

Capital Professional Services
SCOPE and FEE NEGOTIATION POLICY
University of Illinois

***Modification:** Neither this policy nor its process may be modified without the prior approval of the Senior Associate Vice President of Business and Finance.*

The Scope and Fee Negotiation (SFN) policies and procedure contained herein have been established to respond to the contemporary needs of the University and the design industry.

The SFN policy has been developed to address several issues determined to be key to both parties. These issues include: consistency in fee application, timely negotiation and contract processing, equitable fees for services rendered and negotiating for only those services consistent with the terms of the agreement that are required to achieve the mutually agreed upon scope of work.

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General Information and Process

The SFN policy was developed by the University Office of Capital Programs and Real Estate Services (UOCP&RES) and is administered by UOCP&RES and Campus Construction Units (CCU) Contract Executives (CE). The Procurement of Professional Services will be consistent with the Architectural, Engineering, and Land Surveying qualifications Based Selection Act (30ILCS 535/1).

Contract fee negotiations shall commence immediately upon agreement of the scope of work. It is therefore important that the Professional Services Consultant (PSC) ensures that a person with the authority to make financial commitments for the firm be in attendance at all scope and fee negotiation meetings. Unless authorized by appropriate UOCP&RES or CCU representatives and the PSC, fee discussions shall not take place in the presence of the Using College/Department or any subconsultants to the PSC.

The Project Planner and/or Manager, CE, and the PSC shall first negotiate and reach consensus on the services and deliverables required to fulfill the scope of work before discussing compensation. Fee negotiations shall not commence until after the PSC prepares a compensation proposal that is reflective of the projected services/deliverables. This “first offer” by PSC is meant as a starting point to begin negotiations and the University shall be under no obligation to accept it as initially submitted. The CE will then confer with the Project Planner and/or Manager to assist reaching consensus on the scope of work as presented by the PSC in their “first offer” and prior to fee negotiations meeting with PSC.

DETERMINING THE BASIC SERVICES FEE

The determination of compensation for the performance of basic services is through negotiation of fees and services with the University based on the following criteria:

1. The project type classification.
2. The scope of basic services required to complete the agreed upon project scope
3. The degree of difficulty of the scope of basic services tasks as applied to the particular project.
4. The proposed project construction budget. (Used primarily as a benchmark reference).

Projects will be classified as either new construction or remodeling. Project classification is broken down into three levels of complexity as described below. Classifications are based upon the nature of the work and not upon classification of the facility.

Group 1	Most complex both in design and detail, and will involve complex programs, mechanical systems, code requirements, etc.
Group 2	Normal or average complexity may include a combination of more and less complex elements in the scope.
Group 3	Least complex projects will be of simple or repetitive construction without any great degree of special finish or design effort. May include projects where equipment purchases comprise a large portion of the construction budget and/or, projects where University details and/or specifications are provided to the PSC, including site-adapt and design re-use projects.

Project classifications and complexity levels are determined by the Contract Executive prior to the project being advertised for professional services. Complexity levels may be negotiated based on the agreed upon scope of work.

It is recognized that there can be considerable variations between projects with similar project budgets and/or classifications. Table A is a guideline of the major phases associated with the basic services described in the Owner/Professional Services Consultant Agreement (PSCA).

The University determines the total project budget including construction budget when the project is drafted and advertised for professional services. However, often construction budgets are not available at the time of advertisement for Feasibility Studies.

Tables B and D have been provided to illustrate typical base service fees for new construction and remodeling projects, that can generally be expected when the construction cost budget and project classification are known. Construction cost is defined as the balance of funds available after subtracting the value of estimated PSC fees, furniture, fixtures, and equipment costs, and all owner costs from the project budget as determined by the Campus Construction Unit representative(s). The variable rates indicated on tables B and D are required by the SFN process, which as previously indicated, also take into consideration the scope of services required to achieve the project scope. The mid-point in each range (shown bold in Tables B and D) represents typical project complexity as indicated in Table A. The PSC will present all basic services fee offers in terms of lump sum dollars.

New Construction Project Classification

A project will be classified a new construction type where the primary scope of work is to construct additional space or amenities for a specific purpose as indicated in the project scope. Some new construction projects may include minor remodeling as defined below to facilitate the new construction. Projects typically classified as new construction are shown in Table C.

