

# APPENDICES

## WASHINGTON STATE A/E GUIDELINES & FEE SCHEDULE

# **Guidelines for Determining Architect/Engineer Fees for Public Works Building Projects**

---

For the purpose of budgeting for capital projects, the estimated value of the Architectural/Engineering (A/E) Basic Services fee (Exhibit A) can be determined by use of these guidelines. These fee guidelines are divided into three levels determined by the type and complexity of the building, and are to be used for preparation of capital budget requests for Washington State public works building projects under the jurisdiction of the Department of General Administration, universities, natural resource agencies, and the Department of Transportation. A/E Basic Services are defined in this document.

The payment of A/E fees represents some of the most important dollars spent on a project. These funds are an investment that affects both the quality and successful completion of a project. Recognizing this, calculation of a fee structure to obtain quality design at a reasonable cost presents a challenge. There are pros and cons associated with any system used to set fees, and there is great variation in the types and complexity of state construction projects.

These fee guidelines originally were the outcome of a study coordinated by the Office of Financial Management (OFM), which included the Washington Council of the American Institute of Architects, the American Council of Engineering Companies of Washington, universities, and other state agencies, which reviewed other fee guidelines and contacted other states to identify approaches used. Also, within state government, state agencies documented examples where the existing fee system posed problems, and they developed specific suggested changes that would improve the state system. Higher education agencies provided evaluations of the scope, magnitude, and methods used to establish fees for design services at peer institutions. Updates to the fee guidelines have considered issues raised by the design community and state agencies.

## **Use of the Guidelines**

These fee guidelines should be used in preparing capital budget requests to determine the A/E Basic Services fee in fixed price agreements and percent of construction cost agreements. The guidelines define the standard basic services (based on the definition of basic services) that should be included in each design phase of state public works projects for the typical design/bid/build process. They also provide further definition of what are considered reimbursable expenses, extra and other services.

Agencies may choose to pay design consultant fees or allow extra and other charges in a manner other than described in these guidelines, and any additional cost (above the level provided by the guidelines) may be paid from other agency resources.

## **Percent Fee Compensation**

The standard fee schedule has been prepared to establish a basis for determining the scope and cost of design services and focus the attention of agencies on the quality, capability, and prior performance of the firms being selected for public works projects.

The fee schedule is to be used for capital budget request preparation. The actual contracts for basic services payable to the A/E shall be a negotiated fixed amount or a percentage of the construction cost of the project not including fees, licenses, permits, sales taxes, and change orders caused by A/E errors or omissions, or change orders which do not require services of the design consultant. Based on the specific circumstances of each project, the final negotiated fee may be above or below the guidelines shown on the schedule. In addition to the basic services fee, allowances will be negotiated for services not covered in the basic services contract.

## **Maximum Allowable Construction Cost**

The Maximum Allowable Construction Cost (MACC) is defined as the total sum available to the A/E for construction purposes, including all alternates. The MACC excludes Washington state sales tax, professional fees, project contingency funds, or other charges that may not be under the scope of the architect (see Cost Estimate in Capital Budget System (CBS)). The A/E basic services fee is based on the MACC inflated to the midpoint of construction. For General Contractor/Construction Manager (GC/CM) projects, the A/E basic services fee is based on the MACC less the GC/CM risk contingency.

## **Remodel Design**

A/E costs and effort may vary greatly between individual remodeling projects of the same dollar amount. Consequently, each project will be analyzed on an individual basis. As a general rule, the fee will be based upon the building type classification. When program changes are significant or other conditions warrant, fees noted under those schedules **may** be increased by *up to two percent* for basic services. The factors to be considered include:

- Age and character of the building.
- Availability and accuracy of existing plans and specifications.
- Extent and type of program revisions.
- Requirement to maintain the building's existing character.
- Extent of mechanical and electrical involvement.

Phased construction in occupied buildings may substantially affect the construction schedule. More field observation and coordination may require consideration of additional fees beyond the basic services contract amount.

## **Fee Modifications**

It is recognized that there may be considerable variance between projects of a similar size and type that may necessitate modification of the A/E fee schedule. Examples of special circumstances that may necessitate such modifications include:

- Unusual site conditions.
- Unique problems requiring specialized or extensive consulting services.
- Renovations required by additions to an existing structure.
- Unusually slow or fast development schedule (fast track, design build, GC/CM)
- Contractor design (fire protection systems).
- Large portions of work that are outside the control of the prime architect (wetlands mitigation).

Other circumstances where a fee modification may be appropriate include the following:

### **Repetitive Design**

Where all or part of a project is a site adaptation of a previous design, the basic services fee shall be negotiated recognizing the reduced level of services. Usually, this reduces the Program Analysis, Design, and Bidding Document Preparation costs to an amount necessary to update the documents for site work, code revisions, etc. Reductions must be considered on a case-by-case basis.

### **Equipment and Substantially Reduced Work Requirements**

Where a project involves a substantial amount of expensive equipment that may be relatively easy to accommodate, fees should be reduced accordingly. Likewise, any contract or modification to a contract where work requirements are substantially less than indicated by the application of a percentage fee need to be addressed separately. Projects with disproportionate elements of high cost, such as earth moving, may be relatively easy to design and fees should be reduced accordingly.

### **Prototype Design**

The initial design of a prototype facility, such as a housing unit at an institution, may warrant a full design fee based on the previous development of the prototype. However, the fee for A/E basic services for all additional replications of the prototype constructed at the same time or at other locations in the future shall be calculated at 40 percent of full fees.

## **Policy Regarding Geographic Location of Consultant**

It is the state of Washington's policy to obtain the highest quality design services for a fair and equitable payment to the design firm. The state recognizes that the investment for quality design services is directly related to a well-organized construction process and maximum functionality of the completed project. With this in mind, proposals for design services will be accepted from all firms wishing to work for the state, and evaluated based on the firm's capability, competency, and experience in successfully completing similar projects.

