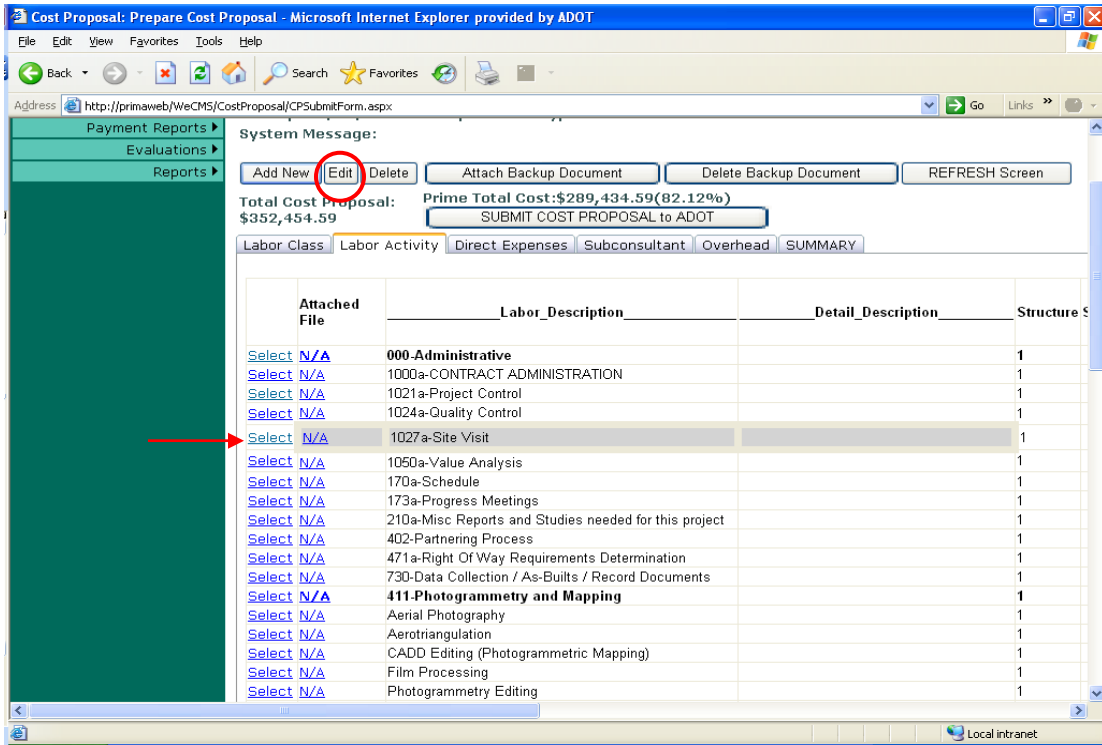
Cancel **Save and Exit**

Labor Activity

Attached File	Labor Description	Detail Description	Structure	Scale	# of Sheets	Total Dollars	Principa \$24.25/hr
Select N/A	455-Bridge Design		1		0.00		
Select N/A	General Plan &		1		0.00	0	

## 2. Edit Labor Activity Detail

Click **Select** next to the Activity Detail that needs information and click **Edit** to add information to a Labor Activity Detail (subcategory) under a main Labor Activity Category that was pre-populated by ADOT.



Enter any Additional Detail Description, Scale, and No of Sheets needed for the Detail, if applicable, and click **Update** next to the Labor Class that will be performing the work on the selected Detail.

The screenshot shows a form for editing labor activity details. The form has the following fields: 'Direct Labor Category' (radio button), 'Direct Labor Detail' (radio button), 'Labor Category' (dropdown menu with '455-Bridge Design' selected), 'Structure Description' (text input with '1'), 'Labor Detail' (dropdown menu with 'General Plan & Elevation' selected), 'Additional Detail Description' (text input with 'Testing'), 'Scale' (text input with '100'), and 'No of Sheets' (text input with '1'). A red arrow points to the 'Additional Detail Description' field. Below the form is a table with columns: 'id', 'Wage Class', '\$/Hour', and 'Hours'. The table lists various labor classes, each with an 'UPDATE' link next to its 'id'.

id	Wage Class	\$/Hour	Hours
<a href="#">UPDATE</a> 1236	Principal	24.25	0
<a href="#">UPDATE</a> 1237	Project Engineer	22.00	0
<a href="#">UPDATE</a> 1238	Project Manager	25.00	0
<a href="#">UPDATE</a> 1239	Senior Engineer	31.23	0
<a href="#">UPDATE</a> 1240	Senior Project Engineer	21.11	0
<a href="#">UPDATE</a> 1241	Archeologist	33.23	0
<a href="#">UPDATE</a> 1242	Senior Archeologist	38.33	0
<a href="#">UPDATE</a> 1245	Clerical	19.33	0
<a href="#">UPDATE</a> 1246	Senior Biologist	25.01	0
<a href="#">UPDATE</a> 1250	Detailer	12.96	0
<a href="#">UPDATE</a> 1405	Shell Analyst	14.35	0

Enter the number of hours proposed in the *Task Hours* field for the selected Labor Class and click **Save and Exit**.

Direct Labor Category  
 Direct Labor Detail

Labor Category: 455-Bridge Design  
 Structure Description: 1  
 Labor Detail: General Plan & Elevation  
 Additional Detail Description: Testing  
 Scale: 100 No of Sheets: 1

Senior Engineer - \$ 31.23/hour - Task Hours: 19

	id	Wage Class	\$/Hour	Hours
UPDATE	1236	Principal	24.25	0
UPDATE	1237	Project Engineer	22.00	0
UPDATE	1238	Project Manager	25.00	0
UPDATE	1239	Senior Engineer	31.23	0
UPDATE	1240	Senior Project Engineer	21.11	0
UPDATE	1241	Archeologist	33.23	0
UPDATE	1242	Senior Archeologist	38.33	0
UPDATE	1245	Clerical	19.33	0
UPDATE	1246	Senior Biologist	25.01	0
UPDATE	1250	Detailer	12.96	0
UPDATE	1405	Shell Analyst	14.35	0

Cancel Save and Exit

Repeat this process for each Labor Class listed in the Detail. After all the Labor Class Task Hours are entered, click **Save and Exit**. Repeat this process for each Category and Detail Activity.

### 3. Attach a Document to Labor Activity

Click **Select** next to the appropriate Labor Description and click **Attach Backup Document** to attach a document to a Labor Activity Category or Detail.

User: Snigdha Yerramilli Company: \_FOR TESTING - JH International  
 Contract #: 1930-001 Cost Proposal Status: Returned by ADOT  
 Project #: H123401C Description: DO NOT USE! THIS IS FOR CONSULTANT COST PROPOSAL TESTING!  
 Ins Exp: 02/28/2011 Compensation Type: Cost Plus Fixed Fee  
 System Message:

Add New Edit Delete Attach Backup Document Delete Backup Document REFRESH Screen

Total Cost Proposal: \$352,454.59 Prime Total Cost: \$289,434.59 (82.12%)  
 SUBMIT COST PROPOSAL to ADOT

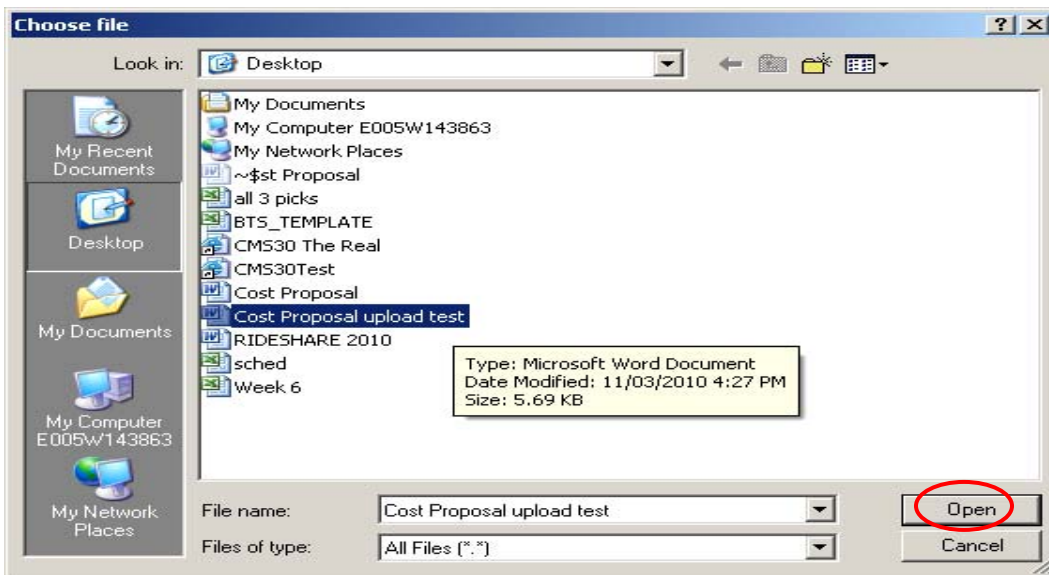
Labor Class Labor Activity Direct Expenses Subconsultant Overhead SUMMARY

Attached File	Labor_Description	Detail_Description	Structure S
Select N/A	000-Administrative		1
Select N/A	1000a-CONTRACT ADMINISTRATION		1
Select N/A	1021a-Project Control		1
Select N/A	1024a-Quality Control		1
Select N/A	1027a-Site Visit		1
Select N/A	1050a-Value Analysis		1
Select N/A	170a-Schedule		1

Click **Browse** to select the document to be uploaded.

The screenshot shows a software interface with a menu bar at the top containing 'Add New', 'Edit', 'Delete', 'Attach Backup Document', and 'Delete Backup Document'. Below the menu bar is a 'Document Name' field containing the text 'General Notes Note...'. To the right of this field is a 'Browse...' button, which is circled in red. Below the 'Document Name' field are two buttons: 'Cancel' and 'Save and Exit'. At the bottom of the interface, there is a 'Labor Activity' label followed by a grid of empty cells.

Select the appropriate document and click **Open**.



Click **Save and Exit**.

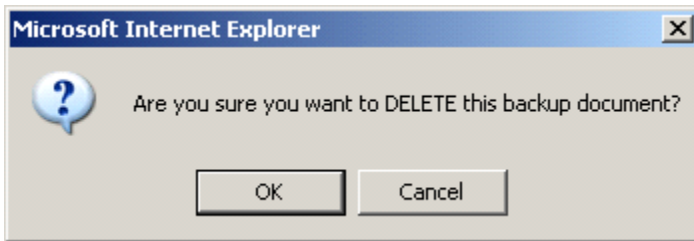
The screenshot shows the same software interface as above. The 'Document Name' field now contains the file path 'C:\Documents and Settings\b3322\D'. To the right of this field is a 'Browse...' button. Below the 'Document Name' field are two buttons: 'Cancel' and 'Save and Exit', with the 'Save and Exit' button circled in red. The 'Labor Activity' label and grid are still visible at the bottom.

#### 4. Delete a Labor Activity Document

Click **Select** next to the appropriate Labor Description and click **Delete Backup Document** to delete a document that has been uploaded into a Labor Activity Category or Detail.

The screenshot shows a software interface with a top navigation bar containing buttons: 'Add New', 'Edit', 'Delete', 'Attach Backup Document', 'Delete Backup Document' (circled in red), and 'REFRESH Screen'. Below this, the 'Total Cost Proposal' is \$211,704.13, and the 'Prime Total Cost' is \$211,704.13 (100.00%). A 'SUBMIT COST PROPOSAL to ADOT' button is visible. The main area has tabs for 'Labor Class', 'Labor Activity', 'Direct Expenses', 'Subconsultant', 'Overhead', and 'SUMMARY'. Below the tabs are navigation arrows and a table with columns: 'Attached File', 'Labor\_Description', 'Detail\_Description', and 'Structure Sc'. A row in the table is highlighted with a grey background, containing the text: 'File 301.5 Map 1250+00', '410-Surveys', 'File 301.5 Map 1250+00.', and '1'. A red arrow points to a 'Select' link on the left side of this row.

