


COST PROPOSAL TO PROVIDE  
**Blight Study  
Services**  
RFP# 8962-O-2020-AH





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|  | <p><b>Form D: Cost Proposal</b></p> <p><b>RFP #: 8962-0-2020-AH Blight Study</b></p> |
|---|--|

*This form must be returned with your response.*

Prepare the fee proposal as all inclusive, not-to-exceed, fixed fees:

- All Inclusive – Covers all direct and indirect necessary expenses including but not limited to; travel, telephone, copying and other out-of-pocket expenses.
- Not To Exceed – The actual fees shall not exceed the amount specified in fee proposal.
- Fixed Fee – All prices, rates, fees and conditions outlined in the proposal shall remain fixed and valid for the entire length of the contract and any/all renewals.

Any pricing increases or additions must be agreed upon in writing by both parties.

Please provide us with your rate, as well as any other applicable costs in the space below and then if applicable, indicate the intended service fee increases for subsequent years.

**MSA Professional Services, Inc.**  
 \_\_\_\_\_  
 COMPANY NAME

## COST PER SURVEY

The development of a “cost per survey” estimate is complicated by the fact that there are fixed costs incurred in every study, no matter the number of parcels, and also economies of scale that enable savings when evaluating many parcels. Our proposed pricing structure addresses both of these complications.

This estimate includes all mark-up for fringe benefits, overhead, profit, and other direct expenses. The Base Labor rate is based on MSA’s Staff Planner (3-5 years experience) position. Quality assurance/quality control services and meeting attendance will be provided by Team Leader Jason Valerius, who normally bills at \$180/hour.

Base Labor Rate - \$105/hour

Additional meetings (e.g., with City staff or committees) would be billed on a “time and materials” basis for the staff involved. Expert witness services are available on a “time and materials” basis for \$200/hour (plus expenses).

MSA’s experience over the past twelve years completing blight studies for the City of Madison allows us to offer a pricing structure that most closely matches our cost to complete this work promptly and efficiently. There are fixed costs with each study, and the incremental cost decreases as the number of parcels increases. As such, we propose the following:

- Price for the first parcel \$1,800
- Price per parcel, parcels 2-49 \$ 180
- Price per parcel, parcels 50-99 \$ 145
- Price per parcel, parcels 100-199 \$ 110
- Price per parcel, parcels 200-499 \$ 75
- Price per parcel, parcels 500-999 \$ 60
- Price per parcel, parcels 1,000+ \$ 45

### Examples

The following examples illustrate how this cost structure is applied to specific study requests:

Total cost to evaluate one (1) parcel = \$1,800

- Price for the first parcel \$1,800

Total cost to evaluate 57 parcels = \$11,600

- Price for the first parcel \$1,800
- Price for parcels 2-49 (48x180) \$8,640
- Price for parcels 50-57 (8x145) \$1,160

Total cost to evaluate 223 parcels = \$30,490

- Price for the first parcel \$1,800
- Price for parcels 2-49 (48x180) \$8,640
- Price for parcels 50-99 (50x145) \$7,250
- Price for parcels 100-199 (100x110) \$11,000
- Price for parcels 200-223 (24x75) \$1,800

Total cost to evaluate 2,000 parcels = \$132,235\*

- Price for the first parcel \$1,800
- Price for parcels 2-49 (48x180) \$8,640
- Price for parcels 50-99 (50x145) \$7,250
- Price for parcels 100-199 (100x110) \$11,000
- Price for parcels 200-499 (300x75) \$22,500
- Price for parcels 500-999 (500x60) \$36,000
- Price of parcels 1000-2000 (1001x45) \$45,045

\*Pricing for a study of this size requires notice of intent to proceed by approximately February 1 and clearance to begin work by approximately May 1.

## HOURLY COSTS

These hourly costs include all mark-up for fringe benefits, overhead, profit and other direct expenses.

| Team Member                                | Hourly Rate |
|--|-------------|
| Jason Valerius, AICP<br>Madison, WI        | \$180       |
| Steve Tremlett, AICP, CNU-A<br>Madison, WI | \$130       |
| Becky Binz, AICP<br>Madison, WI            | \$105       |
| Matt Frater<br>Madison, WI                 | \$105       |
| Jeff Thelen<br>Baraboo, WI                 | \$105       |
| Sarah Morrison<br>Madison, WI              | \$85        |

## BREAKDOWN OF LABOR COSTS

These estimated labor costs are for an example study containing 57 parcels. The total costs correspond to the fixed fee structure described on the previous page.

| Team Member                      | Jason Valerius, AICP<br>\$180/hr. | Steve Tremlett, AICP, CNU-A<br>\$130/hr. | Becky Binz, AICP<br>\$105/hr. | Matt Frater<br>\$105/hr | Jeff Thelen<br>\$105/hr | Sarah Morrison<br>\$85/hr. | COST     |
|----------------------------------|-----------------------------------|--|-------------------------------|-------------------------|-------------------------|----------------------------|----------|
| <b>Data Collection</b>           | 1                                 | 3  | 0                             | 0                       | 0                       | 2                          |          |
| <b>Field Surveys/Evaluations</b> | 1                                 | 10                                       | 32                            | 0                       | 0                       | 0                          |          |
| <b>Report Preparations</b>       | 4                                 | 6  | 18                            | 0                       | 0                       | 6                          |          |
| <b>Project Management, QA/QC</b> | 6                                 | 8  | 0                             | 0                       | 0                       | 0                          |          |
| <b>TOTAL COST</b>                | \$2,160                           | \$3,510                                  | \$5,250                       |                         |                         | \$680                      | \$11,600 |