

**DIVISION OF FACILITIES CONSTRUCTION AND MANAGEMENT
ARCHITECTURAL/ENGINEER/HIGH PERFORMANCE BUILDING FEES
EFFECTIVE DATE: December 12, 2017**

I. PURPOSE

To provide a standard for a reasonable A/E/HPBS consultant fee structure on State of Utah projects

II. BACKGROUND

The State Procurement Code requires that contract architects, engineers, other consultants and surveyors be selected using one of the processes in the Procurement Code, but that the initial selection be based on qualifications and not be based on the lowest fee. Once the selection is made by a lawful process, the fee can be considered and negotiated. However, a standard is required to ensure that reasonable and consistent fees are paid for awarded work, and therefore, this document shall serve as the definitive guide for determining such fees. This policy updates earlier standards with additional clarity.

III. POLICY

DFCM Project Managers shall employ this standard for the negotiation of Architectural/Engineering/HPBS Consultant Fees. Any exception to this standard can only be obtained by written approval of the DFCM Director or the Director's designee.

IV. PROCEDURES

- A. The fee should be established with the individual project size and complexities in mind.
- B. An individual project may have complexities due to the inherent nature of the project type, due to complexity of consultants services required and/or due to complexities of the scope of the project.
- C. The fee schedules represent the maximum allowable fee for basic services on a typical project type. Complexity of consultant is negotiated on a case by case basis and requires a separate fee proposal for each consultant. Complexity of scope is a reasonable fee negotiated on a case by case basis.
- D. Basic Services include the design work that is customary on a typical project to take an established building program, site, and budget, and then develop the architectural design, engineer the building systems, produce construction documents, and perform construction administration for a single phase project. Basic Services include the design services customary on every project such as architectural, structural, civil, mechanical, and electrical engineering services.

There are also typically three additional consultants hired by DFCM to ensure the State's building performance standards are met: Energy Engineer (EnE), Building Envelop Commissioning Agent (BECxA) and a Building System Commissioning Agent (CxA). These will be referred to as the High Performance Building Standard (HPBS) Consultants, although the CxA is required by current building code.

- E. Basic Services for Civil Engineering on an Architectural Project shall be limited to the following: site planning including layout of site features, building position, preliminary grading, location of paving for walkways, driveways and parking, and fencing locations. Also included are the normal connections required to service the building such as water, drainage, and sanitary systems, if applicable.
- F. Renovation: Complexity modifier for renovation is intended for Capital Development Projects only. The fee schedule for the HPBS consultants applies to renovations.
- G. Not included in the Basic Services are amounts to cover Direct and Reimbursable costs such as printing and travel. These costs are reimbursed at 105% of cost; travel will be determined as per State Travel Guidelines. Travel from servicing office location to the site less than 100 miles is included in the basic fee.
- H. Instructions for determining fee: determine if the project is Architectural or Engineering; by use of building type determine which schedule to use; using the proper budget range and schedule type find the basic fee percentage. The basic fee is then determined by multiplying the construction budget by the scheduled percentage. The total fee is then determined by combining the basic services fee, with the complexity of consultant fee and complexity of scope fee. Complexity of consultant and complexity of scope is intended for Development projects only.
- I. Basic Services will vary from project to project. The following is an example of a typical project distribution as a percentage of the fee. The distribution will be determined on a project by project basis by the Prime Firm:
 - Architectural 60%
 - Mechanical 15%
 - Structural 12%
 - Electrical 10%
 - Civil 3%
- J. The HPBS consultants are hired directly by the building owner, often DFCM, but occasionally another state agency such as a College or University. Typical total fee for the three consultants will equal between .6 – 2% of the project's construction budget.

K. DFCM may elect to post a maximum allowable fee when soliciting for a project.

V. PERFORMANCE RATING

An A-E-HPBS consultant Performance rating for a project shall be determined by an average of all the evaluation period scores and will then be converted to a 1-5 point rating scale.

Example: 90 point average for all evaluation periods would receive a past performance rating of 4.5.

