

# Facilities Planning (Revised 2016)

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## Chapter 7830

Draft Revision November 2016

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### **.010 Campus Planning and Project Management**

CPPM (Campus Planning & Project Management) is the campus conduit for all professional planning, design and construction services at Kansas State University. The department is lead by the Director of CPPM (Campus Planning & Project Management) and is composed of six broad and overarching areas of service.

- Small/Medium Projects Delivery – projects *under* \$1,000,000
- Large Capital Project Delivery – projects *in excess of* \$1,000,000
- Building Code, ADA/Universal Accessibility and Fire & Life Safety Compliance
- Campus Space Management, Space Inventory and Project Archives (see PPM section 7850)
- Campus Master Plan Implementation and overall campus project integration
- Exterior Campus Improvement Projects

Primarily focused on project planning and management tasks the department is composed of a broad range of professional expertise including Architects, Engineers, Interior Designers, and Space Management Specialists, Draftspersons, Construction Coordinators and Archivists. Projects at Kansas State University are facilitated through the process of project delivery most often utilizing outside professional Architects, Engineers, Technical Consultants, Construction Managers and Contractors according to the requirements of the University, Board of Regents (BOR) and State of Kansas.

The Associate Vice President for Facilities and University Architect has a statutory responsibility to serve as the agency representative in all planning, design, and construction contractual procedures and is responsible for coordinating with the BOR and State Department of Administration (DofA) for administering all minor and major renovation, alteration, remodeling or new construction projects. This is inclusive of all University projects throughout the state. The Director of CPPM has been appointed as the building codes enforcement official for all capital projects.

#### **Board of Regent and Legislative approvals:**

All Large Capital Project Delivery improvement projects constructed on state-owned property or in state-owned facilities, regardless of fund source including agency and gift funds, must be included in the Kansas State University capital budget (5yr capital projects list) submitted to the BOR (Board of Regents) and State of Kansas each year. This includes all projects on the main KSU campus ~~or~~ and on any KSU property at any location.

The Associate Vice President for Facilities and University Architect and Director of CPPM are responsible for compiling the information for the University capital budget (5yr capital project list) and for submitting for University administrative approval. Following University administrative approval, the University budget office submits requests to BOR by April 1 for funding in the second following fiscal year (example: submit April 2016 for FY2018). Items not submitted during the regular budget cycle require submission and the approval of the BOR and the State of Kansas Joint Committee on State Building Construction as an amendment to the University capital budget (5yr capital projects list).

All Large Capital Projects, regardless of fund source, require the approval of the DofA, the Joint Committee on State Building Construction of the Legislature, and the BOR. Any unauthorized project undertaken without BOR and/or Legislative approval can lead to immediate dismissal from state service and criminal charges based upon the circumstances.

All Medium projects, regardless of fund source, require review of the DofA and BOR Director and all small projects, regardless of fund source, may require review of the DofA.

## **State Funded Projects & Foundation Funded Projects:**

It is the intent of the University Architect and the University Foundation to follow in general the same overall process for all Large Capital and Small/Medium Project Delivery with minor variations as allowed by state statute.

### **State Funded Projects**

For state-funded projects, the University is statutorily required to procure architectural/engineering planning and design services through DofA negotiating procedure. Construction services for Large Capital projects can be procured either through a competitive bidding procedure through the State Office of Procurement and Contracts or through CMatRisk procedure through DofA. Construction services for Small/Medium Capital projects can be procured either through Facilities construction team, University on-call contractor, or through a competitive bidding procedure through the State Office of Procurement and Contracts.

### **Foundation Funded Projects**

**“Foundation Funded Project”** is a project that is wholly funded with private funds and/or gifts. If the project includes funding sources in addition to the private funds and/or gifts, such as fees, restricted funds or grants, the project is considered state funded project and the processes for State Funded Projects apply.

Large capital Foundation funded projects, whether new construction or renovation to be constructed on state-owned land or in state-owned facilities, require University administrative approval, BOR approval and the prior advised consultation with the State of Kansas Joint Committee on State Building Construction, but does not require statutory approval by the Legislature.

Large capital Foundation funded projects are required to follow the seven step process outlined in 7830.040 unless noted otherwise.

