



Montana State University

University Services
PO Box 172760, Bozeman, MT 59717-2760
406/994-5413

**FORM
117**

ARCHITECT/ENGINEER FEE PROPOSAL

Project Name: _____ PPA #: _____

Location: _____

Architect/Engineer: _____ Date: _____

Address: _____ Phone: _____

BASIC SERVICES (areas that do not apply are to be left blank)	Costs/Expenses
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	
Schematic Design Phase (SD) Total =	
Design Development Phase (DD) or Preliminary Design Phase (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	
Design Development Phase (DD) or Preliminary Design (PD) Total =	
Construction Document Phase (CD)	
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	
Construction Documents Phase (CD) Total =	
Bidding Phase (BD)	
Administration / Coordination / Addenda / Responses	
Pre-Bid Meeting and Meeting Minutes	
Reimbursables (travel, phone, mail, printing, etc.)– NO bid document reproduction - Not to Exceed	
Bidding Phase (BD) Total =	
Construction Administration Phase (CA)	
Pre-Construction Meeting and Meeting Minutes	
Administration / Coordination / Meeting Minutes / Field Reports / Submittals	
Architect's Site Visits: Trips @ per Trip	
Mechanical Engineer's Site Visits: Trips @ per Trip	
Electrical Engineer's Site Visits: Trips @ per Trip	
Structural Engineer's Site Visits: Trips @ per Trip	
Civil Engineer's Site Visits: Trips @ per Trip	
Substantial Completion(s) Inspection & Report	
Final Completion Inspection & Report	
Reimbursables (travel, phone, mail, printing, etc.) Not to Exceed	
Construction Administration Phase (CA) Total =	
BASIC SERVICES TOTAL =	

