

ATTACHMENT A
Rate Guidelines

I. Consultants and Subconsultants Personnel Maximum Of:

- A. Principal of Firm
- B. Employees of Firm

All other firms/employees not listed above shall use multiplier of [between 2.0 and 3.2] times an employee's direct base salary (not including fringe benefits, taxes, retirement contributions or profit sharing); for a maximum of \$ /Hr. for Principals and a maximum of \$ /Hr. for employees.

- C. Service Charge on Sub-Consultants %

II. Reimbursable Expenses

- A. Travel expenses (when authorized):
 - 1. Within 50 mile radius of home office. No reimbursement.
 - 2. Beyond 50 mile radius of home office:
 - a) automobile <http://www.ofm.wa.gov/policy/10.90a.pdf>
 - b) air travel* Actual coach class fare.
 - c) rental auto-mobile* Actual costs for midsize car or smaller.
 - d) taxis, ferries* Actual costs.
- B. Per Diem Expenses (When authorized)
 - 1. Lodging* Reimbursement shall be in accordance with UW Travel Office and General Services Administration Per Diem Rates (link below)
 - 2. Restaurant Meals* <http://www.gsa.gov/portal/category/104711>
- C. Printing (When Authorized)
 - 1. Bid sets, reports, specifications, final products. Actual cost.
 - 2. Correspondence, check prints, file copies, etc. No reimbursement.

*Receipts required.

End of Attachment A