## Guidelines for Determining Architect/Engineer Fees for Public Works Building Projects

The fee structure should be appropriate for each project, regardless of the location of the consultant. The basic services fee includes all travel costs associated with the performance of basic services within a 50-mile radius of the project. General expenses for the cost of travel and per diem between 50 and 350 miles shall be based on state rates and may be reimbursable to the extent they are reasonable and negotiated within the A/E agreement. Travel expenses beyond 350 miles for both the agency and consultants must be justified in writing when submitting a budget request to OFM.

### Basic Services Fee Breakdown

The following is a guide for breaking down the A/E fee into approximate percentages for each phase of work. Although it is not intended to be absolute, significant deviations should be closely reviewed. The intent of this guide is to ensure that design requirements progress in an orderly manner and that essential planning and system development occur at a stage where it is most beneficial to the project. Essential elements of the work should be completed and approved prior to initiating succeeding design phases. For a more detailed explanation of the activities normally included in each phase, please see the A/E Basic Services section.

The basic fee categories are described in greater detail below:

<b>Project Phase</b>	<b>Percent of Basic Services Fee</b>
Schematic Design	13
Design Development	20
Construction Document	36
Bidding	2
Construction	27
Project	2

### A/E Basic Services

A/E Basic Design Services consist of the services described in the following pages and are included on the Capital Project Cost Estimate within CBS. These design services include normal architectural, structural, civil, mechanical, and electrical engineering services.

### Schematic Design Services (13 Percent)

In the Schematic Design Phase, the A/E provides those services necessary to prepare Schematic Design Documents consisting of drawings and other documents illustrating the general scope, scale, and relationship of project components for approval by the agency. Design should be conceptual in character, based on the requirements developed during the Predesign Phase,

## Guidelines for Determining Architect/Engineer Fees for Public Works Building Projects

approved by the agency, or program requirements provided by the agency and reviewed and agreed upon by the A/E. Schematic design includes the following:

<b>Project Administration</b>	Services consisting of schematic design administrative functions including consultation, meetings and correspondence, and progress design review conferences.
<b>Disciplines Coordination</b>	Coordination between the architectural work and engineering work and other involved consultants for the project. When specialty consultants are used, additional coordination beyond basic services <b>may</b> be required and negotiated for appropriate phases of the work.
<b>Document Checking</b>	Review and coordination of project documents.
<b>Consulting Permitting Authority</b>	Consultations, research of critical applicable regulations, preparation of written and graphic explanatory materials. The services apply to applicable laws, statutes, regulations, and codes.
<b>Data Coordination User Agency</b>	Review and coordination of data furnished for the project by the agency.
<b>Architectural Design</b>	Services responding to scope of work (program/pre-design) requirements and consisting of preparation of conceptual site and building plans, schematic sections and elevations, preliminary selection of building systems and materials, development of approximate dimensions, areas and volumes.
<b>Structural Design</b>	Services consisting of recommendations regarding basic structural material and systems, analysis, and development of conceptual design solutions.
<b>Mechanical Design</b>	Services consisting of consideration of alternate materials, systems and equipment, and development of conceptual design solutions for energy sources/conservation, heating, ventilating and air conditioning (HVAC), plumbing, fire protection, and general space requirements.
<b>Electrical Design</b>	Services consisting of consideration of alternate systems, recommendations regarding basic electrical materials, systems and equipment, analysis, and development of conceptual design solutions for power service and distribution, lighting, communication raceways, fire detection and alarms, and general space requirements.
<b>Civil/Site Design</b>	Services consisting of 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.
<b>Specifications</b>	Services consisting of preparation for agency's approval of proposed development of architectural outline specifications, and coordination of outline specifications of other disciplines.
<b>Materials Research</b>	Services consisting of identification of potential of architectural materials, systems, and equipment.
<b>Scheduling</b>	Services consisting of reviewing and updating previously established project schedules or initial development of schedules for decision-making, design, and documentation.

## Guidelines for Determining Architect/Engineer Fees for Public Works Building Projects

<b>Cost Estimating</b>	Services consisting of development of a probable construction cost from quantity surveys and unit costs of building elements for the project. Costs shall reflect the level of design elements presented in the Schematic Design documents, plus appropriate design contingencies to encompass unidentified scope ultimately included in the program. Assist user agency with analyzing scope, schedule, and budget options to stay within the MACC.
<b>Presentations</b>	Services consisting of appropriate presentation(s) of Schematic Design documents by the A/E to agency representatives

### Design Development Services (20 Percent)

In the Design Development Phase, the A/E shall provide those services necessary to prepare from the approved Schematic Design Documents, the Design Development Documents consisting of drawings and other documents to fix and describe the size and character of the entire project for approval by the agency. Consideration shall be given to availability of materials, equipment and labor, construction sequencing and scheduling, economic analysis of construction and operations, user safety and maintenance requirements, and energy conservation. Design Development includes the following:

<b>Project Administration</b>	Services consisting of design development administrative functions including consultation, meetings and correspondence, and progress design review conferences with user agency.
<b>Disciplines Coordination</b>	Coordination of the architectural work and the work of engineering with other involved consultants for the project.
<b>Document Checking</b>	Review and coordination of documents prepared for the project.
<b>Permitting Authority Consulting</b>	Consultations, research of critical applicable regulations, preparation of written and graphic explanatory materials. The services apply to applicable laws, statutes, regulations, and codes. Assist in obtaining approval from approving agencies as required.
<b>User Agency Data Coordination</b>	Review and coordination of data furnished for the project by the agency.
<b>Architectural Design</b>	Services consisting of continued development and expansion of architectural Schematic Design Documents to establish the final scope, relationships, forms, size, and appearance of the project through plans, sections and elevations, typical construction details, three-dimensional sketches, materials selections, and equipment layouts.
<b>Structural Design</b>	Services consisting of continued development of the specific structural system(s) and Schematic Design Documents in sufficient detail to establish basic structural system and dimensions, structural design criteria, foundation design criteria, preliminary sizing of major structural components, critical coordination clearances, and outline specifications or materials lists.

