



STATE OF MONTANA
DEPARTMENT OF MILITARY AFFAIRS
 Construction and Facilities Management Office
 1956 Mt. Majo St. • P.O. Box 4789 • Fort Harrison MT 59636-4789
 Phone: 406 324-3100 • Fax: 406 449-5148

ARCHITECT/ENGINEER FEE PROPOSAL

Project Name: _____ DMA#: _____

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 =	
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 =	
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 =	
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 =	
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.)	
Construction Administration Phase (CA) Total =	
BASIC SERVICES TOTAL =	

