**Construction Administration Guide**

**CAG-Exhibit 1B**

Edition: November 1, 2016

Guideline for **Preparation of Proposal for Preconstruction Services**

Employee Multiplier Breakdown

|  |  |
| --- | --- |
| **Company Name:** |  |
| **Date:** |  |
| **Employee Name:** |  |
| **Project Role\*:** |  |
|  | **\*** as reported in the Project Team **Organizational Chart** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | | **$** | **Multiplier** |
| **1.** | **Salary** | |  |  |
| **2.** | **Payroll Taxes** | |  |  |
|  |  | FICA |  |  |
|  |  | Medicare |  |  |
|  |  | State Unemployment (rate varies) |  |  |
|  |  | Federal Unemployment |  |  |
| **3.** | **Workers Comp** | |  |  |
| **4.** | **Insurances** | |  |  |
|  |  | Health |  |  |
|  |  | Life |  |  |
| **5.** | **Benefits** | |  |  |
|  | 1. Retirement | |  |  |
| **6.** | 1. Leave Benefits | |  |  |
|  |  | Sick Leave |  |  |
|  |  | Vacation |  |  |
|  |  | Holiday |  |  |
|  |  | |  |  |
|  | **Total Cost Multiplier:** | |  |  |
|  | **Hourly Rate:** | |  |  |
|  | **Total Chargeable Rate:** | |  |  |

**\* Bonus:** (Incentive Compensation Program)

**Discretionary between the employee and the company.** May not be included.

**IT:** Include in general conditions

**Safety:** Include in general conditions

**Liability Ins:** Include in general conditions

**Certification:** Each company must submit a CPA certified multiplier rate for each individual

File: CAG-Exhibit 1B-Preparation of Proposal for PreCon Services-Employee Multiplier.docx