



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 =		
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 =		

