

**Report on the Taxpayers' Transportation  
Accountability Act**

**Prepared by the Minnesota Department of  
Transportation**

**St. Paul, Minnesota**

**September 1, 2010**

This report is issued to comply with Minnesota Statutes 2008, section 161.3203, subdivision 4 (Laws 2008, Chapter 287, Article 1, Section 16).

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## Summary

This report includes data on 31 contracts executed between July 1, 2009 and June 30, 2010 that meet the definition of "Privatization Transportation Contracts" in the Taxpayers' Transportation Accountability Act (TTAA). Appendix A provides a detailed breakdown for each contract.

- The 31 contracts have a total value of \$20,371,476.
- 12 of the contracts have a value greater than \$250,000. The total value of these contracts is \$16,774,052.
- 19 of the contracts have a value between \$100,000 and \$250,000. The total value of these contracts is \$3,597,424.

Of the 49 contracts in last year's report, that were executed in fiscal year 2009 (July 1, 2008 to June 30, 2009)

- 8 contracts have been completed and closed
  - 4 of those 8 were completed for an amount less than Estimate A (in-house).
  - 7 of those 8 were completed for an amount less than Estimate B (out-source).
  - One contract was amended
- 9 contracts have been completed and are awaiting information for audit.

Contracts will be listed until they are closed out. Once closed, they will be listed with the final amounts and then dropped in subsequent reports.

## Narrative

The report submitted by Mn/DOT in 2009 described in great detail the steps taken by Mn/DOT to implement the Taxpayer's Transportation Accountability Act (TTAA). The narrative in this report has therefore been limited to describing significant developments in Mn/DOT's implementation of the TTAA during the past year.

Since the last report was filed, Mn/DOT held several meetings with representatives of those labor unions (AFSCME and MGEC) whose members are most affected by Mn/DOT's implementation of the law. Mn/DOT also held meetings with representatives of the American Council of Engineering Companies – Minnesota Chapter (ACEC-MN), a trade group representing consultant engineers. The purpose of these meetings was to provide regular updates on Mn/DOT's implementation of the law, to review estimates prepared in compliance with the TTAA and to have ongoing discussions concerning the appropriate level of staffing of engineering and technical positions at Mn/DOT. These meetings have also provided a forum for discussions of future projects for which Mn/DOT has plans to award consultant contracts.

Mn/DOT has developed a centralized resource, in the Office of Project Scope and Cost Management, to give Mn/DOT project managers more consistent direction in preparing the estimates. That effort has resulted, for example, in providing clearer guidelines as to when it is appropriate to include "construction delay inflation rates" and "new hire additives" as part of the statutorily-required comprehensive estimates. In addition, Mn/DOT is working to automate the process in ways that will improve the accuracy and completeness of TTAA-required estimates.

During the past year, Mn/DOT continued to experience a temporary spike in workload (which started in early 2009) due to the American Recovery and Reinvestment Act. Short-term and temporary infusions of funding, such as ARRA, commonly result in the need for using consultant contracts, as department staff may be unavailable to deliver the projects in the time required. As the reader will see from this report, the vast majority of the Mn/DOT's decisions to contract out certain services result from either the need for specialized expertise not held by Mn/DOT employees or from Mn/DOT staff being unable to deliver the work within given time constraints.

