

**CHAPTER 11 - DFM SERVICES and FEES**

1.0 General Information ([K.S.A. 75-1269](#))

- 1.1 The planning section provides three levels of service to state agencies for unrestricted and restricted capital improvement projects, limited, extended and code services. Services from the extended service list can be negotiated and added to limited services. Any other requested services can be negotiated from the list provided in Section 4.0.
- 1.2 The design section provides a variety of architectural and/or engineering services for restricted capital improvement projects.

2.0 Planning Services for Capital Improvement Projects:

<b>Planning Services Provided</b>	<b>Extended (Full)</b>	<b>Limited</b>	<b>Code (Only)</b>
Assist State Building Advisory Commission	X	X	
Coordinate Negotiating Committee	X	X	
Retrieve existing documents from DFM archives	X		
Familiarize with project by visiting construction site or existing facility	X		
Attend initial meeting with project team	X		
Select ancillary firms and coordinate ancillary service contracts	X	X	
Review Concept Design	X		
Review Schematic Design	X		
Attend Schematic review at the site	X		
Review Design Development	X		
Attend Design Development review at the site	X		
Review 30% Construction Documents	X		
Attend 30% CD review at DFM	X		
Review 60% Construction Documents	X		
Attend 60% CD review at DFM	X		
Review construction documents for code compliance	X	X	X
Approve Code Footprint per Chapter 7	X	X	X
Provide ADAAG review per Chapter 7	X	X	X
Review and approve final construction documents	X	X	
Attend Final construction document review at DFM	X		
Coordinate bidding phase	X	X	
Attend pre-bid conference	X		
Coordinate printing/distribution of addenda	X	X	
Attend bid opening	X		
Prepare advice of award for the agency	X	X	
Issue notice to proceed	X	X	
Attend preconstruction meeting	X		
Review A/E approved shop drawings for sprinklers and fire alarms	X	X	X
Observe construction periodically	X		
Attend construction meetings periodically	X		
Perform code inspections per Chapter 7	X	X	X
Perform ADAAG inspections per Chapter 7	X	X	X
Assist in resolving construction problems	X		
Review agency change orders	X	X	
Issue the Certificate of Occupancy per Chapter 7	X	X	X
Attend final punch list walk-through	X		
Approve as-built drawings for DFM archives	X	X	
Approve Final Completion Documentation	X	X	
Attend warranty inspection	X		

2.1 Fees for the planning section’s extended, limited and code services for all projects are calculated by multiplying the construction contract amount by the multiplier from each of the four categories listed below (minimum fee is \$750).

2.1.1 Level (of service):

- 2.1.1.1 Extended (full) = 1.0
- 2.1.1.2 Limited = 0.6
- 2.1.1.3 Code = 0.3

2.1.2 Cost (of construction):

- 2.1.2.1 Under \$750,000 = 2.50
- 2.1.2.2 \$750,000 to \$2,499,999 = 1.75
- 2.1.2.3 \$2,500,000 to \$7,499,999 = 1.50
- 2.1.2.4 \$7,500,000 to \$14,499,999 = 1.25
- 2.1.2.5 \$15,000,000 and over = 1.00

2.1.3 Type (of project):

- 2.1.3.1 New = 1.0
- 2.1.3.2 Combination = 1.2
- 2.1.3.3 Remodel = 1.4

New classification includes re-roofing, sitework (parking, sidewalks, etc.), window and door replacement, abatement, masonry cleaning, equipment replacement, and similar repair and maintenance projects.

Combination classification includes projects that are comprised of more than ten percent (10%) of either New or Remodel work.

2.1.4 Complexity (of project):

- 2.1.4.1 Utilitarian = 1.0
- 2.1.4.2 Conventional = 1.1
- 2.1.4.3 Moderately Complex = 1.2
- 2.1.4.4 Comparatively Complex = 1.3
- 2.1.4.5 Complex = 1.4

2.1.5 Formula:

Construction cost (contract amount) X Cost multiplier X Complexity multiplier X Type multiplier X Level multiplier / 100 = Facilities Planning Fee

2.1.6 Change Orders:

Additional DFM fees for construction change orders are calculated by multiplying the project multipliers used from above and the amount of the change order. (Minimum charge is \$25.00).

