

GUIDELINES FOR THE SUBMISSION OF AN ASSOCIATES TECHNICAL PROPOSAL

The technical proposal shall demonstrate how your firm will best implement the owners program for the project.

Your technical proposal should clearly and concisely include your understanding of the following:

- 1) The project budget including fixed limit of construction costs, fixtures, furniture and equipment, contingency, associate fees, reimbursable expenses, and any other project costs.
- 2) The project goals including any unique or special goals as expressed in the Program of Requirements.
- 3) The required approach to staffing, communication and development of all project phases.
- 4) The required management as it relates to project schedule, cost estimating and containment and construction administration.
- 5) The project schedule including schematic design, design development, contract documents, construction schedule and any other dates or milestones.
- 6) Based on a construction budget of \$_____, show your proposed fee structure including all consultants for review, evaluation and validation of the Program of Requirements for design, supplemental and reimbursable fees in the following manner.

	<u>Proposed Fee</u>	<u>% Total Design Fee</u>
<u>Design Fees</u>		
Schematic Design	\$ _____	_____ %
Design Development	\$ _____	_____ %
Construction Documents	\$ _____	_____ %
Bidding and Negotiation	\$ _____	_____ %
Construction Administration	\$ _____	_____ %
Total Design Fees	\$ _____	_____ %

Supplemental Fees

Consultant	\$ _____
Consultant	\$ _____
Consultants	\$ _____
Total Supplemental Fees	\$ _____

Reimbursables/Allowances

Plan Approval/Permits \$ _____
Printing Bid Documents \$ _____
Total Reimbursables/Allowances \$ _____

TOTAL ASSOCIATES FEE \$ _____ % CONSTRUCTION _____

NOTE: The fee for change orders for field conditions and owners request shall be _____% of the change order

- 7) State the minimum number of hours per week of on-site construction observation by your firm and each of your consultants, exclusive of travel time, included in your fees for basic services.
- 8) Include a listing of hourly fees for staff and consultants staff (including mark-up) in the event that additional services are requested.
- 9) Include the cost to provide project specific professional liability insurance. If the University elects to purchase this insurance, the premium will be a reimbursable expense.

Your technical proposal together with any final negotiated fees shall be made a part of the Agreement for Professional Design Services.

The following information is required for all associate architect-engineer firms and their primary consultants in order to complete the release of funds:

- a) EEO certificates for your firm and your primary design disciplines (consultants)
- b) Workmen's Compensation Certificate
- c) Proof of liability insurance including Wright State being shown as an additional insured.
- d) Specific details of your EDGE participation.
- e) Declaration of Material Assistance
- f) Provide information for all contracts that your firm has had with any state agency or university in the last 24 months

State Agency:

Contracted Services:

Percentage Completed:

Amount of A/E Contract: \$

Please provide this information with your technical proposal for your firm and all your primary design disciplines (mechanical, electrical, structural, construction management, etc., as applicable).

2/27/01

This Technical Proposal is to be furnished in duplicate and is to be limited to the information requested herein. Information such as previous communications, forms 254 and 255, general information about your firm or your consultants, index tabs, etc. are not to be included.

This Technical Proposal is due _____, to Daniel L. Papay, University Engineer, 392 University Hall.