## **Guidelines for Determining Architect/Engineer Fees for Public Works Building Projects**

<b>Mechanical Design</b>	Services consisting of continued development and expansion of mechanical Schematic Design Documents and development of outline specifications or materials lists to establish approximate equipment sizes and capacities, preliminary equipment layouts, required space for equipment, chases and clearances, acoustical and vibration control, visual impacts, and energy conservation measures.
<b>Electrical Design</b>	Services consisting of continued development and expansion of electrical Schematic Design Documents and development of outline specifications or materials lists to establish criteria for lighting, electrical and communication raceways, approximate sizes and capacities of major components, preliminary equipment layouts, required space for equipment, chases, and clearances.
<b>Site Design</b>	Services consisting of continued development of civil/site Schematic Design documents and development of outline specifications required for the project that are normally prepared by the architect. See Extra Services for detailed civil design services beyond basic services.
<b>Specifications</b>	Services consisting of preparation for agency's approval of proposed General and Supplementary Conditions of the Contract for construction, development of architectural outline specifications, coordination of outline specifications of other disciplines, and production of design manual including design criteria, and outline specifications of materials lists.
<b>Scheduling</b>	Services consisting of reviewing and updating previously established schedules for the project.
<b>Cost Estimating</b>	Services consisting of development of a probable construction cost from quantity surveys and unit costs of building elements for the project. Costs shall reflect the level of design elements presented in the Design Development documents, plus appropriate design contingencies to encompass unidentified scope ultimately included in the program. Assist user agency with analyzing scope, schedule and budget options to stay within the MACC.
<b>Presentations</b>	Services consisting of appropriate presentation(s) of Design Development documents by the A/E to agency representatives.

### **Construction Document Services (36 Percent)**

In the Construction Documents Phase, the A/E shall provide those services necessary to prepare for approval by the agency, from the approved Design Development Documents, Construction Documents consisting of drawings, specifications, and other documents setting forth in detail the requirements for construction of the project and bidding and contracting for the construction of the project.



## Guidelines for Determining Architect/Engineer Fees for Public Works Building Projects

<b>Project Administration</b>	Services consisting of construction documents, administrative functions including consultation, meetings and correspondence, and progress design review conferences.
<b>Disciplines Coordination</b>	Coordination of the architectural work, with the work of engineering, and with other involved consultants for the project.
<b>Document Checking</b>	Review and coordination of documents prepared for the project.
<b>Permitting Authority Consulting</b>	Consultations, research of critical applicable regulations, preparation of written and graphic explanatory materials. The services apply to applicable laws, statutes, regulations, and codes. Assist in obtaining approval from approving agencies as required.
<b>User Agency Data Coordination</b>	Review and coordination of data furnished for the project by the agency.
<b>Architectural Design</b>	Services consisting of preparation of drawings based on approved Design Development Documents setting forth in detail the architectural construction requirements for the project.
<b>Structural Design</b>	Services consisting of preparation of final structural engineering calculations, drawings and specifications based on approved Design Development Documentation, setting forth in detail the structural construction requirements for the project.
<b>Mechanical Design</b>	Services consisting of preparation of final mechanical engineering calculation, drawings and specifications based on approved Design Development Documentation, setting forth in detail the mechanical construction requirements for the project.
<b>Electrical Design</b>	Services consisting of preparation of final electrical engineering calculation, drawing and specifications based on approved Design Development documentation, setting forth in detail the electrical construction requirements for the project.
<b>Site Design</b>	Services consisting of preparation of final civil/site design drawings and specifications based on approved Design Development documentation required for the project, which are normally prepared by the architect. See Extra Services for detailed civil design services beyond basic services.
<b>Specifications</b>	Services consisting of activities of development and preparation of bidding documents, Conditions of the Contract, architectural specifications, coordination of specifications prepared by other disciplines, and compilation of project manual.
<b>Cost Estimating</b>	Services consisting of development of a probable construction cost from quantity surveys and unit costs of building elements for the project. Costs shall reflect the level of design elements presented in the Construction documents plus appropriate design contingencies to encompass unidentified scope ultimately included in the program. Assist user agency with analyzing scope, schedule, and budget options to stay within the MACC.
<b>Scheduling</b>	Services consisting of reviewing and updating previously established schedules for the project.

## Guidelines for Determining Architect/Engineer Fees for Public Works Building Projects

**User Agency Assistance** Provide necessary information to user agency for the preparation of OFM requirements for release of allotments including preparation of cost statistics.

### Bidding Phase (2 Percent)

In the Bidding Phase, the A/E, following the agency's approval of the Construction Documents and the most recent statement of probable construction cost, shall provide those services necessary for the A/E to assist the agency in obtaining bids and in awarding and preparing contracts for construction. In the case of phased construction, the agency may authorize bidding of portions of the work.

