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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 applicableWORK 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 \_\_\_\_\_\_