

# Small Project Program

## A/E Proposal Expense Requirements

### Consultant Fee Schedule Upload

For an A/E or consulting firm to be considered for a small project having an estimated project value less than \$185,000 a Consultant Fee Schedule is to be uploaded to the A/E Data Record. Firms are responsible for keeping their A/E Data Record up to date with current information. Review the [Small Projects Program](#) for further details.

#### Fee Schedule Information

1. Develop your Consultant Fee Schedule in .doc, .xls or .pdf format up to 150 kB in size.
2. The Consultant is responsible for updating their Consultant Fee Schedule as needed. If a Consultant is requested to submit a fee proposal for a small project, the Consultant Fee Schedule that is on record at the time of notification shall be used to develop the proposal. The WisBuild system tracks the dates of when a Consultant Fee Schedule is revised.
3. The information provided on both the A/E Data Record and the Consultants Fee Schedule is only viewable to DFD and the Consultant. The Consultant may not view other Consultants' Fee Schedules.
4. The Fee Schedule should indicate billing rates for employees intended to work on State projects.
5. If the firm provides standardized services (asbestos monitoring, use of technical equipment, unit prices for materials testing or sampling, etc.), those standardized services should also be included.
6. The Fee Schedule should be specific to the office location and the specialties that are provided by the office location indicated on the A/E Data Record. Do not upload the same document for multiple offices if the offices do not provide identical services.
7. Indicate employee billing rates (by position title) at straight time for employees providing services for a State project. All overhead, use of firm's equipment in the typical course of the employee's work responsibilities including CAD, 3-D BIM and telephone and personnel benefits shall be INCLUDED. Ranges MAY be used.

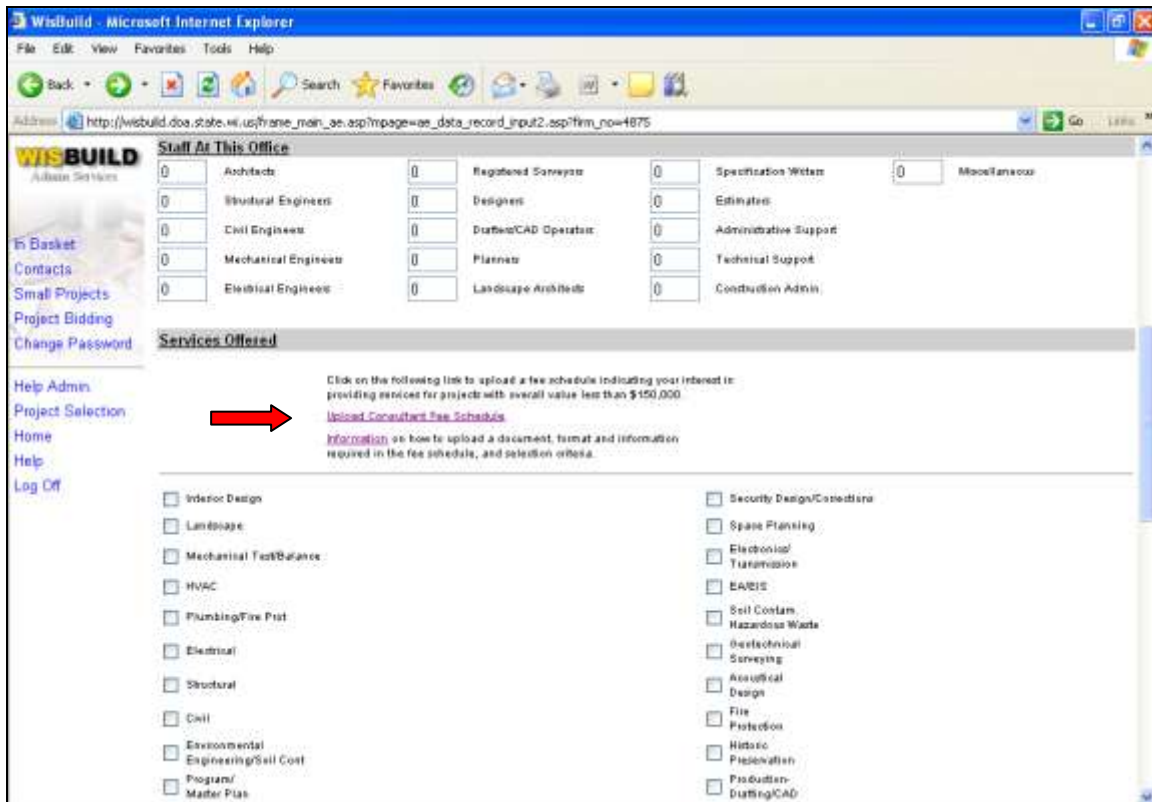
#### Expense Requirements

8. Vehicle mileage may not exceed \$0.510/mile.
9. Per diem meal expenses, when authorized, may be claimed at cost, not to exceed \$38 per day.
10. Subconsultant services, when authorized, may include up to 7-1/2% mark up.
11. Standard lodging costs are not to exceed \$70 for all counties excluding Milwaukee, Waukesha and Racine. Rates for Milwaukee, Waukesha and Racine counties are not to exceed \$80 per day for a single occupancy room.
12. Costs for rental equipment, printing, permits and other such expenses shall be at cost.
13. Consultant terms and conditions MAY NOT be included as part of the Consultant Fee Schedule.

