|  |  |
| --- | --- |
| Project Number: |  |
| Contract Number: |  |
| Project ADPM: |  |
| Agency Authorized Rep.: |  |
| Prepared by: |  |
| Reviewed by: |  |
| Date: |  |

Check each box that applies and upload electronic copies of the document to the subject Contract file folder.

1. **Fixed Fee Contract**

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|[ ]  Form 2261 SPRB Contract Memo |
|[ ]  Funds Verification |
|[ ]  Contract\* |
|[ ]  Contract Exhibits |
|[ ]  Terms and Conditions of the Contract |
|[ ]  Form 1105 Capital Project Initiation Request (and any agency communications) |
|[ ]  **NEW:** Form 1130 Project Budget |
|[ ]  RFQ Web Advertisement |
|[ ]  Alpha Long List |
|[ ]  Ballot Summary |
|[ ]  Selection Memo |
|[ ]  Consultant’s Proposal and, if applicable, subconsultants’ proposals |
|[ ]  Scope Meeting Minutes |

1. **Contract Amendment**

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|[ ]  Form 2263 SPRB Amendment Memo |
|[ ]  Amendment\* |
|[ ]  Consultant’s Proposal and, if applicable, subconsultants’ proposals and agency request for change |
|[ ]  Funds Verification |
|[ ]  Contract/Amendment log |
|[ ]  Copies of prior Amendment(s) and Contract |
|[ ]  Form 1105 Capital Project Initiation Request (and any agency communications) |
|[ ]  **NEW:** Form 1130 Project Budget |

1. **Task Letter**

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|[ ]  Form 2260 SPRB Task Letter Memo |
|[ ]  Task Letter\* |
|[ ]  Consultant’s Proposal and, if applicable, subconsultants’ proposals |
|[ ]  Funds Verification |
|[ ]  Task Letter log |
|[ ]  Copies of previous task letters, if applicable |
|[ ]  Any applicable communications from client agency |
|[ ]  Consultant Hourly Rate Table **Hourly rates are available and included within the fully executed ON-CALL CONTRACT.** |
|[ ]  Selection Memo |
|[ ]  Supplemental Task Justification Memo, if applicable |
|[ ]  Form 1105 Capital Project Initiation Request (and any agency communications) |
|[ ]  **NEW:** Form 1130 Project Budget |

**Task letters that result in design documents for a project must address the following elements:**

* Scope of construction that the contract is based on and/or additional professional services.
* Total A/E fee and fee breakdown (payments for sds, dds, cds, ca, etc.).
* Deliverables.
* Time duration for the submission of deliverables.
* Estimated cost of construction.
* For the draft submission to SPRB, please copy and paste the following to the bottom of the Contract, Amendment, or Task Letter:

|  |  |  |  |
| --- | --- | --- | --- |
| “Approved” by the State Properties Review Board: |  |  |  |
|  | **Bruce R. Josephy, Chairman** |  | **Date** |