

## CHAPTER 4

# DESIGN PROFESSIONAL SERVICES FOR PROJECTS OF STATE AGENCIES AND DEPARTMENTS, PUBLIC UNIVERSITIES IF ADOPTED BY THE INSTITUTION, PSCA-FUNDED PROJECTS, AND SIMILAR AUTHORITIES

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### **A. APPLICABILITY of CHAPTER**

Chapter 3 addresses the requirements of architects and engineers in the preparation of project drawings and specifications. This chapter sets forth requirements and procedures relating to the employment of design professionals for projects supervised and administered by the Technical Staff **which is the full-time staff of architects, engineers, reviewers, administrators, inspectors, support personnel, and contract personnel employed to carry out the policies and duties of DCM.** The projects to which this chapter applies include:

- State Agencies & Departments
- Public Universities if adopted by the Institution
- Public School & College Authority (PSCA)-funded
- Alabama Building Renovation Finance Authority (ABRFA)
- Alabama Corrections Institution Finance Authority (ACIFA)
- Alabama Mental Health Finance Authority (AMHFA)
- Other "authorities" established by legislative acts to fund specific construction or improvement programs and which are assigned by legislative act or state Directors to DCM for administration and supervision.

**B. REQUIRED EMPLOYMENT of DESIGN PROFESSIONALS**

The Awarding Authority/Owner of a public construction or improvement project that is to be supervised and administered by DCM shall employ the services of registered architects and engineers in accordance with Title 34, Chapter 2 - Architects and Chapter 11 - Engineers and Land Surveyors, Code of Alabama, 1975, as amended. An architect or architectural firm shall be employed as the primary design professional to design and observe the construction or improvement of a building or facility. An engineer or engineering firm specializing in a certain discipline of engineering may be employed as the primary design professional when the primary purpose and design of the project is within the specialty of the engineer or engineering firm and architectural design is incidental to the overall project design.

**FULL PROFESSIONAL TEAM:** The primary design professional shall employ the services of consulting engineers, and consulting architects in the case of an engineering project, so as to provide a full professional team as dictated by the disciplines of architectural and engineering design involved in the project. Designs of structural, mechanical, electrical, and other specialized phases of engineering shall be performed by or under the supervision of professional engineers registered in Alabama (See Chapter 3 for exceptions involving "incidental work"). The consultants selected by the primary design professional are to be named in the O/A Agreement and are, therefore, subject to the approval of the Awarding Authority/Owner and DCM. The consulting engineers named in the O/A Agreement are not to be changed without the written consent of the Awarding Authority/Owner.

**C. PROCEDURES for SELECTING DESIGN PROFESSIONALS**

DCM's recommended procedures for selecting a primary design professional are contained in Appendix D. These procedures are recommended for use by all Awarding Authorities/Owners of the state in their selection of design professionals.

**D. FORM of AGREEMENT for DESIGN PROFESSIONAL SERVICES**

- DCM Form B - 1A: TRANSMITTAL OF ALABAMA VENDOR DISCLOSURE STATEMENT (hardcopy) for otherwise electronic Agreement and Contract submittals**
- DCM Form B - 2: AGREEMENT BETWEEN OWNER AND ARCHITECT**
- DCM Form B - 2A: STANDARD ARTICLES of the AGREEMENT BETWEEN OWNER AND ARCHITECT**
- DCM Form B - 4: AMENDMENT to AGREEMENT BETWEEN OWNER AND ARCHITECT**
- DCM Form B - 4A: SAMPLE TABLE OF AUTHORIZED PROJECTS UNDER THE AGREEMENT**

The form of agreement to be used in contracting for design professional services for projects supervised and administered by the Technical Staff consists of DCM Form B-2:

Agreement Between Owner and Architect (the "O/A Agreement") and DCM Form B-2A: Standard Articles of the Agreement Between Owner and Architect (the "Standard Articles"). DCM Form B-4: Amendment to Agreement Between Owner and Architect and DCM Form B-4A: Sample Table of Authorized Projects Under The Agreement are to be used when an executed agreement is to be modified. These uniform documents are listed in Appendix B. **Forms B-1A, B-2A, and B-4A** are available from DCM's website [www.dcm.alabama.gov](http://www.dcm.alabama.gov). **Forms B-2 and B-4 must be activated via DocuSign PowerForm links available from DCM's website**, and are to be used. The Standard Articles are incorporated into the Agreement form by reference.