Small/Medium Foundation funded projects, whether new construction or renovation/remodeling to be constructed on state-owned land or in state-owned facilities require BOR approval but does not require consultation with State of Kansas Joint Committee on State Building Construction or approval by Legislature. Small/Medium Foundation funded projects are required to follow the seven step process outlined in 7830.030 unless noted otherwise.

The KSU Foundation is, by statute for projects wholly funded with private funds and/or gifts, authorized to procure and execute architectural or engineering agreements and construction contracts, after review and approval by University Architect and VP Administration & Finance. The Foundation is not obligated to follow the architectural and engineering selection or competitive bidding process as directed by DofA. However, at the request of the Foundation, the University Architect and Director of CPPM will assist in facilitating a jointly collaborative and openly transparent RFP for both professional architectural and engineering services selection and construction delivery. All design, construction documentation and execution of the work must meet university and state standards, as determined by the University Architect, the Office of CPPM, and DofA.

## **Exterior Campus Improvement Projects**

ALL GROUNDS PROJECTS, including volunteer groups desiring to contribute to the aesthetic appearance of the university campus, shall require the approval of the Associate Vice President for Facilities and University Architect and be coordinated through the Director of Campus Planning and Project Management and the Director of Facilities Services.

### **.020 Definitions**

**"Alteration"** is changing the internal arrangement or other physical characteristic of an existing facility so that it may be effectively used for a current or new purpose. In many instances, approval to proceed is needed from various state authorities (details below). Renovations/alterations are funded through a variety of fund sources, including, but not limited to, the university operating budget, the Special Maintenance and Repairs allocation, the Capital budget, departmental budgets, gifts, and in-kind contributions.

**"Capital (Improvement) Project"** relates to new construction, or major renovation or alteration of a facility or grounds.

"Large capital (improvement) projects" are projects that cover a whole or large part of a building or area, and/or involve construction costs over \$1,000,000, regardless of funding source, including new buildings, remodeling or alterations, annual maintenance, and utility projects.

"Small/Medium projects" are construction projects with construction costs less than \$1,000,000.

**"New Construction"** is the erection of a new facility or the addition, expansion, or extension of an existing facility that adds to the building's overall external dimensions. These projects will obligate the University for increased utility and/or operating costs and will add physical space to the campus:

**"Renovation/Remodeling"** is the total or partial upgrading of a facility or grounds that results in a change to the existing building (structure) or uses in the building to higher standards of quality, efficiency, or compliance with the latest building codes as per Kansas statutes, than originally existed.

### **.030 Small/Medium Capital Projects - Project Decision Process & Implementation**

#### **Project Decision Process**

##### **Step 1. Concept Scope – Request for Estimate.**

The "requestor (stakeholder)" (Vice President, Dean, Department Chair or Assigned Building Manager ) submits a general concept and proposed scope of work in the form of an Estimate Request to the Facilities Customer Service Desk (PPM 7810.050) This form is available by scrolling and selecting from the list of facilities requests on the K-State Facilities webpage at: [www.k-state/facilities/request/](http://www.k-state/facilities/request/)

##### **Step 2. Needs Assessment/Opinion of Probable Cost**

Project is assigned to a Project Manager within the CPPM department. Project Manager (PM) meets with the requestor to complete a full project scope assessment based on the requestor's concept scope and assists the requestor in the development of preliminary concept plans and general scoping notes for the project as needed to produce a high level budgetary opinion of probable cost. Project is also evaluated for feasibility and compatibility with the building structure, mechanical and electrical systems, the overall campus plan, and applicable codes/regulations. It should be noted that this step is not intended to produce instruments of service suitable for bidding and construction. Some project scopes will require the assistance of an on-call architect/engineer to aid in the completion of feasibility and compatibility with the existing building structure,

mechanical, electrical, plumbing or life safety systems. If an on-call architect/engineer is required, the costs of their services will be the responsibility of the requesting department. The requesting department will be required to provide funding source prior to procurement of on-call architect/engineer services.

This Step is typically completed within 30 calendar days.  
(insert link to work flow chart)

### **Step 3. Estimate Returned to Requestor (Stakeholder) for review and approval.**

Once an estimate is completed, the CPPM project manager will discuss the scope and opinion of probable cost with the requestor. The scope and opinion of probable cost are the two elements used to establish the estimated Project Budget. If requestor wants to move into implementation of a project into a full design and construction project delivery process the following steps need to be completed:

1. The requestor obtains the necessary departmental and Vice President/Provost approval of the Estimated Project Budget.
2. Funding source (FIS account) is identified and written authorization is provided to CPPM Project Manager.

