

Attachment 4
COST FORM

Request for Proposals
ARCHITECTURE AND ENGINEERING (A/E) SERVICES
FOR FEMA PA DR-4339-PR PROJECTS #102776
Former Naval Station Roosevelt Roads, Ceiba, Puerto Rico
DOCUMENT NUMBER # RFP-2025-002

Project:			
Proposer:		Date:	

Cost Form 1. Fees for A/E Design - Basic Services

[A] Services and Deliverables, per Milestones	[B] % of Total Cost	[C] Sub-Total Cost (\$)
Phase 1 - Preliminary Engineering • Scope of Work • Cost Estimate • Preliminary Design Set • Report	30 %	_____
Phase 2A - Final Design • 50% Construction Documents	20 %	_____
Phase 2B - Final Design • 100% Construction Documents	40 %	_____
Phase 2C - Final Design • Construction Bid Package	10 %	_____
[D] A/E Design - Basic Services Total Fees (\$): Σ Sub-Total Cost [C]		_____

Proposer's Signature: _____

Project:			
Proposer:		Date:	

Cost Form 2. Cost for A/E Design - Special Services

[A] Special Services	[B] Number of Units	[C] Task Unit Cost (\$/Unit)	[D] Task Cost (\$) [C] x [B]
Feasibility studies			
Surveys, Topographic and Bathymetry Plan (including existing utility lines and connection location)			
As Built Drawings			
Soil investigations			
Geotechnical Investigations			
Environmental Studies			
Archeological Studies			

Proposer's Signature: _____

Underwater Structural Investigations			
Project Specific Testing			
Others (Specify, as deemed required)			
[E] A&E Special Services Total Fees: Σ Sub-Total Cost [D]			

Proposer's Signature: _____

Project:			
Proposer:		Date:	

Cost Form 3. Cost for A/E Services during Construction

[A] Resource Position	[B] FTE	[C] Monthly Hours	[D] Labor Rate	[E] Max. Monthly Cost [B]x[C]x[D]
Design Manager	1	_____	_____	_____
Construction Manager	1	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

		[F] Max. Monthly Sub-Total: Σ Max. Monthly Cost [E]	
[G] Profit Percentage (%):	_____	[H] Profit Amount: [F] x [G]	
[I] Overhead Percentage (%):	_____	[J] Overhead Amount: [F] x [I]	
[K] Max. Monthly Fees for A/E Services during Construction.: [F] + [H] + [J]			
[L] Total Fees for A/E Services during Construction: [K] x 18 months			

Notes:

1. A/E Firm must specify and justify the need for any other Key Personnel deemed required for the performance of the A/E Services during Phase 3.
2. Labor Rate required in [D] must consider only direct labor hourly cost with fringe benefit (overhead and profit not included).
3. Overhead percentage in [I] must include royalties, reimbursements, taxes, as well as any other additional fees and administrative costs applicable to the services.
4. Time frame of eight-teen (18) months assumed in [L] will be used for Cost Proposal evaluation purpose only, LRA reserved the right to establish a shorter or longer contract term with A&E Firm.

Proposer's Signature: _____

Project:			
Proposer:		Date:	

Cost Form 4. Total Proposal Cost for A/E Services

TOTAL PROPOSAL COST	\$ _____
Sum of (a) A/E Design - Basic Service Fees; plus, (b) A/E Special Services Total Fees; plus (c) Total Fees for A/E Services during Construction.	

Proposer's Signature: _____