|  |  |
| --- | --- |
| 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**

|  |  |
| --- | --- |
|  | 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 (only required if there have been changes to the 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**

|  |  |
| --- | --- |
|  | 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 (only required if there have been changes to the budget) |

1. **Task Letter**

|  |  |
| --- | --- |
|  | 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 (only required if there have been changes to the 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** |