

# 5. COMPLETED PRICING SHEET

## SUPPORTING DOCUMENTATION FOR PROPOSED PRICING

In an effort to ensure the provision of Building Plan Review and Inspection Services of the very highest caliber at competitive pricing BV regularly performs market surveys during the development of rates and fees. This investigation into the state of the market for the aforementioned services allows the firm to gain not only an in-depth understanding of its client's needs and preferences but how the firm can economically address these requirements. Key factors which are assessed during the execution of these market surveys include, but are not limited to:

- Establishing the appropriate balance between sufficiently compensating highly qualified and talented professionals while maximizing return on investment for the firm's clients
- A comprehensive analysis of unique state and local factors which impact the cost of professional services (for example: state taxes and certifications required of professionals delivering services)
- An evaluation of reimbursable costs which will be accrued during service delivery (for example: mileage)

## Budget and Schedule Controls

In an effort to achieve consistent value during the provision of services to Lake County BV will implement the following controls:

### Budget Controls

Budget control is achieved by closely monitoring work assignment labor and direct expenses. Work reports must be completed by each individual and the labor hours must be approved by the project manager before being charged to the project. Similarly, expense reports and other direct expenses must be approved by the project manager prior to entering the cost data system.

Once the information is placed in the system, the following budget control reports will be produced by BV's accounting group and will be available for review by the project manager.

- The Labor Report - Identifies task-specific personnel, budgeted labor hours, current week's hours, cumulative hours expended, and remaining hours under each task.
- Project Detail Report - Provides records of all direct expenses and labor cost. It also indicates the overall work assignment status, including hours and expenses budgeted, current and cumulative charges, and remaining balance.

The BV project manager will inform the designated client representative on the status of the budget, percent of budget used, and work accomplished.

### Schedule Controls

Work assignment schedules will be managed on several levels. The project manager will maintain regular contact with the County's Project Manager to communicate the project status and progress on deliverables. In addition, an internal schedule including critical milestones and deliverable due dates will be established prior to initiating the task work. This allows ample time for editorial and technical review, changes, and assurance in schedule compliance.