It should be noted that the language of the Standard Articles is designed to be used by both DCM and the SDE; therefore, the Standard Articles contain references to requirements and procedures of both DCM and the SDE, either or both of which can apply. It is incumbent upon the design professional to ascertain at the outset which requirements and procedures apply and proceed accordingly.

## **E. MANDATED FEATURES of the O/A AGREEMENT**

The following features of the O/A Agreement are mandated by the rules of DCM and are not to be modified or omitted without specific approval of the Director.

### **1. PROJECT BUDGET**

The Agreement form provides for the insertion of an agreed amount that is budgeted for the cost of the planned construction or improvement work, Cost of the Work. This amount shall not only establish the project budget, but shall also be the basis for establishing the basic fee to be paid to the primary design professional. The project budget may be a fixed, lump sum amount or it may be an amount that is tentative pending development of design and cost estimates by the design professional. If the project budget is tentative, the budgeted amount shall be validated by the design professional or mutually adjusted by the contracting parties prior to advertising the project for bids.

### **2. BASIC FEE**

The "Basic Fee" to be paid for design professional services is defined as that fee which will be paid to the design professional for providing the Basic Services, which are defined in the agreement and Standard Articles. The Basic Fee may be a Fixed Fee (lump sum amount) or an amount to be determined by a Basic Fee Rate as a percentage of the actual Cost of the Work. Section F of this Chapter discusses negotiation of the Basic Fee and establishing other fees when the design professional is to provide services which differ from the Basic Services of the Standard Articles.

The Basic Fee shall not exceed an amount that would be determined in accordance with Chapter 4 Supplement, Determination of Basic Fee or Basic Fee Rate for Design Professional Services.

### **3. COST OVER-RUNS**

If the lowest responsible and responsive bid received by the Awarding Authority/Owner is greater than the project budget, the design professional will, upon instructions from the Awarding Authority/Owner, make revisions to the plans and specifications as may be necessary to re-bid the project within budget, or a higher amount as may be authorized by the Awarding Authority/Owner. The design professional shall be reimbursed for revising the plans and specifications where the bid over-run is up to 10% of the project budget. If the bid over-run is greater than 10% of the project budget, the design professional will revise the plans and specifications to conform to the project budget at no cost to the Awarding Authority/Owner. However, such redesign at the design professional's expense is required only if, **(1)** the Awarding Authority/Owner has received bids for the work within 90 days after final approval of the plans and specifications and **(2)** the reason that the over-run exceeds 10% of the project budget is not attributable to a unique or unexpected market condition which the design professional would not have reasonably contemplated in its estimates of the cost of construction.

### **4. SUBSEQUENT DUPLICATION**

The Standard Articles contain a provision which discounts the Basic Fee of future O/A Agreements if the future agreements involve substantial duplication of design(s) performed under the present agreement. The method of discounting the Basic Fee of a future agreement would be the same as described in paragraph C.4 of Chapter 4 Supplement except that the fee schedule in effect at the date of the future agreement would apply.

## **F. NEGOTIATION of the AGREEMENT**

The Standard Articles establish minimum Basic Services and standardized terms and conditions that are appropriate for most DCM projects. However, it is essential that each agreement be tailored to fit the needs of its project. The complexity, or simplicity, of a project and particular requirements of the Awarding Authority/Owner or funding source can dictate that the minimum services be altered, which may, in turn, warrant negotiation of the Basic Fee or Fee Rate. If the negotiated Basic Fee or Fee Rate is higher than determined by Chapter 4 Supplement, it must be approved by the Director; therefore, the Awarding Authority/Owner should consult the Director or Technical Staff before concluding such negotiations.