Remodeling Project Classification

A project will be classified a remodeling type where the primary scope of work is to remodel, renovate, refurbish, repair, replace, upgrade, etc., any existing construction. This classification includes projects that may alter the original function of the existing construction. Some remodeling projects may include minor new construction as defined above. These projects are considered to possibly have a higher difficulty factor than new construction projects. Representative projects typically classified as remodeling are shown in Table E.

ADDITIONAL SERVICES

Services required of the PSC that are not provided for as a basic service in the PSCA or included in this Policy under reimbursable expenses are customarily referred to as "Additional Services." These services may be negotiated into the base services scope of work as lump sum or listed separately as an additional service. Additional Services will typically be negotiated as "hourly not to exceed" and shall include those normal reimbursable expenses the same as required for basic services. The scope of work for the Additional Services shall be clearly defined within the agreement and accounted for separately under compensation in Article F in the PSCA. The items listed below are examples of services generally considered as being outside the scope of the basic services provided for in the agreement. This list is not intended to be all-inclusive.

- A. Feasibility studies for the purpose of the University to obtain present or future phase project funding.
- B. Conceptualization Phase Services and Programming
- C. Changes in project scope.
- D. Alternate design bids that enhance the base bid design when the base bid design fully accomplishes the scope of work and when specifically requested by the University.
- E. Preparation of multiple phase bid packages exceeding the typical number of bids packages as required by the University.
- F. Additional or redundant services made necessary by the default of a contractor (when specifically requested by the University).
- G. Environmental impact statements.
- H. Wetland compensation/mitigation design.
- I. Services in connection with public hearings or legal proceedings except where the PSC is party thereto.
- J. Services to acquire a certified LEED™ rating
- K. Specialty services such as security, acoustics, non-standard signage & graphics, furniture-fixtures & equipment, traffic, and audiovisual
- L. Consultants for asbestos and lead discovery and abatement
- M. Special meetings and/or presentations not included in basic services, as pre-approved by the University
- N. Warranty Phase Services
- O. On-site Services

INSURANCE REQUIREMENTS

Refer to Article J of the PSCA for complete information regarding insurance required for University contracts.

The following information is furnished to provide assistance to the PSC in an effort to submit the insurance required in the correct manner acceptable to the University. This information should be shared with the firm's insurance agent/broker.

- Certificates of insurance must indicate the specific insurance company affording coverage. Listing of a group name only is insufficient.
- All insurance must be listed in the firm's name except, in the case of a sole owner.
- Proof of insurance is required on a per project basis. Current certificates of insurance shall be furnished by the PSC upon commencement of fee negotiations.

Calculating the Professional Liability Insurance Limit

The University will specify the limit of professional liability coverage required for a project. The limit of liability coverage is generally determined by direct calculation or by interpreting the potential for liability exposure based on the project scope of work. The professional liability insurance with limits of the greater of (a) One Million Dollars (\$1,000,000.00 or (b) twenty percent (20%) of the Owner's original estimated construction cost not to exceed Five Million Dollars (\$5,000,000.00), and with a deductible amount of not more than the lesser of (a) five percent (5%) of the limits of the policy or (b) One Hundred Thousand Dollars (\$100,000.00). Reimbursement for premiums for coverage in excess of the advertised minimum may be negotiated into the agreement.

For feasibility studies and campus master planning the professional liability insurance limit shall be One Million Dollars (\$1,000,000.00), and with a deductible amount of not more than One

Hundred Thousand Dollars (\$100,000.00). The indicated Professional Liability Insurance is required at the time the PSC enters into the agreement unless otherwise negotiated.

DIRECT WAGE EXPENSE

Direct Wage Expense (DWE) is defined as the actual straight time hourly wages paid to employees, exclusive of general and administrative overhead and burden, including but not limited to payroll related taxes, insurance, fringe benefits and personal and/or corporate performance/profit bonuses. The DWE rate of any PSC employee or employee of its sub-consultant(s) shall be subject to audit by the University. Evidence of DWE may be provided through certified payroll register, check stubs, or similar method that clearly indicates actual straight time wages.

OVERHEAD & PROFIT MULTIPLIER RATES

Overhead and multiplier rates are a component of the negotiation used primarily to determine the billable rate for additional services beyond basic services. Negotiations for compensation of additional service will also incorporate the use of the overhead and profit multiplier.

