

TEXAS DEPARTMENT OF AGRICULTURE PHASE TWO – TxCDBG

ADMINISTRATIVE SERVICES

Independent Cost Estimate (ICE) (complete prior to receipt of RFPs)

City of Blue Ridge

Independent Cost Estimates are required by 2 CFR 200.324. Comparison estimation considers recent projects of a similar nature that required similar services. An ICE is not completed using quotes; it is completed prior to reviewing responses using estimates from independent sources not associated with potential respondents. Independent sources may include outreach to other communities or referring to past costs for the same or similar services. Appropriate steps must be taken to avoid any real or apparent conflict of interests preventing any parties from obtaining a competitive advantage. The standard for independence is someone not expected to be a respondent. Profit should be a flat fee and not a percentage of costs. Calculate the fee of the total project value to aid in comparison between projects of different scales. In developing the Independent Cost Estimate, grantees may use:

- **Price last paid for similar procurement**- Past payments by your entity for administrative services would be the best source of comparison
- **Comparison of previous prices paid for similar services** – Other similar services could be professional services or consultants that charge a fee for a specified negotiated service that has specific deliverables. Purchasing and/or Finance departments should be able to produce an expenditure report delineating these types of expenditures for comparison
- **Personal experience** - Members of the committee or governing body may have personal experience with comparative costs
- **Detailed analyses**- Formulating the ICE by defining scope, detailed activities, estimated hours by activity, hourly cost, adding overhead and calculation of profit to accomplish the required deliverables of the Grant Administration
- **Information from other communities regarding similar bid outcomes**- Networking is a valuable tool and inquiring to other Counties, Cities and Utility Districts as to what they paid for historical Administrative Services can be a good independent source of comparison

Service Provider	Program/Project	Total Grant Amount	Total Project Amount	Total Admin Fee	Admin Percentage Amount

NOTE: For complex projects or tasks, include additional supporting documentation, as appropriate. Failure to document the independent cost estimate may result in non-compliance. The contracting agency shall retain supporting documentation of the solicitation, proposal, evaluation, and selection of the service provider in accordance with 2 CFR 200.334.

**TEXAS DEPARTMENT OF AGRICULTURE PHASE TWO – TxCDBG
ENGINEERING/ARCHITECTURE/SURVEYING SERVICES**

Independent Cost Estimate (ICE) (complete prior to receipt of bids/SOQs)

City of Blue Ridge

Independent Cost Estimates are required by 2 CFR 200.324. Comparison estimation considers recent projects of a similar nature that required similar services. An ICE is not completed using quotes; it is completed prior to reviewing responses using estimates from independent sources not associated with potential respondents. Independent sources may include outreach to other communities or referring to past costs for the same or similar services. Appropriate steps must be taken to avoid any real or apparent conflict of interests preventing any parties from obtaining a competitive advantage. The standard for independence is someone not expected to be a respondent. Profit should be a flat fee and not a percentage of costs. Calculate the fee of the total project value to aid in comparison between projects of different scales. In developing the Independent Cost Estimate, grantees may use:

- **Price last paid for similar procurement-** Past payments by your entity for engineer/architecture/surveying would be the best source of comparison
- **Comparison of previous prices paid for similar services –** Other similar services could be professional services or consultants that charge a fee for a specified negotiated service that has specific deliverables. Purchasing and/or Finance departments should be able to produce an expenditure report delineating these types of expenditures for comparison
- **Personal experience -** Members of the committee or governing body may have personal experience with comparative costs
- **Detailed analyses-** Formulating the ICE by defining scope, detailed activities, estimated hours by activity, hourly cost, adding overhead and calculation of profit to accomplish the required deliverables of the engineering/architectural/surveying firm
- **Information from other communities regarding similar bid outcomes-** Networking is a valuable tool and inquiring to other Counties, Cities and Utility Districts as to what they paid for historical Engineering/Architecture/Surveying Services can be a good independent source of comparison

Service Provider	Program/Project	Total Grant Amount	Total Project Amount	Total Engineering Fee	Engineering Percentage Amount

NOTE: For complex projects or tasks, include additional supporting documentation, as appropriate. Failure to document the independent cost estimate may result in non-compliance. The contracting agency shall retain supporting documentation of the solicitation, proposal, evaluation, and selection of the service provider in accordance with 2 CFR 200.334.