

UNIVERSITY OF ROCHESTER

OWNER-CONSULTANT AGREEMENT

**PROJECT REQUIREMENTS LETTER – SHORT FORM VERSION**

*(Contract used for consultant services not requiring state license certification UON.  
Contract can be used for land survey and geotechnical professional services.)*

AGREEMENT made on the [ ] day of [ ], [ ].

Between the Owner: **UNIVERSITY OF ROCHESTER**  
Planning and Project Management  
271 East River Road  
Box 270347  
Rochester, New York 14627

and the Consultant: [ ]

for the following Project: [ ]

University Project Number: [ ]

The Owner and the Consultant agree as set forth below, and in the attached Supplement to the Project Requirements Letter – Short Form Version (**the “Supplement”, Third Edition, January 10, 2017**), which is incorporated by reference into and fully integrated with the Agreement. In the event of material conflicts between the provisions of this Agreement and the Supplement, the more stringent requirements shall apply.

**I. SCOPE OF BASIC SERVICES**

**A. Basic Services**

**[Attach acceptable proposal from vender as an exhibit.]**

**B. Construction Budget**

**[Set forth with reasonable specificity the budget for the project. Refer to as "Not Applicable" if not appropriate.]**

**C. Project Schedule**

**[Set forth the schedule for deliverables or refer to proposal exhibit if schedule information is included in the proposal.]**

**D. Project Team Requirements**

**[List any specific individuals or subcontract consultants whose services are required on the Project; explain their role and timeframe of involvement.]**

**E. Additional Responsibilities of Owner**

**[Set forth any drawings, studies, or data to be supplied by Owner, as well as any responsibilities of Owner in addition to those set forth in Article 4 of the Supplement.]**

**F. Project Submission Requirements**

Annexed to this Agreement as **Exhibit B** are the Owner's Project Submission Requirements.

**II. COMPENSATION**

The Owner shall compensate the Consultant as follows:

**A. Basic Compensation**

For Basic Services as described in Article 2 of the Supplement, and any other services included in this Agreement as part of Basic Services, Basic Compensation shall be computed as follows:

**[Set forth description of how Basic Compensation is computed, e.g., lump sum, hourly (with or without not-to-exceed figure).]**

**B. Hourly Billing Rates**

The Hourly Billing Rates for Consultant's employees shall be as set forth on **Exhibit A** to this Agreement.

**C. Reimbursable Expenses**

**[Include estimate of reimbursables.]**

**D. Billing**

As set forth in Article 10 of the Supplement.

**III. MISCELLANEOUS**

**A. Insurance**

The Consultant shall obtain and maintain insurance in accordance with Article 13 of the Supplement.

**B. Date of Commencement**

The date of commencement shall be the date of this Agreement, as first written above, unless a different date is stated below or provision is made for the date to be fixed in a notice to proceed issued by the Owner.

**[Note a different date, or reference a provision, or leave blank if date of agreement is commencement date.]**

**C. Documentation**

The Consultant shall address all correspondence, except invoices, to the attention of the Project Manager, **Jim Carty**. Invoices shall be addressed to the attention of the **Financial Manager**. All correspondence and invoices shall be addressed to the University of Rochester, Planning and Project Management, 271 East River Road, Box 270347, Rochester, New York 14627. All documentation shall clearly show the University's project name,        and the University's project number,       .

THIS AGREEMENT ENTERED INTO AS OF THE DAY AND YEAR FIRST WRITTEN ABOVE.

**UNIVERSITY OF ROCHESTER**

**CONSULTANT**

By: Wayne Goodwin

By: Signer

Its: Director of Operations

Its: Title