



COMMISSIONING FEE PROPOSAL

Project Name: _____ A/E #: _____
 Location: _____
 Cx Firm: _____ Date: _____
 Address: _____ Phone: _____

BASIC SERVICES (areas that do not apply are to be left blank)	Costs/Expenses
Design Phase	
Develop Commissioning Specifications	
Design Review	
Reimbursables (travel, phone, mail, printing, etc.)	
Design Phase Total =	
Construction Phase	
Develop Commissioning Plan	
Review Construction Submittals	
Develop Commissioning Documentation (Forms, Procedures, Reports, etc.)	
Site Visits / Maintain Issues & Resolution Log	
Perform Inspections and Verify Start-Up of Equipment	
Verify Test, Adjust, and Balance (TAB) and Review TAB Report	
Reimbursables (travel, phone, mail, printing, etc.)	
Construction Phase Total =	
Acceptance Phase	
Perform Functional Performance Tests	
Review Operation & Maintenance (O&M) Manuals	
Coordinate and Verify Training	
Develop Systems Manual	
Reimbursables (travel, phone, mail, printing, etc.)	
Acceptance Phase Total =	
Warranty Phase	
Final Commissioning Report	
Final Systems Manual	
Perform Seasonal Testing / Warranty Review	
Reimbursables (travel, phone, mail, printing, etc.)	
Warranty Phase Total =	
BASIC SERVICES TOTAL =	

ADDITIONAL SERVICES (areas that do not apply are to be left blank, add any items not listed)	Costs/Expenses
Building Envelope	
Monitoring Based Commissioning	
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