3.0 Design Services for Restricted Capital Improvement Projects

3.1 All requests for services must be made in writing and include a scope of work, project budget and construction schedule.

3.2 Services for restricted capital improvement projects include complete design and construction services including warranty inspections. The Planning Limited Services identified in paragraph 2.0 above, are in addition to the Design Services

3.3 Fees for design services are negotiated on a project specific basis, using estimated time based upon time expenditures in the following areas of work.

- 3.3.1 Initial investigation and administrative time (fee negotiations, archive search, scope review, etc)
- 3.3.2 Plans and Specifications.
- 3.3.3 Design Travel.
- 3.3.4 Design Site.
- 3.3.5 Construction Administration Office.
- 3.3.6 Construction Administration Travel.
- 3.3.7 Construction Administration Site.
- 3.3.8 Warranty Inspections

3.4 Costs for travel expenses and miscellaneous direct costs expenses will be estimated and included in the total fee amount for design services.

3.5 Fees for such services noted above are can be calculated in one of the methods listed below:

- 3.3.9 Lump sum
- 3.3.10 Hourly not-to-exceed
- 3.3.11 Percentage of actual construction costs.

3.6 Design fees will be proposed via a letter from the design staff to the agency verifying the scope of work, a tentative project schedule along with the proposed fee.

3.7 When an agreement is reached on proposed fees, both the state agency and the design section representative will sign the proposal.

3.8 If, while working on a project, a service is needed on that project that the design section is not able to provide, DFM will negotiate with a firm on-call to provide that service and will pass that fee along to the agency along with the design section's fee.

4.0 Additional Services

4.1 Additional services are available from either the planning or design sections. These services include but are not limited to:

Programming	Building code evaluation	Energy conservation
Like-facilities inspection	ADAAG evaluation	Data rooms
Facility evaluations	Procurement assistance	Back-up power
Cost estimates	Regulatory reviews	Life-safety systems
Project justification	Building environmental evaluation	Security Systems
Troubleshooting	Project management	Travel

4.2 To request these services from DFM, complete and submit an Additional Services Request Form FPDC Form 905 found at <http://da.ks.gov/fp/manual.htm#PlanningForms>.

4.3 Fees for such services noted above are negotiated on an individual project basis, calculated using one of the methods listed below:

- 4.3.1 Lump sum
- 4.3.2 Hourly
- 4.3.3 Percentage of actual construction costs.

5.0 DFM Hourly Rates

<u>Position</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>
Administration	\$ 110.00	\$ 125.00	\$ 130.00
Planning			
Architect	\$ 95.00	\$ 100.00	\$ 105.00
Engineer	\$ 105.00	\$ 115.00	\$ 120.00
Design			
Architect	\$ 95.00	\$ 100.00	\$ 105.00
Engineer	\$ 105.00	\$ 115.00	\$ 120.00
Designer	\$ 75.00	\$ 80.00	\$ 85.00
Compliance			
Architect	\$ 95.00	\$ 100.00	\$ 105.00
Engineer	\$ 105.00	\$ 115.00	\$ 120.00
Inspector	\$ 65.00	\$ 70.00	\$ 75.00
Support	\$ 45.00	\$ 50.00	\$ 50.00

6.0 Payment of Planning and Design Fees

- 6.1 Projects < \$5,000,000 will be billed the total amount of service fee after the project bids.
- 6.2 Projects > \$5,000,000 may be billed as follows:
  - 6.2.1 The first half of a service fee billed after the project bids.
  - 6.2.2 The second half of a service fee billed mid-way through scheduled construction.
- 6.3 Change order fees will be billed the month following execution of the change order.
- 6.4 If a project is cancelled before the bid phase, the agency will be billed in proportion to the amount of work completed by the project architect/engineer.
- 6.5 If a project is cancelled after the bid phase, 80% of the full DFM fee will be billed to the agency.

**END OF CHAPTER 11**