# ATTACHMENT A

## FEE SCHEDULE TABLE

### Instructions:
List all staff likely to provide services to Minnesota State University, Mankato of the Minnesota State Colleges & Universities. Include the staff person’s name, title, years of experience, staff category (see table below for how to determine the category for each individual) and hourly billable rate. Do not include resumes of staff personnel. Hourly billable rates include all costs: overhead, profit, small tools, etc.

Category Instructions: The table below is a means for responders to determine staff categories required in the personnel and fee structure table. Responders must assign to each staff person a category, or multiple categories, based upon the table below and include the category in the personnel and fee structure table. Please note that the table below describes generalized “typical duties”. It is not meant to restrict the work of employees to certain activities or to a certain percentage of the project. This categorization of staff in the personnel and fee structure table is a means by which MnSCU can compare rates between responders who may have different titles for their employees. Hourly rates may not be listed as a range of fees. It must be a specific hourly fee for each individual per category.

<table>
<thead>
<tr>
<th>Category</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Project Manager</td>
<td>Provides general oversight and has little day-to-day project involvement</td>
</tr>
<tr>
<td>B</td>
<td>Superintendent/General Foreman</td>
<td>Direct day-to-day management of the project</td>
</tr>
<tr>
<td>C</td>
<td>Skilled Field Labor</td>
<td>Directly involved in the work of the project. Performs the majority of the work</td>
</tr>
<tr>
<td>D</td>
<td>Unskilled Field Labor</td>
<td>Directly involved in the work of the project. Brought in for days when large amount of people are needed.</td>
</tr>
<tr>
<td>E</td>
<td>Administrative/Clerical</td>
<td>Administrative or clerical services directly attributable to the project</td>
</tr>
</tbody>
</table>
Sample Fee Schedule:

Firm Name: ABC Inc.
Location: Brainerd
Number of Employees: 24
Date: 1/1/06

<table>
<thead>
<tr>
<th>Category</th>
<th>Title</th>
<th>Name of Staff</th>
<th>Years Exp</th>
<th>Hourly Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Project Manager</td>
<td>J. Doe</td>
<td>13</td>
<td>$75.00</td>
</tr>
<tr>
<td>B</td>
<td>General Foreman</td>
<td>L. Doe</td>
<td>7</td>
<td>$60.00</td>
</tr>
<tr>
<td>B</td>
<td>Superintendent</td>
<td>B. Bop</td>
<td>6</td>
<td>$55.00</td>
</tr>
<tr>
<td>C</td>
<td>Skilled Field Labor</td>
<td>Multiple</td>
<td>6</td>
<td>$52.00</td>
</tr>
<tr>
<td>D</td>
<td>Unskilled Field Labor</td>
<td>Multiple</td>
<td>2</td>
<td>$32.00</td>
</tr>
<tr>
<td>E</td>
<td>Office Manager</td>
<td>Clerical (position 1)</td>
<td>6 mo</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

Material Overhead and Profit: 15 (%)
Equipment Overhead and Profit: 15 (%)
General Overhead and Profit: 10 (%)

Other Costs:
1. Overtime for over 8 hours per day or Saturday: add 25% to hourly wage
2. Overtime for Sundays or Holidays: double hourly wage
3. Night time shift work: add 50% to hourly wage
4. Trip Charge (personnel time extra): NA
5. Materials Supplied (crates, carts, buckets, etc):
6. Equipment Rental:

Total Estimated Cost for project: ______________ (include breakdown on attached document)

Statement of Availability:
We believe we can achieve Campus requested take down date within ____5____ days

Qualifications & Technical Competence: We remove and inflate 60 domes per year

Geographic Location (nearest vendor service site): We are based out of Twin Cities
Comments:
Service Being Requested: Sports Dome First-Year Take Down & Storage

Firm Name:______________________________________________________

Address: ______________________________________________________

E-mail address: ________________________________________________

Phone No. _______________ Name: (print)________________________

Number of Employees: ______

Date: ________________  __________________________________________

__________  Signature

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<th>Name</th>
<th>Years Exp.</th>
<th>Hourly Fee</th>
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</table>

Material Overhead and Profit: ____________ (%)

Equipment Overhead and Profit: ____________ (%)

General Overhead and Profit: ____________ (%)

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Other Costs:

1. Overtime for over 8 hours per day or Saturday:

2. Overtime for Sundays or Holidays:

3. Night time shift work:

4. Trip Charge (personnel time extra):

5. Materials Supplied (crates, carts, buckets, etc):

6. Equipment Rental:

Total Estimated Cost for project:

Contractor to provide breakdown separately

List three (3) most recent projects completed for MSU/other:

<table>
<thead>
<tr>
<th>Project</th>
<th>Location</th>
<th>Brief Description</th>
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</tbody>
</table>

Statement of Availability:

We believe we can achieve requested take down date within _______ days.

Qualifications & Technical Competence:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Geographic Location (nearest vendor service site):

_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

Comments:

_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________