# APPENDIX

**TAXPAYERS' TRANSPORTATION ACCOUNTABILITY ACT  
FY 2010 Analysis**

Transportation Contracts executed between July 1, 2009 through June 30, 2010

Contract Number	District	Project Description	Contractor	Status	Contract Executed Date	Contract Expiration Date	Contract Duration (months/years)	Original Contract Value	Difference - "A" Estimate - "B" Estimate	"A" Agency Comprehensive Estimate Detail					"B" Contractor's Comprehensive Estimate Detail			Actuals			Differences							
										Agency Total Without Additives 1	New Employee Additive 2	Inflation Delay Factor	Premium Overtime	"A" Estimate	Responder's Bid 3	Contract Monitoring Cost 4	"B" Estimate	Number of Amendments	Total of Amendments	Final Amount Invoiced	Audit Adjustments	Final Amount Paid	Actual to Estimate A (Final \$ minus Est A)	Actual to Estimate B (Final \$ minus Est B)				
<b>CONTRACT AMOUNT GREATER THAN \$250,000</b>																												
93865	D6	Pre and Detail Design for Whinnie Bridge	SRF Consulting Group, Inc.	Active	07/28/09	07/29/11	02:00:01	\$ 3,556,742	\$ 4,871,951	\$ 2,862,281	\$ 219,324	\$ 5,550,794	\$ 8,635,399	\$ 3,556,742	\$ 206,707	\$ 3,763,449												
94102	Metro	Metro District Overhead Sign Inspection	SRF Consulting Group, Inc.	Active	07/22/09	06/30/10	00:11:08	\$ 1,405,959	\$ 315,842	\$ 1,464,385	\$ 106,356		\$ 1,570,740	\$ 1,218,999	\$ 35,939	\$ 1,254,896												
94104	Metro	I35W Hot Lane Extension	SRF Consulting Group, Inc.	Active	07/08/09	08/30/11	02:01:21	\$ 1,128,232	\$ 694,715	\$ 1,626,251	\$ 376,133		\$ 2,002,384	\$ 1,128,285	\$ 179,384	\$ 1,307,669												
94208	D3	Signal Coordination of 10 Corridors	Westwood Professional Svcs, Inc	Active	08/26/09	04/27/11	01:08:01	\$ 413,094	\$ 9,167	\$ 354,618	\$ 79,785		\$ 434,403	\$ 413,094	\$ 12,142	\$ 425,235												
94321	Bridge	Final design for Bridges 62017 & 62018 - Steel	Parsons Transportation Group	Active	08/10/09	10/31/11	02:02:21	\$ 4,035,444	\$ 1,804,091	\$ 2,669,934		\$ 3,342,000	\$ 6,011,934	\$ 4,035,444	\$ 172,399	\$ 4,207,843												
94444	D6	Bridges of Mower Co. Design Verification Rev. and HDR Construction Control Comp. CA	Short Elliot Hendrickson, Inc.	Active	07/28/09	04/30/11	01:08:02	\$ 1,331,941	\$ 224,766	\$ 1,443,271	\$ 151,148		\$ 1,594,419	\$ 1,346,717	\$ 22,916	\$ 1,369,633												
95307	Metro	35/95 Interchange Reconstruct in North Branch	Short Elliot Hendrickson, Inc.	Active	12/23/09	12/31/11	01:11:22	\$ 1,406,360	\$ 476,619	\$ 1,730,045	\$ 103,416	\$ 81,896	\$ 1,915,357	\$ 1,406,360	\$ 32,378	\$ 1,438,738												
95617	D3	Construction Inspect. SP 4810-17, Replace Bridge WSB & Associates, Inc	WSB & Associates, Inc	Active	04/26/10	11/00/11	01:07:04	\$ 456,318	\$ 310,066	\$ 599,840		\$ 200,000	\$ 799,840	\$ 456,318	\$ 33,456	\$ 489,774												
95924	Metro	I94 Managed Lanes Sign Structure Design	Jacobs Engineering Group, Inc	Active	05/11/10	12/28/11	01:07:17	\$ 263,292	\$ 1,179	\$ 286,421			\$ 286,421	\$ 283,292	\$ 1,950	\$ 285,242												
95986	D1	Pokegama Avenue Reconstruction In Grand Rapids	URS Corporation	Active	06/17/10	01/31/12	01:07:14	\$ 370,919	\$ 456,286	\$ 797,842			\$ 42,335	\$ 840,177	\$ 370,919	\$ 12,971	\$ 383,891											
96082	Metro	Lafayette Bridge CPM Schedule	URS Corporation	Active	05/11/10	11/30/13	03:06:19	\$ 369,425	\$ 216	\$ 387,480			\$ 387,480	\$ 369,425	\$ 17,639	\$ 387,264												
96488	Metro	TH 36 and Rice Street Interchange Construction Inspection	Kimley-Horn and Associates, Inc.	Active	6/29/2010	12/29/11	01:06:00	\$ 2,016,326	\$ 198,993	\$ 2,189,914			\$ 63,081	\$ 2,232,994	\$ 2,025,219	\$ 8,763	\$ 2,034,001											
<b>CONTRACT AMOUNT GREATER THAN \$100,000 AND UP TO \$250,000</b>																												
