

REQUEST FOR AGREEMENT

1. Upon receipt of the completed request, and depending upon workload, Agreements will be processed in the order received. However, the start date of the agreement will be taken into consideration in prioritizing the workload. [Complete and save the form and attach other items via email dcmcontracts@ucdavis.edu or forward hard copy to DCM Contracts.](#)
2. Agreement Process Time to Activate: 1 - 2 weeks for Professional Services Agreements (PSAs), and 1 - 3 weeks for Executive Design Professional Agreements (EDPAs).
3. **Provide the following:**
 - Rates from Consultant
 - Request Consultant/Design Professional to complete Consultant Profile Form (<http://dcm.ucdavis.edu/forms/index.htm>)
 - To edit Agreement, please contact DCM Contracts at dcmcontracts@ucdavis.edu. Email completed documents to DCM Contracts (dcmcontracts@ucdavis.edu).
4. **Agreement Recharge Rates** - The department requesting the Agreement is responsible for preparation costs. Duplicate Agreements will be charged at half the recharge rate.
5. **Agreement Cancellation** (EH&S and ARM) – If an agreement is cancelled at any time during the agreement process, DCM Contracts will determine how much work had been completed. DCM Contracts will then notify the client and DCM Accounting of any amount owed to DCM. All related documents will be returned to the Project Manager.

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FOR DCM ONLY (do not write in this area)		
Departmental Request No.	Copy to DCM Accounting	DaFIS Document No.

Date	Design Professional License No. (applicable to Executive Agreements)	
Consultant/Design Professional Name & Address		
Consultant/Design Professional Contact Person	Phone	Email
University's Project Manager/Department Contact	Phone	Email
Department Contact to Receive Invoices	Phone	Email

Special Funding Sources:

Campus Department:

DaFIS Account To Charge (not required on DCM Agreements)

Chart	Account	Sub Account	DaFIS Project No.
Accounting Contact Name		Accounting Contact Phone	

Type of Agreement: (recharge cost NA to DCM)

Agreement Start Date: (shall be dated before any work has occurred)

If project specific, complete the following:

Project Number	Project Title
Project City	Project County

Consultant Service Information

- Consultant will provide inspection services
- Consultant will prepare construction documents
- Consultant will conduct non-asbestos hazardous material consulting

Indicate where majority of work is to be done either (in California or in another state) _____

Scope of Services

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Executive Design Professional Agreements (EDPA, CM@Risk, Master Architect, Master Engineer) (The facility name, project number, and project name must be the same as those recorded for funding purposes)

Construction Budget (include approximate square footage) ENR CCI (Engineering New Record Construction Cost Index)

Informal Selection Process Documentation - Consultant Work Category

(select from the attached list)

Yes No The requestor has reviewed the list of consultants in PRISM who responded to the annual announcement for consultant services or who submitted a statement of interest in providing consultant services in the category selected and noted above.

Compensation Fee: \$ _____

NOTE: Compensation must not exceed \$100,000 unless copies of the items listed in Formal Selection Process Documentation (below) are provided. The amount entered should be the maximum allowed under the agreement, i.e., \$100,000 -- unless for some reason the maximum should be limited to less.

Required Documents

- **Formal Selection Process Documentation** (Following documents are required for agreements over \$100,000)
 - ✓ Proof of publication
 - ✓ Applicant List
 - ✓ Letter of Appointment to Design Professional
- **Consultant Information** attach a [Consultant Profile Form](#) for new firms not in PRISM
- **Rate Schedule**

Allow surcharge of 10% on the following reimbursable expenses only:

Postage for outsized packages? Yes No
Outside and in-house reproductions? Yes No

Comments

[Empty text box for comments]

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WORK CATEGORIES

ARCHITECTURE

Biocontainment Facilities Child Care Facilities Food & Beverage Facilities	Greenhouses Health Care Facilities Historical	Housing Interiors Laboratories Medical Research Facilities
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CONSTRUCTION CONSULTANT

Claims Construction Management Construction Managers	Dispute Resolution Partnering Plan Review	Project Management Value Engineering
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ENGINEERING

Agricultural Boiler/Chiller Plant Bridges Central Plant Chemical Process Civil Cogeneration Electrical Electrical High Voltage Electrical Maintenance & Repair Electrical Power Plants Fire Protection Geotechnical Geothermal	HVAC HVAC (and/or Plumbing as appropriate) HVAC Controls Hydrology Industrial Controls Materials Science Natural Gas Facilities Pavement Plumbing/Piping Radio Refrigeration (as appropriate) Sanitary	Seismic Solar Solid Waster (or wastewater as appropriate) Structural Telecommunications Television Thermal Systems Utilities Wastewater (or water as appropriate) Water Wind
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ENVIRONMENTAL

Assessments Biohazards Biological Botanical Surveys EIR Engineering	Erosion Control Historical Consulting Mitigation Monitoring Natural Resources Parks & Recreation Planning	Site Assessments Site Remediation Traffic Visual Visual Impact Studies Wetlands Restoration Wind Tunnel Modeling
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SPECIALTY CONSULTING

Acoustic Administrative/Financial Management Advertising Design Air Pollution Control Airport Operations Alternate Dispute Resolution Animal Research Facilities Aquatic Management Arborist Archaeological Consultant Architectural Models Art Consultant Artist Athletic Facilities Audio/Visual Audio/Visual Systems Building Computer Modeling Classrooms	Electrical Fault Detection Electrical Power Analysis Elevator Elevators Energy Facilities Faunal Analysis Feed Mills Financial Floors Food Service Forensic Analysis Forensic Engineering Fuel Systems Fume Hood Decontamination Furniture Gas Leaks Graphics	Organizational Parking Parking Structures Performing Arts Facilities Photography Plastic Fabrication Power Supply Precast Concrete Programming Radiation Real Estate Recreational Facilities Renderings Roads Roofs Schedules Security Signage
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SPECIALTY CONSULTING		
Clean Rooms	Hazardous Materials	Solid Waste
Coatings	Health Care	Specifications
Codes	Horticulture	Sustainable Design
Commissioning	Human Resources	Sustainable Design
Communications Management	Industrial Hygiene	Swimming Pools
Computer Aided Drafting	Landscape Architecture	Traffic
Computer Fire Modeling	Landscape Irrigation	Transportation
Computer Networks	Landscape Irrigation Design	Underground Storage Tanks
Computer Programming	Laundry Equipment	Utility Rates
Concrete	Legal	Vibration
Controlled Environment Facilities	Lighting	Waterproofing
Corrosion	Maintenance	Window Coverings
Cost Estimating	Medical Gas Systems	Woodwork
Dairies	Modular Facilities	
Demolition	Moisture Intrusion	
Design Review	Motivational Speaker	
Disabled Access	Moving	
	Multi-media Productions	
	Native Americans	

SURVEYING, MAPPING & AERIAL PHOTOGRAPHY		
Aerial Photography	Mapping	Surveying
Aerial Surveys	Subsurface Utility Location	

TESTING & INSPECTION		
Asbestos	Fume Hoods	Materials Testing
Biological Hood Certification	Geotechnical	Medical Gas/Vacuum Systems
Cabling	Hazardous Materials	Plumbing/Mechanical
Clean Rooms	HVAC Testing & Balancing	Subsurface Utilities Leak Detection
Doors	Inspection	Underwater
Electrical	Lead	Welding

OTHERS *(list below)*

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