Under "Determination of the Basic Fee", the Agreement form must be marked to indicate whether the Basic Fee has been determined in accordance with Chapter 4 - Supplement or negotiated; if negotiated, the basis of determining the Basic Fee must be explained in the Special Provisions section of the form. This does not require an accounting of specific values that were negotiated, but rather a straight-forward statement of agreed alterations of the Standard Articles (citing Article and Paragraph numbers) which were taken into consideration when negotiating the Basic Fee.

Services beyond those included in Basic Services and Basic Fee (and which are not the Owner's responsibilities) are to be included in Special Provisions as "Special Services." Items that are the Owner's responsibilities per Standard Article 2 may instead be handled by the Design Professional and included in Special Provisions as "Reimbursable Expenses." Special Provisions must be listed with separate fee arrangements segregating them from Basic Services and Basic Fee. Such a provision should completely define the scope of the services and state how much is to be paid to the primary design professional for the services and the terms of payment. If payment for such a service is to be based upon an hourly or other rate, a maximum payable (Not-To-Exceed) amount must be established. Such services as listed in the Special Provisions may be invoiced on a monthly basis as they occur. A Special Service and/or Reimbursable Expense not listed in the Special Provisions must be added to the Agreement through an Amendment before the service is performed and invoiced. "Extra Services" for events or circumstances beyond the Architect's control as detailed in Standard Article 5 must be added to the Agreement through an Amendment before the service is performed, except in cases of emergency as detailed in Standard Article 5.

## **1. SPECIAL SERVICES**

The following are items that are commonly the subject of negotiations for Special Services:

### **a. SPECIAL CONSULTANTS**

The graduation of fee rates by five Building Groups in the Schedule of Basic Fee Rates is intended to compensate for the level of consultants' services required to design the buildings and improvements within each Building Group. Therefore, the Standard Articles state that the Basic Services and Basic Fee include the services of engineers and consultants required to design the Work covered by an Agreement unless the Work is to include features, equipment, or systems not normally included in such work. If, in the opinion of the design professional and the Awarding Authority/Owner, it is necessary that the design professional employ the services of a consultant in a specialized field not normally involved in such a design, these services can be added as "Special Services" or negotiated into the Basic Services and Basic Fee. Such items include but are not limited to security systems, detail cost estimating from outside companies, industrial hygienists for abatement services, feasibility/assessment studies.

### **b. PERIODIC INSPECTIONS by CONSULTING ENGINEERS**

Standard Article 10, Engineering Services, obligates the primary design professional to require its consulting engineers and other consultants to perform, or to have their qualified representatives perform, inspections of the Work appropriate to their discipline of design and in keeping with the primary design professional's obligations to the Awarding Authority/Owner. The number of "periodic inspections" to be made by consulting engineers is not

defined in the Standard Articles; therefore, the Awarding Authority/Owner may wish to establish a minimum number of “periodic inspections’ to be performed by the various consultants.

**c. ROOFING CONSULTANTS**

Unless the design professional is knowledgeable of roofing systems and their details and specifications, the design professional should, as a Basic Service, employ the services of a roofing consultant during design. However, DCM encourages the employment of a qualified roofing consultant for not only the design stage of the project, but also for frequent inspections of the in-progress work. For re-roofing projects, the roofing consultant may be used to obtain information defining the existing conditions and exact procedure for code compliance in roof replacement or recovery. The specific scope and basis of payment for these services should be clearly defined in the agreement.

**d. ARCHITECT'S ON-SITE REPRESENTATIVE**

For larger, more complex projects, continuous monitoring of the in-progress work may be necessary, which is a service that is not included in the Basic Services of the Standard Articles. If this service is to be included, it must be specifically provided for in the Special Provisions section of the Agreement form, or later authorized by an amendment to the agreement, with the scope of the service, authority of the representative, and terms of payment for the service clearly stipulated.

**2. REIMBURSABLE EXPENSES**

Agreements and amendments must include Not-to-Exceed amounts of Reimbursable Expenses, which include but are not limited to the following items:

**a. PREPARATORY SURVEYS, TESTS, AND CONSULTANTS**

As stated in Standard Article 2, the Awarding Authority/Owner is to furnish or reimburse the design professional for the cost of obtaining information regarding the site such as surveys and soil borings or other tests that may be required by the design professional for the design of the project. The design professional should make arrangements for obtaining such information or testing that may be needed. To simplify administration, such services are often included in the O/A Agreement as “Reimbursable Expense” or negotiated into the Basic Services and Basic Fee.

