

Project Name: { }

Project No.: { }

COST PROPOSAL

Date: _____ Change Request No.: _____

Project Name: _____

Project Number: _____

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 Design Builder and each Subcontractor involved in the Extra Work. Each such form shall be completed and signed by Design Builder 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 Design Builder Fee shall be computed on the Cost of Extra Work of Design Builder 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 Subparagraph 7.3.4 of the General Conditions for the method of computing the Design Builder Fee.

Adjustment of the Contract Time (Include justification based upon the Contract Schedule): _____

(Days)

Refer to Article 8 of the General Conditions.

Adjustment of the Contract Sum (Total Additional Cost from Cost Proposal Summary): \$ _____

Refer to Article 7 of the General Conditions.

Project Name: { }

Project No.: { }

Submitted:

Received:

(Design Builder)

(University's Representative)

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Project Name: { }

Project No.: { }

COST PROPOSAL SUMMARY

Project Name: _____

Change Request No.: _____

Project No.: _____

Design Builder Name: _____

University of California {FACILITY NAME}

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

Notes:(1) Additional Costs are from line 10 of the attached forms titled, "Supporting Documentation For the Cost Proposal Summary" for Design Builder and each Subcontractor involved in the Extra Work.

(2) Round down all Additional Costs of 50¢ or less to the nearest dollar. Round up all Additional Costs of 51¢ or more to the nearest dollar.

Project Name: { }

Project No.: { }

SUPPORTING DOCUMENTATION FOR THE COST PROPOSAL SUMMARY

Design Builder/Subcontractor Name: _____
Change Order Request No.: _____
Project Name: _____
Work Activity: _____
Project No.: _____

University of California {FACILITY NAME}

Table with 3 columns: COST ITEM, Description, and COST (1). Rows include: 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, 7. Rental Charges, 8. Royalties, 9. Permits, 10. Total Direct Expense -- sum of lines 1-9, and TOTAL.

(Company Name)
(Signature) (2)
(Title)
(Date)
(Design Builder's Company Name)
(Signature) (3)
(Title)
(Date)

Notes: (1) Round down all costs of 50¢ or less to the nearest dollar. Round up all costs of 51¢ or more to the nearest dollar. (2) This form shall be prepared and signed by Design Builder 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 Design Builder certifying the accuracy of the information.