

Additional Services Request (ASR) Form

SPA		User Agency	
Site		SBC No.	
Project Title		Designer	

Basic Design Fee (BDF)	Proposed Amount ASR	% of BDF	Total Amount of all ASRs (incl. proposed)	Cumulative % of BDF

Select the appropriate categories impacting the need for this ASR

Please check the appropriate box(s) that apply to the proposed ASR and enter the proposed amount, along with the Total ASRs, inclusive of the proposed one.

	<u>Proposed ASR</u>	<u>Total ASRs</u>
Basic Project Requirements <ul style="list-style-type: none"> • <i>Basic Project Requirements should include those that would be considered inherent to the successful execution of a project and are generally accepted as an additional service such as surveys, geotechnical investigations / reports, extensive field verifications, etc.</i> 	\$ _____	\$ _____
Project Programming <ul style="list-style-type: none"> • <i>Project Programming should include owner initiated programmatic changes and revisions to space needs, and would also include full project programming.</i> 	\$ _____	\$ _____
Above Basic Services <ul style="list-style-type: none"> • <i>Above Basic Services should include, but not exclusively, those services that are needed due to a project's sophistication or complexity, such as specialty consultants, exhaustive field verification, etc., unless accounted for through a designer fee complexity factor.</i> 	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____

Provide a summary justification for the current proposed ASR:

Provide the categorization and cumulative amounts for all previous ASRs to date on a separate attached sheet.

Submitted by: _____

Date: _____

Approved by OSA: _____

Date: _____