**SE-220**

**REQUEST FOR AUTHORITY TO EXECUTE A PROFESSIONAL SERVICES**

**CONTRACT**

**AGENCY:**

**PROJECT NAME:**

**PROJECT NUMBER:**

**Contract IS subject to two-part jbrc approval process: Yes**  **No**

**FIRM SELECTED**

**NAME:**

**CITY:**       **STATE:**

**EMAIL:**       **TELEPHONE:**

**BUDGETARY INFORMATION**

1. **TOTAL PROJECT BUDGET: PIP** *(enter latest A-1 “Total Project Budget”*) **$**

**Non-PIP** *(enter Agency’s project budget)* **$**

1. **Construction Budget for this Contract:**

*(including Construction Contingency):* **N/A**  **$**

1. **Basic Services Fee for this Contract:** **$**
2. **Additional Services Fee for this Contract:** **$**
3. **Estimated Reimbursables for this Contract:** **$**
4. **TOTAL CONTRACT AMOUNT** (*sum of #3, #4 and #5*): **$**

**AGENCY CERTIFICATION AND REQUEST**

I certify that the Agency Selection Committee conducted this Professional Services selection in accordance with the requirements of the SC Consolidated Procurement Code and the *Manual for Planning and Execution of State Permanent Improvements-Part II,* and that the Agency has authorized, unencumbered funds available for obligation to this contract. Pursuant to SC Code **§** 11-35-3220(9), I request the Office of State Engineer’s approval to execute the attached contract for professional services in support of the above-named Project.

**BY:**  **DATE:**

*(Signature of Agency Representative)*

**Print Name:**       **Title:**

**APPROVED BY:** **DATE:**

*(OSE Project Manager)*

**SUBMIT THE FOLLOWING DOCUMENTS TO OSE:**

1. SE-220
2. Copy of SE-211
3. Copy of SE-212
4. Copy of signed SE-214 for each Committee member
5. Copy of all SE-215s and the SE-217
6. Copy of SE-219
7. Copy of proposed Contract signed by firm selected but NOT signed by the Agency