

**COST PROPOSAL FORM**  
Section 00300CMR

City Manager  
Austin, Texas

The Owner has established a Construction Cost Limitation of **\$22,000,000**. The Contract Amount will consist of the Preconstruction Phase Stipulated Sum, the Construction Manager Fee Stipulated Sum, a General Conditions Stipulated Sum, and the Cost of the Work, with the Cost of the Work and a Guaranteed Maximum Price to be established through an Amendment, or if applicable Amendments.

- A. **Construction Manager’s Fee.** The Fee will consist of a percentage multiplier to cover Construction Manager’s General & Administrative Expenses, Overhead, and Profit. Construction Manager’s Fee will consist of the following items:
- a. General and Administrative Expenses – represents expenses to manage the business, that portion of indirect cost that is applied to the whole operation (i.e. officers / executives’ salaries, legal and professional fees, communications, utilities, insurance, depreciation of office building and equipment, office rents, office supplies, etc.)
  - b. Overhead - represents expenses managed by a specific portion of a company’s operation (i.e. engineering overhead, labor or manufacturing overhead, material handling, subcontract management, etc.)
  - c. Profit – represents the financial benefit that will be realized for the duration of the project. This will be used separately from the Construction Manager’s Fee when preparing Hourly Wage Rates for the successful proposer’s staff during preconstruction and within general conditions.

It shall not include any items that are listed on the Estimate of Costs for General Conditions Attachment A2 to this 00300CMR but may include Project Manager/Superintendent bonuses/incentives/rewards. **Attachment A1** to this 00300CMR lists the items that may be included in the Construction Manager’s Fee. The CM Fee will consist of a percentage fee.

Construction Manager Fee:

**Percentage Fee:** \_\_\_\_\_ percent (\_\_\_ %) (Proposer to fill in amount)

<b>General and Administrative Expenses</b>		<b>%</b>
<b>Overhead</b>		<b>%</b>
<b>Profit</b>		<b>%</b>
<b>Total Percentage Fee</b>		<b>%</b>

- B. **General Conditions Stipulated Sum.** Based upon currently known and reasonably anticipated Project requirements, Proposer shall prepare an estimated Stipulated Sum for General Conditions costs attributable to the Work. The estimate must address all currently known Project requirements in sufficient detail to be evaluated. **Attachment A2** to 00300CMR lists which items must be included in and excluded from your Proposal.
- a. Provide a detailed itemization of all staff and temporary amenities, including field offices and construction supplies.
  - b. The Project staff must correlate to the information previously provided for in the organizational chart and the key persons assigned to this Project, with percentage of time allocated to this Project for each staff position listed.
  - c. All items shall be sufficiently detailed in your Proposal to be readily identifiable as an approved General Condition cost. Once the General Conditions Stipulated Sum

Estimate has been established, it is anticipated that, as the Project design and scope are further defined, the estimate may be revised, as documented and warranted with the Owner's approval, which approval will not be unreasonably withheld or delayed.

- d. Material changes in the scope of the Work and/or the Project Time will include appropriate adjustments to the General Conditions Stipulated Sum to be provided with the GMP Proposal.
- e. Any items added by the Proposer must have an estimated line item cost and may be accepted or rejected by the City of Austin. Such items will not be included in the evaluation.
- f. Except as provided above for material changes in the scope of the Work and Contract Time, items that are not detailed on your Proposal to be readily identifiable may not be added at a later date to the Contract Amount by Request for Proposal or Change Order and, if provided to the Site or as part of the Work, will be required to be absorbed from either the Preconstruction Phase Stipulated Sum or the Construction Manager Fee Stipulated Sum.

**General Conditions Stipulated Sum \$ \_\_\_\_\_** (Proposer to fill in amount)

- C. **Preconstruction Phase Services Estimate.** The Proposer must include its cost estimate for Preconstruction Phase Services attributable to the Work described in Article 5 of the form of the 00500CMR Agreement. This cost estimate will not be evaluated as part of the monetary cost proposal evaluation factor. It will be used to establish the appropriate authority for the performance of this portion of the Work at time of Request for Council Action (RCA) of the recommended Construction Manager at Risk firm to City Council.

In the development of the CM's key personnel and staff, the CM Fee shall not to be used as a profit adjustment factor on the hourly wage rate. Only the Profit component of the Construction Manager Fee can be used.

