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](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 (valued under $100K)
- 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)

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.