



**CONSULTANT CONTRACTS**  
**GUIDELINES FOR FIXED FEE RATE CALCULATION**

**SCHEDULE** Normal- No extraordinary scheduling of personnel is required.  
Expedited- The project is to be accomplished at a faster than normal rate requiring special scheduling etc.

**DURATION** See worksheet.

**SIZE** See worksheet

**COMPLEXITY**

1. Low (0.0%) – The least difficult and least complex projects. Examples include: surveys, routine drafting, as-built drawings, guardrail replacement or upgrades, and resurfacing projects, and programmatic Categorical Exclusions.
2. Low - Mid (0.5%) – Less difficult and lower complexity projects. Examples include: Minor bridges, feasibility studies, research projects, safety projects, signal projects, small urban preservation projects, materials testing, CE&I work and/or construction contract administration for Low and Low-Mid complexity projects, minor Environmental Assessments, and non-programmatic Categorical Exclusions.
3. Mid (1.0%) – Standard project difficulty and complexity. Examples include: standard bridges, standard interchanges, rural and urban arterial highway capacity improvement/new construction projects, large/complex urban preservation projects, projects requiring coordination with project stake holders, CE&I work and/or construction contract administration for Mid-High and High complexity projects, typical Environmental Assessments, and EIS studies that do not include significant political issues.
4. Mid - High (1.5%) – Difficult or complex projects. Examples include: complex bridges, medium complexity interchanges, urban freeway and complex urban arterial highway capacity improvement/new construction projects, projects requiring complex public involvement and significant stake holder coordination, projects that may require innovative solutions to difficult technical issues, and EIS studies with significant political issues or extensive coordination with other agencies.
5. High (2.0%) – The most difficult and complex projects. Examples include: very complex major bridges, Major interchanges, project designs of a highly complex and/or technical nature, projects likely to require cutting-edge or highly innovative solutions involving multiple disciplines, projects involving multiple modes of transportation, high-profile, controversial, and politically sensitive projects.

**RISK** Risk borne by the consultant. Factors to consider include: basis of payment type, subconsultant involvement, level of unknowns and uncertainties; and whether these are considered minimal or routine or major.

Basis of Payment: Lump Sum basis of payment generally has higher financial risk than the other payment types. The fixed fee calculation worksheet was developed with Cost plus Fixed Fee as medium financial risk. Unit Cost basis of payment has minimal financial risk to the consultant.

Subconsultant Involvement: More subconsultants than are typically used for this type of project may increase risk to the prime consultant. Fewer subconsultants than usual may reduce risk to the prime.

Level of Unknowns: A clearly defined scope of work may have substantially less risk to the consultant. A scope of work with significant unknowns or uncertainty may increase risk to the consultant. Potential for adding tasks with an amendment does not increase cost risk to the consultant.

**OVERHEAD** See worksheet. Overhead adjustment is based on the approved overhead rate and is not negotiated. A lower overhead rate may be accepted for use on a contract if submitted voluntarily by a consultant.