



PROFESSIONAL SERVICES CONTRACT SELECTION & FEE SUMMARY

FOR PROJECTS WITH EXPECTED FEES BETWEEN \$25,000 AND \$100,000 (FORM HECO-2.1b)

Part 1 - Project Information

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

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

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

Consideration of Three Firms or Professionals per DCM 6.8.2.2, item 1:

1. _____
2. _____
3. _____

Identification of Top Ranked Firm per DCM 6.8.2.2, item 3:

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)

After following the procedures outlined in DCM 6.8.2.2 and ranking the three firms with the Univesity Archtiet, the university PM shall conduct a telephone or personal interview with the top ranked 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

Reccomended 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 \$100,000 and must be completed in conjunction with the process and procedures outlined in DCM 6.8.2.2.