## **Implementation of Project (Design and Construction)**

### **Step 4. Design**

For projects with a total Project Budget greater than \$150,000, the CPPM will prepare and forward BOR "Director's Approval". Projects are reviewed for compliance by the CPPM Director and Associate Vice President and University Architect prior to submission to BOR and will then be submitted for BOR approval through the Office of the Vice President of Administration and Finance. CPPM, as applicable to each project, will request and have construction accounts established with University administration and will establish communication and follow processes required by DofA.

CPPM will coordinate the procurement of architectural/engineering services with Kansas State University on-call architect/engineer contracts for the design and production of instruments of service (plans and specifications) suitable for bidding and construction. On-call architect/engineering services shall be through the CPPM Director. Establishment of on-call architect/engineer services is the responsibility of University Architect or CPPM Director through State DofA procedures.

All on-call architect/engineer services shall comply with State DofA and Office of State Fire Marshal (OSFM) requirements for submission and approval by those jurisdictions. All code footprints and temporary egress plans shall be reviewed by CPPM prior to submission to OSFM. CPPM will submit code footprints and temporary egress plans to representatives of OSFM for review of compliance and acceptance.

Plans and specifications prepared for bidding and construction shall be reviewed by CPPM and Facilities department prior to submittal to State DofA. Upon review completion, CPPM will coordinate submittal of plans and specifications to State DofA for their code compliance review and building permit issuance.

### **Step 5. Construction**

The requesting department has three options to complete the project.

1. **Facilities Construction Team:** Based on current construction team project schedule and desired stakeholder timeline the work may proceed on a "time and materials cost" basis. The requesting department shall submit a Work Order Request and FIS account to cover related costs based on the agreed to scope and estimate established at end of Step 4. The department will receive a monthly billing during the progress of the work.

2. **On Call Contractor:** Use of a Kansas State University on-call contractor. CPPM PM initiates construction services procurement through university on-call contractor contracts and the University Purchasing Office. Use of Facilities on-call contractor contracts are to be coordinated through CPPM Director and PM's.
3. **Advertise and Bid the project:** State DofA will manage the bidding processes and will award the construction contracts based upon a University recommendation.

## **.040 Large Capital Improvement Projects - Project Decision Process & Implementation**

This document is intended to guide a coordinated Large Capital Improvement Planning Process at Kansas State University. It ensures review and approval by the University President and Administration for conformity with University priorities physical plans including the 2012 Master Plan, the 2015 North Campus Corridor Master Plan and campus strategic plan for all projects categorized as "Large Capital Improvement Projects". It follows then that all projects in excess of \$1,000,000 shall follow **7 specific steps**. Concept Inception, Needs Assessment, Early Opinion of Cost, Programming, Board of Regents/Legislative Approval, Design, Construction.

### **Project Decision Process**

#### **Step 1. Concept Inception – by University Division, Department or Functional Unit**

It all begins with a concept - a stakeholder typically in the form of faculty, staff, department chair or dean identifies current university facilities as inadequate to satisfy current and/or anticipated program requirements and new or renovated facilities appear to provide a viable remedy. Costs are not specifically outlined at this point – however the Dean or Director of the University College or Unit needs to verify if any concept project has the apparent potential to exceed the \$1,000,000 threshold. The Associate VP of Facilities and University Architect and/or the Director of CPPM are available to assist in an opinion of potential capital project costs to see if the concept project may exceed \$1,000,000 threshold and thereby require the Large Capital project process.

If the Dean or Director of the college or unit determines the Large Capital project concept viable it shall be brought forward to their respective Vice President or Presidential Cabinet Member for discussion. If Vice President or Presidential Cabinet member believes the project is highly justified and consistent with university priorities and campus strategic plan, the project shall be brought forward to the President's Cabinet for concept review.

#### **Step 2. Needs Assessment**

Vice Presidents and Presidential Cabinet Member are responsible for presenting Large Capital project concepts to the President's Cabinet. The President's Cabinet shall assess the project concept to evaluate overall need and consistency with campus strategic plan documents.

