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| --- |
| **PROFESSIONAL SERVICES****SMALL FEE CONTRACT****SELECTION & FEE SUMMARY***fee of less than $10,000 - purchase order serves as contract* |

**PROJECT INFORMATION**

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| --- |
| Project TitleWORK ORDER #       PROJECT # P-      ACCOUNT CODE: 9     PURCHASE ORDER #      PROJECT DESCRIPTION:      SERVICES REQUIRED & SCHEDULE [ ]  Project Initiation: check one COMPLETION BY [ ]  PIR       [ ]  Preplanning / Feasibility Study       [ ]  Programming       [ ]  Project Criteria       [ ]  Report       [ ]  Reviews       [ ]  Other            [ ]  Schematic Documents      [ ]  Preliminary Documents      [ ]  Construction Documents       [ ]  Bidding & Negotiations      [ ]  Construction Contract Administration      [ ]  Record Drawings (As-Built)      [ ]  (Other)             |

**CONSULTANT**

|  |
| --- |
| Firm Name & Address  |

**RATIONALE FOR SELECTION**

|  |
| --- |
| Review & Consider Firms @ http://www4.fm.virginia.edu/fpc/ContractAdmin/AE1AE6.htm  |

**INTERVIEW / NEGOTIATION QUESTIONS**

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| --- |
| 1. Current work load:

2. SWaM: Small [ ]  Women [ ]  Minority [ ] 3. Capability to meet schedules:      1. Past performance & similar type of work:
2. Ability to control budgets:

COMMENTS:      CONSTRUCTION COST ESTIMATE (if applicable): $      UNIVERSITY ESTIMATE OF CONSULTANT FEE: $      SOURCE(S) OF FEE ESTIMATE:1. Original Consultant Fee Proposal $

 1. Negotiated Basic Services Fee Proposal $

 Additional Services $       Total of Source #2 $      BASIS FOR NEGOTIATED FEE & COMMENTS:       |

**REQUIRED SIGNATURES**

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date      Project Manager Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_Supervisor Name |

Attachments:

A/E Proposal (including hourly rates)

Professional Services Contract Administrator \_\_\_\_\_\_

Construction Services & Contract Admin. Director \_\_\_\_\_\_