Click **OK** to confirm when the warning below appears.



#### 5. Add a Labor Activity Category

If the firm needs to add a labor class, that is not in the system, be sure to upload justification, explaining why the labor activity needs to be added.

Select the **Labor Activity** and click **Add New** to add a Labor Activity Category.

The screenshot shows the same software interface as above. The 'Add New' button in the top navigation bar is circled in red. The rest of the interface, including the cost proposal information, tabs, and table, is identical to the previous screenshot.

Check the *Labor Activity Category* radio button and choose the Category from the dropdown menu. Add Structural Description, Scale, and No. of Sheets, if applicable. Click **Save and Exit** when all information has been entered.

Labor Activity Category  
 Labor Activity Detail

Labor Category: **401-Project Meetings**

Structure Description: **401-Project Meetings**

Additional Detail: **401-Project Meetings**

Scale: \_\_\_\_\_

Attached File	Labor Description	Detail Description	Structure	Scale	# of Sheets	Total Dollars	Principal \$78.00/hr	Project Manag \$50.00
---------------	-------------------	--------------------	-----------	-------	-------------	---------------	----------------------	-----------------------

The category will appear in **bold** in numerical order as shown below.

Attached File	Labor Description	Detail Description	Structure	Scale	# of Sheets	Total Dollars	Principal \$78.00/hr	Project Manag \$50.00
Select N/A	<b>000-Administrative</b>		1			12,747.50		
Select N/A	1000a-CONTRACT ADMINISTRATION		1			0.00	0	0
Select N/A	1021a-Project Control		1			6,560.00	20	100
Select N/A	1024a-Quality Control		1			0.00	0	0
Select N/A	1027a-Site Visit		1			0.00	0	0
Select N/A	1050a-Value Analysis		1			0.00	0	0
Select N/A	170a-Schedule		1			0.00	0	0
Select N/A	173a-Progress Meetings		1			0.00	0	0
Select N/A	210a-Misc Reports and Studies needed for this project		1			0.00	0	0
Select N/A	402-Partnering Process		1			0.00	0	0
Select N/A	471a-Right Of Way Requirements Determination		1			0.00	0	0
Select N/A	730-Data Collection / As-Builts / Record Documents		1			6,187.50	0	0
Select N/A	<b>401-Project Meetings</b>					<b>0.00</b>		
Select N/A	<b>411-Photogrammetry and Mapping</b>		1			<b>15,900.00</b>		
Select N/A	Aerial Photography		1			0.00	0	0
Select N/A	Aerotriangulation		1			0.00	0	0
Select N/A	CADD Editing (Photogrammetric Mapping)		1			15,900.00	0	0
Select N/A	Film Processing		1			0.00	0	0
Select N/A	Photogrammetry Editing		1			0.00	0	0
Select N/A	Scanning		1			0.00	0	0
Select N/A	Stereocompilation		1			0.00	0	0
Select N/A	<b>455-Bridge Design</b>		1			<b>62,853.70</b>		
Select N/A	Abutment detail sheet(s)		1			0.00	0	0
Select N/A	Abutment Diaphragm Details		1			0.00	0	0
Select N/A	Abutment plan and elevations		1			0.00	0	0
Select N/A	Backfill and Excavation Limits		1			0.00	0	0

## 6. Add a Labor Activity Detail

Click **Add New** to add a Labor Activity Detail that are not pre-populated by ADOT.

Select the *Labor Activity Details* radial button, choose the Labor Category and choose *Miscellaneous Detail* or *Other* from the drop-down list. Add Structural Description, Scale, and No. of Sheets, if applicable. Click **Save and Exit** when all information has been entered.

Labor Activity Category  
 Labor Activity Detail  
 Labor Category: 455-Bridge Design  
 Structure Description:  
 Labor Additional Detail: Miscellaneous Details  
 Additional Detail Description:  
 Scale:

Attached	Labor Description	Detail Description	Structure Scale	# of	Total	Principal	Project
----------	-------------------	--------------------	-----------------	------	-------	-----------	---------

The Labor Activity Detail you added will appear alphabetically in the list of other detail under the Category you selected.

Select N/A	Stereocompilation		1		0.00	0	0
Select N/A	455-Bridge Design		1		62,853.70		
Select N/A	Abutment detail sheet(s)		1		0.00	0	0
Select N/A	Abutment Diaphragm Details		1		0.00	0	0
Select N/A	Abutment plan and elevations		1		0.00	0	0
Select N/A	Backfill and Excavation Limits		1		0.00	0	0
Select N/A	Bank Protection sheets (when needed)		1		0.00	0	0
Select N/A	Camber details		1		0.00	0	0
<u>Justification</u>							
Select for Deck Plan high amount	Deck Plan		1		62,853.70		0
Select N/A	Drilled Shaft Details		1		0.00	0	0
Select N/A	Foundation Data Sheets		1		0.00	0	0
Select N/A	Foundation Layout		1		0.00	0	0
Select N/A	Framing Plan (except for Slab and Closed Framed)		1		0.00	0	0
Select N/A	General Plan & Elevation		1		0.00	0	0
Select N/A	General Notes and Quantities		1		0.00	0	0
Select N/A	Location Plan(when needed)		1		0.00	0	0
Select N/A	Miscellaneous Details		1		0.00	0	0
Select N/A	Phased Construction Details (when needed)		1		0.00	0	0
Select N/A	Pier details		1		0.00	0	0
Select N/A	Pier Diaphragm Details		1		0.00	0	0
Select N/A	Pier Plan and elevation		1		0.00	0	0
Select N/A	Screed Elevation Sheet		1		0.00	0	0
Select N/A	Screed Rail Elevation Sheet		1		0.00	0	0
Select N/A	Superstructure Typical Section		1		0.00	0	0
Select N/A	Temporary Construction Access (when needed)		1		0.00	0	0
Select N/A	Typical Cross Section & Geometrics		1		0.00	0	0
Select N/A	Wingwall and/or Retaining Wall Details		1		0.00	0	0

## 7. Delete Labor Activity Category

*Note: All Labor Activity Details assigned to the Labor Activity Category must be deleted first.*

Click **Select** next to the Labor Activity that needs to be deleted and click **Delete**.

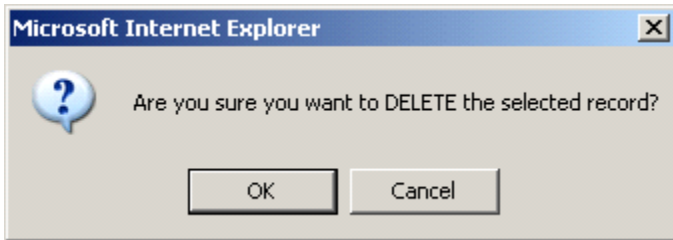
Buttons: Add New, Edit, Delete, Attach Backup Document, Delete Backup Document, REFRESH Screen

Total Cost Proposal: \$211,704.13 Prime Total Cost:\$211,704.13(100.00%)  
SUBMIT COST PROPOSAL to ADOT

Labor Class: Labor Activity, Direct Expenses, Subconsultant, Overhead, SUMMARY

	Attached File	Labor_Description	Detail_Description	Struct
<a href="#">Select</a>	<a href="#">File 301.5 Map 1250+00</a>	410-Surveys	File 301.5 Map 1250+00.	1
<a href="#">Select</a>	N/A	Panel Installation		1
<a href="#">Select</a>	N/A	Control Survey		1
<a href="#">Select</a>	N/A	Structures		1

Click **OK** to confirm.



## 8. Delete Labor Activity Detail

Click **Select** next to the Labor Activity Detail that needs to be deleted and click **Delete**.

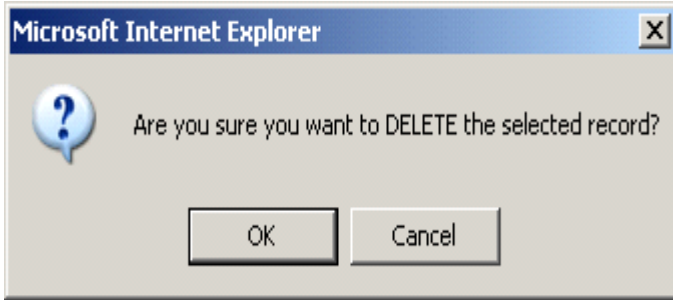
Buttons: Add New, Edit, Delete, Attach Backup Document, Delete Backup Document, REFRESH Screen

Total Cost Proposal: \$211,704.13 Prime Total Cost:\$211,704.13(100.00%)  
SUBMIT COST PROPOSAL to ADOT

Labor Class: Labor Activity, Direct Expenses, Subconsultant, Overhead, SUMMARY

	Attached File	Labor_Description	Detail_Description	Structure	S
<a href="#">Select</a>	<a href="#">File 301.5 Map 1250+00</a>	410-Surveys	File 301.5 Map 1250+00.	1	1
<a href="#">Select</a>	N/A	Panel Installation		1	
<a href="#">Select</a>	N/A	Control Survey		1	
<a href="#">Select</a>	N/A	Structures		1	

Click **OK** to confirm.



## D. Direct Expenses Tab

All direct expenses require justification and backup documents. For example:

- Mileage – specify personal or company vehicle miles
- Meals/Lodging /Travel – Per ADOT Travel Policy
- External Repro – Quote from external vendor
- External Fees /Licenses – Quote from external vendor
- Delivery/Overnight/Courier – External vendor quote

Direct Expenses are arranged by Direct Expense Categories (**bolded** and circled as shown below) and Labor Expense Details (or subcategories) listed below each Direct Expense Categories. It is highly recommended that the firm create/establish all Direct Expense Categories first and then go back and create Details under each Category.

Add New		Edit	Delete	Attach Backup Document	Delete Backup Document	REFRESH Screen
Total Cost Proposal:		Prime Total Cost:\$289,434.59(82.12%)				
\$352,454.59		SUBMIT COST PROPOSAL to ADOT				
Labor Class	Labor Activity	Direct Expenses	Subconsultant	Overhead	SUMMARY	
Direct Expense Category	Detail Description	Unit Rate (\$)	Quantity	Total Dollars	Attached File	
Select <b>CADD Hours</b>		10.00	200	2000.00	N/A	
Select <b>Rental Vehicle</b>				900.00	N/A	
Select Rental Vehicle	Personal Vehicle Rental	40.00	10	400.00	<a href="#">Justification for Vehicle Rental</a>	
Select Rental Vehicle	Van Rental	100.00	5	500.00	N/A	
Select <b>Subsistence / Meals</b>		50.00	25	1250.00	N/A	
Select <b>Testing (OTHER)</b>				8500.00	N/A	
Select Testing (OTHER)	Review A-34C-D32	100.00	10	1000.00	N/A	
Select Testing (OTHER)	Test 234-21AB-43a	2500.00	3	7500.00	N/A	

## 1. Add Direct Expense Category

Select **Direct Expenses** and click **Add New** to add a Direct Expense Category.