If the project is found in agreement with the campus strategic plan and is identified to potentially have an impact on the campus master plan it shall be forwarded to CPDAC (Campus Planning & Development Advisory Committee) for review and conformance with the 2012 Campus Master Plan and 2015 NCCPM overlay documents. Assistance from ex officio members of CPDAC (University Architect, Director of CPPM and Assistant Director for Space Management) may be necessary in order to organize and study engagement with the master plan. Review and alteration of the concept plan may be required by the submitting party through an early project concept study process lead by the University Architect, members of the CPDAC and the submitting stakeholder group. A summary report and recommendations for conformity with the master plan shall be returned to the President and Cabinet for consideration. If approved by the Cabinet the project concept will be forward to the Associate Vice President Facilities & University Architect for development of an Opinion of Probable Cost.

#### **Step 3. Early Opinion of Probable Cost**

Assessment and acquisition of additional information - as a general rule all Opinions of Probable Project Cost reference total project cost. There are typically three key areas CPPM looks at when developing an opinion of probable project cost.

- **General Project Scope:** assessment of high level area needs and building type of what is proposed to build or renovate + building systems and support infrastructure not already in place. General scoping notes are produced and if a renovation, the project is preliminarily evaluated for potential feasibility and compatibility with the building structure, mechanical and electrical systems, and potential applicable codes/regulations.
- **Market Value of the given scope:** Most often defined by \$/ gross square foot of comparable projects
- **Project Time Frame:** Used to forecast bid market, inflation and construction planning

Working through the Director of CPPM a Project Manager is assigned to lead the process of arriving at an early opinion of total project cost. Working with the originators of the project concept the CPPM project manager will ascertain a more detailed high level project scope with a targeted gross square foot (gsf), a target project cost/gsf based on current market value and produce a high level total project opinion of cost along with a timed schedule of cost based on projected inflationary information into future years. Once complete the information is forwarded back to the responsible Vice President for presentation to the President and Cabinet by the responsible Vice President - with technical assistance by the University Architect if desired. If approved by the Cabinet the University Architect shall be directed by the cabinet to add the project to the next 5yr Capital Project List (DA 418A and DA418B) for approval through the Office of the Vice President of Administration and Finance as a pending future project subject to approval by the Board of Regents approval either during the regular budget cycle or as an amendment.

*Note:* understanding that funding is not always at hand - the project may sit still for a period of time. During this period any project on the 5yr Capital Project (DA 418 A & B) List *without* a completed program must sit at least two years out into the future by direction of the BOR Director of Facilities and University Architect. Additionally all projects without a defined start date shall be subject to yearly updates and inflationary increases to insure accuracy of targeted project cost. Updates shall be coordinated with the stakeholder by the Director of CPPM.

#### **Step 4. Programming**

CPPM shall provide leadership and professional assistance to the stakeholder in preparation of Large Capital project program statements and budgets in a format consistent with BOR Capital Improvement Requests and DofA procedures. All program statements intended for submission to the BOR shall contain the following minimum elements.

1. Introduction
2. Project Budget and funding sources
3. Project Schedule
4. Space Projections
5. Space Summaries
6. Space Descriptions
7. Discussion of the impact the additional space will have on overall campus space inventory and master plan
8. Yearly reoccurring utilities, operational and maintenance costs
9. Clearly identified source of funding for such operation costs (or a state that such will not be required)

For Large Capital projects or specialty projects beyond the expertise of the CPPM, outside professional consulting services may be required to fully prepare the documentation for submission to the BOR or Legislature for which there may be a fee. When an appropriate funding source (FIS account) is identified in writing to the CPPM Office and University Architect to cover the anticipated cost of the program phase, CPPM will assist in the procurement of professional consulting services.

Outside program consultants used to prepare program statements shall be selected by one of the following methods:

- **Foundation Funds** – Selection by RFP and Interview process conducted jointly by University Architect and University Foundation. *Note:* If the project is anticipated to include funding sources other than Foundation

funds at any time during the project, the procurement of the outside services must be coordinated through CPPM and may not be directly procured through Foundation.

- **State Funds** Selection of architect/engineer or on-call programming consultant through DofA

Note: For projects through DofA selection process, an option may be included in the state program statement advertisement allowing a continuation of the same design team into full design delivery upon written approval and availability of project funding.

In addition, the program consultants may be used to prepare fundraising or other promotional materials at the request and direction of the stakeholder and/or University Foundation partners in parallel with the production of a formal program statement. This work may be included in the scope of services requested for an additional fee.