**b. IN PROGRESS INSPECTIONS, TESTS, AND CONSULTANTS**

As stated in Standard Article 2, the Awarding Authority/Owner is to furnish or reimburse the design professional for the cost of obtaining in-progress Inspections, tests and consultants during or following the Contractor’s

performance of the Work. The design professional should make arrangements for obtaining such inspections, testing or consultants that may be needed.

**c. ADVERTISEMENTS for BIDS**

Before bids can be received for a project, the project must be advertised pursuant to the Public Works Law. As stated in Standard Article 2, the design professional will prepare and make arrangements for the advertisement, but the Awarding Authority/Owner is responsible for the cost of the advertisement, either by direct payment or by reimbursement to the design professional under Standard Article 6, Reimbursable Expenses. If the Basic Fee is negotiated to include this cost, a statement to that effect must be included in the Special Provisions modifying the provisions of Standard Articles 2 and 6. See Chapters 5B and 6B concerning an exception of the Advertisement For Bids for declared emergency projects and for public works projects costing \$100,000.00 or less.

**d. EXTRA PLANS AND SPECIFICATIONS**

Basic Service D of Standard Article 3 requires the design professional to provide up to 25 sets of plans and specifications for the bidding and prosecution of the work. If more than 25 sets are required, the Awarding Authority/Owner is to reimburse the design professional for the cost of reproducing the extra plans and specifications that are not paid for by the recipient. Standard Article 3 stipulates documentation to be provided by the design professional relative to extra plans and specifications for which payment is requested. If it is anticipated that more than 25 sets will be required, it is recommended that competitive rates for reproduction be obtained and agreed upon in the Special Provisions or at least in advance of printing.

**e. PROJECT RECORD**

Basic Service E of Standard Article 3 requires the design professional to maintain the Project Record. The Owner shall have access to the Project Record during the Architect's normal office hours. If requested to reproduce the Project Record, or significant portions of it, for the Owner, the Architect will do so as a Reimbursable Expense.

**f. RENDERINGS, MODELS AND MOCK-UPS**

If requested to produce renderings, models and mock-ups of the Work or portions of the Work for the Owner, the Architect will do so as a Reimbursable Expense.

**g. "AS-BUILT" DOCUMENTS**

"As-built" drawings and specifications improve the Awarding Authority's/Owner's ability to operate and maintain their facility and become very important to future expansion and renovation. Article 11 of the General Conditions of the Construction Contract requires the construction contractor to furnish two sets of "as-built" drawings and specifications to the Awarding Authority/Owner at the end of the Project; however, the specified quality of these "as-built" documents is the minimum standard traditionally accepted in the construction industry. The specified requirement is to record on blueprints any changes made to the original drawings and record actual locations of certain concealed elements; the contractor is not required to re-draw the plans. Alternatives are available that may better serve the Awarding Authority's/Owner's needs. Reproducible drawings as well as blueprints may be desirable and, given the technology of generating drawings by computer, it may be practical to have the plans re-drawn by either the contractor or the design professional.

DCM strongly recommends that during negotiations of the O/A Agreement the Awarding Authority/Owner determines its "as-built" documents requirements and, if they differ from those in the General Conditions, provides for them under the Special Provisions of the O/A Agreement. This can involve simply stating how the design professional is to modify the contractor's requirements in the Bid Documents or may involve describing an additional service to be provided by the design professional.

### **3. FEE RATES for EXTRA SERVICES**

Standard Article 5 specifies a method for compensating the design professional for extra design and/or administrative services for circumstances beyond the Architect's control such as Contractor failures, if no other method is agreed upon.