94408	Metro	494 North of 394 EA	SRF Consulting Group, Inc.	Active	07/09/09	12/31/10	01:05:22	\$ 154,071	\$ 230,076	\$ 230,200	\$ 161,274		\$ 391,474	\$ 156,105	\$ 5,294	\$ 161,399												
94443	D6	Bridges of Mower Co. Design Verification and CI	TKDA, Inc.	Active	07/08/09	04/30/11	01:09:22	\$ 124,990	\$ 23,796	\$ 106,482	\$ 53,218		\$ 158,700	\$ 124,990	\$ 9,913	\$ 134,903												
94610	Bridge	Pre/Final Design -rehab, replace, relocate Bridge 4530	Olson & Newbold Engineers, P.S.C.	Active	07/24/09	05/31/10	00:10:07	\$ 238,120	\$ (74,834)	\$ 159,854			\$ 159,854	\$ 221,120	\$ 13,578	\$ 234,698												
95078	Metro	TH 169 Lighting - Const. Inspect.	Short Elliot Hendrickson, Inc.	Active	07/29/09	08/31/10	01:01:02	\$ 187,764	\$ (14,483)	\$ 132,273	\$ 41,617		\$ 173,889	\$ 187,764	\$ 609	\$ 188,373												
95130	Bridge	Suspender cable removal and investigation	PB Americas, Inc	Active	09/16/09	08/01/11	01:10:16	\$ 205,490	\$ (103,731)	\$ 114,690			\$ 114,690	\$ 205,490	\$ 12,930	\$ 218,420												
95204	D6	Design of US 52: TH 57 - 323rd Street in Cannon Falls	Howard R Green Company	Active	04/30/10	02/24/12	01:09:25	\$ 385,000	\$ 10,306	\$ 368,750	\$ 23,749	\$ 11,292	\$ 400,791	\$ 385,000	\$ 8,485	\$ 393,485												
95328	D1	Boundary to Scanton Surveys	LHB, Inc.	Active	09/23/09	04/30/10	00:07:07	\$ 171,350	\$ 104,552	\$ 215,663	\$ 61,799		\$ 277,462	\$ 171,350	\$ 1,590	\$ 172,910												
95473	D6	Elk Run Design Review and Verification	Bonestroff, Inc.	Active	03/22/10	02/10/12	01:10:19	\$ 129,500	\$ (5,317)	\$ 131,163			\$ 5,601	\$ 136,763	\$ 129,508	\$ 12,142	\$ 142,080											
95660	D6	Gilbert Creek Bridge No 6773 Replacement on G1	Bonestroff, Inc.	Active	12/18/09	11/01/11	01:10:14	\$ 147,022	\$ 96,722	\$ 124,646		\$ 130,000	\$ 254,646	\$ 147,022	\$ 10,902	\$ 157,924												
95583	Bridge	Bridge 53008 Pre and Final Design	HDR Engineering, Inc.	Active	02/23/10	01/31/11	00:11:08	\$ 171,516	\$ (107,895)	\$ 71,617			\$ 71,617	\$ 171,516	\$ 7,996	\$ 179,512												
95921	D1	TH 70 West Experimental Reclaim	EVS, Inc.	Active	01/14/10	07/31/10	00:06:17	\$ 151,593	\$ 55,937	\$ 215,575			\$ 215,575	\$ 151,593	\$ 8,045	\$ 159,636												
96022	D1	0980-139 Thick Overlay	LHB, Inc.	Active	02/08/10	07/31/10	00:05:23	\$ 241,524	\$ (2,937)	\$ 231,542			\$ 15,337	\$ 246,879	\$ 241,524	\$ 8,292	\$ 249,815											
96024	D4	SP 1480-151 Unbonded Overlay	Ulteig Engineers, Inc.	Active	02/04/10	01/27/12	01:11:23	\$ 107,400	\$ (4,225)	\$ 118,194			\$ 118,194	\$ 107,400	\$ 15,019	\$ 122,419												
96087	Metro	Gateway Trail Ped Bridge over TH 120 at TH 36	Westwood Professional Svcs, Inc	Active	05/08/10	06/15/11	01:01:09	\$ 218,304	\$ (65,767)	\$ 149,616			\$ 7,847	\$ 157,463	\$ 218,304	\$ 4,925	\$ 223,230											
96095	D1	Sandstone Thick Overlay	TKDA, Inc	Active	02/12/10	09/30/10	0:7:18	\$ 143,451	\$ 142,747	\$ 276,702			\$ 19,101	\$ 295,803	\$ 143,451	\$ 9,605	\$ 153,056											
96313	D1	District One Inspection Assistance #1	LHB Engineers and Architects	Active	05/04/10	01/31/11	00:08:27	\$ 140,819	\$ 73,864	\$ 213,527			\$ 11,865	\$ 225,392	\$ 149,970	\$ 1,599	\$ 151,528											
96314	D1	District One Inspection Assistance #2	Widveth Smith Nolting & Assoc, Inc.	Active	05/11/10	01/31/11	00:06:20	\$ 230,020	\$ 25,665	\$ 238,894			\$ 18,350	\$ 257,244	\$ 230,020	\$ 1,559	\$ 231,579											
96496	Metro	Construction Inspection TH Roundabout, SP 6214-URS Corporation	URS Corporation	Active	06/22/10	06/15/11	00:11:24	\$ 199,646	\$ 8,082	\$ 201,824			\$ 7,144	\$ 208,968	\$ 199,646	\$ 1,241	\$ 200,887											
96529	D4	Signals and Pedestrian Facilities through Moorhead	SRF Consulting Group, Inc.	Active	05/19/10	05/14/12	01:11:25	\$ 249,839	\$ (29,021)	\$ 237,014			\$ 237,014	\$ 249,839	\$ 16,195	\$ 266,034												





