

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 \[aecontracts@ucdavis.edu\]\(mailto:aecontracts@ucdavis.edu\) or forward hard copy to A&E Contracts.](#)
2. Agreement Process Time to Activate: 1 - 2 weeks for Professional Services Agreements (PSAs), and 4 - 5 weeks for Executive Design Professional Agreements (EDPAs).
3. **Provide the following:**
 - Rates from Consultant
 - Request Consultant/Design Professional to complete Consultant Profile Form (<http://www.ae.ucdavis.edu/forms/>)
 - To edit Agreement, please contact A&E Contracts at aecontracts@ucdavis.edu. Email completed documents to A&E Contracts (aecontracts@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. [See rates](#)
5. **Agreement Cancellation** (EH&S and ORMP) – If an agreement is cancelled at any time during the agreement process, A&E Contracts will determine how much work had been completed. A&E Contracts will then notify the client and A&E Accounting of any amount owed to A&E. All related documents will be returned to the Project Manager.

REQUEST FOR AGREEMENT

FOR A&E ONLY (DO NOT WRITE IN THIS AREA)		
Departmental Request No.	Copy to A&E Accounting	DaFIS Document No.

Request Date	Design Professional License No. (applicable to Executive Agreements) ¹	
Consultant Name & Address		
Consultant Firm's Contact Person	Telephone No.	Email
University's Project Manager	Telephone No.	Email
Department Contact	Telephone No.	Email
Department Contact to Receive Invoices	Telephone No.	Email

CAMPUS DEPARTMENTS

- | | |
|-------------------------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> Architects & Engineers | <input type="checkbox"/> Environmental Health & Safety |
| <input type="checkbox"/> Office of Resource Management & Planning | <input type="checkbox"/> Other (specify department) _____ |

DaFIS ACCOUNT TO CHARGE (not required on A&E Agreements)

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

TYPE OF AGREEMENT REQUESTED (select one) To edit Agreement, please contact A&E Contracts at aecontracts@ucdavis.edu.

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| BLANKET AGREEMENTS (2 years; or 3 years if project specific) | RECHARGE COST* |
| <input type="checkbox"/> Professional Services Agreement (PSA)
<i>The consultant may perform design services up to and including Schematic Design but in no event does this Agreement authorize the preparation of construction documents.</i> | \$340 |
| Do you want to review a final copy of the Professional Services Agreement prior to distribution? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| <input type="checkbox"/> Executive Design Professional Agreement-Blanket
<i>(Requestor is required to review/approve prior to distribution)</i> | \$680 |
| EXECUTIVE AGREEMENTS (Requestor is required to review/approve prior to distribution) | |
| <input type="checkbox"/> Executive Design Professional Agreement..... | \$1,020 |
| <input type="checkbox"/> Executive Design Professional Agreement, CMatRisk Delivery..... | \$1,020 |
| <input type="checkbox"/> Master Architect/Engineer Agreement (Applicable to Design Build) | \$1,020 |
| <input type="checkbox"/> Master Engineer Agreement (Applicable to Design Build) | \$1,020 |
| <i>Duplicate Agreements will be charged at half of recharge rate , i.e., PSA (\$170) EDPA-BLANKET (\$340)</i> | |

¹Web location to verify license: Architects (www.cab.ca.gov); Landscape Architects (www.latc.dca.ca.gov); Engineers (www.dca.ca.gov/pels)

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Agreement Start Date (Month/Date/Year): _____ (must be dated after the date the request is submitted for preparation)

PROJECT SCOPE

Project specific? Yes No

If yes, complete the following:

Project Number	Project Title
Project City	Project County

- 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): _____

INFORMATION TO DETERMINE INSURANCE RATES

DESCRIPTION OF SERVICES (Include approximate square footage. Description must be specific)

EXECUTIVE DESIGN PROFESSIONAL AGREEMENTS (VB, 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)
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METHOD OF SELECTING CONSULTANT (Select one)

INFORMAL SELECTION PROCESS DOCUMENTATION - CONSULTANT WORK CATEGORY

(select from the attached list) _____

- Yes No The requestor has reviewed the list of consultants 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. <http://www.ae.ucdavis.edu/reporting/aereportsolutions.nsf/ConsultantDatabase>

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COMPENSATION FEE \$ _____

NOTE: For both Professional Services Agreement and Executive Design Professional Agreement-Blanket Agreements, compensation **must not exceed \$100,000** unless copies of the items listed in Formal Selection Process Documentation are attached to this form. 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.

FORMAL SELECTION PROCESS DOCUMENTATION

- Proof of publication Applicant List Letter of Appointment to Design Professional

CONSULTANT INFORMATION [attach a Consultant Profile Form](#)

RATE SCHEDULE REQUIRED

- Hard Copy Emailed Rates have been reviewed and approved by person submitting the request

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

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

COMMENTS

APPROVAL BY:

A&E PROJECT MANAGER (may initially email completed Request for Agreement to [A&E Contracts](mailto:aecontracts@ucdavis.edu) and Senior Project Manager, but Project Manager must have Senior Project Manager's approval)

Complete and save the form and attach other items via email aecontracts@ucdavis.edu or forward hard copy to Architects & Engineers, Attention Contracts.

NOTE: EH&S and ORMP - Electronic submission of this form will be considered to represent your signature.

ATTACHMENTS: Please attach all information necessary for an Agreement to be written.

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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	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	Organizational Parking Parking Structures Performing Arts Facilities Photography Plastic Fabrication Power Supply Precast Concrete Programming Radiation Real Estate Recreational Facilities Renderings Roads Roofs
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SPECIALTY CONSULTING		
Audio/Visual Systems Building Computer Modeling Classrooms Clean Rooms Coatings Codes Commissioning Communications Management Computer Aided Drafting Computer Fire Modeling Computer Networks Computer Programming Concrete Controlled Environment Facilities Corrosion Cost Estimating Dairies Demolition Design Review Disabled Access	Furniture Gas Leaks Graphics Hazardous Materials Health Care Horticulture Human Resources Industrial Hygiene Landscape Architecture Landscape Irrigation Landscape Irrigation Design Laundry Equipment Legal Lighting Maintenance Medical Gas Systems Modular Facilities Moisture Intrusion Motivational Speaker Moving Multi-media Productions Native Americans	Schedules Security Signage Solid Waste Specifications Sustainable Design Sustainable Design Swimming Pools Traffic Transportation Underground Storage Tanks Utility Rates Vibration Waterproofing Window Coverings Woodwork

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

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

OTHERS (list below)

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