

**EXHIBIT E – PROPOSAL**

**PROJECT**

Project Number:	040-2010-300
Project Title:	Comal County Courthouse Restoration
Owner:	Comal County ("County")
Project Location:	100 Main Plaza, New Braunfels, Texas 78130

**COMPANY**

Company Name:	
Contact Person:	
Contact Phone:	
Contact E-Mail:	
Physical Address:	
City, State, Zip:	

Having carefully examined the RFP, solicitation documents, drawings and specifications for the referenced project, as well as the premises and conditions affecting the work, as prepared by Volz & Associates, Inc., we hereby propose to furnish all labor, materials, and equipment necessary to complete the work for the following amounts and times.

**SCHEDULE**

The Company, by the signature of their authorized representative below, further agrees that, if awarded the contract, and upon the completion of the contract documents, the construction phase of the work will be substantially complete by the date indicated herein.

**Projected Project Completion** (months from date of Notice to Proceed) \_\_\_\_\_

*not to exceed 24 months from Notice to Proceed*

**FEE PROPOSAL**

1	Pre Construction Services (Exhibit G)		\$-
2	Construction Overhead & Profit	%	\$-
3	Staffing (line 11)		\$-
4	General Conditions – Lump Sum (from line 44 below)		\$-
5	Total Cost (Pre-Construction Services + Staffing + General Conditions)		\$-
<b>Staffing</b>		<b>% of time dedicated to this Project</b>	
6	Project Manager		
7	Project Superintendent		
8	Project Engineer		
9	Admin		
10	Other Staff		
11	Subtotal: Personnel		\$-
<b>General Conditions</b>			
12	Performance and Payment Bond		
13	All Risk Builders Insurance		
14	General Commercial Liability Insurance		
15	Insurance rate modifier		
16	Amount of Commercial General Liability		
17	Building Permit Fee		
18	Inspections & Certificate of Occupancy		
19	Mobilization		
20	OSHA requirements		
21	Temporary Protection		

22	Field Office (including all furnishings)	
23	Computers	
24	Temporary fire extinguishers, safety equipment, & labor	
25	Office supplies	
26	Cell phone/ fax/internet services	
27	Janitorial services	
28	Temporary sanitary facilities	
29	Ice/water/first aid worker support	
30	Postage/Fed Ex/courier services	
31	Document reproduction/printing	
32	Misc. small tools and consumables	
33	Travel costs (i.e. room & per diem)	
34	Vehicle costs (i.e. lease, fuel, maintenance and repair)	
35	Vehicle insurance	
36	Project sign	
37	Construction equipment rental, freight & insurance	
38	Scaffolding (interior and exterior)	
39	Dumpsters	
40	Barricades, protections, runs, safety rails	
41	Site maintenance and clean up	
42	Record Documents	
43	Final clean up	
44	Subtotal: General Conditions	\$-

**ADDENDA**

Company acknowledges receipt of the following Addenda:

NUMBER	DATE	DATE RECEIVED

Provided the proposal is accepted, the Company, by their signature herein, agrees to initiate contract performance at time of award while furnishing all required surety bonds and insurance in accordance with the specified conditions of the Contract at the time of acceptance of the Guaranteed Maximum Price. Should the Company fail to complete these particulars by the specified date, the County may retain as forfeit the enclosed Certified Check, Cashier's Check or Bid Bond in the sum of not less than five percent (5%) of the total price of the proposal.

All statements and information prepared and submitted in the response to this RFP are current, complete and accurate.

**RESPECTFULLY SUBMITTED:**

Authorized Signature:

\_\_\_\_\_

Printed Name:

\_\_\_\_\_

Title:

\_\_\_\_\_

Company's Corporate Charter No.:

\_\_\_\_\_

If a Corporation, attach a corporation resolution or other official corporate documentation, which states that person signing this proposal is an authorized person to sign for and legally bind the corporation.

**REQUIRED ATTACHMENTS:**

- 1. Local Participation Plan**
- 2. Bid Bond**

**EXHIBIT F - LOCAL OPPORTUNITY PLAN**

\_\_\_\_\_ agrees to implement the following steps directed at increasing the utilization of material providers and qualified craftspeople, trades people, businesses and lower income residents within COMAL COUNTY.

- Demonstrate efforts to recruit and employ qualified craftspeople, trades people, and lower income local residents from within COMAL County through: local advertising media, signs placed at the project site, and community organizations and public or private institutions operating within and servicing the project area.
- To maintain a list of all lower income qualified residents who have applied either on their own or on referral from any source, and to employ such persons, if otherwise eligible and if a vacancy exists.
- To formally contact unions, subcontractors, and trade associations to secure their cooperation in this effort.
- To ensure that all appropriate project area business concerns are notified of pending sub-contractual opportunities.
- To maintain records, including copies of correspondence, memoranda, etc., which document that all of the above steps have been taken.
- To appoint or recruit an executive official of the company or agency as Local Opportunity Officer to coordinate the implementation of this plan.
- To maintain records of all projected work force needs for all phases of the project by occupation, trade, skill level, and number of positions and to update these projections based on the extent to which hiring meets these Local Opportunity objectives.
- To provide complete and accurate records to County as part of the Record Documents listing actual monetary amounts expended within Comal County for material and labor used in the Project.

As officers and representatives of \_\_\_\_\_, we the undersigned have read and fully agree to this Plan, and become a party to the full implementation of the program and its provisions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**LOCAL OPPORTUNITY PLAN\***  
**PROPOSED LOCAL SUBCONTRACTORS**

Name and Address of Local Provider	Trades Provided	Estimated \$ Amount to Local Business
TOTALS:		

**PROPOSED LOCAL MATERIAL PROVIDERS**

Name and Address of Local Provider	Materials Provided	Estimated \$ Amount to Local Business
TOTALS:		

**PROPOSED LOCAL LABOR PROVIDERS**

Name and Address of Local Provider	Work Classifications	Total Estimated Positions	Estimated \$ Amount to Local Business
TOTALS:			

- **For the purposes of this document, "LOCAL" is defined as companies or persons with an active and current business address in Comal County.**

## **EXHIBIT G - PRE-CONSTRUCTION SCOPE OF SERVICES**

1. Within a maximum 4-week period, commencing at Notice to Proceed, provide selective interior and exterior demolition services as directed by the Architect to reveal hidden conditions. The full scope of this work will be identified to bidding Contractors in Step 2. Provide new temporary protection and repair existing protection as may be required to maintain secure and weather tight conditions.
2. Collaborate with Comal County and its architect and engineers (A&E) for a maximum of 4 weeks following Notice to Proceed to review construction documents to determine constructability, affect value engineering where feasible, and develop a guaranteed maximum price (GMP) at or below the County's budget. These services include consultation during the final portions of the design process of such as plan reviews, constructability reviews, and cost estimating.
3. Erect interior and/or exterior scaffolding as may be required to facilitate building access and maintain accepted construction schedule.
4. Obtain all required permits with the City of New Braunfels. Contact: Robert Kinsey, Building Official, City of New Braunfels, 830/221-4060.