

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 (SE	D) 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	D) 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 (CE	D) 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 (BE	D) Total =
Construction Administration Phase (CA)	
Pre-Construction Meeting and Meeting Minutes	
Administration / Coordination / Meeting Minutes / Field Reports / Submittals	
	per Trip
Substantial Completion(s) Inspection & Report	· ·
Final Completion Inspection & Report	
Reimbursables (travel, phone, mail, printing, etc.)	
Construction Administration Phase (CA	A) Total =
BASIC SERVICES	

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)	
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	
Wairanty inspection & Report	
ADDITIONAL SERVICES TOTAL =	

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