



*Provide a safe,  
sustainable,  
integrated and  
efficient  
transportation  
system to  
enhance  
California's  
economy and  
livability.*

## Selected Shorts Video Series

# ??



### A&E Consultant Contracts:

Independent Cost Estimate (ICE)  
and  
Cost Analysis  
Video 6 – LPA Estimate of Hours  
Worksheet (Part 1 ICE)

Caltrans

Division of Local Assistance



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### *A&E Consultant Contracts:* ICE/Cost Analysis – LPA Estimate of Hours (Part 1 ICE) (Video 6)

#### Script:

The third worksheet is the LPA Estimate of Hours. LPA stand for Local Public Agency. This worksheet captures the direct labor cost. The direct labor cost is calculated based on the labor rates entered in the salary range worksheet. The TOTAL LABOR DIRECT COSTS is summarized in the Direct Costs worksheet. Please note, the Direct Costs worksheet is a protected worksheet and modification is not allowed. Click the “LPA Estimate of Hours” tab to open the work sheet.

The first section of the worksheet is for general information. Complete the implementing agency and project related information.

The worksheet includes entry for indirect cost rate or ICR and fixed fee rate. Indirect cost and fixed fee rates are cost elements required by the regulation when establishing an independent cost estimate. For estimation purposes, ICR can be based on a previous project or local agency’s latest ICR. A field for escalation rate is also included if the local agency intends to allow consultants inflationary increase of their direct salaries. See notes on how to calculate indirect cost, fixed fee rate, and escalation rate.

The LPA Estimate of Hours worksheet is where the local agency enters the staffs and estimated hours on the project. There are 11 pre-defined categories with associated tasks. You will notice a plus button on the left-hand side of the worksheet. The list of tasks is collapsed to shorten the list. Click the plus button to expand the list.

As mentioned before in the previous slide the plus button expands the task list, conversely the minus button collapses the lists.

To enter labors and hours, click the “select title” box, then click the down arrow for list of available titles or classifications, select your classification or title and enter the estimated labor hours.

Once the worksheet is complete it will auto calculate the total.

There is a total of 64 title columns to record staff or personnel anticipated for the project. Ten title columns are open. The remaining columns are hidden. If additional staff are needed, use the unhide button to show new columns.

Click the button “*Click here for additional columns*” to show new column. Click the “Select Title” box to choose classification. Enter the estimated hours, continue the process until all staffing and hours are complete.



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## *A&E Consultant Contracts:*

### ICE/Cost Analysis – LPA Estimate of Hours (Part 1 ICE) (Video 6)

The direct labor cost is calculated based on the labor rates entered in the salary range worksheet and LPA Estimate of Hours. The total labor direct cost is summarized in the DIRECT COSTS tab. The DIRECT COSTS worksheet is a protected worksheet and modification is not allowed.

A delete button is available to remove unused rows. To remove rows, use control (ctrl) key and small letter “d”. Please note, the headings or the purple rows contains formulas. Deleting the headings will give you an error message. The headings, however, offer flexibility and can be modified according to your need.

This completes the instructions on LPA Estimate of Hours worksheet to calculate labor costs. Use the Other Direct Cost worksheet to record non-labor costs such as mileage, lodging, printing, etc.

#### **Synopsis:**

Illustrates how to capture labor costs or direct costs using LPA Estimate Hours of worksheets. Explains where direct cost is summarized for future use in Part 2 Cost Analysis workbook.

#### **References:**

Caltrans Division of Local Assistance Main Website

<https://dot.ca.gov/programs/local-assistance>

Visit the A&E Resources website to find the latest tools, resources and guidance for A&E consultant contracts.

[Consultant Selection and Procurement | Caltrans](#)

23 CFR, Part 172 Administration of Engineering and Design Related Service Contracts  
(23 CFR 172.7(a)(1)(v))

<https://www.ecfr.gov/cgi-bin/text-idx?rgn=div5&node=23:1.0.1.2.3>



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## *A&E Consultant Contracts:*

### ICE/Cost Analysis – LPA Estimate of Hours (Part 1 ICE) (Video 6)

HQ A&E Oversight Engineers

#### Districts

[The.pham@dot.ca.gov](mailto:The.pham@dot.ca.gov)

The' Pham (916) 651-8903

Acting Program Manager

#### Districts

[john.Z.yang@dot.ca.gov](mailto:john.Z.yang@dot.ca.gov)

John Z. Yang - (916) 651-6552

#### Districts

[carol.green@dot.ca.gov](mailto:carol.green@dot.ca.gov)

Carol Green - (916) 651-8909

#### Districts

[Trina.Luo@dot.ca.gov](mailto:Trina.Luo@dot.ca.gov)

Trina Luo – (916) 653-4342

#### Local Assistance Consultant Selection and Procurement Webpage

<http://www.dot.ca.gov/hq/LocalPrograms/AE/index.htm>

#### Local Assistance Blog

[www.localassistanceblog.com](http://www.localassistanceblog.com)

#### Subscribe to Local Assistance Emails

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