**2016 Edition**

**SE-220**

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

**AGENCY:**

**PROJECT NAME:**

**PROJECT NUMBER:**

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

**PERSON OR FIRM SELECTED**

**NAME:**

**ADDRESS: Street/PO Box**:

**City:**       **State:**       **ZIP:**      -     

**EMAIL:**

**TELEPHONE:**       **FAX:**

**BUDGETARY INFORMATION**

**1. FEE BASIS: Percentage**  **Lump Sum**  **Hourly, Not to Exceed**

1. **TOTAL PROJECT BUDGET: $**

Approved project funding to date (*Insert amount on approved Form A-1*) **$**

**3. Construction Budget for this Contract** *(including Construction Contingency)*: **$**

**4. Basic Services Fee for this Contract:** **$**

Portion of Fee attributable to PIP Stage I Services, if applicable: **$**

**5. Additional Services Fee for this Contract:** **$**

Portion of Fee attributable to PIP Stage I Services, if applicable: **$**

**6. Estimated Reimbursables for this Contract:** **$**

Portion of Fee attributable to PIP Stage I Services, if applicable: **$**

**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 Section 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-212 and the Selection Committee report listing all responses and reasons for selecting persons or firms to be interviewed

3. Copy of signed SE-214 for each Committee member

4. Copy of all SE-215's and the SE-217

5. Copy of SE-219

6. Copy of proposed Contract signed by person or firm selected but NOT signed by the Agency