**Preconstruction Phase Estimate \$ \_\_\_\_\_** (Proposer to fill in amount)

**Delivery Schedule**

In formulating the Construction Manager's Fee and General Conditions Stipulated Sum, the Proposer acknowledges the **One Thousand Eighty (1,080) Calendar Days** provided from the Notice to Proceed under a GMP Amendment to achieve Substantial Completion.

**Addenda Checklist**

The undersigned acknowledges receipt of the following addenda (initial if applicable).

Addendum No. 1 dated _____	Received	_____
Addendum No. 2 dated _____	Received	_____
Addendum No. 3 dated _____	Received	_____
Addendum No. 4 dated _____	Received	_____

**Authorized Signature**

By signature hereon, Proposer's authorized agent ("Agent") certifies that all necessary corporate acts have been taken to authorize the Agent to sign this document and bind Proposer under this and any related documents that may result from Proposer's Proposal.

\_\_\_\_\_  
Proposer/Construction Manager

By: \_\_\_\_\_  
Authorized Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
Secretary, \*if Proposer is a Corporation  
(Seal)

\_\_\_\_\_  
Date

\*Copy of Corporate Resolution and minutes authorizing an officer of Proposer to bind Proposer must be signed and dated no earlier than one week before Proposal date, and attached to this document.

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number / Fax Number

**Note:**

**If Proposer is not a corporation, equivalent documentation for Proposer's type of entity must be submitted in the same manner as the Corporate Resolution. If partnership or joint venture, the corporate approvals must be from: The Managing Partner, if a limited partnership; all partners, if a general partnership; and all venturers, if a joint venture. If any partner or joint venturer is a corporation, all corporate acts to authorize the corporation to participate must also be submitted.**

**Attachment A1 to 00300CMR**

**Construction Manager Fee Stipulated Sum**

The Construction Manager Fee will provide full compensation for this Project's proportionate share of the Construction Manager's General & Administrative Expenses, Overhead, and Profit, as defined in Section A, above.

All Project related expenses in connection with maintaining and operating Construction Manager's office, including:

- (1) Salaries of Construction Manager's officers, project manager(s), estimators, and schedulers-excluding all costs included in the General Conditions Stipulated Sum.
- (2) Salaries of persons employed in the office of the Construction Manager whose time is devoted to the general conduct of the Construction Manager's business,
- (3) Construction Manager's office overhead or general expenses of any kind exclusively related to this Project's proportionate share of same.
- (4) Services and, personnel, accounting, budget control, audit and management information systems relating to accounting in Construction Manager's office-excluding all costs related to General Conditions.
- (5) Interest on the Construction Manager's capital or on money borrowed by the Construction Manager, including the capital employed by the Construction Manager in the performance of the Work.
- (6) Amounts required to be paid by Construction Manager for Federal and/or State income and franchise taxes related to the Work.
- (7) Legal, accounting, or other similar professional services provided by or to Construction Manager, regarding disputes, arbitrations, litigations or other such proceedings with Subcontractors, with municipal authorities, with the Owner, the A/E or any other person or entity relating to the Project.

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Proposer/Construction Manager

By: \_\_\_\_\_  
Authorized Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
Secretary, \*if Proposer is a Corporation  
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**Attachment A2 to 00300CMR**

**Approved General Conditions Items**

This Attachment A2 to 00300CMR lists which items must be included from your Proposal. Provide numbers of staff persons you will provide for the positions listed under Project Management. Any items not included on your Proposal may be excluded from the payment for General Conditions costs. Any items added by the Proposer must have a line item estimated cost and may be accepted or rejected by the City of Austin. The cost of any proposed additional items must be excluded from the General Conditions Stipulated Sum submitted. If Proposer is successful any Owner approved additional items will be added to the General Conditions Stipulated Sum prior to execution of the Agreement.