<b>Project Administration</b>	Services consisting of bidding administrative functions.
<b>Disciplines Coordination</b>	Coordination between the architectural work and the work of engineering and other involved consultants for the project.
<b>Bidding Materials</b>	Services consisting of organizing, coordinating, and handling Bidding Documents for reproduction, distribution and retrieval, receipt, and return of document deposits.
<b>Addenda</b>	Services consisting of preparation and distribution of Addenda as may be required during bidding and including supplementary drawings, specifications, instructions, and notice(s) of changes in the bidding schedule and procedure.
<b>Bidding</b>	Services consisting of participation in pre-bid conferences, responses to questions from bidders, and clarification or interpretations of the bidding documents, attendance at bid opening, and documentation and distribution of bidding results.
<b>Analysis of Substitutions</b>	Services consisting of consideration, analysis, comparisons, and recommendations relative to substitutions proposed by bidders prior to receipt of bids.
<b>Bid Evaluation</b>	Services consisting of validation of bids, participation in review of bids and alternates, evaluation of bids, and recommendation on award of contract.
<b>Contract Agreements</b>	Assist using agency in notification of contract award, assistance in preparation of Construction Contract agreements when required, preparation and distribution of sets of contract documents for execution of the contract, receipt, distribution and processing, for agency approval, of required certificates of insurance, bonds and similar documents, and preparation and distribution to contractor(s) on behalf of the agency, of notice(s) to proceed with the work.

## Construction Contract Administration Phase (27 Percent)

In the Construction Contract Administration Phase, the A/E shall provide those services necessary for the administration of the construction contract as set forth in the General Conditions of the Contract for Construction.

<b>Project Administration</b>	Services consisting of construction contract administrative functions including consultation, conferences, communications, and progress reports.
<b>Disciplines Coordination</b>	Coordination between the architectural work and the work of engineering and other involved consultants for the project. Reviewing and checking of documents (required submittals) prepared for the project.
<b>Document Checking</b>	
<b>Permitting Authority Consulting</b>	Services relating to applicable laws, statutes, regulations and codes of regulating entities relating to the agency's interests during construction of the project.
<b>Construction Administration</b>	Services consisting of processing of submittals, including receipt, review of and appropriate action on shop drawings, product data, samples, and other submittals required by the contract documents. Distribution of submittals to agency, contractor, and field representatives as required. Maintenance of master file of submittals and related communications.
<b>Construction Field Observation</b>	Services consisting of visits to the site at intervals appropriate to the stage of construction or as otherwise agreed to become generally familiar with the progress and quality of the work and to determine in general if the work is proceeding in accordance with the contract documents, and preparing related reports and communications. A/E to chair project meetings.
<b>Project Representation</b>	Services consisting of assisting the agency in selection of full- or part-time project representative(s).
<b>Documents</b>	Services consisting of preparation, reproduction, and distribution of clarification documents and interpretations in response to requests for clarification by contractors or the user agency. Maintenance of records and coordination of communications relative to requests for clarification or information (RFI). Preparation, reproduction and distribution of drawings and specifications to describe work to be added, deleted or modified, review of proposals, review and recommend changes in time for substantial completion, assisting in the preparation of modifications of the contracts and coordination of communications, approvals, notifications, and record-keeping relative to changes in the work. Additional fees for changes to the scope of a project shall be negotiated.
<b>Scheduling</b>	Services consisting of monitoring the progress of the contractors relative to established schedules and making status reports to the user agency.
<b>Cost Accounting</b>	Services consisting of maintenance of records of payments on account of the contract and all changes thereto, evaluation of applications for payment and certification thereof, and review and evaluation of cost data submitted by the contractors for work performed.

## Project Closeout (2 Percent)

<b>Project Closeout</b>	Services initiated upon notice from the contractor that the work is sufficiently complete, in accordance with the contract documents, to permit occupancy or utilization for the use for which it is intended, and consisting of a detailed inspection for conformity of the work to the contract documents, issuance of certificate of substantial completion, issuance of a list of remaining work required (punch list), final inspections, receipt and transmittal of warranties, affidavits, receipts, releases and waivers of lien or bonds, permits, and issuance of final certificate for payment.
<b>Record Documents (As-Builts)</b>	Receive and review the contractors marked up field records. Supply the record documents to user agency. (Transferring the contractor's record of field changes to the original record drawings may be authorized by the owner as an additional service.)
<b>Operations and Maintenance Manuals</b>	Services consisting of processing, reviewing, commenting on, taking appropriate action, and transmitting Operations and Maintenance Manuals provided by the contractor to user agency.
<b>Warranty Period</b>	Continued assistance to investigate contract problems that arise during the warranty period.

## A/E Extra Services/Reimbursables and Other Services

**The majority of projects should be completed within the structure of the basic fee schedule.** Some projects will be more complex and will require a range of **Extra Services/Reimbursables** and **Other Services**, which will be negotiated for specific tasks. These services typically require specialist expertise and may not neatly fall within one phase of service or another. As projects become more complex, they demand a variety of special studies and services. Extra Services/Reimbursables are those services generally provided by the same A/E providing the basic services, and Other Services are those services generally provided by additional specialty consultants, either as subs to the prime A/E or as independent consultants directly contracted with the agency.

Extra services are not intended as an adjustment to basic services and should reflect actual anticipated cost. The following provides a guideline for evaluating the pricing of Extra and Other services, and establishing the eligibility of reimbursable expenses. On the Cost Estimate within CBS, these services are listed under section, A/E Extra Services/Reimbursables and section B-4, Other Services.

### A. Pricing Consultants and Subconsultant Personnel

<b>Multiplier</b>	Negotiated rate to fall within a range of 2 to 3.2 times employee direct base salary (not including fringe benefits, taxes, retirement contributions, or profit sharing).
<b>Employees of Firm</b>	Negotiated rate not to exceed a maximum of \$120 per hour.

## Guidelines for Determining Architect/Engineer Fees for Public Works Building Projects

<b>Principal of Firm</b>	A Principal is defined as a partner of a partnership, a stockholder of a corporation, or a duly authorized officer. The negotiated rate not to exceed \$150 per hour.
<b>Special Consulting Services</b>	When special consulting services not normally associated with traditional project design are necessary, the fee may be outside of the above guidelines (such as expert witness or special investigations).
<b>Service Charge on Sub-Consultant</b>	Ten percent service charge may be added to work incorporated by addenda to the original agreement.