The University's standard overhead multiplier is 1.30 and allowable profit multiplier is up to 10%. Profit multiplier will be negotiated up to 10% depending on the type and complexity of the associated project. The method of calculation for any overhead and profit (OH&P) rate is illustrated below using the University standards.

Multiplier Example with Standard Overhead Rate and 7% Profit Markup

$DWE (1.00) + Overhead Rate (1.30) = 2.30 + Profit Markup (7\% \text{ or } 0.161) = 2.46 \text{ OH\&P}$

The University's standard overhead multiplier shall be used except when the PSC provides an overhead audit in accordance with the guidelines established herein. Approved rates expire three (3) years from the end-date of the period under audit. Evidence of the audited rate must be provided each time a PSC negotiates an agreement for a project. The University will accept overhead audits prepared by:

- a) Certified Public Accounting (CPA) firm.
- b) Illinois Department of Transportation.

Acceptable overhead audits are subject to the following guidelines:

1. Audit may not be based upon information more than three (3) University fiscal years old
2. Statements provided by an independent CPA firm must clearly indicate the words "audited overhead": and include the following information.
 - a. Auditor's Opinion
 - b. Copy of the Trial Balance or other source document utilized as basis for the calculation.
 - c. Overhead Calculation
3. Certain expense classifications are unallowable in the Overhead Calculation. Examples of allowable and unallowable expenses are outlined in Federal Acquisitions Regulation (F.A.R.) Part 31. See Table F for a sampling of allowable overhead expenses.

The following formula shall be used to calculate an overhead rate derived by an independent CPA firm's audit of the PSC:

$$\text{Overhead Rate} = \frac{\text{Total Allowable Overhead}}{\text{Direct Labor Dollars (DLD)}}$$

Direct Labor Dollars (DLD) is defined as total wages paid to professional/technical employees for work directly chargeable to clients, less the premium portion of wages paid for overtime and statutory and fringe benefits. For sole proprietorship and partnership firms the DLD for a principal shall be the figure reported as personal income on the individual's federal tax return.

PERIODIC SITE VISITS/ON-SITE REPRESENTATIVE

Article A.9 of the PSCA delineates the Basic Service duties required for periodic site visits which are conducted for purposes of quality control. The minimum visits indicated may be adjusted as a component of the negotiation.

When included in the Agreement, the University may request that the PSC provide additional services of one or more on-site representatives to facilitate the progress of the project and report on special conditions and critical installations. The duties of the PSC on-site representatives shall be described in the PSCA and are exclusive of construction phase Basic Services. It is conceivable and permissible to have more than one person on the site performing work related to both types of project observation.

When required, a not to exceed amount for on-site representation compensation will be included in the agreement. The agreed upon compensation (hourly not to exceed) amount is payable as services are performed. This budget is not a lump-sum value payable to the PSC regardless of actual hours expended. Periodic site visits and on-site representatives are prohibited from invoicing for travel time.

DETERMINING PROJECT CONSTRUCTION DURATION

The project team (University, Using College/Department, and PSC), shall discuss and reach consensus on the contractual project schedule of the project and shall complete Attachment C of the Agreement. Said discussions shall take into account as many factors as possible that will affect construction duration. The project construction budget alone is not satisfactory in determining construction duration.

Discussions should be realistic and include: complexity of the project design, availability of the site, material procurement duration, season of construction start, on-site representation fees, and other mitigating circumstances.

NON ELIGIBLE REIMBURSABLE PROFESSIONAL SERVICE EXPENSES

Non-eligible reimbursable expenses may include, but are not limited to, indirect cost items included in overhead. The items below are not available as reimbursable expenses and are included in fees on University contracts.

1. Consultants hired at the PSC option to perform basic services required by contract.
2. Field verification of existing conditions prior to commencement of design
3. Field verification or electronic conversion of existing drawings provided by the University.
4. Bid document handling and recording distribution of all bid sets.
5. Postage and handling including photocopying of project correspondence, contractor submittals, and documents issued for construction.
6. Preparation of record construction drawings.
7. Meals
8. Lodging.
9. Mileage

10. Telephone/Cellular Phone/Pager/Answering Service Expense.

ELIGIBLE REIMBURSABLE PROFESSIONAL SERVICE EXPENSES

Eligible reimbursable expenses may include, but are not limited to, direct cost items not included in overhead. Reimbursable expenses when included in the agreement are shown within Article F. The items listed below are examples of expenses that are generally accepted as reimbursable in University contracts. This list is not intended to be inclusive.

