

# **Alvord Independent School District**

## **REQUEST FOR PROPOSALS**

### **PROPOSAL FORM**

#### **Capital Improvement Project for AISD**

Please provide the following information in the sequence and format prescribed by this response section. Supplemental materials providing additional information may be attached, if limited to three pages, but the information requested below is to be provided in this format.

#### **1. Firm Information:**

Name of firm:

Address of principal office:

Phone:

Fax:

Primary Individual to Contact:

#### **2. Fees:**

It is anticipated that the District will enter into a fixed sum contract with the construction manager. For the following information, assume a total project cost of \$500,000.

##### **Pre-construction Service Fee**

To include personnel expenses, project estimates, preliminary project schedule, value engineering, constructability reviews, pre-planning, overhead and profit, and other services, through the Design and construction document phases to conclude with the establishment of a guaranteed maximum price.

**Pre-construction Service Fee:**

**\$ \_\_\_\_\_**

##### **Construction Phase Services Fee**

To include profit and indirect costs.

Indirect costs are defined as:

Home Office Personnel Assigned to the Project

Job Office Rental

Operations Manager

Project Manager

Superintendent

Assistant Superintendents

Field Engineers

Secretarial Support

Employee Benefits for above

Worker's Compensation for above

Two-Way Radios/cell phones

Project Office Telephones

Printing-Shop and Record Drawings

Storage Trailer Rental

Pick-up Truck Rental

Haul and Set-up Trailers

Fuel/Maintenance

for work vehicles

Fire Extinguishers (construction)

Drug Testing

Transportation for staff

Data Processing

First Aid Supplies  
Project Office Supplies  
Postage & Shipping costs  
Personnel Relocation  
Project Office Utilities  
Travel & Lodging

Accounting & Audit Fees  
Progress Schedules  
Project office machines

*List any other cost included in indirect cost not shown above.*

Identify the Profit part of the Construction Phase Fee based on project scope and budget. Include the method of calculating this cost.

\$ \_\_\_\_\_.

Identify the Overhead Cost part of the Construction Phase Fee based on project scope and budget. Include the method of calculating this cost.

\$ \_\_\_\_\_.

**3. Savings:**

Define the savings participation for this project.

Owner \_\_\_\_\_%; CM \_\_\_\_\_%

**4. Schedule**

Furnish a schedule of estimated consecutive calendar days for the project:

**5. Performance and Payment Bond**

Identify the premium for 100% Performance and Payment Bond  
\_\_\_\_\_ %

**6. Liability Insurance**

Identify the premium for General Liability, Automobile Liability and  
Umbrella Liability Insurance. \_\_\_\_\_ %

**7. Builders Risk Insurance**

Identify the premium for Builders Risk Insurance. \_\_\_\_\_ %

**8. Personnel**

Given the scope and schedule of the projects, identify the specific Project Manager, Estimator, and Field Operations personnel who would work on the projects. Provide a resume and references for each individual.

**9. Owner/Contractor Agreement**

We propose to base the Owner/Construction Manager Agreement on the AIA Document A121/CMc-AGC Document 565, 1991 Edition, as modified by Alvord ISD. Please note any major exceptions/issues you would raise relative to this document and return it with your Proposal.