### B. A/E Extra Services/Reimbursable Expenses

When drafting the A/E agreement, the Project Manager should review the following lists in determining eligible reimbursable items. The lists are not all-inclusive or exclusive and should only be used as a guide.

<b>Alternative Cost Studies</b>	Additional costing beyond the reactive estimates required in basic services as requested by the agency.
<b>Energy Life Cycle Cost Analysis</b>	All projects over 25,000 square feet are required by RCW 39.35 to be analyzed for the cost of energy consumption and operation during its entire economic life.
<b>Commissioning and Training</b>	The cost to the A/E of assembly, tabulation, and indexing of all shop drawings and submittals on all equipment, controls, systems, and participating in an independent commissioning of the project and providing initial operator training on the maintenance of systems.
<b>On-Site Representative</b>	On-site observation beyond the periodic site visits required under basic services.
<b>Thermal Scans</b>	The cost of an examination of a structure for thermal loss on existing facilities to be remodeled.
<b>Value Engineering Participation and Implementation</b>	The cost to the A/E for participation in the value engineering study and implementation of the accepted ideas that generate during the study.
<b>Travel and Per Diem</b>	The customary and approved costs to the A/E during the course of basic and additional services (based on state-approved rates and limited to between 50 and 350 miles).
<b>Renderings, Presentations, and Models</b>	The cost for special presentations, renderings, and models required for the project.
<b>Document Reproduction</b>	The additional cost of printing and mailing bidding and construction documents.
<b>Advertising</b>	The cost of required advertisements and placing bidding documents in plan centers announcing the bidding of the project.
<b>Constructability Review Participation and Implementation</b>	The cost to the A/E for participation in the constructability review and implementation of the accepted changes.

## Guidelines for Determining Architect/Engineer Fees for Public Works Building Projects

<b>Leadership in Energy and Environmental Design</b>	The cost of providing services for negotiation, documentation, and associated services required for sustainable design project certificates with the U.S. Green Building Council.
<b>Separate Bid Packages</b>	The cost to the A/E for preparation of separate bid packages typically used in GC/CM type projects.
<b>Professional Liability Insurance</b>	Where coverage is required in excess of \$1 million, reimbursement of excess premium costs will be considered as a reimbursable cost.

### C. A/E Other Services

**Consultant Selection Cost** Additional costs for private sector members of a selection committee if required (RCW 39.80).

**Specialty Consultants** The cost of only those additional consultant services beyond A/E services provided under basic services.

Acoustical Consultant

Civil/Site Design Consultant

Civil Engineering additional services may include

- Studies, reports, and calculations required to determine adequacy of existing systems or those required for permit review such as drainage, fire protection, or sewer.
- Storm drainage design and connections.
- Design or study of issues for "sensitive areas" such as wetlands, steep slopes, or flood plains.
- Water supply connections to wells, treatment systems, storage, and off-site main extensions.
- Sanitary sewer design and infrastructure.
- Road and pavement improvements.
- Storm water quality and quantity computations, reports, design and details.
- Temporary erosion and sediment control reports and drawings.
- Special studies and reports for other agencies.

Communications Consultant

Cost/Scheduling Consultant (Independent)

Electronic/Audio Visual Consultant

Elevator Consultant

Hazardous Material Consultant

Hospital/Laboratory Consultant

Interior Design Consultant

Indoor Air Quality Consultant

Kitchen Consultant

Landscape Consultant

Quality Control Consultant

Security Consultant

**Geotechnical Investigation** The cost of subsurface testing and evaluation.

**Commissioning** The cost of an independent commissioning of the project.

## Guidelines for Determining Architect/Engineer Fees for Public Works Building Projects

<b>HVAC Balancing</b>	The cost to balance systems
<b>Site Survey</b>	Cost of conducting a survey independent from design A/E.
<b>Testing</b>	The cost of a technician's services in acquiring and testing samples of materials used in the project as required in the State Building Code.
<b>Energy LCCA Review</b>	Fee to be paid for review of the energy life cycle cost analysis.
<b>Value Engineering</b>	The cost for performing the required value engineering study on a project by an independent multi-disciplined team.
<b>Constructability Review/Plan Check</b>	The cost for an independent consultant or contractor to review bid documents and determine if a project can be built as designed.
<b>Graphics</b>	The cost of special graphic and signage design.
<b>Design/Code Plan Check</b>	The cost of an independent plan check if not available within the local jurisdiction.
<b>Other</b>	Costs for requested documents, fax expenses, and special mail service when requested by owner.

### D. Non-Eligible Expenses

- Consultants hired at A/E's option to perform basic services required by contract.
- Postage and handling of submittals, bid documents, correspondence, etc.
- Telephone expenses (local calls and line service).
- Copies of documents used by the A/E to perform normal services and not provided to owner.

## A/E Fee Schedule - Building Types

### Schedule A Facilities with more than average design difficulty:

Art galleries  
 Auditorium with stage  
 Communications building  
 Courthouses  
 Detention/correctional facilities – maximum  
 Exposition building  
 Extended care facilities  
 Fish hatcheries  
 Heating and power plants  
 Hospitals  
 Laboratories (Research)  
 Medical office facilities and clinics  
 Mental Institutions  
 Museums  
 Observatories

### Schedule B Facilities with average difficulty:

Apartment  
 Archive building  
 Armories  
 Auditorium without stage  
 College classroom facilities  
 Computer rooms  
 Convention facilities  
 Day care families  
 Detention/correctional facilities- minimum and medium  
 Dining halls/institute  
 Dormitories  
 Fire and police stations  
 Gymnasiums  
 Laundry and cleaning facilities  
 Libraries

### Schedule C Facilities with less than average design difficulty:

Emergency generator facilities  
 Farm structures  
 Greenhouses  
 Guard towers  
 Industrial buildings without special facilities  
 Parking structures and garages  
 Printing plants  
 Prototype facilities (for any replication of previously designed facility)  
 Service garages  
 Shop and maintenance facilities

