

**UNIVERSITY OF NEVADA LAS VEGAS  
Planning and Construction**

4505 Maryland Parkway  
Box 451027  
Las Vegas, Nevada 89154

**ON-CALL INFORMAL RFP –  
PROFESSIONAL SERVICES**

Project Name:  
Project Number:  
Date:

**TYPE OF SERVICE:**

**Consultant Name:**

**Consultant type:**

**PROJECT MANAGER:**

**Phone:**

**Email**

**PROJECT SCOPE:**

**PROJECT SCHEDULE:**

**Design:**

**Construction:**

**DUE DATE:**

The following section is to be completed by the selected Consultant.

**CURRENT WORKLOAD SCHEDULE** - Based on your firm’s current workload, can your firm assign the appropriate staff to meet the project schedule?  YES  NO

**FEE PROPOSAL:** Please attach your fee proposal, including hourly rates and breakdown by phase along with the proposed team members. Reimbursable expenses are limited to those incurred in the interest of the Project at net cost. Usual and customary expenses including office supplies, rent, utilities, general clerical, accounting, office support and secretarial services, local/long distance phone calls/faxes, local automobile travel, CAD services, and depreciation are not Reimbursable Expenses. The cost of all reproductions required for the execution of the project shall be deemed to be included in the Basic Services fee.

**ON-CALL CONSULTANT:** This project is subject to the terms and conditions of Contract number \_\_\_\_\_ (the “Agreement”). Any terms to the contrary contained in the proposal are void. Do not attach or incorporate by reference your standard terms and conditions. Any such terms are rejected and do not form a part of this Agreement.

Upon issuance of the purchase order this informal RFP and the proposal become part of the Agreement.

**Consultant:**

\_\_\_\_\_  
**Signature/Principal**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Firm Name**