

**Design Fee Summary and Construction Phase Services
Analyses**

Fee Summary Analysis and Construction Phase Service Analysis Instruction Sheet

HOW TO PREPARE A FEE SUMMARY ANALYSIS

Basic Labor

- Step 1.** From the Base Contract, identify the dollar direct labor and overhead total of the Prime's basic hours. Multiply this total by 10% to arrive at the fixed fee.
- Step 2.** Add the Direct Labor/Overhead of basic hours for all the sub-consultants and 10% for the fixed fee. Multiply by 3%.
- Step 3.** Add the totals of Steps 1 and 2.
- Step 4.** Follow the same procedures for Steps 1, 2, and 3 for any Amendments that deal with the construction estimate.
- Step 5.** Add total from Steps 3 and 4 to get total basic hours/dollar costs.
- Step 6.** Divide total basic hours (Step 5) by construction estimate to arrive at percentage for fee summary.
- Step 7.** Amount of Step 6 cannot exceed 6% of construction estimate.

Special Labor

- Step 1.** From the Base Contract, identify the dollar direct labor and overhead total of the Prime's special hours. Multiply this total by 10% to arrive at the fixed fee.
- Step 2.** Add the Direct Labor/Overhead of special hours for all the sub-consultants and 10% for the fixed fee. Multiply by 3%.
- Step 3.** Add the totals of Steps 1 and 2.
- Step 4.** Follow the same procedures for Steps 1, 2, and 3 for any Amendments that deal with the construction estimate.
- Step 5.** Add total from Steps 3 and 4 to get total special hours/dollar costs.
- Step 6.** Divide total special hours (Step 5) by construction estimate to arrive at percentage for fee summary.
- Step 7.** Amount of Step 6 cannot exceed 2% of construction estimate.

HOW TO PREPARE A CONSTRUCTION PHASE SERVICE ANALYSIS

- Step 1.** From the Base Contract or Amendment, identify the dollar and overhead total of the Prime's basic and special hours. Multiply this total by 10% to arrive at the fixed fee.
- Step 2.** Add the direct labor/overhead for all basic and special hours for all the sub-consultants and 10% for the fixed fee. Multiply by 3%.
- Step 3.** Add total from Steps 1 and 2 to get total basic hours/dollar costs.
- Step 4.** Divide total basic and special hours dollar total by the construction estimate to arrive at percentage for Construction Phase Service Analysis.
- Step 5.** Amount of Step 4 cannot exceed 4% of construction estimate.

Example of Fee Summary (Basic Costs)

Step 1 Base Contract (Preliminary Design Services)

Prime Basic Hours	
Direct Labor and Overhead	\$ 135,362.00
10% Fixed Fee	\$ 13,536.00
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Total Prime	\$ 148,898.00

Step 2 Subconsultants

Access consultant	\$ 4,196.00
Civil	\$ 42,475.00
Electrical	\$ 45,709.00
Geo Technical	\$ 63,902.00
Lighting	\$ 12,987.00
Mechanical	\$ 43,818.00
	\$ 213,395.00
10%	\$ 21,309.00
	\$ 234,395.00
3% Subconsultants	\$ 7,032.00
Total Subs	\$ 241,427.00

Step 3 Total for Prime and Subs \$ 390,325.00

Step 4 Amendment No. 1 (Final Design Services)

Prime Basic Hours	
Direct Labor and Overhead	\$ 150,000.00
10% Fixed Fee	\$ 15,000.00
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Total Prime	\$ 165,000.00

Subconsultants

Access consultant	\$ 8,000.00
Civil	\$ 50,000.00
Electrical	\$ 60,000.00
Geo Technical	\$ 25,000.00
Lighting	\$ 15,000.00
Mechanical	\$ 50,000.00
	\$ 208,000.00
10%	\$ 20,800.00
	\$ 228,800.00
3% Subconsultants	\$ 6,864.00
Total Subs	\$ 235,664.00
AM 1 - Total for Prime and Subs	\$ 400,664.00

Step 5 Totals from Step 3 and 4

Base Contract Total for Prime and Subs	\$ 390,325.00
AM 1 - Total for Prime and Subs	<u>\$ 400,664.00</u>
Total	\$ 790,889.00

Step 6 Construction Estimate \$13,200,000.00

Total Basic Costs \$ 790,889.00

Step 7 6% Design Line Maximum \$ 792,000.00
Total Basic Costs \$ 790,889.00

5.99% of Construction Estimate \$ 790,889.00

Note: Same steps for Special Hours, but the maximum allowable is 2%.