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| **PROFESSIONAL & CONSTRUCTION-RELATED NONPROFESSIONAL SERVICES**  **INTERVIEW CONTRACT**  **SELECTION & FEE SUMMARY**  *Fees Less Than $80K* |

**PROJECT INFORMATION**

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| Project Title including Project Code where applicable  WORK ORDER #       PROJECT # P-      ACCOUNT CODE: 9  PURCHASE ORDER #       CONTRACT #  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) |

**SELECTED FIRM**

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| Firm Name |

**RATIONALE FOR SELECTION**

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| Review & Consider SWaM Consulting Firms with Lorie Strother - ljs8n@virginia.edu. |

**FIRM INTERVIEWED**

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| *AE-1 thru AE-6 must be on file in the Office of Contract Administration Services for A/Es*  **CONSULTANT**  Address:  Phone:       Email:       Fax:  Person Interviewed:       Date:   1. Current Workload: 2. Minority  Women  Small Business  Micro   Service-Disabled Veteran  Employment Service Organization  8(a)  Economically Disadvantaged Woman Owned Small Business  Federal Service-Disabled Veteran   1. Capability to Meet Schedules: 2. Past Performance & Similar Type of Work: 3. Ability to Control Budgets: |

**FEE NEGOTIATION**

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| 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**:

1. Firm’s Proposal (including hourly rates)
2. HECO-3.2 – Contract for Professional Services; **OR** HECO-3.4 – Contract for Construction-Related Nonprofessional Services (prepared by Professional Services Contract Administrator)

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

Contract Administration Services Associate Director \_\_\_\_\_\_