The screenshot shows a software interface with a top navigation bar containing buttons: 'Add New', 'Edit', 'Delete', 'Attach Backup Document', 'Delete Backup Document', and 'REFRESH Screen'. Below this, the 'Total Cost Proposal' is displayed as '\$211,704.13' and the 'Prime Total Cost' as '\$211,704.13 (100.00%)'. A 'SUBMIT COST PROPOSAL to ADOT' button is visible. At the bottom, a horizontal menu includes 'Labor Class', 'Labor Activity', 'Direct Expenses', 'Subconsultant', 'Overhead', and 'SUMMARY'. The 'Direct Expenses' button is circled in red.

Select the *Direct Expense Category* radial button. Using the drop-down menu, select the expense category from the Direct Expense Category Name, enter information in the Unit Rate (dollar amount) and Quantity. To calculate the total amount (Unit Rate X Quantity), click **Calculate** if you want to determine the costs associated with each Direct Expense Category (this is optional). Click **Save and Exit** when all entered information is complete, accurate and back-up documentation is uploaded, if applicable.

The screenshot shows a form titled 'Direct Expense Category'. It has two radio buttons: 'Direct Expense Category' (selected) and 'Direct Expense Detail'. Below the radio buttons is a dropdown menu for 'Direct Expense Category' with 'CADD Hours' selected. There are input fields for 'Unit Rate (\$): 0.00' and 'Quantity: 0'. A 'Calculate' button is present, and the 'Total Dollars' is shown as '0.00'. At the bottom, there are 'Cancel' and 'Save and Exit' buttons, with 'Save and Exit' circled in red. Below the form, the text 'Direct Expenses' is visible.

## 2. Add Direct Expense Detail

Select **Direct Expenses** and click **Add New** to add a Direct Expense Detail.

The screenshot shows the same software interface as in the first section. The 'Add New' button in the top navigation bar is circled in red. The 'Total Cost Proposal' and 'Prime Total Cost' are still '\$211,704.13'. The 'SUBMIT COST PROPOSAL to ADOT' button is present. The horizontal menu at the bottom is the same, with 'Direct Expenses' highlighted in yellow.

Select the '*Direct Expenses Detail*' radial button. Choose the appropriate Direct Expense Category from the drop-down menu, enter information in the Direct Expense Detail Description, Unit Rate (dollar amount), and Quantity. To calculate the total amount (Unit Rate X Quantity), click **Calculate** if you want to determine the costs associated with each Direct Expense Category (this is optional).

Click **Save and Exit** when all entered information is correct.

Direct Expense Category  
 Direct Expense Detail

Detail of Direct Expense Category:

Direct Expense Detail Description:

Unit Rate (\$):

Total Dollars: 0.00

Direct Expenses

### 3. Edit Direct Expense Category

Click **Select** next to the Category that needs to be edited and click **Edit**.

Total Cost Proposal:  Prime Total Cost:

	Direct Expense Category	Detail Description	Unit Rate (\$)	Quantity	Total Dollars	Attached File
<a href="#">Select</a>	Courier/Postage		5000.00	10	50000.00	N/A
<a href="#">Select</a>	Equipment Rental				9450.00	N/A
<a href="#">Select</a>	Equipment Rental	Cell Phones - \$75.00 a month flat rate	75.00	126	9450.00	N/A
<a href="#">Select</a>	Field Office Supplies				234473.00	N/A

Change the Unit Rate and/or Quantity and click **Save and Exit** when done.

Direct Expense Category  
 Direct Expense Detail

Direct Expense Category:

Unit Rate (\$):  Quantity:

Total Dollars: 50000.00

#### 4. Edit Direct Expense Detail

Click **Select** next to the Detail that needs to be edited and click **Edit**.

Buttons: Add New, **Edit**, Delete, Attach Backup Document, Delete Backup Document, REFRESH Screen

Total Cost Proposal: \$211,704.13 Prime Total Cost: \$211,704.13 (100.00%)  
 SUBMIT COST PROPOSAL to ADOT

Tabs: Labor Class, Labor Activity, **Direct Expenses**, Subconsultant, Overhead, SUMMARY

	Direct Expense Category	Detail Description	Unit Rate (\$)	Quantity	Total Dollars	Attached File
<a href="#">Select</a>	Equipment Rental				23965.61	<a href="#">N/A</a>
<a href="#">Select</a>	Equipment Rental	xe xer xeree xerererex	13.31	1331	17715.61	<a href="#">N/A</a>
<a href="#">Select</a>	Testing (Bituminous Mixtures AASHTO)		50.00	5	250.00	<a href="#">N/A</a>

Change the Direct Expense Detail Description, Unit Rate, and/or Quantity and click **Save and Exit** when done.

Direct Expense Category  
 Direct Expense Detail

Direct Expense Category: Equipment Rental

Direct Expense Detail Description: xe xer xeree xerererex

Unit Rate (\$): 13.31      Quantity: 1331

Calculate      Total Dollars: 17715.61

Cancel      **Save and Exit**

Direct Expenses

#### 5. Delete Direct Expense Category

Click **Select** next to the Detail that needs to be deleted and click **Delete**.

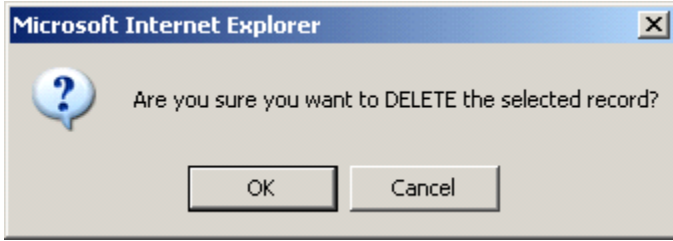
Buttons: Add New, Edit, **Delete**, Attach Backup Document, Delete Backup Document, REFRESH Screen

Total Cost Proposal: \$2,563,743.72 Prime Total Cost: \$2,299,806.63 (89.71%)  
 SUBMIT COST PROPOSAL to ADOT

Tabs: Labor Class, Labor Activity, **Direct Expenses**, Subconsultant, Overhead, SUMMARY

	Direct Expense Category	Detail Description	Unit Rate (\$)	Quantity	Total Dollars	Attached File
<a href="#">Select</a>	Courier/Postage		5000.00	10	50000.00	<a href="#">N/A</a>
<a href="#">Select</a>	Equipment Rental				9450.00	<a href="#">N/A</a>
<a href="#">Select</a>	Equipment Rental	Cell Phones - \$75.00 a month flat rate	75.00	126	9450.00	<a href="#">N/A</a>
<a href="#">Select</a>	Field Office Supplies				224473.00	<a href="#">N/A</a>

Click **OK** to confirm.



*Note:* You will be unable to delete a Direct Expense Category if there are any Direct Expense Details under that Category. In order to delete a Category, you must **first** delete all Details beneath it.

## 6. Delete Direct Expense Detail

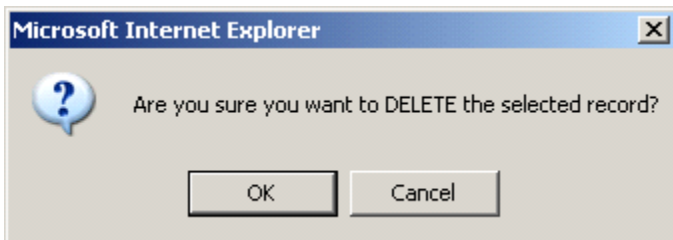
Click **Select** next to the Direct Expense Detail that needs to be deleted and click **Delete**.

A screenshot of a software interface. At the top, there is a menu bar with buttons: "Add New", "Edit", "Delete" (circled in red), "Attach Backup Document", "Delete Backup Document", and "REFRESH Screen". Below the menu bar, there is a summary section: "Total Cost Proposal: \$211,704.13" and "Prime Total Cost:\$211,704.13(100.00%)". A button labeled "SUBMIT COST PROPOSAL to ADOT" is visible. Below this, there are tabs: "Labor Class", "Labor Activity", "Direct Expenses" (selected), "Subconsultant", "Overhead", and "SUMMARY". A table is displayed with the following columns: "Direct Expense Category", "Detail Description", "Unit Rate (\$)", "Quantity", "Total Dollars", and "Attached File". The table contains three rows:

	Direct Expense Category	Detail Description	Unit Rate (\$)	Quantity	Total Dollars	Attached File
<a href="#">Select</a>	Equipment Rental				23965.61	<a href="#">N/A</a>
<a href="#">Select</a>	Equipment Rental	xe xer xeree xerererex	13.31	1331	17715.61	<a href="#">N/A</a>
<a href="#">Select</a>	Testing (Bituminous Mixtures AASHTO)		50.00	5	250.00	<a href="#">N/A</a>

A red arrow points to the "Select" link in the first row of the table.

Click **OK** to confirm.



## 7. Attach Direct Expense Backup Document

Upload the backup document to justify the proposed Direct Expenses. Click **Select** next to the Direct Expense Category or Detail that requires documentation to be attached and click **Attach Backup Document**.

The screenshot shows a software interface with a table of Direct Expenses. At the top, there are buttons: "Add New", "Edit", "Delete", "Attach Backup Document" (circled in red), "Delete Backup Document", and "REFRESH Screen". Below these buttons, the "Total Cost Proposal" is displayed as "\$211,704.13" and the "Prime Total Cost" as "\$211,704.13 (100.00%)". A "SUBMIT COST PROPOSAL to ADOT" button is also visible. The table has columns for "Direct Expense Category", "Detail Description", "Unit Rate (\$)", "Quantity", "Total Dollars", and "Attached File". The first row is "Equipment Rental" with a "Select" link to its left. A red arrow points to this "Select" link. The second row is "Equipment Rental" with a "Detail Description" of "xe xer xeree xerererex", a "Unit Rate" of "13.31", a "Quantity" of "1331", and "Total Dollars" of "17715.61". The third row is "Testing (Bituminous Mixtures AASHTO)" with a "Unit Rate" of "50.00", a "Quantity" of "5", and "Total Dollars" of "250.00".

	Direct Expense Category	Detail Description	Unit Rate (\$)	Quantity	Total Dollars	Attached File
Select	Equipment Rental				23965.61	N/A
Select	Equipment Rental	xe xer xeree xerererex	13.31	1331	17715.61	N/A
Select	Testing (Bituminous Mixtures AASHTO)		50.00	5	250.00	N/A

Click **Browse** to select the document to be uploaded.

The screenshot shows a dialog box for document upload. The "Document Name" field contains the text "Internal Blah Blah". Below the field is a "Browse..." button, which is circled in red. At the bottom of the dialog, there are "Cancel" and "Save and Exit" buttons. Below the dialog, the "Direct Expenses" table is partially visible.

Select the appropriate document to be attached and click **Open**.

The screenshot shows a Windows "Choose file" dialog box. The "Look in:" field is set to "Desktop". The file list contains various files and folders, including "My Documents", "My Computer E005W143863", "My Network Places", "Adobe Acrobat 6.0 Professional", "Adobe Reader 8", "~WRD0424", "2010\_12\_21\_06", "2011 Calendar", "all 3 picks", "BTS\_TEMPLATE", "CMS30 The Real", "CMS30Test", "Contact", "Cost Proposal upload test" (which is selected), and "CurrentAgendaAddendum". The "File name:" field contains "Cost Proposal upload test" and the "Files of type:" field is set to "All Files (\*.\*)". The "Open" and "Cancel" buttons are visible at the bottom right.

Click **Save and Exit** to upload the document.

Document Name: **Internal Blah Blah**  
C:\Documents and Settings\b3322\D Browse...  
Cancel Save and Exit  
**Direct Expenses**

### 8. Delete Direct Expense Backup Document

Click **Select** next to the Direct Expense Category or Detail with the document that needs to be deleted and click **Delete Backup Document**.

