**COST PROPOSAL TEMPLATE**

**PROJECT: Workplace Safety Consultation Services**

**RFP Number: FS-2018-13-BD**

To: Judicial Council of California

From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(“Firm”)

 (Exact Business Name under which Proposer Conducts Business)

The Proposer must complete sections one, and two of this cost proposal template, Attachment 3. The original cost proposal must be signed by an authorized representative of the Proposer. The original cost proposal (and the copies thereof) must be submitted to the Judicial Council in a single sealed envelope, separate from the technical proposal. The Proposer must write the RFP title and number, and cost proposal on the outside of the sealed envelope.

**Section 1: Hourly Rate per Job Title / Classification**

1. Provide the hourly rate(s) to be charged through the initial term of the contract for all labor categories required by your firm to provide a complete workplace safety services team. Include the required job title(s) / classification(s) and corresponding hourly rate(s) for each category of service indicated in the tables below. Refer to the corresponding description of services and deliverables indicated in RFP sections 2.2(a)(b)(c)(d)(e), and (f) when completing each section. All rates must be a single rate, expressed in dollar values with no more than two decimals, and not in a range (example: $80.00). Additional lines may be added to the below tables as needed.

i. Compensation shall be on a Time and Materials not to Exceed basis for Services or Work at the billing rates, set forth herein Section 1.

ii. The hourly rates set forth in Section 1 of this Exhibit shall be **fully burdened**, to include without limitation, all costs, labor, Proposer’s in-house equipment, benefits, expenses, fees, overhead, and profits payable to the Consultant for services rendered to the Judicial Council, including labor costs associated with overtime, weekend and after hours work.

iii. Prevailing Wages. All Consultants and sub-consultant(s) shall pay all workers not less than the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work as determined by the Director of the Department of Industrial Relations, State of California, for the type of work performed and the locality in which the work is to be performed, pursuant to sections 1770 et seq. of the California Labor Code. Prevailing wage rates are available online at: http://www.dir.ca.gov. All Consultants and sub-consultant(s) thereof shall comply with the registration and qualification requirements pursuant to sections 1725.5 and 1771.1 of the California Labor Code. See RFP, Section 14, and Attachment 2, Judicial Council’s form of Standard Agreement, Appendix C, Section 11.17.

iv. All travel expenses required to perform Services or Work under an Agreement that may be issued as a result of this RFP are subject to written preauthorization and approval by the Judicial Council and are limited to the maximum amounts set forth in the Judicial Council’s travel expense policy, see Attachment 2, Appendix B, Section 4.

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| **a. Risk Assessment and Mitigation.**  Include hourly rates for all labor categories required by your firm to provide services as indicated in RFP Section 2.2(a) |
| Job Title / Classification | Rate/Hour | Notes: |
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| **b. Safety Program Development and Implementation.** Include hourly rates for all labor categories required by your firm to provide services as indicated in RFP Section 2.2(b) |
| Job Title / Classification | Rate/Hour | Notes: |
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| **c. Safety Training Development and Delivery.** Include hourly rates for all labor categories required by your firm to provide services as indicated in RFP Section 2.2(c) |
| Job Title / Classification | Rate/Hour | Notes: |
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| **d. Site Inspection and Monitoring.**  Include hourly rates for all labor categories required by your firm to provide services as indicated in RFP Section 2.2(d) |
| Job Title / Classification | Rate/Hour | Notes: |
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| **e. Incident Investigation, Analysis and Mitigation.** Include hourly rates for all labor categories required by your firm to provide services as indicated in RFP Section 2.2(e) |
| Job Title / Classification | Rate/Hour | Notes: |
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| **f. OCIP/CCIP Safety Management and Oversight.** Include hourly rates for all labor categories required by your firm to provide services as indicated in RFP Section 2.2(f) |
| Job Title / Classification | Rate/Hour | Notes: |
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**Section 2****, SAMPLE Service Work Order:**

Proposer shall complete the SAMPLE Service Work Order (“SWO”) for a facility risk assessment, demonstrating your firms price and method for completing the Task(s)/Deliverable(s) listed in SWO - Part 1. The SAMPLE Service Work Order will be used for evaluation purposes only. The “Jefferson Courthouse” is not a real courthouse, nor part of the Judicial Council’s existing portfolio. See RFP Section 10.0, Evaluation of Proposal, for the number of points to be allocated to the Cost Proposal Score and the Technical Proposal score for completing Parts one (1) and two (2) of the SAMPLE Service Work Order. Proposer shall submit their completed SAMPLE Service Work Order in the sealed envelope with the Cost Proposal Template, Attachment 3.

**Authorized representative of the Firm’s signature.**

Proposer hereby certifies to the Judicial Council that all representations, certifications, and statements made by the Proposer, as set forth in this proposal, are true and correct and are made under penalty of perjury.

