

# Cost Proposal

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## Cover Sheet and Instructions

APPROVED DOCUMENT – This document is approved by the Office of the President and Office of the General Counsel for use by the Facility and is available on electronic media.

<b>PURPOSE OF DOCUMENT:</b>	Provides the University (as Owner) with a breakdown of the cost of a proposed change in the scope of work as well as proposed adjustments to the contract time and contract sum that would result from the change.		
<b>CROSS-REFERENCE TO FACILITIES MANUAL:</b>	None		
<b>CONTENTS:</b>	Cost Proposal form		
<b>FOR USE WITH:</b>	CM/Contractor Agreement		
<b>COMPLETED BY:</b>	<input checked="" type="checkbox"/> Filling in	<input type="checkbox"/> Adding Text	<input type="checkbox"/> No Data Required
<b>ITS USE IS:</b>	<input checked="" type="checkbox"/> Required	<input type="checkbox"/> Optional	

**NOTE:** To use the electronic file of this document, you must go to the “Tools” pull down menu in Microsoft Word, select “Options,” select the “View” tab, and then put a check in the box “Hidden text.” Most instructions and alternate language is displayed in hidden text. Do not print the hidden text for the final document.

### Completion Instructions:

1. The CM/Contractor completes the form.

### Modifications and Additions:

None

### Comments:

None

EXHIBIT {NUMBER}

COST PROPOSAL

Date: \_\_\_\_\_ Change Order Request No.: \_\_\_\_\_

Facility: \_\_\_\_\_

Contract Date: \_\_\_\_\_

SCOPE OF CHANGE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

INSTRUCTIONS:

1. Complete this form by providing (a) all information required above, (b) the amount and justification based upon the Contract Schedule for any proposed adjustment of Contract Time, (c) the proposed adjustment of Contract Sum, (d) the attached "Cost Proposal Summary," and (e) the attached form titled, "Supporting Documentation for the Cost Proposal Summary."
2. Attach the form titled "Supporting Documentation for the Cost Proposal Summary" for CM/Contractor and each Subcontractor involved in the Extra Work. Each such form shall be completed and signed by CM/Contractor or Subcontractor actually performing the Work activity identified on the form. Attach supporting data to each such form to substantiate the individually listed costs. The costs provided on these forms shall be used to substantiate Additional Costs shown on the Cost Proposal Summary.
3. The CM/Contractor Fee shall be computed on the Cost of Extra Work of CM/Contractor if the Contract Sum exceeds the maximum anticipated contract value and each Subcontractor involved in the Extra Work; and shall constitute full compensation for all costs and expenses related to the subject change and not listed in the "Supporting Documentation for the Cost Proposal Summary," including overhead and profit.
4. Refer to Article 7.3.4 of the General Conditions for the method of computing the CM/Contractor Fee.

Adjustment of the Contract Time (Include justification based upon the Contract Schedule): \_\_\_\_\_  
Refer to Article 8 of the General Conditions. (Days)

Adjustment of the Contract Sum (Total from line 18, col. 4 of the Cost Proposal Summary): \$ \_\_\_\_\_  
Refer to Article 7 of the General Conditions.

Project Name: { }

Project No.: { }

Submitted:

Received:

\_\_\_\_\_  
(CM/Contractor)

\_\_\_\_\_  
(University's Representative)

By: \_\_\_\_\_  
(Signature)

By: \_\_\_\_\_  
(Signature)

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**COST PROPOSAL SUMMARY**

Project Name: \_\_\_\_\_  
 Project No.: \_\_\_\_\_

Change Order Request No.: \_\_\_\_\_  
 CM/Contractor Name: \_\_\_\_\_

		(1) CM/ Contractor	(2) 1st Tier Subs	(3) 2nd & Lower Tier Subs	(4) Total
ACTUAL COSTS	1. Straight Time Wages/Salaries - Labor				
	2. Fringe Benefits and Payroll Taxes - Labor				
	3. Overtime Wages/Salaries - Labor				
	4. Fringe Benefits and Payroll Taxes - Overtime				
	5. Materials and Consumable Items				
	6. Sales Taxes (On line 5)				
	7. Rental Charges				
	8. Royalties				
	9. Permits				
	10. Total Direct Expense (Sum of lines 1-9)				
	11. Insurance & Bonds (up to 2% of line 10)				
CM/ CONTRACTOR FEE*	12. Sub-Sub (15% of line 10; col. 3)				
	13. Subcontractor (5% of line 10; col. 3)				
	14. Subcontractor (15% of line 10; col. 2)				
	15. CM/Contractor (5% of line 10; col. 3 & 2)				
	16. CM/Contractor (15% of line 10; col. 1)				
	17. CM/Contractor Fee (Sum of lines 12-16)				
TOTAL	18. Sum of lines 10, 11, & 17; col. 4				

Actual costs are from line 12 of the attached forms titled, "Supporting Documentation for the Cost Proposal Summary" for CM/Contractor and each Subcontractor involved in the Extra Work.

CM/Contractor Fee is subject to Article 7.3.5.

Insurance and Bonds subject to limitation in Article 7.3.3.

SUPPORTING DOCUMENTATION FOR THE COST PROPOSAL SUMMARY

CM/Contractor/

Subcontractor Name: \_\_\_\_\_

Change Order Request No.: \_\_\_\_\_

Work Activity \_\_\_\_\_

COST ITEM	DESCRIPTION	COST <sup>(1)</sup>
ACTUAL COSTS	1. Straight Time Wages/Salaries -- Labor	
	2. Fringe Benefits and Payroll Taxes -- Labor: ____ % of line 1	
	3. Overtime Wages/Salaries - Labor (Attach University Representative's written authorization)	
	4. Fringe Benefits and Payroll Taxes -- Overtime: ____ % of line 3	
	5. Materials and Consumable items	
	6. Sales Taxes: ____ % of line 5	
	7. Rental Charges (attach current prevailing and published commercial rental charges for the area in which the work is performed.)	
	8. Royalties	
	9. Permits	
	10. Total Direct Expense -- sum of lines 1-9	
	11. Insurance and Bonds -- ____% of line 10 (up to 2% of line 10)	
TOTAL	12. Sum of lines 10 and 11	

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(CM/Contractor's Company Name)

\_\_\_\_\_  
(Signature) <sup>(2)</sup>

\_\_\_\_\_  
(Signature) <sup>(3)</sup>

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

- NOTES:
- (1) Round-off all Costs to the nearest dollar.
  - (2) This form shall be prepared and signed by CM/Contractor or Subcontractor actually performing the Work activity indicated above.
  - (3) If this form is signed by a Subcontractor, it shall be reviewed and signed by CM/Contractor certifying the accuracy of the information.