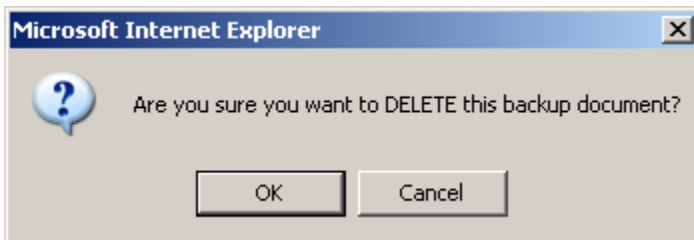
Add New Edit Delete Attach Backup Document **Delete Backup Document** REFRESH Screen

Total Cost Proposal: **Prime Total Cost:\$211,704.13(100.00%)**  
\$211,704.13 SUBMIT COST PROPOSAL to ADOT

Labor Class Labor Activity **Direct Expenses** Subconsultant Overhead SUMMARY

	Direct Expense Category	Detail Description	Unit Rate (\$)	Quantity	Total Dollars	Attached File
<a href="#">Select</a>	Equipment Rental				23965.61	<a href="#">N/A</a>
<a href="#">Select</a>	Equipment Rental	xe xer xeree xerererex	13.31	1331	17715.61	<a href="#">N/A</a>
<a href="#">Select</a>	Testing (Bituminous Mixtures AASHTO)		50.00	5	250.00	<a href="#">N/A</a>

Click **OK** to confirm.



## E. Subconsultant Tab

Subconsultants on the contract are automatically carried over by eCMS from the list of Subconsultants uploaded by the Prime Consultant during the online SOQ submittal process. No new Subconsultants can be added during Cost Proposal/negotiation phase.

The Prime Consultant is required to enter Cost Proposal for all Subconsultants involved in the contract. To enter Subconsultant information, click the **Subconsultant** tab.

User: SnigdhaYerramilli Company: \_FOR TESTING - JH International  
 Contract #: 1930-001 Cost Proposal Status: Returned by ADOT  
 Project #: H123401C Description: SIGNING  
 Ins Exp: 02/28/2011 Compensation Type:  
 System Message:

Add New Edit Delete Attach Backup Document Delete Backup Document REFRESH Screen

Total Cost Proposal: Prime Total Cost:\$289,434.59(82.12%)  
 \$352,454.59 SUBMIT COST PROPOSAL to ADOT

Labor Class Labor Activity Direct Expenses **Subconsultant** Overhead SUMMARY

View Sub Consultant

Subconsultant Company	DBE Attached File	Sub Total
Select AB Company	No <a href="#">AB Company Subconsultant Cost Proposal Package</a>	\$47,520.00
Select CD Engineering	No <a href="#">Subconsultant CD Engineering Cost Proposal Packet</a>	\$15,500.00

Upload a signed and dated hard copy of the Cost Proposal for each Subconsultant by clicking **Select** next to Subconsultant company name and clicking the **Attach Backup Document**. To ensure you are uploading the correct Subconsultant's information, browse the document on your computer and select the appropriate document to be attached. Name the document "XYZ Company Subconsultant Cost Proposal." The attached file will appear under the **Attached File** column.

Add New Edit Delete **Attach Backup Document** Delete Backup Document REFRESH Screen

Total Cost Proposal: Prime Total Cost:\$289,434.59(82.12%)  
 \$352,454.59 SUBMIT COST PROPOSAL to ADOT

Labor Class Labor Activity Direct Expenses **Subconsultant** Overhead SUMMARY

View Sub Consultant

Subconsultant Company	DBE Attached File	Sub Total
Select AB Company	No <a href="#">AB Company Subconsultant Cost Proposal Package</a>	\$47,520.00
Select CD Engineering	No <a href="#">Subconsultant CD Engineering Cost Proposal Packet</a>	\$15,500.00

To enter Cost Proposal information for a specific Subconsultant, click **Select** next to the Subconsultant Company and click **View Sub Consultant**.

User: SnigdhaYerramilli Company: \_FOR TESTING - JH International  
 Contract #: 1930-001 Cost Proposal Status: Returned by ADOT  
 Project #: H123401C Description: SIGNING  
 Ins Exp: 02/28/2011 Compensation Type:  
 System Message:

Add New Edit Delete Attach Backup Document Delete Backup Document REFRESH Screen

Total Cost Proposal: \$352,454.59 Prime Total Cost: \$289,434.59 (82.12%)  
 SUBMIT COST PROPOSAL to ADOT

Labor Class Labor Activity Direct Expenses Subconsultant Overhead SUMMARY

View Sub Consultant

Subconsultant Company	DBE Attached File	Sub Total
Select AB Company	No AB Company Subconsultant Cost Proposal Package	\$47,520.00
Select CD Engineering	No Subconsultant CD Engineering Cost Proposal Packet	\$15,500.00

Subconsultant data is entered in the exact same manner as for the Prime Consultant. Proceed to enter information in each tab for all Subconsultants on the contract.

**Note:**

Although the ADOT template includes a Project Principal labor class category, this Labor Class category is **not** allowable for Subconsultants.

**1. Edit Subconsultant Labor Class Information**

Select **SC Labor Class** and follow the instructions in [Edit Labor Class](#) to edit the Subconsultant Labor Class Information.

Add New Edit Delete Attach Backup Document Delete Backup Document REFRESH Screen

Total Cost Proposal: \$352,454.59 Prime Total Cost: \$289,434.59 (82.12%)  
 SUBMIT COST PROPOSAL to ADOT

Subconsultant: AB Company  
 Exit Subconsultant Data Entry

Subconsultant

View Sub Consultant

Subconsultant Company	DBE Attached File	Sub Total
Select AB Company	No AB Company Subconsultant Cost Proposal Package	\$47,520.00
Select CD Engineering	No Subconsultant CD Engineering Cost Proposal Packet	\$15,500.00

SC Labor Class SC Labor Activity SC Direct Expenses SC Overhead

SUBCONSULTANT WAGE CLASS

SC Wage Class	Hourly Rate	Name	Title	Phone1	Phone2	Phone3	E-Mail	Attached File
Select Project Engineer	0.00							N/A
Select Project Manager	0.00							N/A
Select Senior Engineer	0.00							N/A
Select Senior Project Engineer	0.00							N/A
Select Archeologist	0.00							N/A

Edit the details and click **Save and Exit**.

Labor Classification:  
 Project Engineer (dropdown) Avg Hourly Rate: 40.00  
 Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Phones (Office/Direct/Cell): \_\_\_\_\_  
 EMail: \_\_\_\_\_  
 Subconsultant: AB Company  
 Cancel Save and Exit

## 2. Add New Subconsultant Labor Class Information

Click **SC Labor Class** and follow the instructions in [Add New Labor Class](#) to add New Subconsultant Labor Class information.

Add New Edit Delete Attach Backup Document Delete Backup Document REFRESH Screen  
 Total Cost Proposal: \$352,454.59 Prime Total Cost: \$289,434.59 (82.12%)  
 SUBMIT COST PROPOSAL to ADOT  
 Subconsultant: AB Company  
 Exit Subconsultant Data Entry  
 Subconsultant  
 View Sub Consultant  
 Subconsultant Company DBE Attached File Sub Total  
 Select AB Company No AB Company Subconsultant Cost Proposal Package \$47,520.00  
 Select CD Engineering No Subconsultant CD Engineering Cost Proposal Packet \$15,500.00  
 SC Labor Class SC Labor Activity SC Direct Expenses SC Overhead  

Attached File	Labor_Description	Detail_Description	Structure	Scale	# of Sheets	Total Dollars	Project Engineer \$40.00/hr	P De \$4
Select N/A	000-Administrative		1			0.00		
Select N/A	1000a-CONTRACT ADMINISTRATION		1			0.00	0	0
Select N/A	1021a-Project Control		1			0.00	0	0
Select N/A	1024a-Quality Control		1			0.00	0	0
Select N/A	1027a-Site Visit		1			0.00	0	0
Select N/A	1050a-Value Analysis		1			0.00	0	0

## 3. Delete Subconsultant Labor Class Information

Click **SC Labor Class** and follow the instructions in [Delete Labor Class](#) to delete the Subconsultant Labor Class information.

Add New Edit Delete Attach Backup Document Delete Backup Document REFRESH Screen  
 Total Cost Proposal: \$352,454.59 Prime Total Cost: \$289,434.59 (82.12%)  
 SUBMIT COST PROPOSAL to ADOT  
 Subconsultant: AB Company  
 Exit Subconsultant Data Entry  
 Subconsultant  
 View Sub Consultant  
 Subconsultant Company DBE Attached File Sub Total  
 Select AB Company No AB Company Subconsultant Cost Proposal Package \$47,520.00  
 Select CD Engineering No Subconsultant CD Engineering Cost Proposal Packet \$15,500.00  
 SC Labor Class SC Labor Activity SC Direct Expenses SC Overhead  

Attached File	Labor_Description	Detail_Description	Structure	Scale	# of Sheets	Total Dollars	Project Engineer \$40.00/hr	P De \$4
Select N/A	000-Administrative		1			0.00		
Select N/A	1000a-CONTRACT ADMINISTRATION		1			0.00	0	0
Select N/A	1021a-Project Control		1			0.00	0	0
Select N/A	1024a-Quality Control		1			0.00	0	0
Select N/A	1027a-Site Visit		1			0.00	0	0
Select N/A	1050a-Value Analysis		1			0.00	0	0

#### 4. Edit Subconsultant Labor Activity

Click **SC Labor Activity** and follow the instructions in [Edit Labor Activity Category](#) and [Edit Labor Activity Detail](#) to edit the Subconsultant Labor Activity.

The screenshot shows a web application interface for managing subconsultant labor activity. At the top, there are buttons for 'Add New', 'Edit', 'Delete', 'Attach Backup Document', 'Delete Backup Document', and 'REFRESH Screen'. Below these, the 'Total Cost Proposal' is \$352,454.59 and the 'Prime Total Cost' is \$289,434.59 (82.12%). A 'SUBMIT COST PROPOSAL to ADOT' button is visible. The 'Subconsultant' section is set to 'AB Company' with an 'Exit Subconsultant Data Entry' button. A table lists subconsultant companies and their DBE attached files. The 'SC Labor Class' tabs include 'SC Labor Activity', which is circled in red. Below the tabs is a table with columns: Attached File, Labor\_Description, Detail\_Description, Structure Scale, # of Sheets, Total Dollars, Project Engineer \$40.00/hr, and P De \$4.

Attached File	Labor_Description	Detail_Description	Structure Scale	# of Sheets	Total Dollars	Project Engineer \$40.00/hr	P De \$4
Select N/A	000-Administrative		1		0.00		
Select N/A	1000a-CONTRACT ADMINISTRATION		1		0.00	0	0
Select N/A	1021a-Project Control		1		0.00	0	0
Select N/A	1024a-Quality Control		1		0.00	0	0
Select N/A	1027a-Site Visit		1		0.00	0	0
Select N/A	1050a-Value Analysis		1		0.00	0	0

#### 5. Add New Subconsultant Labor Activity

Click **SC Labor Activity** and follow the instructions in [Add New Labor Activity Category](#) and [Add New Labor Activity Detail](#) to add the new Subconsultant Labor Activity.

This screenshot is identical to the one above, showing the same web application interface. In this version, the 'Add New' button at the top left is circled in red, indicating the step to add a new subconsultant labor activity.

## 6. Delete Subconsultant Labor Activity

Click **SC Labor Activity** and follow the instructions in [Delete Labor Activity Category](#) and [Delete Labor Activity Detail](#) to delete the Subconsultant Labor Activity.

