

February 7, 2018

CPCS Ref: 16153

Chandra Ravada, Director of Transportation
East Central Intergovernmental Association
7600 Commerce Park
Dubuque, IA 52002

Re: Eight County Freight Plan - Request for Additional Budget

Dear Mr. Ravada:

As we have indicated to you, CPCS and WSP have evaluated our outstanding budget amounts and provide the following request for additional budget for your consideration. This request reflects:

- A total estimated budget increase of **\$28,860**, above our previous budget of **\$249,926** to develop the Eight County Freight Plan.
- Fully burdened rates for each staff are the same that were provided in our 2016 proposal. For CPCS staff, rates were calculated using direct labor rates and applying our audited overhead rate of 159.51% with a 12 percent fee. For WSP staff, a 156.7% overhead with a 10 percent fee was used. Other direct costs were calculated using State of Iowa per diems of \$89/night hotel and \$51/day meals and incidentals.

The request for increase reflects (as shown in Figure 1):

- Additional trips:
 - CPCS staff budget reflected 6 in person Steering Committee (January 23, March 27, May 9, July 10, September 25, and November 29, 2017) and other meetings. An additional Steering Committee meeting (February 26, 2018) has been added to the project, and Erika Witzke also attended in person meetings October 27, 2017 (BHRC Annual Meeting), December 14, 2017 (IADOT/ECIA Transportation Meeting), and January 19, 2018 (Clinton County Roundtable). Alex Marach attended the DMATS meeting on September 14, 2017. These additional trips are reflected in Task 1.3 as both labor and direct expenses.
 - WSP budget reflected \$2,500.00 for direct expenses, based on three round-trip airfares, three hotel nights, and six rental car days would be required. The project has required the attendance of WSP staff based in Northern Virginia for Steering Committee meetings to date (May 9, July 10, September 25, and November 29, 2017) with an additional meeting upcoming (February 26, 2018). These five meetings each require one round trip airfare, one overnight stay near the meeting location, and two rental car days. (Two WSP staff attended one of the meetings, so two hotel rooms were needed). These additional trips are reflected in Task 1.3 as direct expenses.
- Other additional meetings (non-travel):
 - Other additional meetings (primarily related to reaching out to stakeholders) have been convened including November 27, 2017 with the PEI group, meetings with Dan MacDonald, and others. This additional labor is reflected in Task 1.3.

REQUEST FOR ADDITIONAL BUDGET | Eight County Freight Plan

- A supply chain webinar was convened on August 30, 2017. Both CPCS and WSP prepared materials for, and presented during the webinar. This involved unbudgeted time and generally relates to Task 2.2 activities (Commodity Flow Assessment). This additional labor is reflected in this task.
- Additional work activities (outside the original scope of work):
 - The extension of the project schedule has resulted in some additional project management activities and meetings. This additional labor is reflected in Task 0.3.
 - Additional work was requested to help frame US 20 for presentation to ILDOT Secretary Blankenhorn. This additional labor is reflected in Task 2.3.
 - WSP performed substantial unplanned work in identifying the types and locations of projects that would be analyzed in Task 3.2, including several rounds of proposals and refinements with the study stakeholders. As of this date, three projects have been identified. Moving forward, there will be additional unbudgeted work required to generate the detailed input information necessary to analyze these projects: travel volumes and demand, type and extent of performance improvements, and cost ranges. This additional labor is reflected in Task 3.2.

It has been our pleasure working with ECIA and BHRC on this project. Please do not hesitate to contact me (dludow@cpctrans.com, 703-216-2872) or Erika Witzke (ewitzke@cpctrans.com, 614-537-5814) if you have any questions regarding our submission.

Finest regards,
CPCS Transcom Inc.