## Guidelines for Determining Architect/Engineer Fees for Public Works Building Projects

Research facilities	Neighborhood centers and similar recreation facilities	Simple loft-type structures (without special equipment)
Sewer treatment plants	Nursing homes	Stadium-grandstand type
Special schools for physically disadvantaged	Office buildings	Warehouses
Theaters and similar facilities	Recreational building	
Veterinary hospitals	Residence	
Water treatment plants	Schools (primary and secondary)	
	Science labs (teaching)	
	Stadiums-multi-purpose	
	Storage-cold	
	Transportation terminals	
	Vocational schools	



**EXHIBIT A**  
**A/E FEE SCHEDULE**

<b>MACC</b>	<b>SCH A</b>	<b>SCH B</b>	<b>SCH C</b>	<b>MACC</b>	<b>SCH A</b>	<b>SCH B</b>	<b>SCH C</b>
\$1,000,000	11.60%	10.15%	8.70%	\$4,400,000	10.12%	8.74%	7.35%
\$1,100,000	11.52%	10.07%	8.62%	\$4,500,000	10.09%	8.71%	7.33%
\$1,200,000	11.44%	9.99%	8.54%	\$4,600,000	10.07%	8.69%	7.31%
\$1,300,000	11.37%	9.92%	8.47%	\$4,700,000	10.04%	8.67%	7.29%
\$1,400,000	11.30%	9.86%	8.41%	\$4,800,000	10.02%	8.65%	7.27%
\$1,500,000	11.24%	9.79%	8.35%	\$4,900,000	10.00%	8.62%	7.25%
\$1,600,000	11.18%	9.73%	8.29%	\$5,000,000	9.97%	8.60%	7.23%
\$1,700,000	11.12%	9.68%	8.23%	\$5,100,000	9.95%	8.58%	7.21%
\$1,800,000	11.07%	9.63%	8.18%	\$5,200,000	9.93%	8.56%	7.20%
\$1,900,000	11.01%	9.57%	8.13%	\$5,300,000	9.90%	8.54%	7.18%
\$2,000,000	10.96%	9.53%	8.09%	\$5,400,000	9.88%	8.52%	7.16%
\$2,100,000	10.91%	9.48%	8.04%	\$5,500,000	9.86%	8.50%	7.14%
\$2,200,000	10.87%	9.43%	8.00%	\$5,600,000	9.84%	8.48%	7.12%
\$2,300,000	10.82%	9.39%	7.96%	\$5,700,000	9.82%	8.46%	7.11%
\$2,400,000	10.78%	9.35%	7.92%	\$5,800,000	9.80%	8.44%	7.09%
\$2,500,000	10.74%	9.31%	7.88%	\$5,900,000	9.78%	8.43%	7.07%
\$2,600,000	10.70%	9.27%	7.85%	\$6,000,000	9.76%	8.41%	7.06%
\$2,700,000	10.66%	9.23%	7.81%	\$6,100,000	9.74%	8.39%	7.04%
\$2,800,000	10.62%	9.20%	7.78%	\$6,200,000	9.72%	8.37%	7.03%
\$2,900,000	10.58%	9.16%	7.75%	\$6,300,000	9.70%	8.35%	7.01%
\$3,000,000	10.54%	9.13%	7.72%	\$6,400,000	9.68%	8.34%	7.00%
\$3,100,000	10.51%	9.10%	7.68%	\$6,500,000	9.66%	8.32%	6.98%
\$3,200,000	10.47%	9.06%	7.66%	\$6,600,000	9.64%	8.30%	6.97%
\$3,300,000	10.44%	9.03%	7.63%	\$6,700,000	9.62%	8.29%	6.95%
\$3,400,000	10.41%	9.00%	7.60%	\$6,800,000	9.61%	8.27%	6.94%
\$3,500,000	10.38%	8.97%	7.57%	\$6,900,000	9.59%	8.26%	6.92%
\$3,600,000	10.34%	8.94%	7.54%	\$7,000,000	9.57%	8.24%	6.91%
\$3,700,000	10.31%	8.92%	7.52%	\$7,100,000	9.55%	8.22%	6.90%
\$3,800,000	10.28%	8.89%	7.49%	\$7,200,000	9.54%	8.21%	6.88%
\$3,900,000	10.26%	8.86%	7.47%	\$7,300,000	9.52%	8.19%	6.87%
\$4,000,000	10.23%	8.84%	7.45%	\$7,400,000	9.50%	8.18%	6.86%
\$4,100,000	10.20%	8.81%	7.42%	\$7,500,000	9.49%	8.16%	6.84%
\$4,200,000	10.17%	8.79%	7.40%	\$7,600,000	9.47%	8.15%	6.83%
\$4,300,000	10.15%	8.76%	7.38%	\$7,700,000	9.45%	8.14%	6.82%