Total Cost Proposal: \$352,454.59    Prime Total Cost:\$289,434.59(82.12%)

Subconsultant: AB Company

Subconsultant

Subconsultant Company	DBE Attached File	Sub Total
Select AB Company	No <a href="#">AB Company Subconsultant Cost Proposal Package</a>	\$47,520.00
Select CD Engineering	No <a href="#">Subconsultant CD Engineering Cost Proposal Packet</a>	\$15,500.00

Attached File	Labor Description	Detail Description	Structure	Scale	# of Sheets	Total Dollars	Project Engineer \$40.00/hr	P	De
Select N/A	000-Administrative		1			0.00			\$4
Select N/A	1000a-CONTRACT ADMINISTRATION		1			0.00	0		0
Select N/A	1021a-Project Control		1			0.00	0		0
Select N/A	1024a-Quality Control		1			0.00	0		0
Select N/A	1027a-Site Visit		1			0.00	0		0
Select N/A	1050a-Value Analysis		1			0.00	0		0

Local intranet

## 7. Add New Subconsultant Direct Expense

Click **SC Direct Expenses** and follow the instructions in [Add New Direct Expense Category](#) and [Add New Direct Expense Detail](#) to add a new Subconsultant Direct Expense information.

Total Cost Proposal: \$352,454.59    Prime Total Cost:\$289,434.59(82.12%)

Subconsultant: AB Company

Subconsultant

Subconsultant Company	DBE Attached File	Sub Total
Select AB Company	No <a href="#">AB Company Subconsultant Cost Proposal Package</a>	\$47,520.00
Select CD Engineering	No <a href="#">Subconsultant CD Engineering Cost Proposal Packet</a>	\$15,500.00

Direct Expense Description	Detail Description	Unit Rate (\$)	Quantity	Total Dollars	Attached File
Select CADD Hours		\$3.50	50	175.00	N/A
Select Lodging		\$0.00		1265.00	N/A
Select Lodging	Apr 1 to Sept 1	\$144.00	5	720.00	N/A
Select Lodging	Jan 1 to Mar 31	\$109.00	5	545.00	N/A
Select Rental Vehicle		\$0.00		950.00	N/A
Select Rental Vehicle	Car Rental	\$45.00	10	450.00	N/A
Select Rental Vehicle	Van Rental	\$100.00	5	500.00	N/A
Select Subsistence / Meals		\$34.00	20	680.00	N/A

## 8. Edit Subconsultant Direct Expense

Click **SC Direct Expenses** and follow the instructions in [Edit Direct Expense Category](#) and [Edit Direct Expenses Detail](#) to edit a Subconsultant Direct Expense.

Total Cost Proposal: \$352,454.59    Prime Total Cost:\$289,434.59(82.12%)

Subconsultant: AB Company

Subconsultant

Subconsultant Company	DBE Attached File	Sub Total
Select AB Company	No <a href="#">AB Company Subconsultant Cost Proposal Package</a>	\$47,520.00
Select CD Engineering	No <a href="#">Subconsultant CD Engineering Cost Proposal Packet</a>	\$15,500.00

Direct Expense Description	Detail Description	Unit Rate (\$)	Quantity	Total Dollars	Attached File
Select CADD Hours		\$3.50	50	175.00	<a href="#">N/A</a>
Select Lodging		\$0.00		1265.00	<a href="#">N/A</a>
Select Lodging	Apr 1 to Sept 1	\$144.00	5	720.00	<a href="#">N/A</a>
Select Lodging	Jan 1 to Mar 31	\$109.00	5	545.00	<a href="#">N/A</a>
Select Rental Vehicle		\$0.00		950.00	<a href="#">N/A</a>
Select Rental Vehicle	Car Rental	\$45.00	10	450.00	<a href="#">N/A</a>
Select Rental Vehicle	Van Rental	\$100.00	5	500.00	<a href="#">N/A</a>
Select Subsistence / Meals		\$34.00	20	680.00	<a href="#">N/A</a>

## 9. Delete Subconsultant Direct Expense

Click **SC Direct Expenses** and follow the instructions in [Delete Direct Expense Category](#) and [Direct Expense Detail](#) to delete a Subconsultant Direct Expense.

Total Cost Proposal: \$352,454.59    Prime Total Cost:\$289,434.59(82.12%)

Subconsultant: AB Company

Subconsultant

Subconsultant Company	DBE Attached File	Sub Total
Select AB Company	No <a href="#">AB Company Subconsultant Cost Proposal Package</a>	\$47,520.00
Select CD Engineering	No <a href="#">Subconsultant CD Engineering Cost Proposal Packet</a>	\$15,500.00

Direct Expense Description	Detail Description	Unit Rate (\$)	Quantity	Total Dollars	Attached File
Select CADD Hours		\$3.50	50	175.00	<a href="#">N/A</a>
Select Lodging		\$0.00		1265.00	<a href="#">N/A</a>
Select Lodging	Apr 1 to Sept 1	\$144.00	5	720.00	<a href="#">N/A</a>
Select Lodging	Jan 1 to Mar 31	\$109.00	5	545.00	<a href="#">N/A</a>
Select Rental Vehicle		\$0.00		950.00	<a href="#">N/A</a>
Select Rental Vehicle	Car Rental	\$45.00	10	450.00	<a href="#">N/A</a>
Select Rental Vehicle	Van Rental	\$100.00	5	500.00	<a href="#">N/A</a>
Select Subsistence / Meals		\$34.00	20	680.00	<a href="#">N/A</a>

## 10. Subconsultant Overhead

Select the **SC Overhead** and use the radial buttons to choose the type of overhead to enter the Subconsultant overhead.

Subconsultant Company	DBE Attached File	Sub Total
Select AB Company	No AB Company Subconsultant Cost Proposal Package	\$47,520.00
Select CD Engineering	No Subconsultant CD Engineering Cost Proposal Packet	\$15,500.00

SC Labor Class | SC Labor Activity | SC Direct Expenses | **SC Overhead**

Overhead Rates  
 Specific Rates  
 Unit Rates  
 Commercial Pricing

**Contract Overhead (ACTIVE)**

Applicable Contract O/H	O/H Category	O/H Rate (%)	Attached File
Select Design	Negotiated Provisional	154.27	N/A

If the overhead type is **Overhead Rates**, select either the **Contract Overhead** or **Wage Classification Overhead** by clicking the appropriate overhead type.

User: Snigdha Yerramilli Company: \_FOR TESTING - JH International  
 Contract #: 1950-010 Cost Proposal Status: Returned by ADOT  
 Project #: H123401C Description: DO NOT USE! THIS IS FOR CONSULTANT COST PROPOSAL TESTING!  
 Ins Exp: 02/28/2011 Compensation Type: Lump Sum  
 System Message:

Add New | Edit | Delete | Attach Backup Document | Delete Backup Document | REFRESH Screen

Total Cost Proposal: \$77,920.74 Prime Total Cost: \$77,920.74 (100.00%)  
 SUBMIT COST PROPOSAL to ADOT

Labor Class | Labor Activity | Direct Expenses | Subconsultant | **Overhead** | SUMMARY

Overhead Rates  
 Specific Rates  
 Unit Rates  
 Commercial Pricing

**Contract Overhead (ACTIVE)**

Wage Classification Overhead (OFF)

## 11. Exit Subconsultant Data Entry

Click **Exit Subconsultant Data Entry** when all information has entered for the Subconsultant.

Add New | Edit | Delete | Attach Backup Document | Delete Backup Document | REFRESH Screen

Total Cost Proposal: \$352,454.59 Prime Total Cost: \$289,434.59 (82.12%)  
 SUBMIT COST PROPOSAL to ADOT

**Subconsultant: AB Company**

**Exit Subconsultant Data Entry**

Subconsultant

View Sub Consultant

Subconsultant Company	DBE Attached File	Sub Total
Select AB Company	No AB Company Subconsultant Cost Proposal Package	\$47,520.00
Select CD Engineering	No Subconsultant CD Engineering Cost Proposal Packet	\$15,500.00

## F. Overhead Tab

Select **Overhead** to enter the firm's overhead rate.

User: Snigdha Yerramilli Company: \_FOR TESTING - JH International  
Contract #: 1950-010 Cost Proposal Status: Returned by ADOT  
Project #: H123401C Description: DO NOT USE! THIS IS FOR CONSULTANT COST PROPOSAL TESTING!  
Ins Exp: 02/28/2011 Compensation Type: Lump Sum  
System Message:

Add New Edit Delete Attach Backup Document Delete Backup Document REFRESH Screen

Total Cost Proposal: \$77,320.74 Prime Total Cost: \$77,320.74 (100.00%)  
SUBMIT COST PROPOSAL to ADOT

Labor Class Labor Activity Direct Expenses Subconsultant **Overhead** SUMMARY

Overhead Rates  
 Specific Rates  
 Unit Rates  
 Commercial Pricing

**Contract Overhead (ACTIVE)**  
Wage Classification Overhead (OFF)

Select the appropriate overhead type (e.g., Commercial Pricing, Unit Rates, Specific Rates, or Overhead Rates) by clicking the appropriate radial button (above).

If there is an Overhead Rate on the contract, select the **Contract Overhead** button below.

### Notes:

1. **Contract Overhead** is used by most firms if they only have **one type** of overhead (e.g., design or field overhead rate)
2. **Wage Classification Overhead** is used if the firm has **multiple** overhead rates for a single wage class (e.g., Design Overhead and Survey Overhead for a PM). If the firm needs to use the Wage Classification Overhead, contact ECS for guidance on how to enter this information.

Add New Edit Delete Attach Backup Document Delete Backup Document REFRESH Screen

Total Cost Proposal: \$69,047.10 Prime Total Cost: \$69,047.10 (100.00%)  
SUBMIT COST PROPOSAL to ADOT

Labor Class Labor Activity Direct Expenses Subconsultant Overhead SUMMARY

Overhead Rates  
 Specific Rates  
 Unit Rates  
 Commercial Pricing

**Contract Overhead (ACTIVE)**  
Wage Classification Overhead (OFF)

Select the overhead rate type from the drop-down menu.

Total Cost Proposal: \$352,454.59    Prime Total Cost: \$289,434.59 (82.12%)

Applicable Contract O/H: **Design**    O/H Category: **Negotiated**    O/H Rate: **0.00** Percent

Overhead

- Overhead Rates
- Specific Rates
- Unit Rates
- Commercial Pricing

Select **Negotiated Provisional** from the drop-down menu and type the overhead rate in the *O/H Rate* field.

Total Cost Proposal: \$477,124.98    Prime Total Cost: \$414,104.98 (86.79%)

Applicable Contract O/H: **Design**    O/H Category: **Negotiated Provisional**    O/H Rate: **150.00** Percent

Overhead

- Overhead Rates
- Specific Rates
- Unit Rates
- Commercial Pricing

The overhead rate will appear in a list (see below).

Total Cost Proposal: \$352,454.59    Prime Total Cost: \$289,434.59 (82.12%)

Labor Class    Labor Activity    Direct Expenses    Subconsultant    Overhead    SUMMARY

- Overhead Rates
- Specific Rates
- Unit Rates
- Commercial Pricing

Contract Overhead (ACTIVE)			
Applicable Contract O/H	O/H Category	O/H Rate (%)	Attached File
<a href="#">Select</a> Design	Negotiated Provisional	150.00	N/A
<a href="#">Select</a> Field Office	Negotiated Provisional	20.00	N/A
<a href="#">Select</a> FCCM	Negotiated Provisional	0.75	N/A

## G. Summary Tab

To view the Cost Proposal Summary information, click **SUMMARY**.