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| **Date:** |  |
| **Name of Firm:** |  |
| **Type of Organization:** |  |
| **Signed by:** |  |
| **Title of Signer:**  |  |
| **Signature:** |

***SAMPLE* Service Work Order for a Facility Risk Assessment**

**Date:** Click or tap to enter a date.

**Judicial Council Project Manager Safety Contractor Company**

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| --- | --- | --- |
| **Eric Winchester**2860 Gateway Oaks Drive, Suite 400Sacramento, CA 95833(916) 263-8198Eric.winchester@jud.ca.gov |  | **Point of Contact**StreetCity, State, ZipContact PhoneContact E-mail |

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| --- | --- |
| **Project Name:** | **Facility Risk Assessment for the Jefferson Courthouse**  |
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| **FM/SWO:** | T.B.D. |  | SWO Start/End Dates: | 01/01/2019 – 02/16/2019 |
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| Master Contract: | T.B.D. |  | MA Expiration Date: | T.B.D. |

**Service Request – Part 1 (to be completed by the Judicial Council’s Project Manager).**

This Service Work Order will be priced on:

Time and Materials Basis with not to exceed the stated amount.

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Firm Fixed Fee

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| X |

**1.0 TASK/DELIVERABLE 1** – **Develop a Facility Risk Assessment Plan for the Jefferson Courthouse.**

**1.1** Develop a facility risk assessment plan for the Jefferson Courthouse in compliance with all applicable regulations and consensus standards including, but not limited to, the following:

1. Develop a written process describing the facility risk assessment plan for the Jefferson Courthouse. Utilize the format shown in RFP Attachment 12, Judicial Council’s Personal Protective Equipment Policy, and Attachment 13, Judicial Council’s Asbestos Management Program Policy.
2. Develop a standard assessment form.
3. Develop clear, concise performance measures or standards for behaviors/conditions assessed.
4. Develop a risk matrix based on the severity and frequency of loss.

**1.2**  Deliver a written report of findings for the Jefferson Courthouse facility assessment including, but not limited to:

1. Summary of substandard condition or behavior observed.
2. Accurate location description where observed.
3. Reference to applicable regulatory, consensus or Judicial Council standard controlling.
4. Risk score.
5. Recommendations to eliminate or mitigate risks to acceptable thresholds.

**1.3 Additional items and Limitations**

* 1. Building I.D. 99-QQ1, Jefferson Courthouse
	2. 75,000 sqft
	3. Built 1985

**Part 2 - Consultant’s Service Proposal (to be completed by the Consultant).**

**2.1** Name and Address of Consultant’s Project Manager:

**2.2** Proposer shall provide a Statement of Work or a Narrative Work Plan with regard to the performance of the Services or Work described in Part 1, including any assumptions and/or conditions applicable to performance of the Services or Work (limit your response to a maximum of 1 page).

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**2.3** Check the box(es) to denote whether the Proposer would perform services described in Service Request - Part 1 in-house, by a sub-consultant, or both. This information is for reference only and will not affect scoring.

**a) In-house**

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**b) Sub-Consultant**

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**c) Both**

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**Assignment or Subcontracting.** Per Attachment 2, Judicial Council’s Form of Standard Agreement, Appendix C, Section 8, “*Consultant may not assign or subcontract its rights or duties under this Agreement, in whole or in part, whether by operation of law or otherwise, without the prior written consent of the Judicial Council*.” If prior written consent has been obtained by the Judicial Council’s Project Manager, Consultant may then identify any Subconsultants who would be assigned to perform the Services or Work, if applicable.

**For Services or Work delivered on a Time and Materials not to exceed basis, include the Hourly Services, Job Title, Hourly Rate, number of hours required to perform the Services or Work, Subtotal(s) and the Service Work Order Grand Total:**

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| --- | --- | --- | --- | --- |
| **Hourly Services** | **Job Title** | **Hourly Rate** | **# of Hours** | **Subtotal** |
|  | Position 1 | $ | 0 |  $ 0.00 |
|  | Position 2 | $ | 0 |  $ 0.00 |
|  | Position 3 | $ | 0 |  $ 0.00 |
|  | Position 4 | $ | 0 |  $ 0.00 |
|  | Position 5 | $ | 0 |  $ 0.00 |
| **Reimbursable Items** |  | **Price** | **Quantity** | **Subtotal** |
| N/A | 0 | 0 |  $ 0.00 |
| **SERVICE WORK ORDER GRAND TOTAL**  | $ 0.00  |

**For Services or Work delivered on a Firm Fixed Price basis, include the Service Work Order Subtotals and Service Work Order Grand Total:**

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| --- | --- |
| **Service Type** | **Subtotal (approximate breakout below)** |
| Services | $0.00 |
| Reimbursable Items | $0.00 |
| **Service Work Order Grand Total** | **$0.00** |

**END OF EXHIBIT**