**Contract Descriptions**

(FY '10 contracts, in order listed in Appendix A)

- 93865 Preliminary Design for Repair or replacement of Winona Bridge (District 6 – Rochester)  
State Highway 43 over the Mississippi River  
Environmental documents and geometric layout  
Outsource Rationale: Work/Schedule Issue
- 94102 District Overhead Sign Inspection (Metro District)  
Inspection of all overhead signs throughout the district, approximately 1,000 on bridges  
and another 1,000 on overhead sign supports.  
Identify deficiencies and needed maintenance  
Outsource Rationale: Work/Schedule Issue
- 94104 High Occupancy Vehicle and Toll (HOT) Lane Extension (Metro District)  
I-35W from Burnsville parkway to 35W/35E split  
Preliminary design, environmental documents, detail design and public involvement  
Outsource Rationale: Work/Schedule Issue
- 94208 Signal Coordination (District 3 – Brainerd)  
Signal optimization of 83 intersections along 11 corridors  
Traffic study, signal timing  
Outsource Rationale: Work/Schedule Issue.
- 94321 Steel design for the Lafayette Bridge (Bridge Office)  
Highway 52 over the Mississippi River  
Design of a Steel Box girder option  
Outsource Rationale: Work/Schedule Issue
- 94444 Bridges of Mower County (District 6 – Rochester)  
Four Bridges I-90 around Austin  
Construction Oversight, contract administration and inspection  
Outsource Rationale: Work/Schedule Issue
- 95307 Interchange reconstruction of I-35/TH 95-Stimulus Project (Metro District)  
I-35 Junction with TH 95 in North Branch  
Contract administration, Construction inspection services  
Outsource Rationale: Work/Schedule Issue
- 95583 Preliminary and final design for Bridge 53008 (District 7 - Mankato)  
Union Pacific Railroad over highway 60 in Worthington  
Preliminary and final design and preparation of detail construction plan for bridge 53008  
Outsource Rationale: Work/Schedule Issue
- 95617 Replace bridge 5822 and 4853 over Rum River (District 3 - Brainerd)

- TH 95 at Rum River and Junction CSAH 29 in Princeton  
Construction inspection, materials testing, traffic control compliance, Project Certification and finalization  
Outsource Rationale: Work/Schedule Issue
- 95924 Sign structure design for I-94 managed lanes (Metro District)  
I-94 between the Lowry Hill Tunnel in Minneapolis to Wabasha street in St.Paul  
Overhead sign truss design, Utility locates, Sign design, guardrail/attenuator design, Median barrier design, vehicles pull off design  
Outsource Rationale: Work/Schedule Issue
- 95986 Reconstruction design for Pokegama Avenue (District 1 - Duluth)  
Pokegama Avenue (T.H.169) from 1<sup>st</sup> street South to 10<sup>th</sup> street south in Grand Rapids  
Utility coordination, detailed design plan, coordination with city of Grand Rapids consultant on utilities, special provisions  
Outsource Rationale: Work/Schedule Issue
- 96082 Construct administration for SP 8285-94 along TH 494 in Saint Paul (Metro District)  
TH 52 at the Lafayette Bridge in Saint Paul  
Construction contract administration, documentation of work  
Outsource Rationale: Work/Schedule Issue
- 96095 Sandstone area thick overlay (District 1 - Duluth)  
I-35 near Sandstone  
Environmental Documents, hydraulic recommendations, utility coordination, detailed design plans, special provisions, cost estimate  
Outsource Rationale: Work/Schedule Issue
- 94408 Preliminary design for I-494 North of I-394 (Metro District)  
I-494 from I-394 to I-94 in Minnetonka, Plymouth and Maple Grove  
Environmental Documents, air and noise quality analysis, traffic investigation, benefit/cost analysis  
Outsource Rationale: Work/Schedule Issue
- 94443 Bridges of Mower county design-build (District 6 - Rochester)  
I-90 around Austin  
Outsource Rationale: Work/Schedule Issue
- 94610 Scoping for rehabilitation of Broadway Bridge (Bridge Office)  
TH 99 over the Mississippi in St.Peter, Minnesota (the Broadway Bridge)  
Establishing rehabilitation criteria, assessment of feasibility of in-place rehabilitation  
Outsource Rationale: Work/Schedule Issue
- 95078 Construction Inspection/administration of lighting system (Metro District)