*Note: The Total Cost Proposal amount, as well as the total cost and percent of the total cost for the Prime Consultant are displayed at the top of the entry screen at all times.*

Buttons: Add New, Edit, Delete, Attach Backup Document, Delete Backup Document, REFRESH Screen

Total Cost Proposal: \$352,454.59    Prime Total Cost:\$289,434.59(82.12%)

SUBMIT COST PROPOSAL to ADOT

Tabs: Labor Class, Labor Activity, Direct Expenses, Subconsultant, Overhead, **SUMMARY**

UPLOAD REQUIRED COST PROPOSAL FORMS

Buttons: Preview Cost Proposal SUMMARY, Review Change Requests

COMMUNICATION LOG

BACKUP DOCUMENTS

Type	File Name	Attached File
Select Direct Cost Document	Justification for Vehicle Rental	<a href="#">Justification for Vehicle Rental</a>
Select Direct Labor Activity Detail Document	Justification for Deck Plan high amount	<a href="#">Justification for Deck Plan high amount</a>
Select Required Cost Proposal Forms	Insurance Certificate	<a href="#">Insurance Certificate</a>
Select Required Cost Proposal Forms	Insurance Certificate	<a href="#">Insurance Certificate</a>
Select Sub Consultant Document	AB Company Subconsultant Cost Proposal Package	<a href="#">AB Company Subconsultant Cost Proposal Package</a>
Select Sub Consultant Document	Subconsultant CD Engineering Cost Proposal Packet	<a href="#">Subconsultant CD Engineering Cost Proposal Packet</a>

The SUMMARY tab allows the User to:

1. **Preview** and print the Cost Proposal
2. **View** all backup documents and the source of all backup documents
3. **Add, edit, and delete** communication to the ADOT PM
4. **Submit** the final Cost Proposal
5. **View and respond** to changes and revisions to Cost Proposal requested by ADOT

### 1. Preview Cost Proposal SUMMARY

To preview the information entered into the Cost Proposal, module click '**Preview Cost Proposal SUMMARY**.'

Buttons: Add New, Edit, Delete, Attach Backup Document, Delete Backup Document, REFRESH Screen

Total Cost Proposal: \$69,047.10    Prime Total Cost:\$69,047.10(100.00%)

SUBMIT COST PROPOSAL to ADOT

Tabs: Labor Class, Labor Activity, Direct Expenses, Subconsultant, Overhead, **SUMMARY**

Buttons: **Preview Cost Proposal SUMMARY**, Review Items For Discussion

COMMUNICATION LOG

Communication	..	..	..	..	..
---------------	----	----	----	----	----



The Cost Proposal SUMMARY includes total Estimated Direct Labor Cost, Direct Expenses, Subconsultant Cost and Summary.

Estimated Direct Labor Cost							
Wage Class	Work Hours	Percent	Hourly Wage	Labor Cost	Wage OH Detail	Wage OH Cost	Total
Principal	5.00	0.28 %	\$78.00	\$390.00			\$390.00
Project Engineer	75.00	4.25 %	\$35.00	\$2,625.00			\$2,625.00
Project Manager	50.00	2.83 %	\$50.00	\$2,500.00			\$2,500.00
Senior Engineer	150.00	8.50 %	\$63.00	\$9,450.00			\$9,450.00
Senior Project Engineer	156.00	8.84 %	\$55.87	\$8,715.72			\$8,715.72
Archeologist	70.00	3.97 %	\$45.00	\$3,150.00			\$3,150.00
Senior Archeologist	58.00	3.29 %	\$60.00	\$3,480.00			\$3,480.00
Biologist	200.00	11.34 %	\$30.79	\$6,158.00			\$6,158.00
Clerical	500.00	28.34 %	\$24.75	\$12,375.00			\$12,375.00
CADD Technician	500.00	28.34 %	\$25.86	\$12,930.00			\$12,930.00
<b>TOTAL DIRECT LABOR</b>							<b>\$61,773.72</b>
<b>OVERHEAD(S):</b>							
Design (150.27%)							\$92,827.37
<b>TOTAL DIRECT LABOR w/ OVERHEAD(s)</b>							<b>\$154,434.30</b>

Direct Expenses					
No	Description	Detail	Unit Rate	Quantity	Amount
1	Courier/Postage		\$150.00	700	\$105,000.00
2	Rental Vehicle	Car Rental	\$45.00	30	\$1,350.00
3	Rental Vehicle	Van Rental	\$100.00	5	\$500.00
4	Subsistence / Meals		\$34.00	20	\$680.00
<b>Total Direct Expenses</b>					<b>\$107,530.00</b>

Subconsultant Cost				
Sl.No	Subconsultant Name	Amount	Total Percent	View Details
1	AB Company	\$13,534.80	3.76%	
2	CD Engineering	\$52,500.00	14.59%	
<b>Total Sub Cost</b>		<b>\$66,034.80</b>		
<b>Total Sub Percent</b>			<b>18.35%</b>	
<b>Total Prime Percent</b>			<b>81.65%</b>	

Summary	
Direct Labor Costs	\$61,773.72
Overhead Costs	\$92,660.58
Direct Expenses	\$107,530.00
Sub Costs	\$66,034.80
FCCM (1.27%)	\$784.53
Fixed Fee (9.50%)	\$31,159.91
<b>TOTAL COST PROPOSAL</b>	<b>\$359,943.54</b>

Click on the **blue** buttons under the *View Details* column above to preview the Cost Proposal Summary for each Subconsultant.

Click **Print Report** to print the Cost Proposal SUMMARY.

**Cost Proposal Summary**  
 Contract Number# 1950-010      Tracs# H123401C      **Print Report**

**Estimated Direct Labor Cost**

Wage Class	Work Hours	Percent	Hourly Wage	Labor Cost	Wage OH Detail	Wage OH Cost	Total
Principal	100.00	22.99 %	\$124.38	\$12,438.00			\$12,438.00
Project Manager	105.00	24.14 %	\$124.39	\$13,060.95			\$13,060.95
Survey Party Chief	100.00	22.99 %	\$126.09	\$12,609.00			\$12,609.00
Senior Project Engineer	80.00	18.39 %	\$87.78	\$7,022.40			\$7,022.40
Senior Biologist	50.00	11.49 %	\$151.81	\$7,590.50			\$7,590.50
<b>TOTAL DIRECT LABOR OVERHEAD(S):</b>							<b>\$52,720.85</b>
<b>TOTAL DIRECT LABOR w/ OVERHEAD(S)</b>							<b>\$52,720.85</b>

**Direct Cost**

SLNo	Description	Amount
1	Equipment Rental	\$17,715.61
2	Testing (Bituminous Mixtures AASHTO)	\$250.00
3	Testing (Bituminous Mixtures ARIZONA)	\$0.00
4	Traffic Control	\$250.00
<b>Total Direct Cost</b>		<b>\$18,215.61</b>

**Sub Consultant Cost**

## 2. Communication Log – Add New

Consultants, ADOT PM, ECS Specialist may communicate with each other during the Cost Proposal negotiation phase. When a message is sent through the Communication Log to the Consultant, individuals listed as the Consultant Contacts on the Labor Class tab will receive an automated email informing the Consultant that a message has been sent by ADOT. The User can respond by logging into eCMS and using the Communication Log.

Click **Add New** to send messages to ECS Specialist or ADOT PM, from the SUMMARY tab.

**eCMS Online System**

User: Snigdha Yerramilli      Company: \_FOR TESTING - JH International  
 Contract #: 1950-010      Cost Proposal Status: Returned by ADOT  
 Project #: H123401C      Description: DO NOT USE! THIS IS FOR CONSULTANT COST PROPOSAL TESTING!  
 Ins Exp: 02/28/2011      Compensation Type: Lump Sum

System Message:  
              

Total Cost Proposal: \$77,320.74      Prime Total Cost: \$77,320.74 (100.00%)

Labor Class | Labor Activity | Direct Expenses | Subconsultant | Overhead | **SUMMARY**

**COMMUNICATION LOG**

Communication Type	Message	Author	Date	Attached File
<a href="#">Select</a>	Comment from ECS Staff to Consultant Please see the attachment and follow the same format for your blah blah blah	C1216 -Snigdha Yerramilli	06/14/2011	<a href="#">2007-007_CSF.pdf</a>
<a href="#">Select</a>	Comment from Consultant to ADOT PM Testing to see my permissions	B3322 -Jason Hafner	06/13/2011	N/A
<a href="#">Select</a>	Comment from ECS Staff to Consultant Please see the attached document for certified payroll	C1216 -Snigdha Yerramilli	05/19/2011	<a href="#">2001-077_500-CM0103.pdf</a>
<a href="#">Select</a>	Comment from ECS Staff to Consultant Please see the attached document and make the changes.	C1216 -Snigdha Yerramilli	05/12/2011	<a href="#">2001-077_500-CM0103.pdf</a>
<a href="#">Select</a>	Comment from ADOT PM to Consultant Please adress all the issues mentioned in the document.	C1216 -Snigdha Yerramilli	05/10/2011	<a href="#">2001-077_500-CM0103.pdf</a>
<a href="#">Select</a>	Comment from ECS Staff to Consultant Please submit all the requested changes in the attachment.	C1216 -Snigdha Yerramilli	05/06/2011	N/A

Enter the comment and click **Save and Exit**.

Total Cost Proposal: \$352,454.59    Prime Total Cost: \$289,434.59 (82.12%)

Comment:

SUMMARY

COMMUNICATION LOG

BACKUP DOCUMENTS

Type	File Name	Attached File
<input type="button" value="Select"/> Direct Cost Document	Justification for Vehicle Rental	<a href="#">Justification for Vehicle Rental</a>
<input type="button" value="Select"/> Direct Labor Activity Detail Document	Justification for Deck Plan high amount	<a href="#">Justification for Deck Plan high amount</a>
<input type="button" value="Select"/> Required Cost Proposal Forms	Insurance Certificate	<a href="#">Insurance Certificate</a>
<input type="button" value="Select"/> Required Cost Proposal Forms	Insurance Certificate	<a href="#">Insurance Certificate</a>

### 3. Edit Comment

Click **Select** next to the comment that needs to be edited and click **Edit**. The User is only able to edit Comments that they have entered.

User: Snigdha Yerramilli    Company: \_FOR TESTING - JH International  
 Contract #: 1950-010    Cost Proposal Status: Returned by ADOT  
 Project #: H123401C    Description: DO NOT USE! THIS IS FOR CONSULTANT COST PROPOSAL TESTING!  
 Ins Exp: 02/28/2011    Compensation Type: Lump Sum  
 System Message:

Total Cost Proposal: \$77,320.74    Prime Total Cost: \$77,320.74 (100.00%)

COMMUNICATION LOG

Communication Type	Message	Author	Date	Attached File
<input type="button" value="Select"/> Comment from ECS Staff to Consultant	Please see the attachment and follow the same format for your blah blah blah	C1216 -Snigdha Yerramilli	06/14/2011	<a href="#">2007-007_CSF.pdf</a>
<input type="button" value="Select"/> Comment from Consultant to ADOT PM	Testing to see my permissions	B3322 -Jason Hafner	06/13/2011	N/A
<input type="button" value="Select"/> Comment from ECS Staff to Consultant	Please see the attached document for certified payroll	C1216 -Snigdha Yerramilli	05/19/2011	<a href="#">2001-077_500-CM0103.pdf</a>
<input type="button" value="Select"/> Comment from ECS Staff to Consultant	Please see the attached document and make the changes.	C1216 -Snigdha Yerramilli	05/12/2011	<a href="#">2001-077_500-CM0103.pdf</a>
<input type="button" value="Select"/> Comment from ADOT	Please address all the issues mentioned in	C1216 -Snigdha	05/10/2011	<a href="#">2001-077_500-</a>

Change the comment as needed and click **Save and Exit**.

