



University of Nevada, Reno

REQUEST FOR FEE PROPOSAL

Date:

From: (Project Manager)

To: (firm name)

Project Name:

Project #:

Description of Work:

Proposal deadline:

Special Instructions (if any):

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Proposal Instructions

Dear Professional Service Provider,

*Your proposal needs to include the outlined information below. Please also note the list of items that must be **excluded** from your proposal, and review the attached Agreement template. While some exceptions may be made, nearly all professional services must have this contract in place prior to issuance of a purchase order.*

Title: “Proposal for Professional Services for XXX, UNR Project #XX-XXXX” (this should match the name of the project & project number from Facilities Services’ terms)

Date:

Description of Work: Please include the description provided by Facilities Services above (edit as necessary based on any discussions you have with the Project Manager).

UNR Design & Construction Standards: Proposal must acknowledge conformance with the University’s design and construction standards, available at: <http://www.unr.edu/facilities/design-const-standards>

Scope or Basic Services Including:

- Cost Estimating
- Bidding
- Deliveries (no extra charges for delivering drawings, etc)
- Meetings
 - Review meeting at the end of each included phase (SD, DD, CD)
 - *Usually:* job walk attendance
 - OAC Meetings (and how many)
 - Site visits (how many)
 - Submittals review
 - 1-year warranty walk (at 11 months post-construction)
 - *Sometimes:* attend Commissioning
- Other documents
 - Site visit reports (when, how many)
 - Final punch list
- Close out items
 - As-Built drawings, electronic
 - O&M manuals, electronic + hard copy
 - Warranties

- Training on equipment/installations if needed
- Probable cost of construction (often supplied by FS)
- Reproducibles (number and format)
 - Kinds of drawings
 - *Pre-Design Only*: Pre-Design Summary Report

Cost:

- Separate line item for Construction Administration fees
- Basic Services total cost

Schedule:

- Design schedule in “Calendar Days”
- Deliverables by Phase (e.g. Schematic Design drawings; 4 stamped copies for Plan Review)
- Construction schedule in “Calendar Days”

Must not include:

- Terms or conditions
- Agreement language or agreement signature lines
- Reimbursables in fees

If your proposal is accepted, please note you will be required to provide proofs of insurance in the following parameters:

Professional Services Agreements (general)

- *Professional Liability: \$3M in aggregate; \$1M per occurrence*
- *General Liability: \$3M in aggregate; \$1M per occurrence*
- *Worker’s Compensation: \$1M/accident + all statutory limits (or an affidavit of exemption)*

Pre-Design Agreements

- *Professional Liability: \$2M in aggregate; \$1M per occurrence*
- *General Liability: \$2M in aggregate; \$1M per occurrence*
- *Worker’s Compensation: \$1M/accident + all statutory limits (or an affidavit of exemption)*

The sooner copies of insurance are provided, the sooner the Agreement/PO can be processed.