## Appendix B

- TH 169 from TH 494 to TH 694  
Contract administration and inspection for construction of a lighting system  
Outsource Rationale: Work/Schedule Issue
- 95130 Suspend cable removal, replacement and Investigation (District 1 - Duluth)  
Blatnik and Bong Bridges over Lake Superior in Duluth.  
Investigation of the wire cables to determine the cable to remove, prepare for  
Removal/replacement plan, written report with recommendations for future maintenance,  
repair, and inspection procedures  
Outsource Rationale: Requires specialized expertise.
- 95204 Preliminary design for US highway 52 and CSAH 1 or CSAH 9 Interchange in Goodhue  
County (District 6 – Rochester)  
From 323<sup>rd</sup> street in Cannon falls on the north and trunk highway 57 in Hader on south  
Planning, Geometric layout, Construction limits, Environmental documentation, and  
Official mapping of the project  
Outsource Rationale: Work/Schedule Issue
- 95328 Boundary to Scanlon surveys (District 1 - Duluth)  
I-35 from Boundary Avenue in Duluth to the St. Louis River at Scanlon  
A field survey of pavement, ramps, and culverts  
Outsource Rationale: Work/Schedule Issue
- 95473 Elk Run interchange design build (District 6 - Rochester)  
Junction of 210<sup>th</sup> Ave NW in Pine Island to the Junction of 59<sup>th</sup> Ave NW in Oronoco  
Technical assistance for design review, and verification services  
Outsource Rationale: Work/Schedule Issue
- 95660 Design of approaches for replacing Bridge 6773 (District 6 - Rochester)  
US 61 over the Gilbert Creek in Lake City, MN  
Preliminary and Detail design for the approach roadways  
Outsource Rationale: Work/Schedule Issue
- 95921 TH 70 experimental reclaim (District 1 - Duluth)  
TH 70 from TH 361 to TH107 near Pine City  
Project documentation memo, design memo and detailed design plan  
Outsource Rationale: Work/Schedule Issue
- 96022 Boundary to Scanlon thick overlay plan (District 1 - Duluth)  
I-35 between Scanlon and Boundary Avenue  
Detailed design plan, design memo, special provisions, and cost estimate  
Outsource Rationale: Work/Schedule Issue
- 96024 Un-bonded concrete overlay from Downer to TH 34 (District 4 – Detroit Lakes)

## Appendix B

- Interstate 94 from Downer to highway 34  
Design plans for the project  
Outsource Rationale: Work/Schedule Issue
- 96087 Gateway trail pedestrian bridge (Metro District)  
TH 12 Gateway Trail pedestrian bridge  
Contract Administration and Inspection  
Outsource Rationale: Work/Schedule Issue
- 96313 2010 Inspection assistance-1 (District 1 - Duluth)  
Construction Inspection  
Technicians to assist the state staff on construction inspection  
Outsource Rationale: Work/Schedule Issue
- 96314 2010 Inspection assistance-2 (District 1 - Duluth)  
Construction Inspection  
Technicians to assist the state staff on construction inspection  
Outsource Rationale: Work/Schedule Issue
- 96496 Construction inspection TH 5 (Metro District)  
TH 5 round about at Jamaica Avenue  
Contract administration and construction inspection  
Outsource Rationale: Work/Schedule Issue
- 96539 TH 10/75 Signal and pedestrian facility design (District 4 – Detroit Lakes)  
TH 10 at the junction with TH 75  
Final design of signal systems, pedestrian facilities, and bituminous overlay  
Outsource Rationale: Work/Schedule Issue

Updated 7/16/10

Additives Used

Taxpayers' Transportation Accountability Act  
 Calculation of Mn/DOT Labor and Overhead Cost  
 FY10