If the need for Extra Services should arise, except for emergencies, Standard Article 5 requires the execution of an amendment for the Extra Services prior to their performance. Stipulate the hourly and daily rates of compensation for Extra Services by the primary design professional, consultants, and staff members. Such rates should be inclusive of overhead and profit and may include miscellaneous expenses. In case of emergency, a memorandum of understanding should be agreed upon prior to any extra services being performed. Extra Services may also be subject to review by the Legislative Oversight Committee. See Section H of this chapter.

Standard Article 5 does not apply to events for which the design professional is responsible nor does it apply to routine construction change orders for which the design professional's services would be compensated by the Basic Fee Rate.

### **4. ADJUSTMENT FOR MAJOR RENOVATION**

An increase of up to 25% in the Basic Fee Rate is allowed for major renovation projects as stated in Chapter 4 Supplement. The Schedule of Basic Fee Rates is structured for new construction and may not adequately cover additional work

required of design professionals for renovation projects. A project is considered a major renovation if more than 50% of the construction cost involves renovations and alterations. This additional work required for renovation projects usually involves investigating and developing drawings of existing conditions before design can be developed. In general, exterior projects, including, but not limited to, re-roofing, re-coating, and landscape/hardscape are not to be considered as major renovations. If the Awarding Authority/Owner can provide the design professional with drawings of the existing conditions, this adjustment may be minimized or eliminated.

Standard Article 4, Basic Fees, states that the agreed Basic Fee covers any renovation work that may be involved in the Project. Therefore, if the Awarding Authority/Owner and design professional agree to increase the Basic Fee Rate of the Schedule for Major Renovation, this must be stated in the spaces provided in the Agreement form. When stating the Basic Fee Rate on the form, state the increased rate.

**G. PREPARING the AGREEMENT FORM**  
**DCM Form B - 3: CHECKLIST FOR PREPARATION OF ELECTRONIC AGREEMENT BETWEEN OWNER AND ARCHITECT**

The Agreement form is to be **activated via DocuSign PowerForm links available from DCM's website and prepared electronically** by the design professional; **the PowerForm will forward the Agreement** to the Awarding Authority/Owner for review and acceptance. DCM Form B-3, Checklist for Preparation of **electronic** Agreement Between Owner and Architect, listed in Appendix B, is to be used when preparing the Agreement form and is **included in the PowerForm as a supplemental document**. Numbered instructions in the "Checklist" correspond to numbers positioned in the left margin of the Agreement form adjacent to spaces where information must be inserted and/or an appropriate box must be marked. If a space is not applicable to the negotiated agreement, "N/A" should be inserted in the space.

General points of emphasis in preparing the Agreement form are:

1. DCM utilizes a computerized document management system in which all documents relative to a project are recorded under a seven **or eight**-digit Division of Construction Management Project Number [Example: DCM #2019300 **or** 20240200]. If the design professional has been advised that a DCM Number has been assigned to the project at the time of preparing the Agreement form, the number should be inserted in the spaces provided on the form. If a DCM Number has not previously been assigned to the project, the Technical Staff will assign a number and add it to the Agreement form when they receive it. The DCM Project Number assigned to the O/A Agreement typically covers all resulting bid packages and construction contracts. Exception: If the locations of a multiple-location project are in different DCM Inspector territories, then multiple DCM Project Numbers may be assigned.

**All project related correspondence and documents subsequently submitted to DCM must clearly display the DCM Project Number.**

2. **CDA-O/A Fee:** The Contract Document Administration Fee for the O/A Agreement is due before the agreement is reviewed by DCM (see Chapter 1, Section G). Exception: Open-End agreements at inception have no specific project amount in order to determine the fee. Because one of the purposes of this type of contract is to aggregate services for multiple smaller projects, the CDA-O/A fee for an Open-End Owner/Architect Agreement is billed annually for the fees associated with projects amended to the contract during the preceding year ending June 30.
3. **Project Name:** When the design professional and Awarding Authority/Owner assign a name to a project, it should be easily identifiable with the design documents to be produced and work to be performed. This is particularly important for projects of multiple bid packages and construction contracts.

