

## **STATE OF MONTANA**

## **DEPARTMENT OF ADMINISTRATION**

ARCHITECTURE & ENGINEERING DIVISION
1500 EAST SIXTH AVE • PO BOX 200103 • HELENA MT 59620
406.444.3104 • DOAAEDivision@mt.gov • architecture.mt.gov

FORM 117

	ARCHITECT/ENGINEER FEE PROPOSA	L	
Project Name:		A/E #:	
Location:			
Amalaita at/Charina any		Deter	
_			
Address:		Pnone:	
BASIC SERVICES (area	s that do not apply are to be left blank)		Costs/Expenses
Schematic Design Phase			•
	ation / Meetings / Data Gathering / Quality Control		
	pecifications / Drafting / Cost Estimating		
	pecifications / Drafting / Cost Estimating		
Electrical - Design / Spe	cifications / Drafting / Cost Estimating		
Structural - Design / Spe	cifications / Drafting / Cost Estimating		
Civil - Design / Specifica	tions / Drafting / Cost Estimating		
Reimbursables (travel, p	hone, mail, printing, etc.)		
	Schematic Design Phase (S	D) Total =	
Design Development Pha	ise (DD) or Preliminary Design Phase (PD)		
	ation / Meetings / Data Gathering / Quality Control		
Architecture - Design / S	pecifications / Drafting / Cost Estimating		
Mechanical - Design / Sp	pecifications / Drafting / Cost Estimating		
Electrical - Design / Spe	cifications / Drafting / Cost Estimating		
Structural - Design / Spe	cifications / Drafting / Cost Estimating		
Civil - Design / Specifica	tions / Drafting / Cost Estimating		
Reimbursables (travel, p	hone, mail, printing, etc.)		
	Design Development Phase (DD) or Preliminary Design (P	D) Total =	
Construction Document F	Phase (CD)		
Administration / Coordin	ation / Meetings / Data Gathering / Quality Control		
Architecture - Design / S	pecifications / Drafting / Cost Estimating		
	pecifications / Drafting / Cost Estimating		
	cifications / Drafting / Cost Estimating		
	cifications / Drafting / Cost Estimating		
	tions / Drafting / Cost Estimating		
Reimbursables (travel, p	hone, mail, printing, etc.)		
	Construction Documents Phase (C	D) Total =	
Bidding Phase (BD)			
	ation / Addenda / Responses		
Pre-Bid Meeting and Me			
Reimbursables (travel, p	hone, mail, printing, etc.) – do not include bid document reproduction		
	Bidding Phase (B	BD) Total =	
Construction Administrati			
Pre-Construction Meetin			
	ation / Meeting Minutes / Field Reports / Submittals		
Architect's Site Visits:	Trips @	per Trip	
Mechanical Engineer's S		per Trip	
Electrical Engineer's Site		per Trip	
Structural Engineer's Site Visits: Trips @ per Trip			
Civil Engineer's Site Visits: Trips @ per Trip			
Substantial Completion(s	, ,		
Final Completion Inspec			
Reimbursables (travel, p		\A\ T : :	
	Construction Administration Phase (C		
	BASIC SERVICES	TOTAL =	

ADDITIONAL SERVICES (areas that do not apply are to be lef	t blank, add any items not listed)	Costs/Expenses	
Master Planning		•	
Programming/Planning			
Fund-Raising & Marketing (provide a breakdown of deliverables – mod	dels, 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 Sel	rvices 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	e blank if at-cost)		
On-Site Construction Administration			
Record Drawings			
Warranty Inspection & Report			
A	DDITIONAL 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	