SCHEDULE OF ARCHITECTURAL PROJECT COMPLEXITY

Schedule - A	Schedule - B	Schedule - C	Schedule - D	Schedule - E
<i>Considerably Less Than Average</i>	<i>Less Than Average Complexity</i>	<i>Average Complexity</i>	<i>More Than Average Complexity</i>	<i>Considerably More Than Average</i>
<ol style="list-style-type: none"> 1. Farm Structures 2. Garages 3. Parking Structures 4. Residential Housing 5. Warehouses 6. Capital Improvement Roofing Projects 	<ol style="list-style-type: none"> 1. Complex Parking Structures 2. Liquor Stores 3. Office Buildings 4. Shop & Maintenance Facility 5. Student Housing 6. Visitor Centers 	<ol style="list-style-type: none"> 1. Armories 2. Care Facilities 3. Classroom Buildings 4. Clinics 5. General Teaching Spaces 6. Gymnasias 7. Laundry 8. Medical Offices 9. Mixed-Use Housing 10. Nursing Homes 11. Public Safety Admin. 12. Strength/Fitness Ctr. 13. Capital Improvement Projects 	<ol style="list-style-type: none"> 1. Adult or Youth Detention 2. Auditoriums - no stage 3. Complex Classroom Bldgs. 4. Computer Facilities 5. Court Facilities 6. Dining Facilities 7. Libraries 8. Medical Clinics 9. Medical Schools 10. Performing Arts 11. Recreation Facilities 12. Skilled Nursing 13. Specialty Schools 14. Theaters - no stage 	<ol style="list-style-type: none"> 1. Auditorium - w/Stage 2. Emergency Ops Center 3. Engineering Research 4. Fish Hatcheries 5. Hospitals 6. Medical Research 7. Mental Health Facilities 8. Museums 9. Prison Facilities 10. Scientific Research 11. Stadiums 12. Teaching Labs 13. Theater - w/Stage 14. Veterinarian Facilities
Complexity of Scope	Complexity of Consultant			
<ol style="list-style-type: none"> 1. Additional Energy Measures 2. Complex Engineering 3. Complex Site Conditions 4. Historical Renovation 5. LEED Certification 6. Multiple Bid Packages 7. Photo-realistic Rendering 8. Schedule Acceleration 9. Seismic Upgrade 10. Travel 	<ol style="list-style-type: none"> 1. Acoustical Branding 2. Cost Consultant 3. Elevator Feasibility Studies 	<ol style="list-style-type: none"> 1. FF&E Design 2. Geotechnical Surveys 3. Haz Mat 4. Kitchen 5. Lab Consultants 	<ol style="list-style-type: none"> 1. Landscape Master Planning 2. Programming 3. Scheduling Consultant 4. Security 	<ol style="list-style-type: none"> 1. Site Surveys 2. Specialty Consultants 3. Traffic Consultant 4. Seismic Study

Complexity of consultant and complexity of scope is intended for Development projects only.

Architectural Project Design Fee Schedule

Budget is Above	Complexity Classification				
	A	B	C	D	E
\$0	9.00%	9.54%	10.08%	10.62%	11.25%
\$50,000	8.55%	9.09%	9.63%	10.17%	10.80%
\$100,000	8.28%	8.82%	9.36%	9.90%	10.53%
\$150,000	8.01%	8.55%	9.09%	9.63%	10.26%
\$200,000	7.74%	8.28%	8.82%	9.36%	9.99%
\$300,000	7.47%	8.01%	8.55%	9.09%	9.72%
\$500,000	7.20%	7.74%	8.28%	8.82%	9.45%
\$750,000	6.93%	7.47%	8.01%	8.55%	9.18%
\$1,000,000	6.66%	7.20%	7.74%	8.28%	8.91%
\$1,500,000	6.39%	6.93%	7.47%	8.01%	8.64%
\$2,000,000	6.12%	6.66%	7.20%	7.74%	8.37%
\$3,000,000	5.94%	6.48%	7.02%	7.56%	8.19%
\$4,000,000	5.76%	6.30%	6.84%	7.38%	8.01%
\$5,000,000	5.58%	6.12%	6.66%	7.20%	7.83%
\$8,000,000	5.40%	5.94%	6.48%	7.02%	7.65%
\$12,000,000	5.13%	5.58%	6.03%	6.48%	6.93%
\$15,000,000	4.95%	5.40%	5.85%	6.30%	6.75%
\$20,000,000	4.77%	5.22%	5.67%	6.12%	6.57%
\$25,000,000	4.68%	5.13%	5.58%	6.03%	6.48%
\$30,000,000	4.59%	5.04%	5.49%	5.94%	6.39%
\$35,000,000	4.50%	4.95%	5.40%	5.85%	6.30%
\$40,000,000	4.41%	4.86%	5.31%	5.76%	6.21%
\$50,000,000	4.32%	4.77%	5.22%	5.67%	6.12%
Renovation	0.50%	0.65%	0.75%	0.85%	1.0%

Complexity modifier for renovation is intended for Capital Development Projects only.