Donald Ludlow
Vice President

Figure 1: Project Budget by Task and Total Cost

CPCS Team	Rate	Task 0 - Project Inception						Task 1 - Data Collection and Inventory						Task 2 - Needs Assessment and Analysis						Task 3 - Study Recommendations						Task 4 - Reporting					
		Task 0.1 - Kick-Off Meeting		Task 0.2 - Literature Review and Initial Data Collection		Task 0.3 - Project Management & Revise Work Plan, as needed		Task 1.1 - Physical Profile		Task 1.2 - Operational Profile		Task 1.3 - Stakeholder Consultations & 6 Council Meetings		Task 2.1 - Freight System Performance Measures		Task 2.2 - Existing and Future Commodity Flow Assessment		Task 2.3 - Freight Modal Profiles and Needs Assessment Report		Task 3.1 - Freight System Infrastructure Projects		Task 3.2 - Project Evaluation and Prioritization		Task 3.3 - Supporting Freight System Strategies		Task 4.1 - Draft Final Report		Task 4.2 - Final Report			
		Hrs	\$'s	Hrs	\$'s	Hrs	\$'s	Hrs	\$'s	Hrs	\$'s	Hrs	\$'s	Hrs	\$'s	Hrs	\$'s	Hrs	\$'s	Hrs	\$'s	Hrs	\$'s	Hrs	\$'s	Hrs	\$'s	Hrs	\$'s		
CPCS Staff Labor																															
E. Witzke	\$ 66.67	0	\$ -	0	\$ -	10	\$ 667	0	\$ -	0	\$ -	54	\$ 3,600	0	\$ -	10	\$ 667	5	\$ 333	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	79	\$ 5,267
D. Ludlow	\$ 93.33	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
A. Marach	\$ 38.46	0	\$ -	0	\$ -	4	\$ 154	0	\$ -	0	\$ -	12	\$ 442	0	\$ -	5	\$ 192	2	\$ 77	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	23	\$ 865
V. Parming	\$ 31.24	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
C. Gurr	\$ 21.48	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
CPCS Staff Direct Labor Subtotal		0	\$ -	0	\$ -	14	\$ 821	0	\$ -	0	\$ -	66	\$ 4,042	0	\$ -	15	\$ 859	7	\$ 410	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	102	\$ 6,132
Overhead (159.51%)	1.5951		\$-		\$-		\$ 1,309		\$-		\$-		\$ 6,448		\$-		\$ 1,370		\$ 654		\$-		\$-		\$-		\$-		\$-		\$ 9,782
CPCS Staff Labor and Overhead Total			\$-		\$-		\$ 2,129		\$-		\$-		\$ 10,491		\$-		\$ 2,229		\$ 1,065		\$-		\$-		\$-		\$-		\$-		\$ 15,914
Fee																															
Labor and Overhead Total																															\$ 15,914
Fee (12% on labor and overhead)																															\$ 1,910
Direct Expenses																															
Car Rental Trips (\$100/trip)																														5	\$ 500
Meals/Incid. Allowance (\$51/day)																														5	\$ 255
Short Term Accomodation (\$89/nt)																															\$ -
Printing/FedEx/Other																															\$ -
ATRI Support (Data and Labor)																													0	\$ -	
																											CPCS Total Direct Expenses	\$ 755			
																											CPCS Costs	\$ 18,579			
WSP PB Staff Labor																															
M. Lupa	\$ 62.72	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
M. Stratton	\$ 45.12	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
A. Meyers	\$ 95.48	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	8	\$ 764	0	\$ -	0	\$ -	0	\$ -	24	\$ 2,292	0	\$ -	0	\$ -	0	\$ -	0	\$ -
S. Guerrero	\$ 47.52	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
WSP PB Staff Direct Labor Subtotal		0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	8	\$ 764	0	\$ -	0	\$ -	24	\$ 2,292	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ 3,055
Escalated Direct Labor Rate (1.97%)			\$-		\$-		\$ -		\$-		\$-		\$ -		\$ 15		\$ -		\$-		\$ 45		\$-		\$-		\$-		\$-	\$ 60.19	
Overhead (156.7%)			\$-		\$-		\$ -		\$-		\$-		\$ -		\$ 1,221		\$-		\$-		\$ 3,662		\$-		\$-		\$-		\$-	\$ 4,882.07	
Facilities Cost of Capital (0.4%)			\$-		\$-		\$ -		\$-		\$-		\$ -		\$ 3		\$-		\$-		\$ 9		\$-		\$-		\$-		\$-	\$ 12.46	
WSP PB Staff Labor and Overhead Total			\$-		\$-		\$ -		\$-		\$-		\$ -		\$ 2,003		\$ -		\$-		\$ 6,008		\$-		\$-		\$-		\$-		\$ 8,010.08
Fee																															
Labor and Overhead Total																															\$ 8,010.08
Facilities Cost of Capital																															\$ 12.46
Fee (10% on labor and overhead, less FCC)																															\$ 799.76
Direct Expenses																															
Flights (\$300/each)																														2	\$ 600
Car Rental Trips (\$100/trip)																														4	\$ 400
Meals/Incid. Allowance (\$51/day)																														4	\$ 204
Short Term Accomodation (\$89/nt)																														3	\$ 267
Printing/FedEx/Other																															\$ -
																											WSP PB Total Direct Expenses	\$ 1,471			
																											WSP PB Costs	\$ 10,281			
CPCS Team Total Cost																											CPCS Team Total Cost	\$ 28,859			