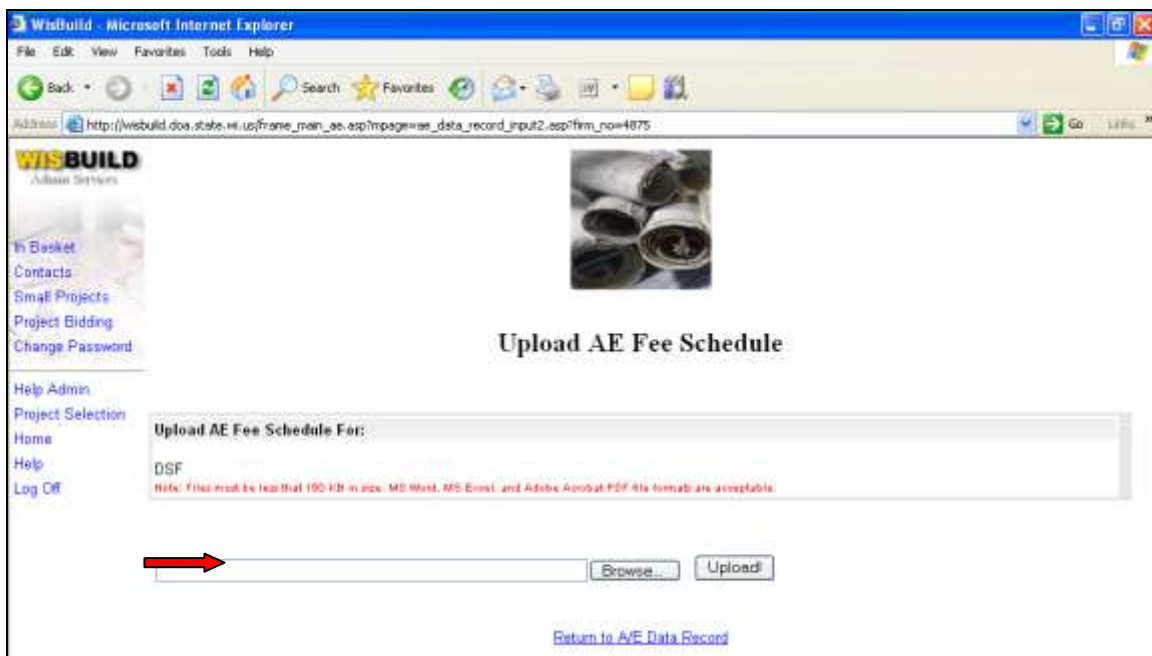
Instructions for uploading and maintaining your Consultant Fee Schedule follow:

# HOW TO UPLOAD THE CONSULTANT FEE SCHEDULE

## 1. Select Upload Consultant Fee Schedule

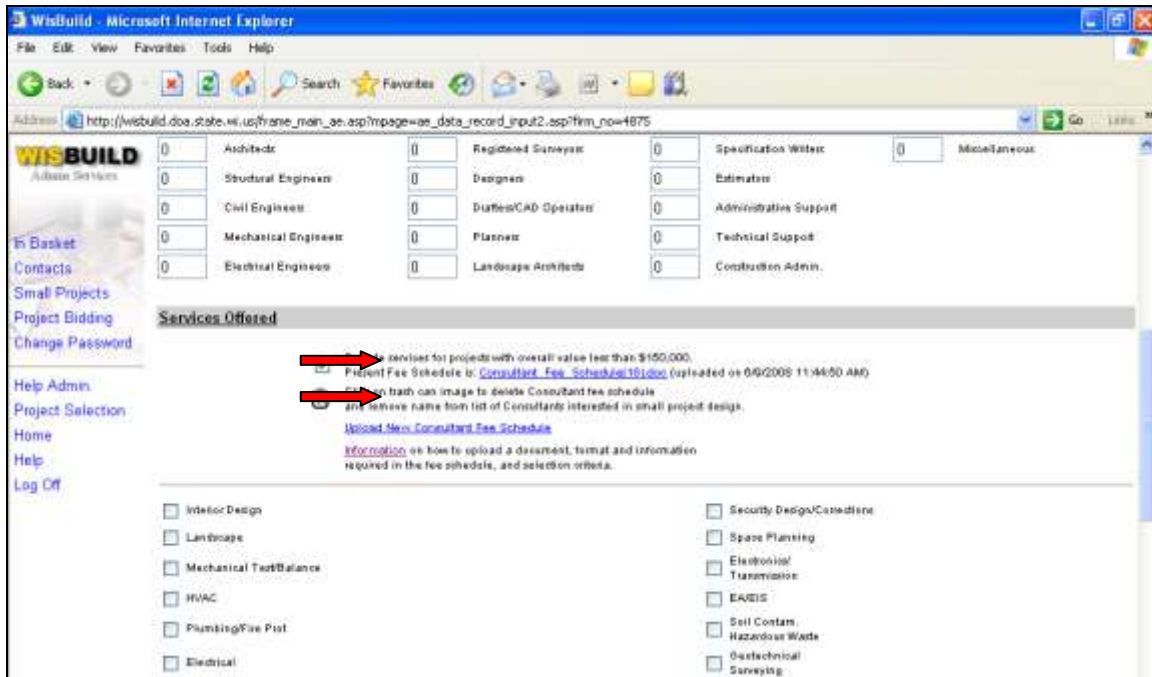


## 2. Click Browse, select a file from your computer and click Upload!



## HOW TO UPDATE THE CONSULTANT FEE SCHEDULE

Revised documents can be uploaded by deleting the current documents (clicking on the "trash can" icon) or by uploading a new document. Interest can be withdrawn altogether if no documents are uploaded or deleting the current document by clicking on the "trash can" icon.



The Consultant may also choose to provide more elaborate firm information (e.g. a marketing brochure). Refer to the bottom of the A/E Data Record at Attachment (Optional), Upload Documents.

