

San Bernardino County
Department of Public Works –
Special Districts

Request for Proposal
**On-Call Professional
Architectural Services**

No. SDD-040
SPD126-SPDAD-6118
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ATTACHMENT E – COST/FEE PROPOSAL SHEET(S)

Proposer shall provide Labor and Expense Rates to be used to perform the as-needed Scope of Work items contained in Section V – Scope of Work for the term of the contract. Please note that only those costs directly incurred in the preparation and delivery of a work product will be reimbursable under any agreements with a Consultant. Fee schedules will be made a part of the contract and included in determining fixed fees not-to-exceed costs for each work assignment as requested. District will have the right to negotiate work schedules and work requirements to meet specific project requirements on a case by case basis.

- a. At a minimum the Time and Materials portion of the FEE PROPOSAL **must** include:
 - i. Schedule of ALL hourly rates for ALL disciplines and employees that will be working on this Contract;
 - ii. Any and all anticipated direct charge rates such as: Mileage (at current IRS or governmental rate), Reproductions, Travel, etc. (per County/District assignment);
 - iii. Listing of anticipated reimbursable expenses (if any);
 - iv. Specific costs for specific services (i.e. Program Manager Cost per hour);
 - v. Flat fees (if any);
 - vi. Mark-up percentage on any out-sourced, subcontracted, or other services (capped at 10%)
- b. Please note that only mileage that occurred while traveling within San Bernardino County limits will be reimbursed. Mileage will be reimbursed using the distance from the office (222 W. Hospitality Lane, San Bernardino, CA 92415) as the starting point, or the point where personnel cross the County line when traveling from the selected Proposer's closest office (whichever starting point is closer).
- c. Please note that the County/District will *not* reimburse the selected Proposer separately for indirect project costs. This includes overhead, general and administrative costs (including, but not limited to, invoicing, contract/project review, task order preparation, etc.).
- d. Please note that the County/District will *not* reimburse the selected Proposer for use of "tools of the trade". "Tools of the trade" shall include: computer equipment, vehicle usage (mileage is the only compensation allowed), camera, sample collection equipment, and other tools necessary for getting to a site and performing requisite activities.



HOURLY RATE SCHEDULE

The following rates apply to work performed on an hourly basis

TITLE	HOURLY RATE
Principal Architect	\$300.00
Senior Project Manager	\$261.00
Project Manager	\$228.00
QC Manager	\$228.00
Job Captain	\$185.00
Specification Writer	\$228.00
Construction Administrator	\$223.00
Drafter	\$157.00
Administration	\$109.00
Cost Estimator	\$200.00

Reimbursable Expenses will be charged at 1.1 times the direct cost.

These rates will remain in effect throughout the duration of this contract.