General Conditions Stipulated Sum \$ \_\_\_\_\_ (Proposer to fill in amount)

**NOTE: Proposers, in your Cost Proposal submittal, provide a detailed itemization of the General Conditions quantity and quality of staff and items that are included in your Proposal. This detailed itemization must be attached to and is automatically incorporated into this Attachment A2 to 00300CMR, as if fully set out herein.**

**Project Management** (Indicate how many staff will be provided for each position listed, including percentage of weekly effort devoted to this Project for each position, and whether this is one of the key persons identified in your Response to RFQ as being assigned to this Project:)

<b>Project Management</b>	<b>How many</b>	<b>%/week</b>	<b>Key Person (y/n)</b>
Project Executive			
Project Manager (s), inclusive of senior level			
Superintendent			
CPM Scheduler(s)			
Field/Office Engineer(s)			
Field Office Support Staff(s)			
Assistant Superintendent(s)			
MEP Coordinator(s)			
Safety Manager(s)			
Project Engineer/ Expeditor(s)			
Estimator(s)			
M/WBE Compliance Officer(s)			
LEED compliance officer(s)			

In the development of the CM's key personnel and staff, the CM Fee shall not to be used as a profit adjustment factor on the hourly wage rate.

**The following list of General Condition Items shall be included but not limited to: (If additional categories are needed, list them in addition to these referenced General Condition items.)**

**Bonds and Insurance**

Builder's Risk Insurance  
 Payment & Performance Bonds  
 Professional Liability Insurance

General Liability Insurance  
 Other General Project Insurance  
 Security Bond

**Temporary Amenities and Utilities**

Dumpsters  
 Monthly Water Costs  
 Temporary Fire Protection  
 Fencing & Covered Walkways

Temporary Toilets  
 Monthly Electrical Costs  
 Street Rental & Barricades  
 Monthly Telephone Installation Costs

Temporary Water Distribution & Meters Installation  
 Temporary Electrical Distribution & Meters  
 Site Erosion Control & Project Entrance(s)

Temporary Telephone System  
 Coordination of Drawings

**Field Offices & Construction Supplies**

Partnering Costs  
 Job Photos/Videos  
 Reproduction Services  
 Project Specific Signage  
 Remote Parking Expenses  
 Security System/Watchman  
 Drinking Water & Accessories  
 Employee Identification System  
 Office Clean-Up/Janitorial Services  
 Mobilization & Demobilization (Equipment Only)  
 Project Cleaning at Substantial Completion & Final Acceptance

First Aid Supplies  
 Reference Manuals  
 Monthly Office Supplies  
 Postage/Special Shipping  
 Project/As-Built Drawings  
 Move-In/Out & Office Setup  
 Safety Material and Equipment  
 Small Tools and Storage Trailers  
 Monthly Office Trailer Rental Costs

- All items listed above, are subject to requests for additional information or breakdown.

**Items that Construction Manager proposes to add to the General Conditions, if Owner accepts, include line item for each:**

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

**The total of all these proposed Additional General Conditions Items must be excluded from the General Conditions Stipulated Sum but may be added if Proposer is successful and Owner agrees to add such Additional Items.**

For items that **MUST BE EXCLUDED** from the estimate of costs for General Conditions, refer to Section 7.3.3.13 of the 00500CMR, Construction Manager at Risk Agreement.

**Authorized Signature**

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\_\_\_\_\_  
Proposer/Construction Manager

By: \_\_\_\_\_  
Authorized Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
Secretary, \*if Proposer is a Corporation  
(Seal)

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Date

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**Attachment A3 to 00300CMR**

**Preconstruction Phase Services Estimate**  
 (This attachment may be re-created by an Offeror)

COMPANY NAME HERE

Number of Weeks

0 Weeks Performance Period

Preconstruction Staff					
	Positon Titles	QTY	UOM	Unit Cost	Total
	Project Manager (EXAMPLE)	7	WK	\$1,500.00	\$60,000.00
Subtotal				(EXAMPLE)	\$60,000.00

**Profit (Overhead included in the Loaded Hourly Wage)** 0.00% \$0.00

	M/WBE Outreach Coordinator (EXAMPLE)	1	LSUM	\$1,000.00	\$1,000.00
Subtotal				(EXAMPLE)	\$1,000.00

**Overhead/Profit** 0.00% \$0.00

Preconstruction Costs/Supplies					
	Description	QTY	UOM	Unit Cost	Total
	Partnering/Meetings Costs (EXAMPLE)	1	LSUM	\$1,000.00	\$1,000.00
	Monthly Office Supplies (EXAMPLE)	2	MO	\$50.00	\$100.00
Subtotal				(EXAMPLE)	\$1,100.00

**Overhead/Profit** 0.00% \$0.00

**Total** (EXAMPLE) \$62,100.00