### **Step 5. Program Statement Approval**

Cabinet Approval: Stakeholder and responsible Vice President present a completed formal program statement to the President and Cabinet for Approval – with assistance from the University Architect as needed.

**Note:** for all Large Capital Projects review, confirmation and/or recommendation of funding source for all up front design & construction obligations plus all reoccurring financial obligations associated with the project shall be vetted through the Campus Budget Advisory Committee (Including but not limited to operation and maintenance, utilities, custodial, landscape, public safety, EHS)

*Note* - Projects anticipating a Foundation funding component must obtain Foundation approvals prior to submission of the program statement to Cabinet.

After approval by the Cabinet and review by Campus Budget Advisory Committee, the formal program may proceed on for presentation through the University Budget Office to the BOR by the Vice President of Administration and Finance for Kansas State University.

Program statements shall be approved at the State and BOR level by the following:

- Director of Facilities and Architect for the Board of Regents
- Board of Regents
- Joint Committee on State Building Construction of the Legislature (by state statute).

*Note:* understanding that funding is not always at hand - the project may sit still for a period of time. If at such time funding is identified and approved in writing to cover the full cost of design the project may proceed on to Step 6.

## **Implementation of Project (Design and Construction)**

### **Step 6. Design**

For all new campus buildings with both cabinet level approval and funding approval to proceed into Design – the CPPM PM requests a new building number from the Financial Reporting and Inventory Fiscal Analyst in the Division of Financial Services, requests construction accounts established with University administration, and establish communication and processes required by DofA. For both funding options, CPPM PM will provide leadership and coordinate reviews and required campus and state approvals.

## **State Funds**

Procure architectural/engineering planning and design services through DofA. (see also note in Step 4 regarding A/E continuation option) Development of plans to follow DofA policies and procedures for review and approval. Additionally, submittal and approval by BOR Architect at design development is required prior to preparation of final plans.

## **Foundation Funds (if any funds other than Foundation funds – follow University (State) Fund Option)**

Selection through RFP and Interview process conducted jointly by University Architect and University Foundation representative.

After approval of preliminary design, the architect/engineer prepares final plans and specifications. Note – Submittal and approval by BOR Architect at design development is required prior to preparation of final plans.

Final plans and related documents shall comply with State DofA and Office of State Fire Marshal (OSFM) requirements for submission and approval by those jurisdictions. All code footprints and temporary egress plans shall be reviewed by CPPM and University Fire Marshal prior to submission to OSFM. CPPM will submit code footprints and temporary egress plans to representatives of OSFM.

Plans and specifications prepared for bidding and construction shall be reviewed by CPPM and Facilities department prior to submittal to State DofA. Upon review completion, CPPM will submit plans and specifications to State DofA their compliance review, building permit issuance and release for bidding.

## **Step 7. Construction**

All construction delivery, coordination and budget management managed through assignment of CPPM PM, with support of Facilities teams and leadership from the Director of CPPM.

Construction of Large Capital projects are statutorily procured as follows:

### **State Funds**

State of Kansas Statutory preference for project delivery is through traditional Design, Bid, Build construction delivery methodology as noted in DofA policy and procedures. Major Construction Delivery Milestones per this method:

- DofA (OFPM and Office of Procurement and Contracts) coordinates the statutory competitive bidding procedure
- DofA prepares construction contracts at the recommendation of the University.
- Inspections by DofA and OSFM occur on a regular interval through construction.
- Construction is completed.

Alternative construction delivery methods (CMat Risk and Design Build) may be requested by Associate Vice President for Facilities and University Architect for approval by SBAC per DofA policy and procedures (Building Design and Construction Manual – Part B – Chapter 7). These alternative delivery methods should be identified during the programming stage and process implementation should occur early in the design process.

### **Foundation Funds (if any funds other than Foundation funds – follow State Fund Option)**

- At the request of the Foundation, the University Architect and Director of CPPM will assist in facilitating a jointly collaborative and openly transparent RFP for construction delivery. Inspections by DofA and OSFMI occur on a regular interval through construction.

Building Commissioning and 1yr Warranty period is lead by Facilities Operations Team, the Director of Maintenance and the Assistant Vice President Facilities Maintenance and Engineering.

Space Management within CPPM adds new space to the building inventory.