1. Sub-soil investigation (soil borings).
2. Design phase material and/or equipment testing.
3. Construction phase material testing. (Including site and quality control testing).
4. Site Surveying
5. Bid document sets printing and postage
6. Printing of record drawings provided on mylar film, bond paper, and/or CD Rom, as required.
7. Renderings and/or detailed presentation models.
8. Construction phase photography beyond that contemplated in the agreement.

TABLE A**DIVISION OF BASIC SERVICES COMPENSATION**

This table generally illustrates the major tasks associated with the Basic Services described in the Professional Services Consultant Agreement. It is not intended to list every task required. Compensation values indicated reflect a percentage of the fee associated with the effort to perform the task for projects of average complexity regardless of classification. This table assumes projects that will be designed and bid as multiple construction contracts. The values indicated are not intended to be absolute. This table should be utilized as a guide to determine the scope and complexity of the basic services desired to meet the requirements of a specific project.

Total % of Fee	Basic Services Task	% Per Task
15%	SCHEMATIC DESIGN PHASE	
	ORIENTATION MEETING	0.25
	ANALYSIS OF PROJECT CONDITIONS & REQUIREMENTS:	
	Site/Existing Conditions Investigations	0.5
	Program/Scope Review & Analysis with Using College/Dept./Univ.	2.0
	Regulatory Requirements/Code Analysis	0.5
	Environmental Hazard Assessment (Remodeling Projects)	0.5
	REPORT PREPARATION	1.0
	STATEMENT OF PROBABLE CONSTRUCTION COST AND SCHEDULE	0.25
	PRESENTATION/PROGRAM ANALYSIS REVIEW MEETING	0.5
	SCHEMATIC DESIGN STUDIES	3.5
	Resolution of Building and Site Elements	2.5
	Preliminary Investigation of Architectural/Structural/Civil/MEP Components	2.5
	STATEMENT OF PROBABLE CONSTRUCTION COST AND SCHEDULE	0.5
	PRESENTATION/SCHEMATIC DESIGN REVIEW MEETING	0.5
20%	DESIGN DEVELOPMENT PHASE	
	REFINE PRELIMINARY DESIGN DRAWINGS & PROJECT MANUAL	10.5
	Fix & Illustrate all Major Materials/Equipment/Systems	6.0
	STATEMENT OF PROBABLE CONSTRUCTION COST AND SCHEDULE	1.25
	PRESENTATION/DESIGN DEVELOPMENT REVIEW MEETINGS	1.75
	Board of Trustees and Separate President/Chancellor Presentations	0.5

TABLE A (Continued)

40%	CONSTRUCTION DOCUMENTS PHASE	
	WORKING DRAWINGS	25.0
	PROJECT MANUAL	11.0
	RECONCILE REGULATORY REQUIREMENTS	1.0
	PROGRESSIVE/FINAL STATEMENTS OF PROBABLE CONSTRUCTION COST	2.0
	BIDDING DOCUMENT REVIEW MEETINGS	1.0
4%	BIDDING PHASE	
	DOCUMENT PRINTING & DISTRIBUTION	1.0
	Distribution Documentation & Submittals	0.5
	PRE-BID CONFERENCE	0.5
	RESPOND TO BIDDER'S INQUIRIES/ADDENDA	1.25
	ATTEND BID OPENINGS/PROVIDE BID ANALYSIS	0.5
	DISSEMINATE BID RESULTS	0.25
21%	CONSTRUCTION PHASE	
	PRE-CONSTRUCTION MEETING	0.25
	REVIEW & RESPOND TO CONTRACTOR'S SUBMITTALS AND INQUIRIES	6.75
	QUALITY CONTROL/OBSERVATION OF THE WORK	4.0
	PAY MEETINGS & PAYMENT PROCESSING	4.0
	CHANGE ORDER PROCESSING	1.0
	PRELIMINARY INSPECTION & SUBSTANTIAL COMPLETION	3.0
	FINAL INSPECTION & ACCEPTANCE	1.0
	FINAL PAYMENT PROCESSING	0.5
	RECORD DRAWINGS	0.5