The main project name must match on all Contract Documents which includes the O/A Agreement, Drawings, Project Manuals, Addenda, and Construction Contracts. In addition to matching the main project name on an O/A Agreement, the project name on DCM Form B-1, Drawings, Project Manuals, Addenda and Construction Contracts must also include phases and bid package numbers, if any. If PSCA-funded, the main project name on all Contract Documents must also match with the project name of any PSCA Funding Approval Letter issued by the PSCA Board or by any PSCA Board-Designated Approval Authority such as the State Department of Education; therefore, it is important for the Owner (with the Design Professional's help when possible), to submit their initial Project Request for PSCA Review of Allowable Costs using the project name requirements detailed below, so that PSCA can then issue a PSCA Funding Approval Letter with a correct main project name that will be used on all Contract Documents.

In compliance with reporting requirements, "Various Schools" and "Various Buildings" are not acceptable project names; each specific school must be named in the project name. A K-12 school name is usually different than its Owner entity name. A higher education school name may be the same as its Owner entity name. For project names of K-12 and higher education projects, include when applicable the name(s) of the building(s) and/or field(s) where the project occurs. When applicable, the descriptor "Campus-Wide" is acceptable instead of individual building and/or field names. The use of a plural descriptor such as "Athletic Fields" by itself is acceptable only if a project is occurring on all such spaces of a school. The use of a single descriptor such as "Athletic Field" is acceptable only if a project is occurring in a space which is the only such type of space on campus. If a project is occurring in one space out of multiple similar spaces on campus, distinguish it with descriptors such as "Football Practice Field", "Football Playing Field" and/or the official name of the space.

4. Language in the Standard Articles refers to the Architect as the primary design professional. However, the Agreement form accommodates identification of the primary design professional as "Engineer", thereby substituting "Engineer" for

"Architect" thereafter.

5. If the spaces provided in the Agreement form are not adequate for inserting fully descriptive information, the use of attachments to the form are encouraged. Clarity of the Agreement protects all parties to the Agreement. Attachments may be necessary to fully describe the scope of the Work, identify consulting engineers and other consultants, or to delineate Special Provisions. If attachments are used, they should be referred to in the space in which the information of the attachment applies.
6. The following attachments are required to be submitted with all Agreements:
  - a. Full E-Verify Memorandum of Understanding
  - b. State of Alabama Vendor Disclosure Statement
  - c. Insurance Certificate(s) (refer to Article 13 of DCM Form B-2A: Standard Articles of the Agreement Between Owner and Architect)

## **H. PROCESSING the O/A AGREEMENT**

Processing of O/A Agreements for special construction projects or programs are to be developed consistent with the Legislature's authorizations of such projects or programs.

**Legislative Oversight Committee:** Contracts between Awarding Authorities/Owners and design professionals and consultants are Professional Services Contracts. Pursuant to Title 29, Chapter 2, Article 3 of the Code of Alabama, 1975 as amended, Personal and Professional Services Contracts for non-emergency projects entered into by departments or agencies of the State must be reviewed by the Contract Review Permanent Legislative Oversight Committee (CRPLOC) unless they: **(1)** are let by competitive bid, **(2)** are entered into by public corporations or authorities, or **(3)** do not exceed \$1,500.00, including both compensation and reimbursement of expenses. **Please note that the requirement for CRPLOC review is included in the respective DCM DocuSign process.** If you're unsure whether or not a state agency and/or their O/A Agreements and Amendments are subject to CRPLOC, please consult the state agency's legal counsel.

For guidance on CRPLOC's requirements for emergency project O/A Agreements, consult CRPLOC. CRPLOC requirements do not affect DCM's requirements for emergency projects, available at [www.dcm.alabama.gov/emergency.aspx](http://www.dcm.alabama.gov/emergency.aspx).

Submittal procedures to CRPLOC are available at [https://alison-file.legislature.state.al.us/pdfdocs/joint/contract\\_review/2023\\_Contract\\_Review\\_Users\\_Manual.pdf](https://alison-file.legislature.state.al.us/pdfdocs/joint/contract_review/2023_Contract_Review_Users_Manual.pdf).

