



WILLIAM & MARY

CHARTERED 1693

**PROFESSIONAL SERVICES
SMALL FEE CONTRACT
SELECTION & FEE SUMMARY**

fee of less than \$25,000 - purchase order serves as contract

PROJECT INFORMATION

PROJECT NAME:

WORK ORDER # :

PROJECT CODE#:

PURCHASE ORDER # :

PROJECT DESCRIPTION:

SERVICES REQUIRED & SCHEDULE

COMPLETION BY: _____

Project Initiation: (check one)

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)

FIRM NAME:

FIRM ADDRESS:

PHONE #: _____

VA LICENSE #: _____

FEIN #: _____

SWaM #: _____

RATIONALE FOR SELECTION:

REASON FOR THE SELECTING FIRM:

INTERVIEW / NEGOTIATION QUESTIONS

- 1. Current work load:
- 2. SWaM: Small Women Minority Micro
- 3. Capability to meet schedules: ____
- 4. Past performance & similar type of work: ____
- 5. Ability to control budgets: ____

COMMENTS:

CONSTRUCTION COST ESTIMATE (if applicable): \$

UNIVERSITY ESTIMATE OF CONSULTANT FEE: \$

SOURCE(S) OF FEE ESTIMATE:

- 1. Original Consultant Fee Proposal \$
- 2. Negotiated Basic Services Fee Proposal \$
- Additional Services \$
- Total of Source #2 \$

BASIS FOR NEGOTIATED FEE & COMMENTS:

REQUIRED SIGNATURES

_____ Date _____
 Project Manager

_____ Date _____
 Director FPDC

Attachments:

A/E Proposal (including hourly rates)

FPDC Procurement Manager/Staff _____