Labor Cost Group	Calculation or Percentage Used	Types of Costs Included
Salaries	Estimated hours by employee job class and work activity per project manager, multiplied by salary rate	<ul style="list-style-type: none"> <li>• Average salary rate per hour for all Mn/DOT employees at each employee job class</li> </ul>
Payroll Taxes & Benefits	Average of all Mn/DOT employees at each job class – ranges from 20% - 40% of salaries	<ul style="list-style-type: none"> <li>• <b>FICA</b> - Employer portion of social security taxes.</li> <li>• <b>INSURANCE</b> – Employer portion of group health insurance.</li> <li>• <b>RETIREMENT</b> – Employer portion of retirement benefit costs.</li> </ul>
Indirect Labor Additive	26% - Audited labor additive rate	<ul style="list-style-type: none"> <li>• <b>WORKERS COMP LEAVE TIME</b> - Absences due to work-related injury or illness.</li> <li>• <b>VACATION</b> – Absences due to vacation time taken, donated or transferred to deferred compensation.</li> <li>• <b>HOLIDAY</b> – Absences due to designated holidays and use of floating holiday.</li> <li>• <b>SICK LEAVE</b> – Absences due to employee sickness, dependent illness or medical/dental appointments.</li> <li>• <b>PREMIUM TIME</b> – Cost of overtime premium (the half-time portion of time-and-a-half).</li> <li>• <b>MISCELLANEOUS BENEFITS AND LEAVES</b> – Cost of retroactive salary adjustments, achievement awards, grievance awards, first day of injury, death benefit, absences due to voting, jury duty, military leave, snow days, etc.</li> <li>• <b>WORKERS COMPENSATION</b> – Cost of workers compensation, e.g. medical invoices.</li> <li>• <b>GROUP INSURANCE</b> – State's cost of group insurance.</li> <li>• <b>UNEMPLOYMENT</b> – State's cost of unemployment compensation premiums.</li> </ul>
Indirect Overhead Additive	25.1% - Overhead additive rate calculated to include expenses from Mn/DOT overhead organizations such as: <ul style="list-style-type: none"> <li>• Commissioners' Office</li> <li>• Financial Management Office</li> <li>• Employee and</li> </ul>	<ul style="list-style-type: none"> <li>• <b>FULLTIME AND PART TIME</b> – Salaries, FICA, group insurance and retirement expense for full-time and part-time employees</li> <li>• <b>OVERTIME PAY</b> – Overtime salary and FICA</li> <li>• <b>PREMIUM PAY</b> – Premium salary (the half-time portion of time-and-a-half) and FICA</li> <li>• <b>OTHER BENEFITS</b> – Separation expense, relocation expense, unemployment comp, workers comp, etc. for "overhead" employees.</li> <li>• <b>SPACE RENTAL, MAINTENANCE AND</b></li> </ul>

## Appendix C

	<p>Corporate Services Division</p> <ul style="list-style-type: none"> <li>• Policy, Safety and Strategic Initiatives Division</li> <li>• Modal Planning and Program Mgmt. Division</li> </ul>	<ul style="list-style-type: none"> <li>• <b>UTILITY</b> – Facilities space rental, misc. rental, utility services and building maintenance services (janitorial, mowing, security, etc.)</li> <li>• <b>REPAIRS, ALTERATIONS AND MAINTENANCE</b> – Repairs and alterations to equipment, furniture and buildings, and maintenance contracts.</li> <li>• <b>PRINTING AND ADVERTISING</b></li> <li>• <b>PROF/TECH SERVICES OUTSIDE VENDORS</b> – Primarily in Information Resources and Facilities</li> <li>• <b>COMPUTER AND SYSTEMS SERVICES</b> – Mainframe processing, software license fees, software purchases and maintenance and system access fees.</li> <li>• <b>COMMUNICATIONS</b></li> <li>• <b>TRAVEL &amp; SUBSISTENCE</b></li> <li>• <b>EMPLOYEE DEVELOPMENT</b></li> <li>• <b>SUPPLIES</b> – Primarily office supplies.</li> <li>• <b>EQUIPMENT</b> – Primarily Information Resources and Facilities equipment.</li> <li>• <b>BUILDINGS AND LAND IMPROVEMENTS</b></li> <li>• <b>OTHER OPERATING COSTS</b></li> <li>• <b>ATTORNEY GENERAL AND OTHER STATEWIDE INDIRECT COSTS</b></li> <li>• <b>STATE AGENCY REIMBURSEMENTS</b></li> </ul>
<p>Specific Overhead Additive</p>	<p>21.4% - Audited billing overhead additive rate. Primarily Operations Division supervisory, administrative and miscellaneous costs.</p>	<ul style="list-style-type: none"> <li>• <b>FULL-TIME AND PART-TIME SALARIES AND BENEFITS</b></li> <li>• <b>OVERTIME AND PREMIUM PAY</b></li> <li>• <b>OTHER BENEFITS</b></li> <li>• <b>SPACE RENTAL, MAINTENANCE AND UTILITY</b></li> <li>• <b>REPAIRS, ALTERATIONS AND MAINTENANCE</b></li> <li>• <b>PRINTING AND ADVERTISING</b></li> <li>• <b>PROF/TECH SERVICES OUTSIDE VENDORS</b></li> <li>• <b>COMPUTER AND SYSTEMS SERVICES</b></li> <li>• <b>COMMUNICATIONS</b></li> <li>• <b>TRAVEL AND SUBSISTENCE</b></li> <li>• <b>SUPPLIES</b></li> <li>• <b>EQUIPMENT</b></li> <li>• <b>EMPLOYEE DEVELOPMENT</b></li> <li>• <b>OTHER OPERATING COSTS</b></li> <li>• <b>STATE AGENCY REIMBURSEMENTS</b></li> <li>• <b>AGENCY PROVIDED PROF/TECH SERVICES</b></li> <li>• <b>AGENCY DIRECT COST WORKERS</b></li> </ul>
<p>Total Labor Calculation</p>	<p>Total overhead % of direct salaries: 122% – 158%</p>	<ul style="list-style-type: none"> <li>• (1+ Indirect Labor Additive) X (Salary+ Payroll Taxes and Benefits) = Subtotal</li> <li>• 1+ Sum of Two Overhead Additives) X Subtotal = Total Labor &amp; Overhead Cost</li> </ul>

