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| moseal | STATE OF MISSOURIOFFICE OF ADMINISTRATIONDIVISION OF FACILITIES MANAGEMENT, DESIGN AND CONSTRUCTIONA/E PROPOSAL CHECKLIST | PROJECT NUMBER |
| DATE PROPOSAL REVIEWED      |
| **GENERAL INFORMATION** |
| PROJECT TITLE AND LOCATION      |
| FMDC PROJECT MANAGER      |
| A/E REPRESENTATIVE      |
| REVIEW |
| [ ]  | 1. | Fees shall be charged to: | ACCOUNT NUMBER      | AMOUNT | $      |
|  |  |  | ACCOUNT NUMBER      | AMOUNT | $      |
| [ ]  | 2. | Amount Available for Construction | AMOUNT | $      |
| [ ]  | 3. | Consultant’s address, etc. is filled out. |
| [ ]  | 4. | Basic Services are correct, clear, and concise according to the program set forth and agreed to during the Pre-Proposal Meeting. |
| [ ]  | 5A. | Total Fee | **Total Fee** | **$** |
|  | 5B. | Other Services | Topographic Surveys |  | $      |
|  | Boring & Soil Report |  | $      |
|  | Interiors |  | $      |
|  | Programming |  | $      |
|  | Other |  |  | $      |
|  | Subtotal |  | $      |
|  | 5C. | Basic Services Fee (C = A – B) |  | $      |
| [ ]  | 5D. | Percentage = Basic Services Fee X 100 |    % |
|  |  AFC |
| [ ]  | 6. | Contract Change rates for Additional Services and Reimbursables are itemized correctly and the amounts are reasonable. |
|  | 7. | Additional site visits during Construction Phase are reasonable. | $     /visit |
| [ ]  | 8. | Project Completion Schedule has been revised and attached. |
| [ ]  | 9. | Personnel assigned and their qualifications are on A/E’s letterhead and attached. |
| [ ]  | 10. | Scope of Work has been agreed to and signed by all Parties. |
| [ ]  | 11. | [ ]  Recommend acceptance of Proposal | [ ]  Recommend rejection of Proposal |
| SIGNATURE OF FMDC PROJECT MANAGER | DATE      |
| SECTION LEADER COMMENTS |
|       |
| APPROVED BY      | DATE      |

MO 300-0906 (06/12) DISTRIBUTION: ORIGINAL – FILE-A/E Agreement