

Scope of Task Order

Report Due Date _____

Provide description of work and reference attachments for prime consultant and all subconsultants (to include detailed description of work schedule and estimate).

PC-10.01.01 Travel time (if traveling from outside of metro area)
 Travel time and associated costs will be reimbursed based on the state rules and rates for reimbursement qualification. Deliverables: Documentation and proof of payment.

PC-10.01.02 Preliminary activities (hours)
 The consultant may need to prepare for the prep-session including meetings and communication with the project office and coordination with other cost/risk team consultants and participants. Deliverables: Documentation of decisions and assumptions.

PC-10.01.03 Prep-session & documentation
 The main objectives/deliverables of this session are as follows:
 a. Orientation to CEVP/CRA.
 b. Preliminary flow-chart and sequence of activities.
 c. Identify the major issues of concern
 d. Identify scenarios and model runs required for the reporting stage.
 e. Review project estimate and offer guidance on preparing the base cost estimate.
 f. Agreement on a draft workshop agenda and participation.
 g. Agreement on action items and reporting dates.

PC-10.01.04 Pre-workshop Activities
 This phase covers activities between the prep and the workshop sessions:
 a. Analytical evaluation of the previous CEVP/CRA results and report
 b. Review of project team inputs and coordination of activities.
 c. Advanced Elicitation Interviews.

PC-10.01.05 Workshop Objectives/deliverables
 a. Review of the CRA/CEVP process,
 b. Finalize the activity flow chart.
 c. Confirm scenarios and model runs required for the reporting stage.
 d. Base cost and schedule validation.
 e. Evaluation of base uncertainty.
 f. Risk elicitation and documenting assumptions.
 g. Elicit risk management strategies at the workshop.
 h. Documentation of assumptions.
 i. Agreement/confirmation of action items and reporting milestones
 j. Follow-up activities as identified.

PC-10.01.06 Develop cost inputs for risk analysis model
 Review and organize input data and material from workshop. Complete cost assignment to flowchart activities and submit to risk lead for input in the risk model.

PC-10.01.07 Develop briefing materials for preliminary results presentation
 Review and submit inputs for a presentation of findings (deliverables):

PC-10.01.08 Preliminary results presentation
 Attend and present preliminary results at the project office if requested.

PC-10.01.09 Draft and Final Report, incorporating feedback from participants
 Provide inputs to risk lead for draft report of results based on the outline available on the CREM website including the "one-pager", incorporating inputs from the project team and construction SME's, as well as any feedback from reviewers. Finalize report inputs and submit to risk lead.

PC-10.01.10 Additional Requested Analysis (if required) and Report Update
 Requests for work that will result in exceeding the total task amount will require prior approval and a task amendment.

Distribution: Originals: Consultant
 Accountant

Copies: File Consultant Services
 Task Manager Other

 Project Manager

 CREM Manager

Project: Columbia River Crossing CEVP Workshop (Feb 2-6)

Date: 5-Dec-08

Cost Estimate: Cost Lead: Parsons

Agreement: Y-10022

Task Order: Task Order # BG

Amendment: Amendment #

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HOURS:

WBS (MDL)	Tasks	Classification:	Class 26	Class 18	Subtotals
PC-10	Cost Risk Estimate & Management	Res Name:	Rick Chapman	Administrative	(Hrs)
PC-10.01	CEVP® or CRA	Rate (\$/hr);	79.81	25.78	
PC-10.01.01	Travel time (if traveling from outside of metro area)		12	0	12
PC-10.01.02	Preliminary meetings & activities if requested (hours)		4	0	4
PC-10.01.03	Prep-session & documentation if requested (hours)		8	8	16
PC-10.01.04	Pre-workshop Activities if required (hours)		4	0	4
PC-10.01.05	Workshop (hours)		40	0	40
PC-10.01.06	Develop cost inputs for risk analysis model (hours)		8	0	8
PC-10.01.07-08	Briefing material and results presentation (if requested)		8	0	8
PC-10.01.09	Draft and final Report incorporating inputs and comments		8	0	8
PC-10.01.10	Additional work (if specifically instructed by CREM office or proj team)				0
Total hours (including 10.01.10)			92	8	100

COSTS:

ID #	CEVP® Workshop and Report Preparation	Res Name:	Rick Chapman	Administrative	Subtotals
		Rate (\$/hr);	79.81	25.78	(\$)
1	Overhead as % of direct labor	158.32%	126.36	40.81	
2	Fixed Fee as % of direct labor	30.00%	23.94	7.73	
3	Fully loaded rate		230.11	74.33	
4	Total Direct Labor Cost (loaded rate x hours)		21,169.95	594.63	21,764.58
5	Per Diem totals for traveling resources		\$ 267.00	\$ -	267.00
6	Lodging totals for traveling resources		\$ 600.00	\$ -	600.00
7	Mileage (rate x mile)	\$ 0.585	\$ 384.65	\$ -	384.65
8	Parking (rate x day)		\$ 54.00	\$ -	54.00
9	Air Travel		\$ -	\$ -	-
10	Postage		\$ -	\$ -	-
11	<Other costs (consultant to identify)>		\$ -	\$ -	-
12	Total Other Costs		1305.65	0.00	1,305.65
13	Total Cost Est		22,475.60	594.63	\$ 23,070.23

Rounded and c/fwd to Task Order

\$ 24,000.00

References

- Task Order
- WSDOT On-Call Agreement: Exhibit ?? (Schedule of rates)

Consultants Notes (no extra contractual conditions will be accepted)

- 1) Assume 5 day - 8 hour workshop in Vancouver, WA