Taxpayers' Transportation Accountability Act  
 Calculation of Mn/DOT Additives  
 FY10

Additive Type	Calculation or Percentage Used	Types of Costs Included
Premium Overtime	<ul style="list-style-type: none"> <li>One half of the avg. salary rate per hour for employees eligible for premium, or time and a half, overtime.</li> </ul>	<ul style="list-style-type: none"> <li>Overtime and FICA</li> </ul>
New Employee Additive	<ul style="list-style-type: none"> <li>Estimated cost to hire one average Mn/DOT employee - \$7,500</li> <li>Estimated non-productive hours in first six months of bringing on a new employee: 400 hrs for most employee classes, 120 hrs for highly-skilled new employees</li> <li>Multiplied by avg. salary rate per hour.</li> <li>Total New Employee Additive per Employee: \$16,000-\$22,000.</li> </ul>	<ul style="list-style-type: none"> <li>New Employee Costs:                             <ol style="list-style-type: none"> <li>Recruiting costs-HR, hiring department's time, advertising, etc</li> <li>Non-department training, new equipment, employee set-up costs</li> </ol> </li> <li>Standard non-productive fraction of month:                             <ul style="list-style-type: none"> <li>Mo 1: 75%</li> <li>Mo 2-3: 50%</li> <li>Mo 4-6: 25%</li> </ul>                             Total = 2.50 months or 400 hrs non-productivity                         </li> </ul>
Construction Delay Inflation Factor	<ul style="list-style-type: none"> <li>Factor equals:                              Estimated construction cost X                              Length of Delay X                              Inflation Rate</li> </ul>	<ul style="list-style-type: none"> <li>Most recent estimated cost of project construction, per project manager</li> <li>Inflation factor per Office Capital Programs and Performance Measures. Use same rate each time.</li> </ul>

## Work Types

This is a list of the work types subject to the law

### Preliminary Design

#### Environmental Documentation

- Study and evaluation of the social, economic and environmental effects on the human and natural environment
- Public involvement and interagency coordination
- Potential mitigations

#### Geometric Layouts

- Base map, alignment, traffic staging
- Intersections, culverts, noise and retaining walls
- Culverts, sewers, erosion control

### Detail/Final Design (of highway)

- Detailed construction plans for bid letting
- Special Provisions (in addition to standard specifications)
- Estimated construction quantities and costs

### Roundabout Designs

### Bridge Design

- Preliminary and detailed/final design for bridge construction

### Bridge Study

- Preliminary engineering of bridge needs, types, aesthetics, etc.

