

PERSONNEL LEVEL - DESCRIPTIONS/ EXAMPLES

LEVEL 7

Title: Principal, partner or officer of the firm
Duties: Overall contract responsibility for the legal, technical and financial obligation

Qualifications: Current License in applicable discipline, if required by law.
Experience: N/A

LEVEL 6

Title: Project Executive; Senior Project Manager
Duties: Under direct leadership of principal, controls project scheduling and management.

Qualifications: Current License in applicable discipline, if required by law.
Experience: Minimum 7 years

LEVEL 5

Title: Project Manager
Duties: Under direction of Project Executive, directs day-to-day operations of the project, scheduling deadlines, group work activities, etc.

Qualifications: BA, BS degree or equivalent experience.
Experience: Minimum 5 years

LEVEL 4

Title: Senior Designer; Senior Engineer; Senior Estimator
Duties: Under supervision of Project Manager, reviews project elements to conform to project requirements, directs designer and others on projects, prepares estimates.

Qualifications: BA, BS degree or equivalent experience.
Experience: Minimum 5 years

LEVEL 3

Title: Designer; Engineer; Estimator; Field Inspector
Duties: Under direction of Project Executive, directs day-to-day operations of the project, scheduling deadlines, group work activities, etc.

Qualifications: BA, BS degree or equivalent experience.
Experience: 3-5 years

LEVEL 2

Title: Designer/Draftsperson
Duties: Takes simple systems and layout data and sketches and translates into usable information; performs drafting as required for construction documents, etc.

Qualifications: High School Graduate, Technical School, or equivalent, with courses in discipline.

Experience: Minimum 3 years direct work experience within discipline.

LEVEL 1

Title: Draftsperson, Secretary, Office Assistant

Duties: Performs all entry level tasks: Assembles tracings for review, printing; keeps logs of tracings, shop drawings; performs tracing and drafting chores, etc.

Qualifications: High School Graduate, Technical School or equivalent with courses in discipline.

Experience: N/A

IDA DESIGN AND ENGINEERING SERVICES RATE SCHEDULE

Base Period (EST. 10/1/2023 – 9/20/2024)

Name of Firm: _____.

Instructions:

Give an hourly rate (\$ per hour; no cents please) below for each of the years listed. Please refer to the RFP for a description of each of the personnel types. Your proposal may be considered unresponsive if you leave blanks. Provide an hourly rate for ALL Personnel Levels even though you may not at the present time have staff for some of these levels.

PERSONNEL TYPE	ESTIMATED STAFF HRS.	PROPOSED HOURLY RATE	ESTIMATED PRICE
LEVEL 7	1250		
LEVEL 6	2500		
LEVEL 5	2000		
LEVEL 4	1750		
LEVEL 3	2400		
LEVEL 2	1500		
LEVEL 1	1000		
		TOTAL EVALUATED PRICE	

RETURN THIS COMPLETED FORM WITH YOUR RFQ RESPONSE

IDA DESIGN AND ENGINEERING SERVICES RATE SCHEDULE

Option Year 1 (EST. 10/1/2024 – 9/20/2025)

Name of Firm: _____.

Instructions:

Give an hourly rate (\$ per hour; no cents please) below for each of the years listed. Please refer to the RFP for a description of each of the personnel types. Your proposal may be considered unresponsive if you leave blanks. Provide an hourly rate for ALL Personnel Levels even though you may not at the present time have staff for some of these levels.

PERSONNEL TYPE	ESTIMATED STAFF HRS.	PROPOSED HOURLY RATE	ESTIMATED PRICE
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LEVEL 6	2500		
LEVEL 5	2000		
LEVEL 4	1750		
LEVEL 3	2400		
LEVEL 2	1500		
LEVEL 1	1000		
		TOTAL EVALUATED PRICE	

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IDA DESIGN AND ENGINEERING SERVICES RATE SCHEDULE

Option Year 2 (EST. 10/1/2025 – 9/20/2026)

Name of Firm: _____.

Instructions:

Give an hourly rate (\$ per hour; no cents please) below for each of the years listed. Please refer to the RFP for a description of each of the personnel types. Your proposal may be considered unresponsive if you leave blanks. Provide an hourly rate for ALL Personnel Levels even though you may not at the present time have staff for some of these levels.

PERSONNEL TYPE	ESTIMATED STAFF HRS.	PROPOSED HOURLY RATE	ESTIMATED PRICE
LEVEL 7	1250		
LEVEL 6	2500		
LEVEL 5	2000		
LEVEL 4	1750		
LEVEL 3	2400		
LEVEL 2	1500		
LEVEL 1	1000		
		TOTAL EVALUATED PRICE	

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