**UConn ALL-INCLUSIVE HOURLY RATES - RFQ KK01120**

FIRM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All-inclusive hourly rates for the Applicants shall be based on all-inclusive prices per hour, which prices shall be in effect for the duration of the contract. The University will not pay or reimburse the Applicant for any costs or expenses that are not included in the proposed professional hourly rates. Use the position titles below for submitting hourly rates definitions for the position title are provided in the last portion of the form.

If other personnel, not defined in the table below, will be required to work on this project, use the additional tables to detail. Identify if any of the roles will be fulfilled by a subcontractor. UConn may allow up to 5% mark up on subcontractor rates, this is subject to negotiation.

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| **UConn Position Title**  **(See Descriptions below)** | **Name, Title** | **License(s) held for State of CT** | **All-Inclusive Hourly Rate** |
| Principal |  |  |  |
| Senior Project Manager |  |  |  |
| Project Manager |  |  |  |
| Senior Engineer/Engineer of Record |  |  |  |
| Engineer |  |  |  |
| Associate Engineer |  |  |  |
| Architect |  |  |  |
| Senior Designer |  |  |  |
| Designer |  |  |  |
| Senior Technician |  |  |  |
| Technician |  |  |  |
| Senior CADD Technician |  |  |  |
| CADD Technician |  |  |  |
| Clerical/Support Staff |  |  |  |

**ADDITIONAL ROLES / RATES**

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| **Additional Titles**  **(See descriptions below)** | Name, Title | Licenses Held for State of CT | Rate |
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Professional, all-inclusive hourly rates include, but are not limited to, base salary, fringe and other benefits, insurance, taxes, miscellaneous personnel expenses, meals, travel, travel time, training, holidays, sickness, medical, lost time, general and corporate supervision and management expenses, overhead charges or expenses, legal costs, consumables, accounting costs and profit, all costs of living, per diem expenses, transportation, communication, including cellular communication and laptop computer for document management and written communication, and all mailings.

The University will not provide office space, desks, copiers, office supplies or telecommunications equipment. The Applicant shall be responsible for providing computer equipment and support compatible with the University computing environment.

**Description of Position Titles**

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| **Title** | **Description** |
| Principal | The Principal-in-Charge is a Registered Professional Engineer who holds full project responsibility and authority to represent the firm. It is his responsibility to assure that all necessary corporate and staff resources are available. The authority of the Principal-in-Charge, combined with an extensive understanding of the work to be performed, provides the project team and staff with strong leadership, technical direction and expert supervisory guidance of all work undertaken by the firm. The Principal is ultimately responsible and accountable to provide excellence in Customer Service and Quality for all company work performed. Duties include management and oversight of all personnel, projects, production control, budgeting, task scheduling, coordination, and review. |
| Senior Project Manager | When warranted, a Senior Project Manager is assigned to projects of broad scope and impact. This position may be allowed when the university requires a principal to provide services due to expertise and knowledge. This position may oversee less senior project managers or solely assume the role and responsibility of the Project Manager. |
| Project Manager | A project manager is a person responsible for accomplishing the stated project objectives. Key project management responsibilities include creating clear and attainable project objectives, building the project requirements, and managing the triple constraint for projects, which are cost, time, and quality (also known as scope). A project manager is the client representative and has to determine and implement the exact needs of the client, based on knowledge of the firm they are representing. The ability to adapt to the various internal procedures of the contracting party, and to form close links with the nominated representatives, is essential in ensuring that the key issues of cost, time, quality and above all, client satisfaction, can be realized. |
| Senior Engineer/Engineer of Record | A Licensed Professional Engineer who leads the design of the project. They work closely with the Project Manager to ensure the needs of the client are being met along with ensuring the product design meets the standard of care required for the design of the project and are in accordance with current codes and rules.  This job may have varying degrees of supervisory responsibility at the project or task levels. May plan, schedule, coordinate, and oversee the work of task leads or lower-level engineers or technicians who assist with particular projects. |
| Engineer | A Licensed Professional Engineer is responsible for a particular technical aspect of the project and is the person who usually does the layout or calculations for the Senior Engineer or Project Manager. The Engineer works under the Project Manager of the Senior Engineer. Depending on the size of the project or the firm, the Project Engineer may also produce the CAD/D plans. |
| Associate Engineer | A Licensed Professional Engineer is responsible for performing routine engineering work and for occasionally handling minor engineering projects; also assists in various phases of major projects. |
| Architect | Architects plan, design, and supervise the construction of buildings. They are responsible for the safety, usefulness, and aesthetics of their buildings. They must design structures that satisfy their clients' needs while conforming to the laws and regulations of the areas in which the structures will be built. Architects work with engineers, urban planners, contractors, and landscape architects. |
| Senior Designer | Discipline designer, drafting lead and/or drafting approver on multidiscipline projects, multiple projects, and large, complex projects. May serve as project manager on less complex projects. |
| Designer | The design engineer takes care of the inner workings/engineering of a design, and works under the direction of a Senior Designer, Senior Engineer or Project Manager. |
| Senior Technician | May oversee less senior Technician Positions. Perform highly complex technical and analytical office and field engineering work involving drafting, surveying, mapping, design and related engineering/design activities. They must be able to assemble technical specifications and produce cost estimates in conjunction with the engineered plans. From the base design of the project at the beginning to as-built/record documentation at the end, they must communicate with field personnel and competently utilize data collected for the project. |
| Technician | The Technician position is an engineering/design team member including those with entry-level skill level and up to those with years of apprenticeship, “learning by doing” under the technical supervision and training of more experienced personnel. They are involved directly with the design and engineering work production efforts.  Technicians must have an aptitude and demonstrate continuous improvement in utilizing computer-aided drafting and design software, and other specific automated design and/or computational tools. |
| Senior CADD Technician | Uses CADD software to produce neat, legible construction documents that meet company quality control standards. Primarily functions as drafting lead or task lead on simple projects or as a sub-lead on large, complex projects. |
| CADD Technician | The CADD Technician also works under the engineering staff and requires more direction than the more experienced Senior CAD/D Technician. The CADD Technician produces the CADD plans, but the engineering staff usually must give the CAD/D explicit direction or mark-ups to go by. |
| Clerical/Support Staff | Personnel whose primary job is engagement in office work. |

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| **ADDITIONAL TITLES** | **ADDITIONAL DESCRIPTIONS** |
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