**TABLE B
NEW CONSTRUCTION PROJECT CLASSIFICATION BASE FEE COMPENSATION RANGE**

CONSTRUCTION COST BUDGET*	% GROUP 1**		% GROUP 2**		% GROUP 3**	
	FROM	TO	FROM	TO	FROM	TO
Under \$100,000	12.7	16.44	11	15.84	8.8	15.07
	14.58		13.42		11.93	
\$200,000	11.99	15.51	10.34	14.85	8.2	14.08
	13.75		12.6		11.16	
\$300,000	11.38	14.68	9.74	14.02	7.7	13.2
	13.03		11.88		10.45	
\$400,000	10.84	14.02	9.24	13.31	7.26	12.43
	12.43		11.28		9.84	
\$500,000	10.4	13.42	8.8	12.65	6.88	11.77
	11.91		10.72		9.32	
\$700,000	9.84	13.2	8.3	11.94	6.44	11.06
	11.52		10.12		8.75	
\$900,000	9.46	12.26	7.98	11.44	6.1	10.5
	10.86		9.71		8.3	
\$1,000,000	9.35	12.1	7.86	11.27	6.05	10.34
	10.72		9.56		8.2	
\$1,250,000	9.13	11.82	7.64	11	5.88	10.06
	10.48		9.32		7.97	
\$1,500,000	8.96	11.6	7.48	10.78	5.72	9.84
	10.48		9.13		7.78	
\$1,750,000	8.86	11.44	7.37	10.62	5.61	9.62
	10.15		9		7.62	
\$2,000,000	8.69	11.28	7.26	10.45	5.5	9.46
	9.98		8.86		7.48	
\$2,500,000	8.47	10.94	6.98	10.12	5.34	9.08
	9.7		8.55		7.21	
\$3,000,000	8.25	10.67	6.82	9.79	5.12	8.8
	9.46		8.3		6.96	
\$5,000,000	7.7	9.96	6.27	9.02	4.68	8.03
	8.83		7.64		6.35	
\$7,000,000	7.32	9.46	5.94	8.52	4.34	7.48
	8.38		7.23		5.91	
\$9,000,000	7.15	9.24	5.78	8.25	4.18	7.2
	8.19		7.02		5.69	
\$10,000,000	7.1	9.13	5.72	8.2	4.18	7.15
	8.12		6.96		5.66	
\$15,000,000	6.93	9.08	5.5	8.03	4.07	7.98
	7.92		6.76		6.02	
\$20,000,000	6.76	8.76	5.44	7.86	3.96	6.82
	7.76		6.66		5.39	
\$25,000,000	6.6	8.58	5.34	7.7	3.9	6.82
	7.59		6.52		5.36	
\$30,000,000	6.43	8.36	5.22	7.54	3.85	6.54
	7.4		6.38		5.2	
\$40,000,000	6.16	7.92	5	7.15	3.68	6.32
	7.04		6.08		5	
\$50,000,000	5.83	7.54	4.78	6.88	3.52	6.05
	6.68		5.83		4.78	
\$100,000,000 and over	4.29	5.56	3.58	5.12	2.7	4.62
	4.92		4.35		3.66	

* Construction cost is defined as the balance of funds available after subtracting the value of estimated Professional Services Consultant fees, FF&E costs, and all owner costs from the project budget as determined by the Campus Construction Unit Representative(s).

**These values represent percentage fee ranges to be applied to the Construction Cost Budget for the determination of basic services compensation. The exact percentage will be negotiated between the Professional Services Consultant and Campus Construction Unit Representative which will then determine Professional Service Consultant compensation. If a construction cost falls between any of the values listed, extrapolate the new percentage range from the ranges listed above and below.

