



## **Billing Rate, Overhead Rate and Personnel Adjustment Requests Procedures Effective June 1, 2026**

At NTP Consultant shall provide the Project Engineer with an Excel spreadsheet detailing overhead multipliers for the Prime Consultant and Sub-Consultant(s) and a list of all personnel on the project for Prime and Sub-consultant(s). Include Name, Title, Rate Year(s), and Billable Hourly Rates for each person. See example spreadsheet. *(Note: The rates and personnel on the spreadsheet shall be the same rates and personnel ALCOSAN agreed upon at the time of negotiation and acceptance of the cost proposal for award).*

The following outlines the documentation that must be submitted for billing rate, overhead rate and personnel adjustment requests. Separate requests must be submitted for each project.

1. Annual rate Adjustment: Allowable adjustment period is one time per calendar year.
  - i. Consultant must submit the Adjustment Request in Trimble Unity Construct (TUC).
  - ii. Details/documentation:
    - Consultant's Annual Rate Adjustment Request Letter. Letter must state the reason for the rate increase (e.g., increased responsibilities, market conditions, promotion, merit, etc.)
    - Documentation to support the adjustment request:
      - Updated rate spreadsheet (current vs. proposed)
      - Explanation for personnel receiving a 5% or greater rate increase (e.g., promotion, merit)
  - iii. Approvals in TUC: Procurement > Project Engineer > Manager

### 2. Overhead Rate Adjustment Request

- i. Consultant must submit the Adjustment Request in TUC.
- ii. Details/documentation:
  - Consultant's Overhead Rate Adjustment Request Letter
  - Support documentation to justify the overhead rate:
    - Government Approved Overhead rate certification
    - Third-Party Audit Report (signed) with overhead rates
    - Internal audit report (signed by authorized signatory)
    - Documentation showing how the rate was calculated (for smaller firms).
- iii. Approvals in TUC: Procurement > Project Engineer > Manager

3. Personnel Adjustment:

- i. Consultant must submit the Adjustment Request in TUC.
- ii. Details/documentation:
  - Consultant's Personnel Adjustment Request Letter which shall include the following information and supporting documentation based on the type of request.
  - Personnel Addition(s):
    - Name, title, role on the project, resume, relevant project experience, list of certifications and/or licenses and billing rate(s). Resume not to exceed two pages.
  - Personnel Replacement/Substitution(s):
    - Provide name of outgoing person and incoming person, with qualifications comparison
  - Personnel Removal(s):
    - Name, title and reason for removal
- iii. Approvals in TUC: Procurement > Project Engineer > Manager