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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 Title  WORK 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**

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| Firm Name & Address |

**RATIONALE FOR SELECTION**

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| 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 \_\_\_\_\_\_