TABLE C
PROJECT TYPES
NEW CONSTRUCTION CLASSIFICATION

Group 1	Group 2	Group 3
<ul style="list-style-type: none"> ➤ Art Galleries/Exhibit Halls ➤ Auditorium/Performance ➤ Cafeterias ➤ Clean Rooms ➤ Communications Building ➤ Complex Engineering Projects ➤ Computer Rooms/Labs Updates ➤ Dietary Facilities/Kitchens/Cafeterias ➤ Extended Care Facilities ➤ Historic Restoration ➤ Hospitals ➤ Laboratories (Research) ➤ Library ➤ Museums ➤ Planetarium ➤ Theater ➤ Water Treatment Facilities 	<ul style="list-style-type: none"> ➤ Armories ➤ Bookstore ➤ Central Heating & Cooling Plants ➤ Child Care Facilities ➤ Cogeneration Buildings ➤ College Classroom Facilities ➤ Concession Building ➤ Convention Facilities ➤ Dormitories ➤ Firing Ranges ➤ Gymnasium/Recreational Facilities ➤ High Voltage Electrical Service/Distribution ➤ Laundry Facilities ➤ Medical Clinics ➤ Office Buildings ➤ Police/Fire Stations ➤ School (Elementary & Secondary) ➤ Science Labs (Teaching) ➤ Site Utilities Upgrades ➤ Stadiums ➤ Transportation terminals ➤ Technology Facility (Teaching) 	<ul style="list-style-type: none"> ➤ Amphitheater ➤ Apartments ➤ Cold Storage Facilities ➤ Fuel Storage Tanks ➤ Guard Towers ➤ Hangers ➤ Historical Monuments ➤ Park Shelters ➤ Parking Structures ➤ Playground equipment ➤ Pre-Engineered Structures ➤ Service Garages ➤ Shop & Maintenance Buildings ➤ Single Family Residences ➤ Site work: <ul style="list-style-type: none"> ○ Water ○ Sewers ○ Roads ○ Fences ○ Walks ○ Parking Lots ○ Park Trails ○ Landscaping ○ Lighting ○ Signage ➤ Warehouses ➤ Water Towers

**TABLE D
REMODELING PROJECT CLASSIFICATION BASE FEE COMPENSATION RANGE**

CONSTRUCTION COST BUDGET*	% GROUP 1**		% GROUP 2**		% GROUP 3**	
	FROM	TO	FROM	TO	FROM	TO
Under \$100,000	12.92	16.72	11.22	16.06	8.91	15.29
	14.82		13.64		12.1	
\$200,000	12.21	15.78	10.5	15.12	8.36	14.3
	14		12.81		11.33	
\$300,000	11.55	14.96	9.9	14.3	7.81	13.42
	13.25		12.1		10.62	
\$400,000	11	14.3	9.4	13.53	7.37	12.65
	12.65		11.46		10.01	
\$500,000	10.56	13.7	8.96	12.92	7.04	11.99
	12.13		10.94		9.52	
\$700,000	10.01	12.98	8.47	12.16	6.6	11.28
	11.5		10.32		8.94	
\$900,000	9.62	12.48	8.14	11.66	6.27	10.72
	11.05		9.9		8.5	
\$1,000,000	9.52	12.32	7.98	11.5	6.16	10.56
	10.92		9.74		8.36	
\$1,250,000	9.3	12.04	7.81	11.22	5.6	10.23
	10.67		9.52		8.12	
\$1,500,000	9.13	11.82	7.64	11	5.83	10.01
	10.48		9.32		7.92	
\$1,750,000	9.02	11.66	7.48	10.78	5.72	9.79
	10.34		9.13		7.76	
\$2,000,000	8.91	11.5	7.37	10.62	5.61	9.62
	10.2		9		7.62	
\$2,500,000	8.63	11.16	7.15	10.28	5.39	9.3
	9.9		8.72		7.34	
\$3,000,000	8.42	10.89	6.93	10.01	5.22	8.97
	9.66		8.47		7.1	
\$5,000,000	7.86	10.12	6.38	9.24	4.78	8.14
	8.99		7.81		6.46	
\$7,000,000	7.48	9.62	6.05	8.69	4.46	7.64
	8.55		7.37		6.05	
\$9,000,000	7.26	9.4	5.83	8.42	4.29	7.37
	8.33		7.12		5.83	
\$10,000,000	7.2	9.35	5.83	8.36	4.24	7.26
	8.28		7.1		5.83	
\$15,000,000	7.04	9.13	5.66	8.2	4.12	7.1
	8.08		6.93		5.61	
\$20,000,000	6.88	8.91	5.56	8.03	4.07	6.93
	7.9		6.8		5.5	
\$25,000,000	6.71	8.74	5.44	7.86	4.02	6.82
	7.73		6.65		5.42	
\$30,000,000	6.6	8.47	5.34	7.64	3.9	6.71
	7.54		6.49		5.3	
\$40,000,000	6.27	8.08	5.06	7.32	3.74	6.44
	7.18		6.19		5.09	
\$50,000,000	5.94	7.7	4.84	6.98	3.58	6.16
	6.82		5.91		4.87	
\$100,000,000 and over	4.4	5.66	3.63	5.22	2.75	4.73
	5.03		4.43		3.74	

*Construction cost is defined as the balance of funds available after subtracting the value of estimated Professional Services Consultant fees, FF&E costs, and all owner costs from the project budget as determined by the Campus Construction Unit Representative(s).

