STATE OF MONTANA

DEPARTMENT OF ADMINISTRATION

ARCHITECTURE & ENGINEERING DIVISION

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FORM 117

ARCHITECT/ENGINEER FEE PROPOSAL

Project Name:_____ A/E #:_____

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.)			
		Schematic Design Phase (SD) Total =	$ 0.00
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.)			
		Design Development Phase (DD) or Preliminary Design (PD) Total =	$ 0.00
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.)			
		Construction Documents Phase (CD) Total =	$ 0.00
Bidding Phase (BD)			
Administration / Coordination / Addenda / Responses			
Pre-Bid Meeting and Meeting Minutes			
Reimbursables (travel, phone, mail, printing, etc.) – do not include bid document reproduction			
		Bidding Phase (BD) Total =	$ 0.00
Construction Administration Phase (CA)			
Pre-Construction Meeting and Meeting Minutes			
Administration / Coordination / Meeting Minutes / Field Reports / Submittals			
Architect's Site Visits:	Trips @	per Trip	$ 0.00
Mechanical Engineer's Site Visits:	Trips @	per Trip	$ 0.00
Electrical Engineer's Site Visits:	Trips @	per Trip	$ 0.00
Structural Engineer's Site Visits:	Trips @	per Trip	0.00
Civil Engineer's Site Visits:	Trips @	per Trip	0.00
Substantial Completion(s) Inspection & Report			
Final Completion Inspection & Report			
Reimbursables (travel, phone, mail, printing, etc.)			
		Construction Administration Phase (CA) Total =	0.00
		BASIC SERVICES TOTAL =	0.00

ADDITIONAL SERVICES (areas that do not apply are to be left blank, add any items 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)	$ 0.00
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 SERVICES TOTAL =	$ 0.00

I 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/Engineer Signature | Date