Comment:

SUMMARY

COMMUNICATION LOG

Communication Type	Message	Author	Date	Attached File
<input type="button" value="Select"/> Comment from Consultant to ADOT PM	This is a test comment. This cost proposal is awesome.	B3322 -Jason Hafner	12/10/2010	N/A
<input type="button" value="Select"/> Comment from Consultant to ADOT PM	Still testing. Need to add comments to show how to edit and delete.	B3322 -Jason Hafner	12/10/2010	N/A
<input type="button" value="Select"/> Comment from Consultant to ADOT PM	Jason... You are right.. This is	B3322 -Jason Hafner	12/10/2010	N/A
<input type="button" value="Select"/> Comment from Consultant to ADOT PM	Testing... One... two... three..... testing...	B6416 -Vincent R Abeyta	12/10/2010	N/A

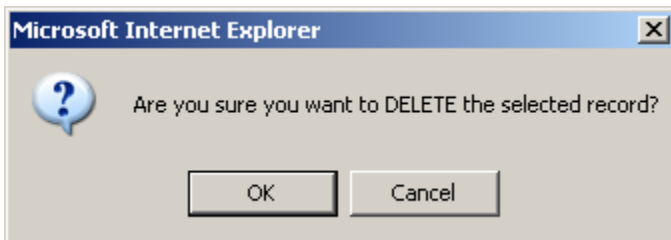
#### 4. Delete Comment

Click **Select** next to the comment that needs to be deleted and click **Delete**. The User is only able to delete comments that they have entered.

The screenshot shows the eCMS Online System interface. At the top, there are buttons for 'Add New', 'Edit', 'Delete' (circled in red), 'Attach Backup Document', 'Delete Backup Document', and 'REFRESH Screen'. Below these are cost proposal details: 'Total Cost Proposal: \$77,320.74' and 'Prime Total Cost: \$77,320.74 (100.00%)'. A 'SUBMIT COST PROPOSAL to ADOT' button is visible. The interface has tabs for 'Labor Class', 'Labor Activity', 'Direct Expenses', 'Subconsultant', 'Overhead', and 'SUMMARY'. Below the tabs are buttons for 'Preview Cost Proposal SUMMARY' and 'Review Change Requests'. The 'COMMUNICATION LOG' table is shown with columns: 'Communication Type', 'Message', 'Author', 'Date', and 'Attached File'. A red arrow points to the 'Select' link in the first row of the table.

	Communication Type	Message	Author	Date	Attached File
Select	Comment from ECS Staff to Consultant	Please see the attachement and follow the same format for your blah blah blah	C1216 -Snigdha Yerramilli	06/14/2011	<a href="#">2007-007 CSF.pdf</a>
Select	Comment from Consultant to ADOT PM	Testing to see my permissions	B3322 -Jason Hafner	06/13/2011	N/A
Select	Comment from ECS Staff to Consultant	Please see the attached document for certified payroll	C1216 -Snigdha Yerramilli	05/19/2011	<a href="#">2001-077_500-CM0103.pdf</a>
Select	Comment from ECS Staff to Consultant	Please see the attached document and make the changes.	C1216 -Snigdha Yerramilli	05/12/2011	<a href="#">2001-077_500-CM0103.pdf</a>
Select	Comment from ADOT PM to Consultant	Please address all the issues mentioned in the document.	C1216 -Snigdha Yerramilli	05/10/2011	<a href="#">2001-077_500-CM0103.pdf</a>
	Comment from FCS	Please suhmit all the requested changes in	C1216 -Snigdha		

Click **OK** to confirm.



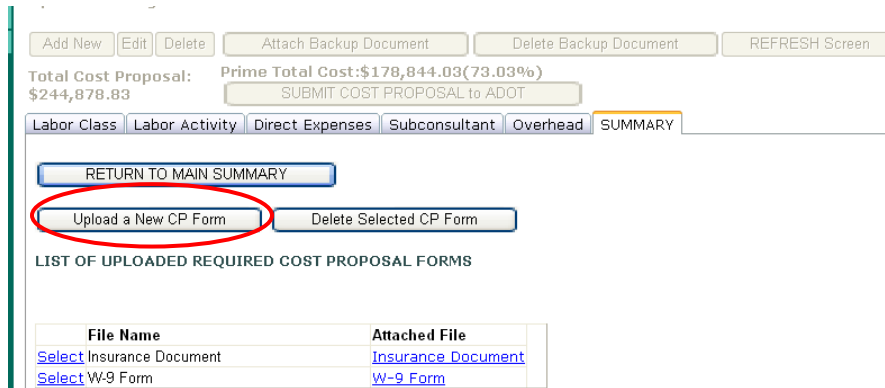
#### 5. Backup Documents

Upload all the required documents for the specific contract here. See Cost Proposal Submittal Checklist for the list of all required forms for the contract type. If a required form has already been uploaded in another location, it is not necessary to re-upload it again.

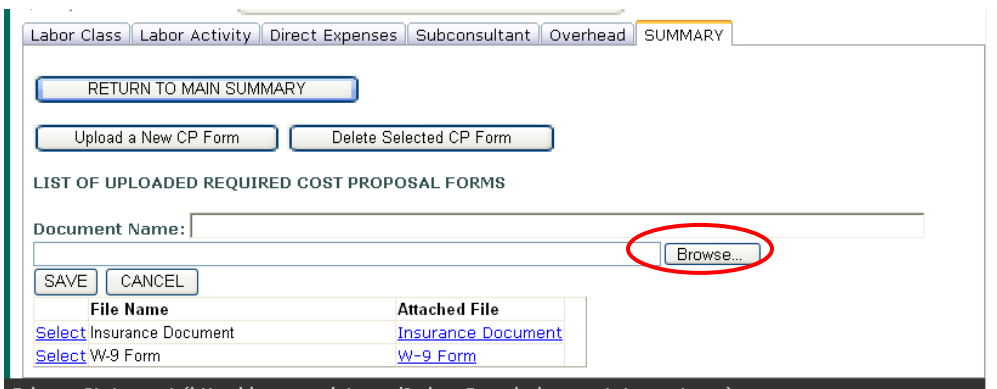
To upload the required documents, click **UPLOAD REQUIRED COST PROPOSAL FORMS**.

The screenshot shows the eCMS Online System interface. At the top, it says 'eCMS Online System'. Below that, user and company information is displayed: 'User: Snigdha Yerramilli' and 'Company: Tristar Engineering and Management, Inc.'. Contract details include 'Contract #: 1930-002', 'Project #: H123401C', 'Ins Exp: 07/01/2012', and 'System Message:'. Cost proposal details show 'Total Cost Proposal: \$244,878.83' and 'Prime Total Cost: \$178,844.03 (73.03%)'. A 'SUBMIT COST PROPOSAL to ADOT' button is visible. The interface has tabs for 'Labor Class', 'Labor Activity', 'Direct Expenses', 'Subconsultant', 'Overhead', and 'SUMMARY'. Below the tabs are buttons for 'Preview Cost Proposal SUMMARY' and 'Review Change Requests'. The 'UPLOAD REQUIRED COST PROPOSAL FORMS' button is circled in red.

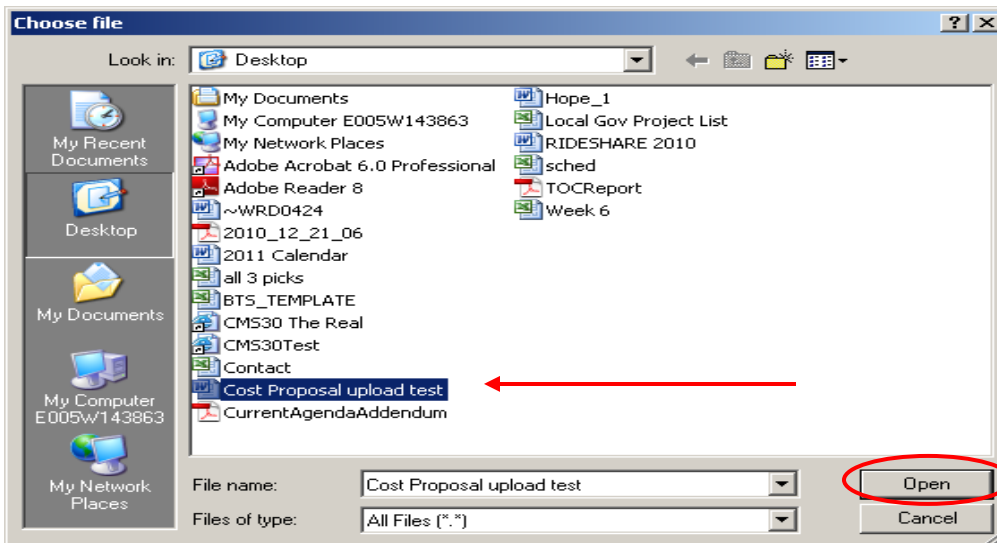
Click **Upload a New CP Form** if you are uploading a new Cost Proposal.



Click **Browse** to select the document to be uploaded.



Select the appropriate document and click **Open**.



Type the document Name (name the document the exact name listed in the system) and click **Save**.

[RETURN TO MAIN SUMMARY](#)  
[Upload a New CP Form](#) [Delete Selected CP Form](#)

LIST OF UPLOADED REQUIRED COST PROPOSAL FORMS

Document Name:  ←

C:\Documents and Settings\C1216\Desktop\2003-045.pdf [Browse...](#)

**SAVE** [CANCEL](#)

File Name	Attached File
<a href="#">Select</a> Insurance Document	<a href="#">Insurance Document</a>
<a href="#">Select</a> W-9 Form	<a href="#">W-9 Form</a>

Click **Select** to chose the form to be deleted and click **Delete Selected CP Form**.

[RETURN TO MAIN SUMMARY](#)  
[Upload a New CP Form](#) [Delete Selected CP Form](#)

LIST OF UPLOADED REQUIRED COST PROPOSAL FORMS

File Name	Attached File
<a href="#">Select</a> Insurance Document	<a href="#">Insurance Document</a>
<a href="#">Select</a> W-9 Form	<a href="#">W-9 Form</a>
<a href="#">Select</a> Cost Proposal Test	<a href="#">Cost Proposal Test</a>

Privacy Statement ([http://www.azdot.gov/Index\\_Docs/privacy\\_statement.asp](http://www.azdot.gov/Index_Docs/privacy_statement.asp))

Click **Select** next to the appropriate document and click **View Source** to view the location of the document.

Type	File Name	Attached File
<a href="#">Select</a> Cost Proposal Comment Document	CPIRF.xls	<a href="#">CPIRF.xls</a>
<a href="#">Select</a> Cost Proposal Comment Document	2001-077 500-CM0103.pdf	<a href="#">2001-077 500-CM0103.pdf</a>
<a href="#">Select</a> Cost Proposal Comment Document	2001-077 500-CM0103.pdf	<a href="#">2001-077 500-CM0103.pdf</a>
<a href="#">Select</a> Cost Proposal Comment Document	2001-077 500-CM0103.pdf	<a href="#">2001-077 500-CM0103.pdf</a>
<a href="#">Select</a> Direct Labor Activity Detail Document	Quality Control Document (Time Quality Measurement)	<a href="#">Quality Control Document (Time Quality Measurement)</a>
<a href="#">Select</a> Direct Labor Activity Detail Document	This document is important to this project to verify the actions and measures used by the project management team hired to complete this project task.	<a href="#">This document is important to this project to verify the actions and measures used by the project management team hired to complete this project task.</a>
<a href="#">Select</a> Direct Labor Activity Document	File 301.5_Map 1250+00	<a href="#">File 301.5_Map 1250+00</a>
<a href="#">Select</a> Wage Class Document	Lee Makler's Profile Data Sheet (PDS)	<a href="#">Lee Makler's Profile Data Sheet (PDS)</a>

**View Source**

## 6. Submit Cost Proposal

Click **SUBMIT COST PROPOSAL to ADOT** when the Cost Proposal is complete and ready for submission for ADOT's review.

