

## 1.4 Consultant Payments

### 1.4.1 Standard Fee Breakdown

The Department of Public Works' standard breakdown of a Consultant's fee for basic services provided by a Consultant in connection with a Standard Fixed Fee Consultant's (Architect or Engineer) contract is as follows:

- Schematic Design Phase: 15% of total fee;
- Design Development Phase: 20% of total fee;
- Contract Documents Phase: 30% of total fee;
- After receipt of bids or within 120 calendar days after approval of the documents submitted in the contract documents phase, whichever, occurs first: 10% of total fee;
- Construction Administration Phase: 25% of total fee.

For other contract types, the fee breakdown will be as negotiated.

### 1.4.2 Partial Payments

It is the policy of the Department of Public Works not to make payments in monthly installments to consultants during the design phases of the project. However, on projects with an estimated construction value greater than \$5,000,000 the Department may make contractual provisions to pay the Consultant in two equal installments for each of the schematic design and design development phases and three equal installments for the contract documents phase. Each request for installment payment shall be accompanied by a set of progress plans and specifications completed to a stage satisfactory to the Department. The Consultant must identify the need for partial payments during contract negotiations. As a minimum the invoice shall include: invoice number, invoice date, vendor number (FEIN/SSN no.), Project title, project location, DPW project number, DPW contract number, DPW contract stage reference, and total amount due.

### 1.4.3 Payments During Construction

During the construction administration phase the Consultant may submit monthly invoices for his services based on the percentage of completion of the construction contract until the construction contract reaches 95% complete. At that point, no further payments will be approved until the Consultant's services are complete and DPW receives the record documents.

### 1.4.4 Final Payment

The final payment to the Consultant will not be approved until all services called for in the consultant's contract have been completed to a stage satisfactory to the Department. In the case of construction administration, final payment will not be made until the Consultant has submitted and the Department has approved the record documents. The record documents shall be submitted in the following media: AutoCad drawing files updated to reflect the as-built conditions and a mylar plot of the AutoCad drawing files.

### 1.4.5 Payments for Extended Construction Administration Services

If through no fault of the Consultant, the construction administration phase is extended by more than 25%, the Consultant may be entitled to additional compensation for that portion of time in excess of the 25% extension. Additional compensation is not guaranteed. The Consultant must document the additional services provided and the amount of time it took to perform the additional services. It is advisable that the Consultant negotiate an hourly rate in advance if he expects to exceed the 25% extension. Regardless of the time extension, the Consultant shall not be compensated for services performed that are a part of his basic services, e.g. preparation of as-built drawings.