**ATTACHMENT J**

**COST Proposal WORKBOOK**

The Cost Proposal Workbook consists of the following two parts; (1) Part 1 – Cost Proposal, and (2) Part 2 – Pricing for Sample Orders.

1. **PART 1 – PRICING FOR COST TABLE**

In this part of the Cost Proposal, Consultant will list its proposed pricing for each of the services described in the RFP Scope of Services. If the Consultant is awarded a Standard Agreement with the Judicial Council, the prices submitted by the Consultant in this Attachment will be the pricing included in the Standard Agreement.

Complete the cost table below. Cost fields shaded in grey are to be left blank.

***NOTE*: All amounts must be single percentages or rates only, no ranges;   
 Mark “N/A” if inapplicable, do not leave blanks.**

| **No.** | **Service Description** | **Percentage Rate**  **(of executed / closed transaction)** | **Actual Cost *OR***  **Max. Hourly Rates** |
| --- | --- | --- | --- |
| 1. | **SITE SEARCH, SELECTION, AND ACQUISITION.** Provide market research; conduct site searches based on specified criteria; coordinate and conduct site tours for assigned projects; analyze all responses and provide input; scrutinize each property and provide due diligence or other pertinent information related to the property and surrounding areas; and provide cost benefit analysis and appear at public meetings as necessary. | \_\_\_\_\_\_% |  |
| 2. | **SALE OF COURT FACILITIES.**  Conduct market research, provide Broker Opinion of Values, and represent the Judicial Council in the listing and sale of vacated court facilities. | \_\_\_\_\_\_% |  |
| 3. | **LEASES.** Conduct market research; provide request for proposal letters; obtain information on operating expenses and provide comprehensive financial analysis; obtain due diligence data; and assist with negotiations on assigned projects for new leases, lease amendments, purchase options, and any other related real estate function that may be deemed necessary by the Judicial Council. | \_\_\_\_\_\_% |  |
| 4. | **ADVERTISING.** Prepare and place advertisements for assigned project in accordance with the Judicial Council’s needs, policies, and recommendations.  (Note: Said advertising will be separate from and not associated with projects for site search/selection, sales, or leases as any advertising therefor will be compensated as part of that project’s percentage rate.) |  | *Select Only One*:  1.  CONSULTANT’S ACTUAL COST  ***OR***  2.  CONSULTANT’S HOURLY RATES:  VP / Principal / Broker $\_\_\_\_\_\_\_\_\_/hr.  Agent $\_\_\_\_\_\_\_\_\_/hr.  Staff $\_\_\_\_\_\_\_\_\_/hr. |
| 5. | **MISCELLANEOUS REAL ESTATE BROKER SERVICES.** Provide specialized analysis, ad hoc reports, maps, Broker Opinion of Value, market reports and other Real Estate data on an as-needed basis.  (Note: Said miscellaneous services will be separate from and not associated with projects for site search/selection, sales, or leases as any such services therefor will be compensated as part of that project’s percentage rate.) |  | *Select Only One*:  1.  CONSULTANT’S ACTUAL COST  ***OR***  2.  CONSULTANT’S HOURLY RATES:  VP / Principal / Broker $\_\_\_\_\_\_\_\_\_/hr.  Agent $\_\_\_\_\_\_\_\_\_/hr.  Staff $\_\_\_\_\_\_\_\_\_/hr. |

1. **PART 2 – PRICING FOR SAMPLE ORDERS**

Below are three (3) hypothetical order scenarios which are representative of the types of orders the Judicial Council might expect to place during the term of the agreement. In this part of the Cost Proposal, Consultants will apply the pricing they have proposed in Part 1 to each of the hypothetical orders to come up with a total order cost.

**Instructions:** In each scenario below, price out the order using the prices, commissions and/or rates your firm has proposed in Part 1 above. Provide the line item breakdown and the total order cost for each scenario, so that in evaluating your Cost Proposal, the Judicial Council can determine how the total order cost was calculated. Attach clearly marked, additional sheets if necessary.

**SCENARIO 1**

Market report of research area and selected properties identified on an 11 x 17 map.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Description** | **Quantity / Hours** | **Rate ($ or %)** | **Total** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL ORDER COST** | | |  |

**SCENARIO 2**

Broker Opinion of Value with photos and map of subject property.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Description** | **Quantity / Hours** | **Rate ($ or %)** | **Total** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL ORDER COST** | | |  |

**SCENARIO 3:**

New Lease – New 1,200 sf office space at a cost of $21,600 annually full service for a 3-year term.

Requests for proposals, letter(s) of intent, negotiations, office tours, rent analysis, and other party signatures on Judicial Council lease document.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Description** | **Quantity / Hours** | **Rate ($ or %)** | **Total** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL ORDER COST** | | |  |

**END OF ATTACHMENT J**