# University of Minnesota

# ***Architectural and Engineering Professional Design Services***

### **Amendment Proposal Request (B101)**

### **CONTRACT AMENDMENT**

### This section is to be completed by the University of Minnesota's designated Project Manager

**PROPOSAL RESPONSE DUE DATE:**

(Include day, date, time, location, the name of the person who should receive the proposal)

**Project Name:**

**University Project Number:**

**Original Proceed Order Number or Contract Date:**

**University Project Manager:**

*(List name, address, phone number, fax number, and e-mail address.)*

**Project Description:**

*(If the Project Description has not changed, LEAVE THIS BLANK.)*

**Scope of Services:**

(If the Scope of Services has not changed, LEAVE THIS BLANK.)

**Owner-Employed Consultants:**

(If the status of Owner-Employed Consultants has not changed, LEAVE THIS BLANK.)

**Article 1:** **INITIAL INFORMATION**

**Owner's Budget for the Cost of the Work:**

(If the Owner's Budget for the Cost of the Work has not changed, LEAVE THIS BLANK.)

**Owner's Anticipated Commencement of Construction and Substantial Completion Dates:**

(If the Owner's Anticipated Construction Dates have not changed, LEAVE THIS BLANK.)

**Agreement Form:**

The Agreement Form for this Project shall be the existing Project AIA Document B101-2007 (the "Agreement") or the existing Project AIA Document B101-2007 Notice to Proceed; and the AIA Document A201-2007 General Conditions as modified by the University of Minnesota. The University-modified AIA Documents can be found at the following website: <https://cpm.umn.edu/resource-center/contracts-forms/contract-forms>

**Design Services Proposal Form**

**CONTRACT AMENDMENT**

This amendment document (the "Proposal"), when signed by Architect and approved by Owner, is incorporated into the Agreement between the Regents of the University of Minnesota and the Architect for professional design services. The word Architect is used universally herein to identify the organization named in the Agreement.

The remainder of this form is to be completed by firm submitting the proposal. **FILL IN ONLY THE INFORMATION THAT WILL BE CHANGED BY THIS AMENDMENT.** LEAVE ALL OTHER FIELDS BLANK.

**ARTICLE 3:** **SCOPE OF ARCHITECT'S BASIC SERVICES**

(List ONLY those services to be provided by the Architect that are associated with this amendment proposal. If this Article is not affected by this Amendment, LEAVE THIS SECTION BLANK.)

Basic Services shall consist of services and deliverables as described in the Proposal Request issued by the University for this Project and as described below:

|  |  |  |
| --- | --- | --- |
| **§ 3.2 Schematic Design Phase** | **Compensation** | |
| **Services** | **Reimbursable Expenses** |
| Description of Services: |  |  |
| Deliverables: | | |

|  |  |  |
| --- | --- | --- |
| **§ 3.3 Design Development Phase** | **Compensation** | |
| **Services** | **Reimbursable Expenses** |
| Description of Services: |  |  |
| Deliverables: | | |

|  |  |  |
| --- | --- | --- |
| **§ 3.4 Construction Documents Phase** | **Compensation** | |
| **Services** | **Reimbursable Expenses** |
| Description of Services: |  |  |
| Deliverables: | | |

|  |  |  |
| --- | --- | --- |
| **§ 3.5 Bidding or Negotiation Phase** | **Compensation** | |
| **Services** | **Reimbursable Expenses** |
| Description of Services: |  |  |
| Deliverables: | | |

|  |  |  |
| --- | --- | --- |
| **§ 3.6 Construction Phase - Administration of the Construction Contract** | **Compensation** | |
| **Services** | **Reimbursable Expenses** |
| Description of Services: |  |  |
| Deliverables: | | |

**ARTICLE 4:** **ADDITIONAL SERVICES**

(List ONLY those services to be provided by the Architect that are associated with this amendment proposal. If this Article is not affected by this amendment, LEAVE THIS SECTION BLANK.)

Additional Services (if any) shall consist of services and deliverables as described in the Proposal Request issued by the University for this Project and as described below:

|  |  |  |
| --- | --- | --- |
| **§ 4.1 & 4.2 Designated Additional Services** | **Compensation** | |
| **Services** | **Reimbursable Expenses** |
| Description of Services: |  |  |
| Deliverables: | | |

|  |  |  |
| --- | --- | --- |
| **§ 4.3 Optional Additional Services** | **Compensation** | |
| **Services** | **Reimbursable Expenses** |
| Description of Services: |  |  |
| Deliverables: | | |

**ARTICLE 11: COMPENSATION**

(If this Article is not affected by this amendment, LEAVE THIS SECTION BLANK.)

|  |  |
| --- | --- |
| **§ 11.1 Basic Compensation** (Select One Alternative) | **Fee** |
| Alternative 1: For Basic Services as described in Article 3 and Additional Services as described under § 4.1, the Architect shall receive compensation in the form of the **lump sum** amount listed at the right. |  |
| Alternative 2: For Basic Services as described in Article 3 and Additional Services as described under § 4.1, the Architect shall receive compensation in the form of the **hourly not-to-exceed** amount listed at the right.  (Include hourly rate schedule as an attachment to this Proposal) |  |

|  |  |
| --- | --- |
| **§ 11.3 Compensation for Additional Services** (Select One Alternative) | **Fee** |
| Alternative 1: For Additional Services (if any), as described in Article 4, compensation shall be computed in the form of a **lump sum** amount listed at the right, or |  |
| Alternative 2: For Additional Services (if any), as described in Article 4, compensation shall be computed in the form of an **hourly, not to exceed** amount listed at the right.  (Include hourly rate schedule as an attachment to this Proposal) |  |

|  |  |
| --- | --- |
| **§ 11.8 Reimbursable Expenses** (Select One Alternative) | **Expenses** |
| Alternative 1: The compensation amount for Reimbursable Expenses is established at the dollar amount listed at the right, pursuant to § 11.8.1. |  |
| Alternative 2: The not to exceed compensation amount for reimbursable expenses is included in the compensation amount established in § 11.1 of the Agreement.  (If no dollar amount is listed in Alternative 1 above, the language in Alternative 2 will automatically apply to the Agreement) | **Included in**  **§ 11.1** |

|  |  |
| --- | --- |
| **Total Project Compensation Under This Agreement** | **Total Price** |
| Total Compensation listed for § 11.1, plus § 11.3, plus § 11.8 | **$** |

**ARCHITECT CERTIFICATION:** ARCHITECT UNDERSTANDS THAT NO WORK SHALL BEGIN UNTIL THE AGREEMENT, WITH ALL REQUIRED SIGNATURES, HAS BEEN OBTAINED. ANY WORK PERFORMED BY ARCHITECT PRIOR TO SUCH TIME SHALL BE CONSIDERED AS HAVING BEEN PERFORMED AT ARCHITECT’S OWN RISK AND AS A VOLUNTEER.

Authorized Signature: Date:

Type or Print:  Name/Title Full Legal Name of Firm/Company

Email Phone

Address