



*Provide a safe,
sustainable,
integrated and
efficient
transportation
system to
enhance
California's
economy and
livability.*

Selected Shorts Video Series

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A&E Consultant Contracts:

Independent Cost Estimate (ICE)
and
Cost Analysis
Video 4 – Introduction to Worksheets
(General Overview)

Caltrans
Division of Local Assistance



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A&E Consultant Contracts:

ICE/Cost Analysis – Introduction to Worksheets (Video 4)

Script:

This Introduction to Worksheets video provides an overview on the components of the Independent Cost Estimate and Cost Analysis Worksheets.

Before we proceed, a few disclaimers. The independent cost estimate and cost analysis worksheets presented here are just tools and not requirements. Local agencies can use other methods and techniques as they see fit. Local agencies are responsible for complying with the regulations for cost negotiations on project that use federal funds.

Prior to receipt of the most highly qualified consultant's cost proposal, local agencies are required to prepare a detailed independent cost estimate. The estimate consists of work breakdown, types of labors required, labor hours, other direct costs, and fixed fee. The independent cost estimate shall serve as a basis for negotiation.

The Independent Cost Estimate workbook contains eight worksheets. Instructions, Salary Range, LPA Estimate of Hours, Other Direct Costs, Direct Costs, Project Cost, Cost by Task, Summary Cost by Task.

The only three worksheets that needs to be filled-out are Salary Range, LPA Estimate of Hours, and Other Directs Costs.

The remaining four worksheets, Direct Cost, Project Cost, Cost by Task and Summary Cost by Task will auto populate based on the information entered in the Salary Range, LPA Estimate of Hours and Other Direct Costs.

Part 2 of the worksheet is the cost analysis. The cost analysis determines whether the compensation and costs in the cost proposal are fair and reasonable considering the scope and complexity of work.

The Cost Analysis workbook has five worksheets. Instructions, Other Direct Costs, ICE vs Cost Proposal, Final Negotiation Memo and Cost Analysis Notes. Other Direct Cost and Ice vs Cost Proposal are the only worksheets required for this exercise. The final negotiation memo and cost analysis notes are optional. They can be used to document the negotiation process.

This concludes this video on Introduction to Worksheets. Please proceed to Part 1 – Independent Cost Estimate video training for additional details.



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A&E Consultant Contracts:

ICE/Cost Analysis – Introduction to Worksheets (Video 4)

Synopsis:

Discusses and summarizes the components and use of each worksheet in the Independent Cost Estimate and Cost Analysis workbooks.

References:

Caltrans Division of Local Assistance Main Website

<https://dot.ca.gov/programs/local-assistance>

Visit the A&E Resources website to find the latest tools, resources and guidance for A&E consultant contracts.

[Consultant Selection and Procurement | Caltrans](#)

23 CFR, Part 172 Administration of Engineering and Design Related Service Contracts
(23 CFR 172.7(a)(1)(v))

<https://www.ecfr.gov/cgi-bin/text-idx?rgn=div5&node=23:1.0.1.2.3>



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ICE/Cost Analysis – Introduction to Worksheets (Video 4)

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Local Assistance Consultant Selection and Procurement Webpage

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