**These values represent percentage fee ranges to be applied to the Construction Cost budget for the determination of basic services compensation. The exact percentage will be negotiated between the Professional Services Consultant and Campus Construction Unit Representative which will then determine Professional Service Consultant compensation. If a construction cost falls between any of the values listed, extrapolate the new percentage range from the ranges listed above and below.

TABLE E
PROJECT TYPES
REMODELING CLASSIFICATION

Group 1	Group 2	Group 3
<ul style="list-style-type: none"> ➤ Historic Restoration ➤ Sewage Treatment Facilities ➤ Boiler Conversion ➤ Physical Plants ➤ Steam Distribution ➤ Hospital and Research Labs 	<ul style="list-style-type: none"> ➤ Building Mechanical/Electrical Systems <ul style="list-style-type: none"> ○ Fire Alarm Systems ○ Emergency Generator/UPS Systems ○ Energy Management Systems ➤ Locking Systems ○ Security Systems ○ Water Supply Systems ○ Waste & Vent Systems ○ Cooling Systems ○ Air Handling Systems ➤ Laboratories ➤ Site Utilities ➤ Water treatment Systems ➤ Shower/Toilet Rooms ➤ Electric Feeder Cables ➤ Electric Distribution System ➤ Elevators 	<ul style="list-style-type: none"> ➤ Windows and Doors ➤ Roofing ➤ Tuckpointing ➤ Waterproofing ➤ Paving ➤ Exterior/Interior Finishes & Trim ➤ Asbestos Abatement ➤ Lead Abatement ➤ UST Removal ➤ Intercom Systems ➤ Fire Suppression/Sprinkler Systems ➤ Carpeting ➤ Structures Demolition ➤ Re-tube Boilers ➤ ADA/Life Safety Compliance Upgrades ➤ Restrooms

TABLE F**ALLOWABLE OVERHEAD ITEMS**

This table is provided as a guideline for purposes of determining an audited overhead rate and to indicate items and/or services normally included as overhead for professional/technical services business. An audited overhead rate which is obtained by dividing the total allowable overhead by DLD shall be in accordance with the guidelines established herein in order to be acceptable to the University.

Salaries:

- Principals (not project related)
- Clericals (not project related)
- Technical (not project related)
- Temporary Help (nontechnical)
- Recruiting Expenses

Office Facilities:

- Rents and Related Expenses
- Utilities
- Maintenance and Repair

Supplies:

- Postage
- Drafting/CAD Room Supplies
- General Office Supplies
- Library

Services (Professional):

- Accounting
- Legal
- Employment Fees
- Computer Services
- Research

Financial:

- Depreciation

Equipment Rentals:

- Word Processors, Computers, Typewriters
- Bookkeeping
- Dictating
- Furniture and Fixtures
- Instruments
- Computer Aided Drafting
- Blueprint Machine
- Pagers and Cellular Phones

Travel:

- All Job Related Travel

Miscellaneous:

- Professional Organization Dues for Principals and Employees
- Licensing Fees
- Magazine Subscriptions
- Maps and Charts

Services (Non-Professional):

- Telephone and Telegram
- Messenger Services

Taxes:

- Franchise Taxes
- Occupancy Tax
- Single Business Tax
- Unincorporated Business Tax
- Property Tax

Insurance:

- Professional Liability Insurance
- Flight and Commercial Vehicle
- Valuable Papers
- Office Liability
- Office Theft
- Premises Insurance

Employee Benefits:

- Hospitalization
- Employer's F.I.C.A. Tax
- Unemployment Insurance
- Federal Unemployment Tax
- Disability
- Worker's Compensation
- Vacation
- Holidays
- Sick Pay
- Medical Payments
- Pension Fund
- Insurance – Life (Except Keyman)
- Retirement Plan
- Bonus/Incentive Plans

Printing and Duplication:

- Specifications (other than for bidding)
- Drawings (other than for bidding)
- Photocopies (Xerox) Photo