MACC	SCH A	SCH B	SCH C	MACC	SCH A	SCH B	SCH C
\$7,800,000	9.44%	8.12%	6.80%	\$11,700,000	8.92%	7.67%	6.41%
\$7,900,000	9.42%	8.11%	6.79%	\$11,800,000	8.91%	7.66%	6.40%
\$8,000,000	9.41%	8.09%	6.78%	\$11,900,000	8.90%	7.65%	6.39%
\$8,100,000	9.39%	8.08%	6.77%	\$12,000,000	8.89%	7.64%	6.38%
\$8,200,000	9.38%	8.07%	6.76%	\$12,100,000	8.88%	7.63%	6.38%
\$8,300,000	9.36%	8.05%	6.74%	\$12,200,000	8.87%	7.62%	6.37%
\$8,400,000	9.35%	8.04%	6.73%	\$12,300,000	8.86%	7.61%	6.36%
\$8,500,000	9.33%	8.03%	6.72%	\$12,400,000	8.85%	7.60%	6.35%
\$8,600,000	9.32%	8.01%	6.71%	\$12,500,000	8.84%	7.59%	6.34%
\$8,700,000	9.30%	8.00%	6.70%	\$12,600,000	8.83%	7.58%	6.34%
\$8,800,000	9.29%	7.99%	6.69%	\$12,700,000	8.82%	7.57%	6.33%
\$8,900,000	9.27%	7.97%	6.68%	\$12,800,000	8.81%	7.56%	6.32%
\$9,000,000	9.26%	7.96%	6.66%	\$12,900,000	8.80%	7.56%	6.31%
\$9,100,000	9.25%	7.95%	6.65%	\$13,000,000	8.79%	7.55%	6.30%
\$9,200,000	9.23%	7.94%	6.64%	\$13,100,000	8.78%	7.54%	6.30%
\$9,300,000	9.22%	7.93%	6.63%	\$13,200,000	8.77%	7.53%	6.29%
\$9,400,000	9.20%	7.91%	6.62%	\$13,300,000	8.76%	7.52%	6.28%
\$9,500,000	9.19%	7.90%	6.61%	\$13,400,000	8.75%	7.51%	6.28%
\$9,600,000	9.18%	7.89%	6.60%	\$13,500,000	8.74%	7.50%	6.27%
\$9,700,000	9.16%	7.88%	6.59%	\$13,600,000	8.73%	7.50%	6.26%
\$9,800,000	9.15%	7.87%	6.58%	\$13,700,000	8.72%	7.49%	6.25%
\$9,900,000	9.14%	7.86%	6.57%	\$13,800,000	8.71%	7.48%	6.25%
\$10,000,000	9.13%	7.84%	6.56%	\$13,900,000	8.70%	7.47%	6.24%
\$10,100,000	9.11%	7.83%	6.55%	\$14,000,000	8.69%	7.46%	6.23%
\$10,200,000	9.10%	7.82%	6.54%	\$14,100,000	8.68%	7.45%	6.23%
\$10,300,000	9.09%	7.81%	6.53%	\$14,200,000	8.67%	7.45%	6.22%
\$10,400,000	9.08%	7.80%	6.52%	\$14,300,000	8.66%	7.44%	6.21%
\$10,500,000	9.06%	7.79%	6.51%	\$14,400,000	8.65%	7.43%	6.20%
\$10,600,000	9.05%	7.78%	6.51%	\$14,500,000	8.65%	7.42%	6.20%
\$10,700,000	9.04%	7.77%	6.50%	\$14,600,000	8.64%	7.41%	6.19%
\$10,800,000	9.03%	7.76%	6.49%	\$14,700,000	8.63%	7.41%	6.18%
\$10,900,000	9.02%	7.75%	6.48%	\$14,800,000	8.62%	7.40%	6.18%
\$11,000,000	9.00%	7.74%	6.47%	\$14,900,000	8.61%	7.39%	6.17%
\$11,100,000	8.99%	7.73%	6.46%	\$15,000,000	8.60%	7.38%	6.16%
\$11,200,000	8.98%	7.72%	6.45%	\$15,100,000	8.59%	7.38%	6.16%
\$11,300,000	8.97%	7.71%	6.44%	\$15,200,000	8.58%	7.37%	6.15%
\$11,400,000	8.96%	7.70%	6.43%	\$15,300,000	8.58%	7.36%	6.14%
\$11,500,000	8.95%	7.69%	6.43%	\$15,400,000	8.57%	7.35%	6.14%
\$11,600,000	8.94%	7.68%	6.42%	\$15,500,000	8.56%	7.35%	6.13%