The screenshot shows the top navigation bar with buttons: Add New, Edit, Delete, Attach Backup Document, Delete Backup Document, and REFRESH Screen. Below this, the 'Total Cost Proposal' is \$77,185.17, with a 'Prime Total Cost' of \$77,185.17 (100.00%). A red oval highlights the 'SUBMIT COST PROPOSAL to ADOT' button. Below the buttons are tabs for Labor Class, Labor Activity, Direct Expenses, Subconsultant, Overhead, and SUMMARY. There are also buttons for 'Preview Cost Proposal SUMMARY' and 'Review Change Requests'. A 'COMMUNICATION LOG' table is visible at the bottom.

Communication Type	Message	Author	Date	Attached File
Select	Comment from ECS Staff to Consultant	C1216 -Snigdha Verramilli	06/14/2011	2007-007 CSF.pdf

The **Cost Proposal Submittal Checklist** will appear. Be sure to check the appropriate boxes to indicate that all of the required information and forms have been entered and uploaded. When complete and you are ready to submit the Cost Proposal to ADOT, click **OK** at the bottom of the page.

The screenshot shows a 'WARNING!' dialog box. At the top, it displays 'Total Cost Proposal: \$352,454.59' and 'Prime Total Cost: \$289,434.59 (82.12%)'. A 'SUBMIT COST PROPOSAL to ADOT' button is visible. The main content is a checklist titled 'GENERAL COST PROPOSAL REQUIREMENTS FOR ALL CONTRACT TYPES' and 'COST PROPOSAL REQUIREMENTS FOR SPECIFIC CONTRACT TYPE'. The checklist includes various items with checkboxes, some of which are checked. Two red arrows point to the 'Back-up documents' and 'Supporting justification provided for additional Labor Classes' items. At the bottom, 'OK' and 'Cancel' buttons are present, with 'OK' circled in red.

**WARNING!**  
You are about to Submit this Cost Proposal to ADOT. Once submitted, you will not be able to make anymore changes unless ADOT releases this back to you.

To Submit, please check all the required checkboxes of this checklist and press OK:

**GENERAL COST PROPOSAL REQUIREMENTS FOR ALL CONTRACT TYPES**

- Transmittal Letter signed by the Prime Consultant Project Principal/Officer of the Firm/Project Manager (ADOT format used).
- Key Personnel List (ADOT format used).
- Consultant and all Subconsultants Cost Proposal entered into the eCMS.
- Back-up documents justifying requested wage classifications, labor activities, work hours, direct expenses, etc., not included in the corresponding areas of eCMS.
- Pdf copy of signed and dated Subconsultant Cost Proposal uploaded in the corresponding Subconsultant tab.
- The Project Principal Wage Classification not included in any Subconsultant Cost Proposal breakdown.
- Total Subconsultant costs shall not exceed 49% of the total dollar value of the contract.
- Current Insurance Certificate with all required insurance coverage.
- W-9 Vendor Registration uploaded if first contract with ADOT or no activity with ADOT within the past 18 months.
- Supporting documentation uploaded for proposed Overhead, Cost per Unit of Work, Specific Rate or Commercial Item Pricing Rates.

**COST PROPOSAL REQUIREMENTS FOR SPECIFIC CONTRACT TYPE**  
The following supporting documentation must be uploaded with the Cost Proposal for each of the following contract types.

1) Specific Rates (Supplemental Services and Temp Tech Contracts)

2) Cost Plus Fixed Fee and Lump Sum (FFC Design and Design Contracts)

- a. Summary of Basis for Cost Proposal (ADOT format used)
- b. Supporting justification provided for additional Labor Classes, Labor Activities not included in the Labor Class and Labor Activity tabs
- c. Supporting justification provided for additional Direct Expenses
- d. Certified Payroll (ADOT format used)
- e. DBE Prime and Subconsultant Affidavits and/or Good Faith Effort Certificate
- f. Certification of Final Indirect Cost Form - For Overhead-based Prime Consultant and all Subconsultants

3) Lump Sum By Task Order (On-Call Contracts)

- a. Supporting justification provided for additional Labor Classes, and Labor Activity not included in the Labor Class and Labor Activity tabs.
- b. Supporting justification provided for additional Direct Expenses
- c. Certified payroll (ADOT format used)
- d. On-Call DBE Goal Commitment Form
- e. Certification of Final Indirect Cost Form - For Overhead-based Prime Consultant and all Subconsultants

4) Cost Per Unit of Work (Geotechnical and Materials Testing Contracts)

- a. Supporting justification provided for additional Labor Classes and Labor Activity not included in the Labor Class and Labor Activity tabs.
- b. Supporting justification provided for additional Direct Expenses

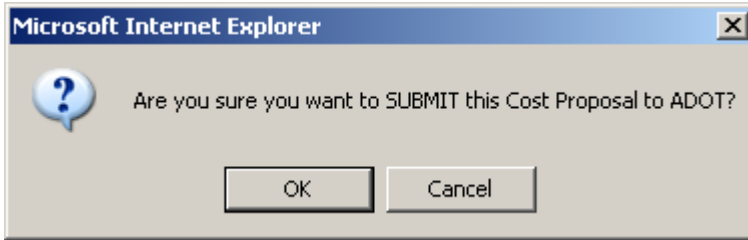
5) Cost Plus Fixed Fee by Task Order (Construction Administration and Management Consultant Contracts)

- a. Supporting justification provided for additional Labor Classes, and Labor Activity not included in the Labor Class and Labor Activity tabs
- b. Supporting justification provided for additional Direct Expenses
- c. Certified payroll (ADOT format used)
- d. On-Call DBE Goal Commitment Form
- e. Certification of Final Indirect Cost Form - For Overhead-based Prime Consultant and all Subconsultants

OK Cancel

The system will ask if you are sure you are ready to submit the Cost Proposal to ADOT. Be sure the Cost Proposal is ready for submittal because once the Cost Proposal is submitted to ADOT, your firm **cannot** make any more changes to the Cost Proposal until it is reviewed and returned by ADOT.

Click the **OK** when you are ready to submit the Cost Proposal to ADOT.



*Note:* At this point the Cost Proposal information will be locked can be viewed in a “Read-Only” mode.

## H. Cost Proposal Change Request

ADOT reviewers will review the Cost Proposal submitted and provide feedback to the firm about requested changes during the negotiation phase. If changes are needed to the Cost Proposal, ADOT will return the Cost Proposal to the firm, with an automated email. When the firm logs onto eCMS, the Cost Proposal status for the contract will indicate **Returned by ADOT**.

### List of your Company Contracts:

Select the **specific** contract for which you plan to complete or view a Cost Proposal


	Contract No	Contract Status	Project/Tracs No	Description	Cost Proposal Status		Company Name	ADOT PM	ECS Specialist
<a href="#">Select</a>	2020-046	Pre Award	H123401C	THIS IS NOT A REAL CONTRACT. THIS IS PROVIDED FOR YOUR TESTING PURPOSE	Select to Create NEW		_FOR TESTING - JH International	V_Abeyta	E_Boyles
<a href="#">Select</a>	1930-001	In Negotiation	H123401C	DO NOT USE! THIS IS FOR CONSULTANT COST PROPOSAL TESTING!	Returned by ADOT		_FOR TESTING - JH International	J_Voight	L_Delamore

Click **Review Change Requests** to review requested changes by ADOT.

Total Cost Proposal: **Prime Total Cost:\$289,434.59(82.12%)**  
\$352,454.59

COMMUNICATION LOG

A list of recommended changes for each firm will be listed for the Consultant and their Subconsultants, if any. To respond to the requested changes, click **Respond** next to each item and respond accordingly.

 eCMS Online System

Cost Proposal Change Request Form

Contract Number:  Project/Tracs Number:   
ECS Specialist:  ADOT PM:   
Items for Cost Proposal Submitted On:

Company	Category	ADOT Comment	Consultant Response
			<input type="button" value="Respond"/>

Privacy Statement ([http://www.azdot.gov/index.php?option=com\\_content&view=article&id=123&Itemid=123](http://www.azdot.gov/index.php?option=com_content&view=article&id=123&Itemid=123))

Type in the response and click **Save Response**. Please be sure to respond to each item listed.

Cost Proposal Change Request Form

Contract Number:  Project/Tracs Number:   
ECS Specialist:  ADOT PM:   
Items for Cost Proposal Submitted On:

ADOT Comment:

Response:

Company	Category	ADOT Comment	Consultant Response
Tristar Engineering and Management, Inc.	-Labor Class	Senior Engineer rate higher than Project Manager. PM has more responsibilities than Sr. Eng. Propose lower rate for Sr. Eng.	<input type="button" value="Respond"/>

**Notes:**

1. *After responding to each requested change in the Change Request Form, click on each tab of the Cost Proposal and make the requested changes and/or other revisions to the Cost proposal.*
2. *If the firm changes any other items in Cost Proposal that were not in the original submittal, be sure to list and justify those items in a separate document and upload it in the Cost Proposal re-submission to ADOT.*

Click **SUBMIT COST PROPOSAL to ADOT** to resubmit the Cost Proposal with requested changes once all items have been addressed.

User: Snigdha Yerramilli Company: Tristar Engineering and Management, Inc.  
Contract #: 1930-002 Cost Proposal Status: Returned by ADOT  
Project #: H123401C Description: DO NOT USE! THIS IS FOR CONSULTANT COST PROPOSAL TESTING!  
Ins Exp: 07/01/2012 Compensation Type: Cost Plus Fixed Fee  
System Message:

Add New Edit Delete Attach Backup Document Delete Backup Document REFRESH Screen

Total Cost Proposal: ~~Prime Total Cost: \$178,844.03 (73.03%)~~  
\$244,878.83 **SUBMIT COST PROPOSAL to ADOT**

Labor Class Labor Activity Direct Expenses Subconsultant Overhead SUMMARY

UPLOAD REQUIRED COST PROPOSAL FORMS

Preview Cost Proposal SUMMARY Review Change Requests

COMMUNICATION LOG

Communication Type	Message	Author	Date	Attached File
<a href="#">Select</a> Comment from Consultant to ADOT PM	This is only a TEST- I'm sending my Cost Proposal now, please review	D2078 -Stanley Soesilo	07/22/2011	<a href="#">N/A</a>

Consultants have three (3) opportunities (initial plus 2 resubmittals) and/or up to 90 days to submit their Cost Proposals. If after the 3<sup>rd</sup> Cost Proposal submittal both parties are still unable to agree on contract costs, ADOT will submit a best-and-final-offer to the Consultant.

When both parties (ADOT and Consultant) have mutually agreed to the costs associated with the contract, the Cost Proposal is approved and the ECS Specialist enters the final Overhead Rate information in the contract. Once the Cost Proposal is approved, the system is locked and the firm can only have a Read-Only access to the final Cost Proposal.

The Cost Proposal Summary will be printed by ECS and included as part of the executed contract. All entries and back-up documentation will remain in eCMS as part of the electronic contract file and will interface with the Modification and Payment modules once those are developed and fully implemented.