

**INDIANA UNIVERSITY
CONSULTANT CONTRACT INSTRUCTIONS**

<http://www.indiana.edu/~uao>

Revised 10/1/2009

CONSULTANT CONTRACT REQUEST FORM:

Complete the Consultant Contract Request Form located on our website (<http://www.indiana.edu/~uao>) under the Contracts/Standards tab. Once the request form and the project cost model or breakdown of fees are received, a design contract will be prepared by I.U. and returned to you for signatures and any additional documentation.

PERCENTAGE OF CONSTRUCTION COST FEE:

Project Cost Model Form, **all three pages**, must be attached and completed. This document is located on our website listed above under the Contracts/Standards tab. **The fee must be fixed and figured on a percentage of the probable construction cost plus design contingency dollars but not construction contingency dollars.** This is an Excel spreadsheet and should calculate and total as you fill in the correct costs.

OR

TIME & COST FEE:

Breakdown of how the fee was determined must be completed and attached.

INSURANCE:

An insurance certificate must accompany each contract complying with the standard coverage indicated below. The contract documents will not be executed until the certificate is received. The policies must be carried for the length of the project plus 3 years after the project is completed.

General Liability – \$1,000,000

Auto Liability - \$1,000,000/\$1,000,000 Personal Injury/\$1,000,000/
\$1,000,000 Property Damage

Workers Comp – Statutory

Employer's Liability - \$1,000,000 (part of which may be covered by umbrella coverage)

Professional Liability/E & O - \$1,000,000

ADDENDUMS:

All additional services for the project that develop after the original contract is approved must be submitted on the I.U. addendum form.

If you have any questions or concerns, please feel free to contact Donna Chitwood, Assistant Director of Administration at 812-855-9300 or dchitwoo@indiana.edu.