



PROFESSIONAL SERVICES CONTRACT SELECTION & FEE SUMMARY

FOR PROJECTS WITH EXPECTED FEES OF \$25,000 OR LESS (FORM HECO-2.1a)

Part 1 - Project Information

Project Name: _____
Project Manager: _____
W&M Project Code: _____
DEB Project Code: _____

JUSTIFICATION (Concise statement on the use of HECO-2.1a)

Services Required: (check one or all that apply)

- ☐ Project Initiation - Planning/Study, Programming, Report, POR, etc.
☐ SD - Schematic Design
☐ PD - Preliminary Design / DD - Design Development
☐ WD - Working Drawings / CD - Construction Documents
☐ Bidding & Negotiation
☐ CA - Construction Administration / Contract Administration
☐ Record Drawings (As-Built Documentation)
☐ Other (Specify) _____

Part 2 - Registered Design Professional Selection

Rationale for Selection of Design Professional

Firm Name: _____
Firm Address: _____

Virginia Licence Number: _____
FEIN Number: _____
SWaM Number: _____

SWaM Designations

- ☐ Small ☐ Woman-Owned
☐ Micro ☐ Minority-Owned

Part 3 - Interview / Negotiation Information (Due Dilligence Documentation)

Identify a firm or professional based on market research and/or trade experience with projects of similar scope that appears to be qualified to render the required services. The university PM shall conduct a telephone or personal interview with the firm to determine current workload and capability to meet the proposed schedule, and to determine personnel qualifications, expertise and past performance on similar projects.

CURRENT WORK LOAD & FIRM CAPACITY

CAPABILITY TO MEET PROJECT SCHEDULES

PAST PERFORMANCE & SIMILAR TYPE OF WORK

ABILITY TO CONTROL BUDGETS

Costruction Value (CV)
Estimate, if Applicable _____

University PM Estimate
of Constulatnt Fees: _____

PROFESSIONAL SERVICES FEES

1. Original Fee Proposal _____
2. Negotiated Fee Total _____

DELTA _____

Part 4 - Recommendations and Approvals

Reviewed by
VCCO ☐ YES ☐ NO signature

Recommended by
Project Manager ☐ YES ☐ NO signature

Recommended by
Director, Design
& Construction ☐ YES ☐ NO signature

APPROVED by
AVP / UA ☐ YES ☐ NO signature

In accordance with Section 6.8 of DCM Chapter 6, this form may be utilized in the procurement of A/E services utilizing streamlined procedures. This form and authorization may only be used for projects with expected professional services fees less than \$25,000 and must be completed in conjunction with the process and procedures outlined in DCM 6.8.2.1.