



SE-295 Assessment of Damages-Professional Services Contract

AGENCY: _____
(Name)

PROJECT: _____
(Number) (Name)

PERSON OR FIRM ASSESSED _____ **TYPE OF CONTRACT** Single Project
 Indefinite Delivery

(Name) (Federal I.D. Number)

(Street Address)

(City, State & Zip) (Phone) (Fax)

AGENCY CERTIFICATION

I hereby certify that the Agency has reviewed the actions and work products provided by A/E named above. In accordance with paragraph 4.16 of the *Manual for Planning and Execution of State Permanent Improvements - Part II*, I further certify that the Agency has determined it has reasonable cause to believe that the A/E has committed a negligent act or provided work products containing errors and omissions, described below, that have resulted in excess cost to the Agency. The Agency is hereby assessing damages against the A/E in the following amount:

TOTAL DOLLAR AMOUNT ASSESSED: _____

Basis for Assessment of Damages: _____

(Signature of A/E, not required) (Date)

(Signature of Agency Representative) (Date)

(Print or Type Name of Agency Representative) (Agency Representative Title)

ACKNOWLEDGED BY: _____
(State Engineer) (Date)

AGENCY INSTRUCTIONS

1. Submit completed SE-295 (Original & 1 copy) to OSE.
2. Send completed SE-295 to A/E (copy)