

# Fee proposal and Questionnaire Worksheet

The CMAR shall complete the fee table below.

Preconstruction Fee		Notes
Preconstruction Lump Sum Fee (management time, overhead, and profit beginning at the time of contract award and ending at the time of the GMP).	\$	1
Percent of Lump Sum Preconstruction Fee through DD	%	
Percent of Lump Sum Preconstruction Fee through GMP	%	

CMAR Fee		
Percentage of Cost of the Work identified in the GMP)	%	2

Not to Exceed CMAR Management Staff General Conditions		
Total General Conditions	\$	3,4

The CMAR shall check whether they agree or disagree with any of the General Contract Terms below. These terms will be incorporated into the CMAR agreement. Contractor shall explain why they disagree with any of the terms in **Exhibit A**.

Agree	Disagree	General Contract Terms
		The Construction Manager agrees no Fee will be charged for the first 5% of net additive changes to the Cost of the Work identified in the GMP.
		The Construction Manager agrees that all savings if the Cost of the Work plus the fee and excise tax is less than the GMP will be returned 100% to the owner.
		The Construction Manager is willing to reduce construction contingency incrementally during construction rather than at end of project. This contingency reduction may be used for Owner changes throughout the project.
		Subcontractor change order (including self-performed) mark up for overhead and profit shall be limited to 10%.
		Willingness to cap Construction Manager owned rental equipment costs at no more than purchase price.
		Confirmation the Construction Manager will have an open bid/open book policy with the City on all aspects of the project including providing subcontractor buy out costs vs. line item estimates carried in the GMP.

The CMAR shall furnish the information requested in the Bonding Information and Miscellaneous tables.

Bonding information	
Bonding Rate	

Total Bonding Line	
Bonding Line Available	
Surety Provider	
Surety agent (reference contact)	

Miscellaneous	
Labor-burden rate for general conditions/general requirements labor(straight time and overtime)	
Small tools: Percent of field labor	%
Equipment rental rate structure (owned and third-party rentals). Willingness to cap rental costs at no more than purchase price. Willingness to discount from AED rates.	List in <b>Exhibit A</b>
Recommended CMAR contingency at end of DD (percent of construction cost)	%
Recommended CMAR contingency at end of DD (percent of construction cost)	%

## Notes

1. Bidding services shall be considered part of the preconstruction fee regardless of when the GMP is executed. For example, if the GMP is executed before any bid packages are advertised, the bidding services costs will be part of the preconstruction fee.
2. The Construction Manager fee will be calculated on the Cost of the Work, Construction Manager's general conditions and general requirements, and all work the Construction Manager directly procures and managers as stated in the GMP with the following exceptions and clarifications:
  - a. No fee will be calculated on the 2% excise tax.
  - b. No fee will be calculated on the contractor's contingency at the time of the GMP, however, fee will be added to the contingency as it is used during the project.
3. Based on the schedule outlined in the RFP, provide a not-to-exceed price for all staff-related general conditions beginning at the time of the GMP through project completion. Fill in the total cost but provide a detailed **Exhibit A** showing the buildup of this cost. Exhibit A shall show all general conditions staff and related expenses. The buildup shall be clear if the staff rates are based on an hourly rate (8 hour day capped at 40 hours per week), weekly charge or monthly charge. Payment will not be made days staff does not work on the project so rates must include costs for holiday, vacation, or other time off benefits. Identified rates shall be applicable for the duration of the project. Other general conditions items to note include:
  - a. Schedule for General Conditions costs-The CMAR shall assume the main construction starting late winter/early spring of 2025 with a completion date of summer 2026 based on schedule they believe is achievable for determining their not to exceed general conditions amount. Should the CMAR and City agree to do early procurement for long lead time items or perform some early work such as site utilities and grading in the fall of 2024, the CMAR will compensated for the required general conditions

(superintendent wages and vehicle, etc) to manage this work above and beyond what is identified in their **Exhibit A**.

- b. Vehicles-Reimbursement for vehicles for General Conditions staff shall be limited to the monthly/weekly rent identified in the RFP plus fuel. No payment will be made for maintenance or repairs such as oil changes, tire changes, etc. No additional payment will be made for insurance premiums, accident deductibles, etc. The identified rent on Exhibit A shall be for the duration of the project. **Exhibit A** shall detail the weekly or monthly rates plus the estimated fuel costs.
- c. General Conditions staff will not be eligible for staff relocation expenses, staff training travel expenses, staff travel home expenses, per diem, housing or travel allowances, hiring bonuses, etc. If these costs are incurred they must be included in the CMAR fee.
- d. Technology and Field Office Administration charge. This charge shall cover the following items as a single line item:
  - i. Jobsite trailer, mob and demob, and cleaning. Electrical power and temp water is a reimbursable general requirement.
  - ii. Staff Computers and tablets (Hardware and software charges including bidding and document management software such as ProCore)
  - iii. Staff cell phones
  - iv. Jobsite trailer internet (wired or wireless)
  - v. Construction Trailer Furnishings
  - vi. Staff Office Supplies & Office Equipment/Furniture
  - vii. IT and Phone System Setup & Monthly Charges
  - viii. Progress & Final Photos
  - ix. Postage/Delivery
  - x. Water, Ice, Coffee, Etc.
  - xi. Blueprints, O&M' s, Printing and Reproductions

The technology charge may be expressed as either an hourly charge per staff member, daily rate or weekly rate, a lump sum amount. **Exhibit A** shall detail the proposed fee structure (hourly, LS, etc). If a lump sum amount is used, no additional payment will be made if the project schedule is extended.

4. General Requirements. The following will be classified as general requirements and will not be required to be submitted as part of this RFP. These will be considered cost the work and not part of the Not to Exceed General Conditions amount. Some of these items may be incorporated into the various subcontractor bid packages.
  1. Construction Trailer Temporary Power
  2. Site Alarm Systems & Site Security, if needed.
  3. Project Signs (directional, safety, etc)
  4. Project safety equipment and trade safety labor. PPE is not a general requirement.
  5. Safety Lunches-A mutually agreed to amount will be determined during final contract negotiations.
  6. Staff travel for project specific items such as factory acceptance testing (FAT) and tours of similar facilities.

7. Temp Toilets and Handwashing Stations
8. Professional Survey
9. General Cleanup
10. Snow Removal
11. Haul Debris Services
12. Temp Water Hookup
13. Temporary Fencing & Gates
14. Temporary Site Barricades
15. Fire Extinguishers during construction
16. Erosion Control
17. Storm Water Prevention Plan
18. Temporary Roads
19. Maintain Temp Roads & Streets

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