Montana State University



University Services

PO Box 172760, Bozeman, MT 59717-2760 406/994-5413 FORM 117

Project Name:	PPA #:	
Location:		
rchitect/Engineer:	Date:	
Address:		
/ tudi 000	Thore	
BASIC SERVICES (areas that do not apply are to be left blank	Costs/E	kpenses
Schematic Design Phase (SD)		
Administration / Coordination / Meetings / Data Gathering / Quality	Control	
Architecture - Design / Specifications / Drafting / Cost Estimating		
Mechanical - Design / Specifications / Drafting / Cost Estimating		
Electrical - Design / Specifications / Drafting / Cost Estimating		
Structural - Design / Specifications / Drafting / Cost Estimating		
Civil - Design / Specifications / Drafting / Cost Estimating		
Reimbursables (travel, phone, mail, printing, etc.) Not To Exceed		
Sch	ematic Design Phase (SD) Total =	
Design Development Phase (DD) or Preliminary Design Phase	e (PD)	
Administration / Coordination / Meetings / Data Gathering / Quality	Control	
Architecture - Design / Specifications / Drafting / Cost Estimating		
Mechanical - Design / Specifications / Drafting / Cost Estimating		
Electrical - Design / Specifications / Drafting / Cost Estimating		
Structural - Design / Specifications / Drafting / Cost Estimating		
Civil - Design / Specifications / Drafting / Cost Estimating		
Reimbursables (travel, phone, mail, printing, etc.) Not To Exceed		
	or Preliminary Design (PD) Total =	
Construction Document Phase (CD)	, , ,	
Administration / Coordination / Meetings / Data Gathering / Quality	Control	
Architecture - Design / Specifications / Drafting / Cost Estimating	03.1.1.0.1	
Mechanical - Design / Specifications / Drafting / Cost Estimating		
Electrical - Design / Specifications / Drafting / Cost Estimating		
Structural - Design / Specifications / Drafting / Cost Estimating		
Civil - Design / Specifications / Drafting / Cost Estimating		
Reimbursables (travel, phone, mail, printing, etc.) Not To Exceed		
	on Documents Phase (CD) Total =	
Bidding Phase (BD)	on Boodmonto i nase (GB) i etai	
Administration / Coordination / Addenda / Responses		
Pre-Bid Meeting and Meeting Minutes		
Reimbursables (travel, phone, mail, printing, etc.)– NO bid docume	ent reproduction - Not to Exceed	
Treimbarbables (traver, priorie, mail, printing, etc.) Two bid documents	Bidding Phase (BD) Total =	
Construction Administration Phase (CA)	Bluding Fliase (BD) Total -	
Pre-Construction Meeting and Meeting Minutes		
Administration / Coordination / Meeting Minutes / Field Reports / S	tubmittala.	
Architect's Site Visits:		
	Trips @ per Trip	
Mechanical Engineer's Site Visits: Electrical Engineer's Site Visits:	Trips @ per Trip Trips @ per Trip	
Structural Engineer's Site Visits:		
Civil Engineer's Site Visits:	Trips @ per Trip Trips @ per Trip	
Substantial Completion(s) Inspection & Report	Tilba (f) her Tilb	
Final Completion Inspection & Report Reimbursables (travel, phone, mail, printing, etc.) Not to Exceed		
	Administration Phase (CA) Tatal -	
Construction	Administration Phase (CA) Total =	
	BASIC SERVICES TOTAL =	

ADDITIONAL SERVICES (areas that do not apply are to be left blank, add any ite	ems not listed) Costs/Expenses	
Master Planning		
Programming/Planning		
Fund-Raising & Marketing (provide a breakdown of deliverables – models, renderings, etc.)	
Feasibility Study		
Fixtures, Furnishings & Equipment Services		
Life Cycle Cost Analysis		
Value Engineering Analysis		
Energy Study		
Asbestos / Hazardous Materials Investigation		
Specialty Consultants (specialty consultants' fees are part of Basic Services unless noted	otherwise)	
Acoustical		
Audio / Visual / Communication / Information Technology		
Correctional		
Cost Estimating		
Education / Demographics		
Interior Design		
Kitchen / Food Services		
Laboratory / Research		
Landscape Architect		
LEED / Sustainability		
Security / Security Electronics		
Site Survey		
Geotechnical Investigation		
Construction Staking		
Third-Party Construction Document Review		
Bid Document Reproduction (show here if provided as lump sum, leave blank if at-cost)		
On-Site Construction Administration		
Record Drawings		
Warranty Inspection & Report		
ADDITIONAL SERV	ICES TOTAL =	
hereby certify that this professional services fee proposal is inclusive of all labor, supervision, overhead, profit, reimbursable expenses (travel, per diem, lodging, materials, supplies, phone, etc.) and all other items directly or indirectly related to the professional services for which I am contracting with the Owner.		
Submitted by: Firm Name Architect/Eng	gineer Signature Date	