# University of Minnesota

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

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

### 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:**

**Project Location/Address:**

**University Project Manager:**

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

**Project Description:** (Include Project goals, objectives, type of work, schedule, delivery method, estimated construction cost, etc.)

**Scope of Services Required:** (Several sentences or a paragraph that describes the work that is to be completed by the architect, engineer or design team being selected. If you are looking for specific deliverables, you should state what they are here.)

**Article 1: INITIAL INFORMATION**

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

(The Design Contract requires a statement of the Owner's Budget of the Cost of the work. Provide the established Owner's Budget for the Cost of the Work dollar amount, or an estimate. If no dollar amount is available, or the design professional is developing the Owner's Budget for the Cost of the Work as part of their contract, please state that here.)

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

|  |  |
| --- | --- |
| Owner's Anticipated Commencement of Construction Date: |  |
| Owner's Anticipated Substantial Completion Date: |  |

**Owner-Employed Consultants:**

(If none, state that. If you are hiring/plan to hire additional consultants or already have other consultants on board, state who they are and their role/roles.)

**Site Visit/Informational Meeting:**

(If you choose to meet with the architect, engineer or consulting team prior to having them complete their proposal, you need to indicate the day, date, time and location. Having a site visit or informational meeting is optional on selections under $50,000; however, it is recommended.)

**Agreement Form:** The Agreement Form for this Project shall be a Project-specific AIA Document B101-2007 Standard Form of Agreement Between Owner and Architect for Design Services as Modified by the University of Minnesota (the "Agreement"), or a Notice to Proceed for an existing AIA Document B101-2007 Service Agreement; and 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**

This 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.

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

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 Contract** | **Compensation** | |
| **Services** | **Reimbursable Expenses** |
| Description of Services: |  |  |
| Deliverables: | | |

The Architect’s Designated Representative is:

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

The sub-consultants retained at the Architect’s expense are:

(List disciplines and if known, identify them by name and address.)

**ARTICLE 11: COMPENSATION**

|  |  |
| --- | --- |
| **§ 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