

Exhibit A – A/E Firm Proposal Form

Legal Company Name	
Address	
Phone	
Email	
Printed Name of Authorized Person Signing for the Company:	
Title:	

Undersigned represents to Owner that it has the following: Minimum OSHA training for onsite personnel, all required licenses for the company and project personnel, the labor and equipment to meet the scope requirements outlined in this Request for Proposal.

I/We, the undersigned, having examined the attached Request for Proposal for Architectural Engineering Services, and having read, understood, and accepted the conditions outlined in the Request for Proposal, each and all of which form a part of this proposal, hereby offer to supply Architectural Engineering Services in strict accordance with the conditions hereto attached and as outlined in this proposal.

Part 1: Preconstruction Phase Services

Provide a proposed fee for Architectural and Engineering services based on the information provided in the Request for Proposal and as stipulated in the form of agreement as basic services.

Schematic Design Phase	\$
Design Development Phase	\$
Construction Document Phase	\$
Bidding and Negotiations Phase	\$
Total Lump Sum Fee	\$
Dollars	

Part 2: Construction Phase Services

Provide a proposed fee for Architectural and Engineering services based on the information provided in the Request for Proposal and as stipulated in the form of agreement as basic services.

Construction Administration Services	\$
Closeout Phase Services	\$
Commissioning / Occupancy / Closeout Phase	\$
Total Lump Sum Fee	\$
Dollars	

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Part 3: Total Lump Sum Fee for Architectural Engineering Services	
Lump Sum Fee	\$
Dollars	

A. Estimated Cost of Reimbursable Expenses

Provide estimated reimbursable expenses as stipulated in the form of agreement included in this RFP. Reimbursable Expenses are in addition to compensation set forth in the form of agreement and include expenses incurred by the Architect and the Architect’s consultants directly related to the Project, as follows:

- Transportation and authorized out-of-town travel and subsistence.
- Permitting fees required by authorities having jurisdiction over the Project.
- Bulk reproductions and plotting of Design and Contract Documents for the Owner’s review and bidding purposes.
- Postage, handling and delivery of Instruments of Service.
- Renderings, models, mock-ups, requested and authorized in advance as an additional service by the Owner or required for the Project.
- Registration fees and any other fees charged by the Certifying Authority or by other entities as necessary to achieve the Sustainable Objective.
- Other similar direct Project-related expenditures, if authorized by the Owner.

In addition to an estimated lump sum for Reimbursable Expenses, you must complete Exhibit E, Hourly Rates	\$
Dollars	

For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect’s consultants plus zero percent (0 %) of the expenses incurred.

B. Contract Commentary

Proposing firm shall provide below all commentary and/or exceptions to the AIA B102 and AIA B201 contracts, as modified, that are included with this RFP. Failure to provide commentary and/or exceptions shall constitute “No commentary or Exceptions” by the Owner.

(Provide separate sheet with commentary if necessary)

Authorized Signature

Date