MACC	SCH A	SCH B	SCH C	MACC	SCH A	SCH B	SCH C
\$15,600,000	8.55%	7.34%	6.13%	\$19,500,000	8.25%	7.08%	5.91%
\$15,700,000	8.54%	7.33%	6.12%	\$19,600,000	8.25%	7.07%	5.90%
\$15,800,000	8.53%	7.32%	6.11%	\$19,700,000	8.24%	7.07%	5.90%
\$15,900,000	8.52%	7.32%	6.11%	\$19,800,000	8.23%	7.06%	5.89%
\$16,000,000	8.52%	7.31%	6.10%	\$19,900,000	8.23%	7.06%	5.89%
\$16,100,000	8.51%	7.30%	6.09%	\$20,000,000	8.22%	7.05%	5.88%
\$16,200,000	8.50%	7.29%	6.09%	\$20,100,000	8.21%	7.04%	5.88%
\$16,300,000	8.49%	7.29%	6.08%	\$20,200,000	8.21%	7.04%	5.87%
\$16,400,000	8.48%	7.28%	6.08%	\$20,300,000	8.20%	7.03%	5.87%
\$16,500,000	8.48%	7.27%	6.07%	\$20,400,000	8.19%	7.03%	5.86%
\$16,600,000	8.47%	7.27%	6.06%	\$20,500,000	8.19%	7.02%	5.86%
\$16,700,000	8.46%	7.26%	6.06%	\$20,600,000	8.18%	7.02%	5.85%
\$16,800,000	8.45%	7.25%	6.05%	\$20,700,000	8.17%	7.01%	5.85%
\$16,900,000	8.44%	7.25%	6.05%	\$20,800,000	8.17%	7.00%	5.84%
\$17,000,000	8.44%	7.24%	6.04%	\$20,900,000	8.16%	7.00%	5.84%
\$17,100,000	8.43%	7.23%	6.04%	\$21,000,000	8.15%	6.99%	5.83%
\$17,200,000	8.42%	7.22%	6.03%	\$21,100,000	8.15%	6.99%	5.83%
\$17,300,000	8.41%	7.22%	6.02%	\$21,200,000	8.14%	6.98%	5.82%
\$17,400,000	8.40%	7.21%	6.02%	\$21,300,000	8.13%	6.98%	5.82%
\$17,500,000	8.40%	7.20%	6.01%	\$21,400,000	8.13%	6.97%	5.81%
\$17,600,000	8.39%	7.20%	6.01%	\$21,500,000	8.12%	6.97%	5.81%
\$17,700,000	8.38%	7.19%	6.00%	\$21,600,000	8.12%	6.96%	5.81%
\$17,800,000	8.37%	7.19%	6.00%	\$21,700,000	8.11%	6.95%	5.80%
\$17,900,000	8.37%	7.18%	5.99%	\$21,800,000	8.10%	6.95%	5.80%
\$18,000,000	8.36%	7.17%	5.98%	\$21,900,000	8.10%	6.94%	5.79%
\$18,100,000	8.35%	7.17%	5.98%	\$22,000,000	8.09%	6.94%	5.79%
\$18,200,000	8.34%	7.16%	5.97%	\$22,100,000	8.08%	6.93%	5.78%
\$18,300,000	8.34%	7.15%	5.97%	\$22,200,000	8.08%	6.93%	5.78%
\$18,400,000	8.33%	7.15%	5.96%	\$22,300,000	8.07%	6.92%	5.77%
\$18,500,000	8.32%	7.14%	5.96%	\$22,400,000	8.07%	6.92%	5.77%
\$18,600,000	8.32%	7.13%	5.95%	\$22,500,000	8.06%	6.91%	5.77%
\$18,700,000	8.31%	7.13%	5.95%	\$22,600,000	8.05%	6.91%	5.76%
\$18,800,000	8.30%	7.12%	5.94%	\$22,700,000	8.05%	6.90%	5.76%
\$18,900,000	8.29%	7.12%	5.94%	\$22,800,000	8.04%	6.90%	5.75%
\$19,000,000	8.29%	7.11%	5.93%	\$22,900,000	8.04%	6.89%	5.75%
\$19,100,000	8.28%	7.10%	5.93%	\$23,000,000	8.03%	6.89%	5.74%
\$19,200,000	8.27%	7.10%	5.92%	\$23,100,000	8.02%	6.88%	5.74%
\$19,300,000	8.27%	7.09%	5.92%	\$23,200,000	8.02%	6.88%	5.73%
\$19,400,000	8.26%	7.09%	5.91%	\$23,300,000	8.01%	6.87%	5.73%

MACC	SCH A	SCH B	SCH C	MACC	SCH A	SCH B	SCH C
\$23,400,000	8.01%	6.87%	5.73%	\$27,000,000	7.81%	6.70%	5.59%
\$23,500,000	8.00%	6.86%	5.72%	\$28,000,000	7.76%	6.66%	5.55%
\$23,600,000	8.00%	6.86%	5.72%	\$29,000,000	7.72%	6.62%	5.52%
\$23,700,000	7.99%	6.85%	5.71%	\$30,000,000	7.67%	6.58%	5.48%
\$23,800,000	7.98%	6.85%	5.71%	\$31,000,000	7.63%	6.54%	5.45%
\$23,900,000	7.98%	6.84%	5.71%	\$32,000,000	7.58%	6.50%	5.42%
\$24,000,000	7.97%	6.84%	5.70%	\$33,000,000	7.54%	6.46%	5.39%
\$24,100,000	7.97%	6.83%	5.70%	\$34,000,000	7.50%	6.43%	5.36%
\$24,200,000	7.96%	6.83%	5.69%	\$35,000,000	7.46%	6.40%	5.33%
\$24,300,000	7.96%	6.82%	5.69%	\$36,000,000	7.42%	6.36%	5.30%
\$24,400,000	7.95%	6.82%	5.69%	\$37,000,000	7.38%	6.33%	5.28%
\$24,500,000	7.95%	6.81%	5.68%	\$38,000,000	7.35%	6.30%	5.25%
\$24,600,000	7.94%	6.81%	5.68%	\$39,000,000	7.31%	6.27%	5.22%
\$24,700,000	7.93%	6.80%	5.67%	\$40,000,000	7.28%	6.24%	5.20%
\$24,800,000	7.93%	6.80%	5.67%	\$41,000,000	7.24%	6.21%	5.18%
\$24,900,000	7.92%	6.79%	5.67%	\$42,000,000	7.21%	6.18%	5.15%
\$25,000,000	7.92%	6.79%	5.66%	\$43,000,000	7.18%	6.15%	5.13%
\$25,100,000	7.91%	6.79%	5.66%	\$44,000,000	7.15%	6.13%	5.11%
\$25,200,000	7.91%	6.78%	5.65%	\$45,000,000	7.12%	6.10%	5.09%
\$25,300,000	7.90%	6.78%	5.65%	\$46,000,000	7.09%	6.07%	5.06%
\$25,400,000	7.90%	6.77%	5.65%	\$47,000,000	7.06%	6.05%	5.04%
\$25,500,000	7.89%	6.77%	5.64%	\$48,000,000	7.03%	6.03%	5.02%
\$25,600,000	7.89%	6.76%	5.64%	\$49,000,000	7.00%	6.00%	5.00%
\$25,700,000	7.88%	6.76%	5.63%	\$50,000,000	6.97%	5.98%	4.98%
\$25,800,000	7.88%	6.75%	5.63%				
\$25,900,000	7.87%	6.75%	5.63%				
\$26,000,000	7.86%	6.74%	5.62%				

**SCHEDULE A =**  $90/(625+(\text{MACC}/(4493/2418))^0.38)$

**SCHEDULE B =**  $(\text{SCHEDULE A} + \text{SCHEDULE C})/2$

**SCHEDULE C =**  $(9.03/(57.3+(\text{MACC}/(4493/2418))^0.25))-0.02$