### Bridge Inspection

#### Structural Metals Inspection

- Fabrication inspection of major and minor bridge components

#### High Mast Light Towers

- Inspection and documentation of all corrosion and weld cracking

### Material Testing

#### Roadway Material Testing

- Sampling and testing construction materials for specification conformance

### Land Surveys

#### Geodetic Control Surveying

- High accuracy survey to establish precise coordinates of survey bench marks

#### Design/Location Surveys

- Field location data for the project design process

#### Right of way Surveys

- Alignment, property corners, right of way monuments to establish a right of way base map



### Land Surveys

- Research and analysis of information regarding section corner monuments of the Public Land Survey System; collection and compilation of field location data; reports; graphical and data files

### Construction Inspection/Contract Administration

Construction inspection is to ensure work performed on state construction projects is in compliance with the contract documents, special provisions, standard specifications, policies, procedures, and regulations. Inspection is categorized as: grading and base, bituminous and concrete; bridge construction; construction surveying, computation, staking and marking to establish lines, slopes, elevations, points, and profile grades to assist construction of the road design plan; material sampling and testing of all material used on the project, submittal to lab for testing; plant inspection, both bituminous and concrete plants.

### Construction Support

- Critical path (schedule) management, field design revisions, etc.

### Hydraulic Structure Inspection

Clean, video tape, and inspect storm sewer system, locate structures, use Global Positioning System (GPS), create map and report.

### Traffic Engineering

- Traffic Signal Design
- Traffic Signal Operations
- Roadway Lighting Design
- Temporary Traffic Control Plan Design
- Signing Plan Design

Estimate Format

This is an example of the spread sheet being used to develop the detailed cost estimates. The estimate is a matrix, listing the tasks or activities to be performed, and the number of estimated hours by each employee classification to complete each task or activity. Other anticipated expenses are added. This estimate is sent to the budget office, where any applicable additives, as shown in Appendix C, are applied. The final cost estimate is reviewed and signed by the District Engineer or Office Director.

These estimates are then compiled onto the summary spread sheet in Appendix A.

**IN-HOUSE COST ESTIMATE (FOR "A" ESTIMATE)**

Contract 94153 CA, Inspection, Testing SP 4203-42

<b>DIRECT PERSONNEL</b>						
<u>Task/Work Activity</u>	<u>Job Classification</u>					<u>Costs by Task</u>
	<u>Transp Specialist</u>	<u>Transp Generalist Senior</u>	<u>Transp Generalist Senior</u>	<u>Transp Generalist</u>	<u>Engineer Senior</u>	
Final Construction Documentation	170	170	170	-	-	39,660
Construction Inspection	918	510	510	-	-	162,664
Sampling and Testing	102	510	510	510	-	112,762
Construction contract administration	-	-	-	-	300	24,652
<b>Total # of Hours by Job Class</b>	<b>1,190</b>	<b>1,190</b>	<b>1,190</b>	<b>510</b>	<b>300</b>	
<b>Total Hours</b>	<b>4,380</b>					
<b>Costs by Job Class</b>	<b>76,623</b>	<b>69,647</b>	<b>69,647</b>	<b>27,359</b>	<b>24,652</b>	
<b>Total Employee Costs</b>	<b>267,728</b>					
<b>OTHER</b>						
<u>Travel</u>				<u>Cost</u>		<u>Total</u>
Two people, 84 days, \$30 / day				5,040		14,040
Two people, 5 nights, 15 weeks, \$60 / night				9,000		
Direct Supplies (Excludes overhead supplies)				-		
<b>DIRECT EQUIPMENT EXPENSE (Instruments, trucks, etc.)</b>						
<i>Note: Select equipment from scroll bar and input the estimated quantity within the yellow cell. If unlisted, select "Other" and fill out the form.</i>						
<u>Equipment Usage</u>	<u>Class Number</u>	<u>Rate</u>	<u>Unit</u>	<u>Quantity</u>	<u>Cost</u>	<u>Total</u>
CAR MEDIUM SIZE	080	0.56	MILE	2,100	1,176	30,929
PICKUP 1/2 TON EXTENDED CAB	183	0.86	MILE	12,180	10,475	
PICKUP 1/2 TON	180	1.02	MILE	10,500	10,710	
PICKUP 1/2 TON	180	1.02	MILE	6,300	6,426	
PICKUP 1/2 TON	180	1.02	MILE	2,100	2,142	
<b>DIRECT MATERIALS EXPENSE</b>						
<u>Inventory Materials</u>				<u>Cost</u>		
				-		
<u>Direct Purchase Materials</u>						
				-		
<b>Total Other Costs</b>	<b>44,969</b>					
<b>Total Cost</b>	<b>312,697</b>					