

**THIS IS A SAMPLE FORM  
PLEASE RECREATE**

## GUIDANCE FOR PROPOSAL SUBMISSION

When outlining your proposal, please see the following format for guidance on how to break out the per-unit rate for Tier II Environmental Reviews.

### ABC COMPANY PROPOSAL SUMMARY

Based on the scope of work outline in the Request for Proposals, ABC Company expects the following hours will be required to complete the specified services. Provided is a breakdown for ABC Company's anticipated hours for each service and corresponding rate:

- |   |                             |
|---|-----------------------------|
| 1. General Tasks  | Anticipated Hours: 20 hours |
| 2. Financial Management   | Anticipated Hours: 15 hours |
| 3. National Objective Compliance                                | Anticipated Hours: 10 hours |
| 4. Environmental Review (including one hundred Tier II reviews) | Anticipated Hours: 40 hours |
| 5. Contractor Procurement                                       | Anticipated Hours: 30 hours |
| 6. Construction Management                                      | Anticipated Hours: 20 hours |
| 7. Monitoring and Closeout                                      | Anticipated Hours: 10 hours |

<b>Total Anticipated Hours</b>	145 hours
<b>(MULTIPLY)</b>	x
<b>Rate per hour</b> (include salary, fringe, travel, materials)	\$5.00
<b>TOTAL FIXED SUM FEE</b>	<b>\$725</b>

**ADDITIONALLY: ABC COMPANY SPECIFIES THE FOLLOWING RATE:**

**Environmental Tier II Review Rate** (Rate per review) **\$10**