

EXHIBIT D COMPENSATION INSTRUCTIONS

Engineering and Design Services for the Phase 2 Exposition Metro Line Maintenance Facility XP8902-005

It is the intent of the Authority to negotiate a cost plus fixed fee for the Preliminary Engineering and Design portion of the services to be provided with the firm submitting the highest ranked qualifications statement and proposal. Upon satisfactory completion of the Preliminary Engineering and Design by the selected firm, the Authority will negotiate a firm fixed price for the Final Design and Construction Support phases.

Each Offeror is requested to provide the following information:

1. Position Title, the unburdened hourly rate proposed for the staff to be assigned to the Preliminary Engineering portion of the contract, the unburdened salary range for each position proposed and the proposed Home Overhead Rate. The Authority would like to receive this information in a table as follows. In addition, provide certified salary documentation that verifies the unburdened hourly rates for each individual. Identify all costs that are included in the proposed Home Overhead Rate.

Position	Hourly Rate	Salary Range	HOH %
Project Mgr	\$200.00	\$200k-\$250K	

2. Proposed fee: Since the Preliminary Design portion of this work is to be performed on a cost plus fixed fee basis, Consultant is requested to state fee as a lump sum and provide justification.
3. The Authority's fiscal year runs from July 1-June 30. No salary escalation is permitted for FY 2011 and 2012. Authority may consider salary escalation after June 30, 2012 for the Preliminary Engineering and Design phase only based on the Los Angeles/Long Beach CPI with submission of acceptable documentation. Consultant will also need to demonstrate that staff assigned to the project received salary increases. After negotiation of the firm, fixed price, no salary escalation will be permitted for the Final Design and Construction Support Phases.
4. For the Preliminary Engineering and Design Phase, Include proposed costs for Other Direct Costs. Identify other expenses such as laboratory testing, postage, shipping, etc. If Consultant or sub-consultant staff attends meetings at the Expo offices, Expo will not reimburse for commuting travel or parking. Expo also will not reimburse for cell phone expenses.

5. Travel will be reimbursed in accordance with the Authority's Travel Policy and Procedures. All travel must be approved by Expo's Project Manager in advance. Expo will not reimburse for long-term travel costs incurred by staffing assigned to the Project by Consultant. This covers employees who are assigned to the project as a permanent part-time or full-time staffing position.
6. Guidelines and Definitions
 - a. Direct salary costs are the base salaries and wages actually paid to the Consultant's personnel directly engaged in the performance of the Services under the contract.
 - b. Direct salary costs shall be applicable to both straight and overtime work, unless payment of a premium for overtime work is required by law, regulation, or craft agreement. Any overtime work must be approved in advance by the Authority Project Manager. The Authority will not pay for time-in-travel, preparation or review of invoices, preparation time for Form 60's or any other administrative work normally covered in overhead.
 - c. Direct salary costs will be in effect for Preliminary Engineering and Design during Fiscal Years 2011 and 2012. Thereafter, they may be adjusted in accordance with the Los Angeles/Long Beach CPI and must be reflected by the consultant's adjustments to individual compensation. Changes to salary rates will be implemented at the beginning of the Authority's fiscal year.
7. Allowable overhead costs include the general and administrative costs of maintaining and operating established offices, consistent with established firm policies and as defined in the Federal Acquisition Regulations, Part 31.2.
8. Other Direct Costs (ODCs) are directly identifiable to the performance of the services of this Agreement and will be reimbursed at actual cost. ODCs include laboratory testing, postage, shipping, cameras and personnel safety equipment.
9. If the Consultant is required to do any re-work, Consultant shall bill at straight-time. The fixed fee will not be adjusted as a result of re-work.