**– RFP BID FORM**

TO:

FROM: [Primary Contact: Address: Telephone: Fax: Email:]

PROJECT: RENOVATIONS / ADDITION TO THE \_\_\_\_\_\_\_\_\_\_ LIBRARY FOR ONE SINGLE­ PHASE PROJECT AS IDENTIFIED IN THE DRAWINGS DATED \_\_\_\_\_\_\_\_, (PREVIOUSLY IDENTIFIED AS PHASES 1 TO 4 AND ALTERNATE NO.1)

THE OWNER INTENDS TO VACATE THE BUILDING FOR THE DURATION OF THE PROJECT WHICH WILL CONSIST OF ONE UN‐PHASED PROJECT.

AVAILABLE FUNDS FOR CONSTRUCTION: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A. PRE‐CONSTRUCTION SERVICES

Pre‐Construction Services consist of the Construction Manager’s work including a series of regular meetings over a period of two to three months to work with the Architect and Owner to review constructability, cost, means and methods to arrive at a mutually acceptable construction project within the Owner’s available funds, achieving the intent and substance of the project as identified in the Documents.

1. Provide Lump Sum Fee for Pre‐Construction Services $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B. CONSTRUCTION MANAGEMENT AT RISK SERVICES – GENERAL CONDITIONS

. Provide Lump Sum Fee for Total the items below in the box provided

General Conditions shall include all of Division 1 including, but not limited to the following, and those items detailed in AIA Document A133‐2009 (formerly A121 CMc, Article 6):

1. Insurances, as detailed in the AIA A201 and Supplementary General Conditions $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Project Mobilization (CM expenses only) $

3. Project Administration $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Project Management Fee $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Job Superintendent Fee – full time o site $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Reproduction costs for printing and paperwork $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Costs for site office, and costs for all project communications, such as faxes, phone, email, etc. $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Travel and subsistence expenses for personnel in connection with this Project $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Waste removal for all trades. (Dumpsters are to be provided by CMr) $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Temporary Facilities and Controls $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. Project Record Documents $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12. Operation and Maintenance Data $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total General Conditions Fee LUMP SUM B1‐B12** $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please identify additional items included in this fee below: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Weekly cost of Division 1 for an extension of time as requested by the Owner or through Change Orders. $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROJECT DURATION: The above General Conditions and itemization in Section B apply to the duration of the project which is expected to take \_\_\_\_\_\_\_\_\_\_\_ months.

C. CONSTRUCTION MANAGER AT RISK SERVICES

1. Base Fee for CM Services during Construction – based on a mark‐up of the Subcontractor’s cost for all material, labor costs and Change Orders. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ %

D. PROJECT STAFFING: Provide Labor Rate Sheet for all project staffing

1. Provide name and resume for proposed staffing for Project Manager.
2. Provide name and resume for proposed staffing for Job Superintendent

E. VALUE ENGINEERING: Provide examples of three (3) projects for which value engineering was successfully completed by your firm, include project references.

F. RFQ DOCUMENTS: The undersigned acknowledges receipt of the RFQ documents identified in the RFQ and affirms that all costs associated therewith are included in the applicable fee.

G ASSIGNMENT: Unless otherwise noted in the RFQ Documents, the undersigned represents that no assignment, sub‐lease, or other transfer of all or any part of his interest in this proposal has been made or will be made without the written consent of the Owner.

H. DECLARATION: The undersigned declares, by executing this Proposal, that:

1. This proposal shall remain valid, for acceptance by Owner for a period not less than three (3) months from the bid due date.
2. All requirements concerning licensing and all other local, state and national laws have been or will be complied with and that no legal requirements will be violated in the execution of the work if the proposal is accepted.
3. No person or persons or company other than the firm listed below or otherwise indicated hereinafter shall have any interest whatsoever in the proposal or the contract that may be entered into as a result thereof. This proposal is submitted in good faith, without collusion or fraud.
4. The person or persons signing this proposal is/are fully authorized to sign on behalf of the conditions and provisions thereof.
5. He/She has read and understands the RFQ Documents, particularly the General Conditions and Supplementary Conditions, and his/her response is made in accordance therewith.
6. He/She has visited the site; familiarized himself/herself with the local conditions under which the work is to be performed; compared the site with the plans and specifications; satisfied himself/herself of the conditions of delivery handling and storage of materials; and all other matters which may be incidental to the work, before submitting his response.
7. His/Her Bid is based upon the materials and equipment described within the RFQ Documents without exception.
8. It is understood that the Owner shall have the right to waive any informality or irregularity in any Bid received, and that he shall have the right to reject any and all bids.

SUBMITTED THIS DAY OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BY: (Signature) TITLE NAME OF FIRM STREET ADDRESS CITY STATE ZIP OPERATING AS: (Complete, and strike out words that do not apply) A CORPORATION UNDER THE LAWS OF THE STATE OF A PARTNERSHIP (GIVE FULL NAMES OF ALL PARTNERS)

END OF RFQ BID FORM