**.050 CPPM Internal FEE Schedule**

Facilities Campus Planning and Project Management is responsible for providing professional assistance in the development of plans for the repair, renovation or new construction of physical facilities at Kansas State University. Included in these responsibilities are architecture, engineering, landscape architecture and planning services. The basic parameters of these responsibilities are defined by Kansas Statutory Laws, Kansas Administrative Regulations, and the Policy and Procedures Manual of DofA.

In addition to providing routine general information on physical facilities, it provides varied levels of more detailed and specialized professional planning, design, and/or construction services for which it has a set fee or fee schedule. Examples of services and fees are:

1. Assistance for preparation of project documentation including program texts with scope definition and preliminary budgets may be provided by the CPPM at no charge. Certain types of project programming may require outside professional consulting services for which there may be a fee.
2. Capital project program statements and budgets, in a format consistent with BOR Capital Improvement Requests, may be prepared by CPPM at no charge (as staffing levels allow). Certain types of consulting services may be required to fully prepare the documentation for submission to the BOR or Legislature for which there may be a fee.
3. Other project services will be provided on an as needed basis. Proposals for these types of services will be provided in the following formats as required by each type of project:
  - a. A set fee
  - b. Direct Costs (time and material basis)
  - c. For unique projects, fees may be negotiated, on a mutually agreed upon basis, in conformance with KSA 75-1263.
4. A properly completed interdepartmental Requisition, or other written authorization, identifying fund source and amount is required PRIOR to the initiation of projects.
5. REGARDLESS OF PROJECT TYPE, CHANGES TO THE APPROVED INITIAL PROJECT SCOPE WILL WARRANT ADDITIONAL INTERDEPARTMENTAL REQUISITION OR AUTHORIZATION REFLECTING THE ADDED COST.

The set fee schedule used by CPPM is as follows:

1. Programming/Schematic / Preliminary Design Services Fees:

a. Project <del>Cons.</del> Cost	Study Fee
\$0 - \$ 10,000	\$0 - \$250
\$10,001 - \$ 50,000	\$ Time and Materials basis
\$50,001 - \$100,000	\$ Time and Materials basis
\$100,001 - \$500,000	\$ Time and Materials basis
Over \$500,000	\$ Time and Materials basis

- b. Presentation Materials provided on a time and materials basis.

2. Construction Documents Fees:

a. Project Cons. Cost	Design Fee
Up to \$5,000	\$500
\$5,000 - \$50,000	\$500 + 7% over \$5,000
\$50,001 - \$100,000*	\$3,650 + 6% over \$50,000
\$100,001 - \$500,000	\$6,650 + 5% over \$100,000
Over \$500,000**	Fees determined in conformance with K.S.A. 75-1263.

\* Engineering Projects over \$1,000,000 must be designed by outside engineering consultants.

\*\* a. Architectural Projects over \$1,000,000 must be designed by outside architectural consultants.

If schematic designs have been previously prepared by Facilities Planning, those charges will be deducted from the construction document fee. Construction administration services will be provided  
 b. at no additional charge if projects are constructed.

c. Presentation Materials will be provided on a time and material basis.

Due to internal production schedules, availability of the professional staff, CPPM may elect to utilize the design services of "on call" architects or engineers retained by the University. Facilities CPPM will facilitate and administer such arrangements. All related Facilities CPPM and consultant fees will be charged to the project if this option is chosen. Time and material charges will be based on established billing rates, and actual material costs (including related overhead charges). In as much as the fee structure for any project can vary widely, guidelines must be made on a project by project basis. The Director of Facilities CPPM will assist any department and agency in determining anticipated fees when requested.

4. Administrative Fees for projects designed by outside architects or engineering consultants.

a. Project Cost	Administration Fee
\$0 - \$10,000	\$500
\$10,001 - \$250,000	\$500 + .8% over \$10,000
\$250,001 - \$1,000,000	\$2,420 + .6% over \$250,000
\$1,000,001 - \$10,000,000	\$6,920 + .4% over \$1,000,000
Over \$10,000,000	\$42,920 + .2% over \$10,000,000

b. Presentation materials will be provided on a time and materials basis.

Please note that an additional ~~1%~~ administrative fee may be charged by DofA on any project based on complexity of project, type of construction and level of service required by DofA.

**.030 Questions**

Questions regarding this chapter may be referred to the Director of Facilities Planning at 532-6377.