HPBS Consultants	Schedule A	Schedule B	Schedule C	Schedule D	Schedule E
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EnE fee	5-10k Qualitative Only	8-15k Qualitative Only	.05 - .1%	.1 - .15%	.15 - .22%
BECxA fee	10-20k	.1 - .15%*	.15 - .2%*	.15 - .2%*	.2 - .25%*
CxA fee	.3 - .5%	.5 - .75%	.75 - 1%	1 - 1.25%**	1 - 1.5%**

* The minimum fee for the BECxA on these projects will be \$15k. If the percentage on the chart = less than \$15k, \$15k should be used on the CBE.

** This fee included employing analytics on the BAS for the project and 1-2 years of continuous commissioning by the CxA.

SCHEDULE OF ENGINEERING PROJECT COMPLEXITY

Schedule - A	Schedule - B	Schedule - C
<i>Average Complexity</i>	<i>Complex</i>	<i>Unusual Complexity</i>
<ol style="list-style-type: none"> 1. Average Retaining Walls and Foundations 2. Average Parks/Marinas and Rec Areas 3. Capital Improvement Paving Projects 4. Average Storm Drain & Sewage Collection 5. Small Bridges 6. Small Dams 7. Water Wells, Water Tanks, Pump Station Lift Station 	<ol style="list-style-type: none"> 1. Abatement and Remediation 2. Average Acoustical Design 3. Average Telecom Facilities 4. Complex Parks/Marinas and Rec Areas 5. Complex Retaining Walls and Foundations 6. Capital Improvement Projects** 7. Complex Storm Drain & Sewage Collection 8. Control and Testing Water Reservoirs 9. Electrical & Data Transmission* 10. Large or Complex Dams 11. Sewage & Water Treatment Facilities* 12. Solid Waste Disposal 13. Utility Tunnel 14. Spring or Stream Redevelopment 	<ol style="list-style-type: none"> 1. Complex Acoustical Design 2. Complex Large Dams 3. Complex Mechanical and Electrical Controls* 4. Complex Sewage & Water Treatment Facilities* 5. Complex Telecom Facilities* 6. Complex Utility Tunnels 7. Extremely Complex Bridges 8. Storm Drain & Sewers - Heavily Urbanized Area 9. Unusual Foundations with Complex Soils

<i>Complexity of Scope</i>	<i>Complexity of Consultant</i>	
<ol style="list-style-type: none"> 1. Commissioning 2. Complex Site Conditions 3. Multiple Bid Packages 4. Observation and Inspection 5. Schedule Acceleration 6. Seismic Upgrade 	<ol style="list-style-type: none"> 1. Arc/Fault Current Study 2. Feasibility Studies 3. Geotechnical Surveys 4. Master Planning 	<ol style="list-style-type: none"> 1. Programming 2. Site Surveys 3. Specialty Consultants

These are examples of additional services that are not included in the complexity of schedules A-C. These services will be negotiated singularly and shall require a separate fee proposal. Complexity of consultant and complexity of scope is intended for Development projects only.

*These types of projects would need systems commissioning (CxA).

**These projects could potentially need either systems or building envelope commissioning services depending on the project.

Engineering Project Design Fee Schedule

Budget is Above	Complexity Classification		
	A	B	C
\$0	10.8%	11.7%	12.6%
\$50,000	9.9%	10.8%	11.7%
\$100,000	9.5%	10.4%	11.3%
\$150,000	9.0%	9.9%	10.8%
\$200,000	8.6%	9.5%	10.4%
\$300,000	8.1%	9.0%	9.9%
\$500,000	7.7%	8.1%	8.7%
\$750,000	7.2%	7.7%	8.3%
\$1,000,000	6.8%	7.3%	7.9%
\$1,500,000	6.5%	6.9%	7.6%
\$2,000,000	6.3%	6.8%	7.4%
\$3,000,000	6.1%	6.6%	7.2%
\$4,000,000	5.9%	6.4%	7.0%
\$5,000,000	5.8%	6.2%	6.8%
\$7,000,000	5.6%	6.0%	6.7%
\$12,000,000	5.4%	5.9%	6.5%
\$20,000,000	5.3%	5.8%	6.4%
\$30,000,000	5.2%	5.7%	6.3%
\$50,000,000	5.1%	5.6%	6.2%
Renovation	0.50%	0.75%	1.0%

Complexity modifier for renovation is intended for Capital Development Projects only.