

402 – Design Fee Negotiations / Civil or Master Plan Projects

402.1 Contract Types: Design services are procured using one of two methods - Master Agreement or Personal Services Contract (i.e. qualifications-based selection). Fee negotiations are handled differently for each type of procurement.

402.2 Master Agreements: Master Agreements require services to be billed on an hourly basis. As soon as the extent of the required services can reasonably be determined, the Architect-Engineer will be asked to submit a not-to-exceed fee amount for approval by DFMS.

402.3 Personal Service Contracts:

- **Work Plan Fee:** After the Architect-Engineer is selected, an initial work plan fee is established by the Architect-Engineer based on the needs of the Project. This fee is for the purpose of establishing the overall scope of Work to be performed and outlines the tasks and assigns cost to each task.

Negotiation of Total Fee: The total design fee is negotiated as a part of the Work Plan development process. This final design fee is to be a lump sum fee based upon the approved Work Plan. Upon acceptance of the Work Plan by DFMS Project Management, the Architect-Engineer shall formally submit a total proposed fee to the DFMS Project Management.

- **Architect-Engineer Contract Modification:** After acceptance, DFMS executes a Contract Modification / Purchase Order to the Architect-Engineer's contract to reflect the negotiated fee.

Additional Services: If additional services are deemed necessary during the execution of the contract, additional fees will be negotiated initially with the DFMS Project Management. The proposed changes will be forwarded to DFMS Project Management for review for final approval and contract modification.