

EXHIBIT C – City of Sandy Professional Services Commercial Terms Hourly Labor Rates and Direct Charges

A. LABOR RATES

- 1) City will pay Consultant on a time and materials basis.
- 2) Labor costs for all Consultant’s staff will be billed using a 3.15 multiplier times the direct labor rate.
- 3) The maximum labor rate for any labor category will be capped at \$300 per hour.

B. EXPENSES

Expense Type	Rate
General and Administrative Fee (G&A)	7.5%
Mileage	Current IRS Rate
Travel, Lodging, and Subsistence (a)	At Cost plus G&A
Subconsultant and Direct Purchase (b)	At Cost plus G&A
All Other Expenses Directly Attributable to the Project (c)	Included in direct labor multiplier and G&A Fee

(a) Charged only when round trip mileage exceeds 50 miles.

(b) Direct purchase for equipment, supplies, or materials requested by the City.

(c) Includes, hardware, software, health, safety and equipment, PPE, and employee expenses.

C. BILLING FOR TRAVEL

Consultant may charge labor costs as described in Section A for travel from its offices to work sites and meetings during normal business hours. Consultant will not bill for a mobilization, trip charge, or minimum charge for meetings or site visits.

D. Stand-by Time Policy

Consultant will not charge for stand-by-time.

E. OVERHEAD, SUPPORT, AND ADMINISTRATIVE CHARGES

Consultant may charge administrative and clerical labor costs as described in Section A for direct project-related work including word processing, document preparation, printing and binding, project filing, billing preparation and processing or other project-related accounting functions, documentation per funding agency requirements and related work.

F. RATE CAP ADJUSTMENT

The rate cap establishing in Section A maybe adjusted annually for the CPI-W US City Average Percent Change per year (previous 12-month) for each period of contract (Jan 1 to Dec 31).

https://www.bls.gov/regions/west/news-release/consumerpriceindex_west.htm