

**ALABAMA DEPARTMENT OF FINANCE
REAL PROPERTY MANAGEMENT
Division of Construction Management**

Part III of III

Department Use Only
Invoice # _____
Date Paid _____
Confirmation # _____

FINAL RECONCILIATION OF CONTRACT DOCUMENT ADMINISTRATION FEE

This fee only applies to contracts reviewed and administered by the Division of Construction Management.

DCM (BC) # _____	Date _____
Project Name _____	
Owner Entity Name _____	
Architect/Engineer Firm Name _____	
Prepared By _____	Email _____

Fee applies to:	Owner/Architect Agreement	Construction Contract
<u>FINAL PROJECT COST:</u>		
(1) Awarded construction contract sum		_____
(2) Sum of all change orders		_____
Total Final Project cost (1 + 2)		_____
<u>FINAL CDA FEE</u> (Select one or both checkboxes above)		
(3) Applicable to O/A Agreement: project cost x .25%		_____
(4) Applicable to Construction Contract: project cost x .25%		_____
Total final CDA Fee (3 + 4)		_____
<u>CDA FEE PAID:</u>	<u>DATE PAID</u>	<u>AMOUNT PAID</u>
(5) O/A Agreement	_____	_____
(6) Construction Contract	_____	_____
Total CDA Fee paid (5 + 6)		_____
<u>BALANCE OR REFUND DUE</u>		
(7) Total final CDA Fee, calculated above		_____
(8) Less total paid, calculated above		_____
BALANCE OR REFUND DUE (7 - 8)		_____

In general, this fee applies to state agencies, community colleges and PSCA-funded projects. It does not apply to locally-funded K-12 projects or locally-funded higher education projects.

Per Chapter 170X-8, the total fee is .5% of the construction cost. Half of the fee is due before the Owner/Architect Agreement is executed and the remainder is due before the Construction Contract is executed. Exception: The CDA Fee-O/A of Open-End Agreements is billed annually.

Submit only one check for all Reconciliation fees (Review, Permit and CDA) as applicable.

Make check payable to: "Finance - Construction Management." Include the DCM (BC) Project Number on the check and attach the fee worksheet(s).

Mail payment to: Finance - Construction Management, P.O. Box 301150, Montgomery, AL 36130-1150.

State agency inter-fund transfer: contact Jennie Jones at 334-242-4808 or jennie.jones@realproperty.alabama.gov.