



FLORIDA STATE UNIVERSITY
REPORT OF A/E NEGOTIATIONS CONFERENCE



Project Name _____

FS-_____ Date _____

A/E Firm Name _____

A/E Address _____

City _____ State _____ Zip _____

Fed ID# _____ A/E represented by _____

Others present _____

NEGOTIATED FEE

Basic Services \$ _____ X _____ = \$ _____

Plus \$ _____ * (Additional Services, include life cycle analysis) = TOTAL FEE \$ _____

*Other negotiated additional services: Any other additional services which are to be included in the lump sum agreement must be documented by a proposal outlining the scope of services and a detailed breakdown of the fee.

Life Cycle Analysis

Required for this project? Yes No

If yes, determine the fee using the fee curve. \$ _____

SCHEDULE & REVIEW SETS

PHASE	FEE %	NUMBER OF REVIEW SETS	CALENDAR DAYS
Conceptual Schematics	10%		
Advanced Schematics	10%		
Design Development	15%		
50% Construction Documents	15%		
100% Construction Documents	20%	**	
Receipt of Bids	5%		
Construction Phase	25%	(to be paid in monthly increments in proportion to payments made to Contractor)	
Post Occupancy Inspection	\$	(to be paid from Construction Phase fee)	

** include 2 signed and sealed sets which are required for Fire Marshal

NOTE: If currently available funds are not adequate to support the entire fee, the Agreement should provide for the A/E to suspend work at the completion of the last authorized phase, and to resume work only upon receipt of a "Letter of Activation" from the University. If this is the case, so indicate by drawing a line under the last authorized phase.

Review Time - How many calendar days (maximum) will be required for document review? _____

CAD? Yes No

Name of Program _____ Date of Program _____

If the **entire** program is not being implemented at this time, explain.

Professional Liability Insurance (amount stated in the advertisement) \$ _____