



SAN BERNARDINO COUNTY

REQUEST FOR PROPOSAL
NO. SDD-040/SPD126-SPDAD-6118
ON-CALL PROFESSIONAL ARCHITECTURAL SERVICES

Due Date: December 16, 2025 by 3:00 PM



ATTACHMENT E – COST/FEE PROPOSAL SHEET(S)

Submitted by:

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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.

[See following page](#)

- 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.

COST

i) HOURLY RATES

Below are hourly rates for SVA's proposed team members to work on County of San Bernardino's projects.

SVA Architects, Inc.

Architect & Interior Designer

Partner / Principal	\$225
Senior Project Architect / Manager	\$195
Senior Designer / Planner	\$195
Project Architect / Manager	\$175
Designer / Planner	\$175
Job Captain	\$155
Intermediate Technical Designer	\$125
Junior Technical Designer	\$100
Administrative Staff	\$75

ii) DIRECT CHARGES

SVA typically does not charge for travel time, but mileages will be billed at the current IRS rate. Pending on the coordination efforts, printing and reproductions will be at cost or no more than 1.10 times the actual expense.

iii) REIMBURSABLE EXPENSES

Reimbursable expenses will include, but not be limited to, computer plots, printing and reproduction, photo work, artist renderings (if requested by Client), overnight delivery, and messenger services. These charges are typically billed at 1.10 times the actual expense.

iv) SPECIFIC SERVICES

We do not foresee any specific services at this time until project/scope are defined.

v) FLAT FEES

We do not know what services would utilize "flat fees" at this time.

vi) MARK-UP PERCENTAGE

As noted above, pending on SVA's coordination or additional efforts, SVA will charge no more than 10% on any outsourced or subcontracted services. If it is a pass-through service, we typically do not charge any mark-ups.