It is the responsibility of the Awarding Authority/Owner, not DCM, to submit such Agreements and Amendments to CRPLOC; **instructions for such are included in the DocuSign PowerForm process at the appropriate time.**

**I. PAYMENT for PROFESSIONAL SERVICES**

**DCM Form B – 5A: ARCHITECT'S SAMPLE STATEMENT FOR SERVICES, FOR ELECTRONIC TRANSMISSION**

DCM Form B-5A, Architect's Sample Statement for Services listed in Appendix B and available from DCM's website [www.dcm.alabama.gov](http://www.dcm.alabama.gov) provides the format and sequence of information required for DCM approval and processing of payments for design professionals' services.

Complete and transmit an invoice using the appropriate **DocuSign PowerForm** link available **from DCM's website**. The design professional may develop a Statement that is project-specific and contains additional information for his or her purposes; however, the format and sequence of information in the sample form should not be altered. **The Statement shall be uploaded to a DocuSign PowerForm envelope.**

Payments under an O/A Agreement may be approved by DCM based on the following:

1. **SERVICE A (Schematic Design Phase)** - Design documents must have been reviewed and approved by DCM Review staff and the Statement approved by the Awarding Authority/Owner. Service A can only be invoiced when 100% complete.
2. **SERVICE B (Preliminary Design Phase)** - Same as above.
3. **SERVICE C (Final Design Phase)**
  - a. **Fixed Fee/Lump Sum:** If the Basic Fee is a Fixed Fee, also referred to as a Lump Sum, the fee for Service C can be paid in monthly progress payments equal to the estimated percentage of Service C that has been completed.
  - b. **Basic Fee Rate:** If the Basic Fee is determined by a Basic Fee Rate, only 90% of the fee for Service C can be approved prior to bid and completion of Service D. The first 90% can be paid in monthly progress payments equal to the estimated percentage of Service C that has been completed. After Service D has been completed, previous payment for Services A, B, and C must be recomputed, and the unpaid portion of Service C computed, based upon the amount of the awarded Construction Contract.
4. **SERVICE D (Construction Contract Procurement)** - Service D shall become payable upon the full execution of the Construction Contract, with the certified Tabulation of Bids as one of the required attachments to the contract. Services A, B and C must be 100% complete in order to invoice for Service D.
5. **SERVICE E (Construction Contract Administration)** - The first 90% of Service E fee is payable as the contractor's work progresses. Service E's invoiced percent complete cannot exceed contractor's Total Completed Work and Stored Materials percent of Total Contract to Date, based on the contractor's periodic

estimates/payment applications. The last 10% of this fee is payable after the design professional delivers required submittal documents to the Awarding Authority/Owner. See Standard Article 7.

6. **BID ALTERNATE DESIGN FEE** - Payable with payment for Service D.
7. **SPECIAL SERVICES** – Payments are due on a monthly basis as the Special Service is rendered and invoiced.
8. **REIMBURSABLE EXPENSES** - Reimbursable Expenses are payable on a monthly basis as incurred. Provide a breakdown of rates, hours charged including dates, tasks and hours per task. Mark-up on travel expenses is not allowed. A copy of an expense invoice, approved by the design professional, shall be attached to the design professional's Statement for Services. If expenses are incurred during periods in which payments for basic or other services are not earned, Statements covering only Reimbursable Expenses may be submitted, but not more than once a month. Additional backup documentation to substantiate reimbursable expenses may be required prior to approval for payment.
9. **EXTRA SERVICES** - Payments are due after Extra Service is added to the Agreement by amendment and then on a monthly basis as the Extra Service is rendered and invoiced.
10. **PAYMENTS WITHHELD for ERRORS and OMISSIONS**

If an error or omission by the Architect: (i) is due to the Architect's failure or neglect to exercise the reasonable care, competence, technical knowledge and skill which is ordinarily exercised in similar situations by architects registered in Alabama, and (ii) results in an additive Contract Change Order (including Contract Change Orders required to effect compliance with plan review comments of DCM, the SDE, or other reviewing authorities), the Awarding Authority/Owner is entitled to withhold from payments due or to become due the Architect an amount equal to:

- (1) the resulting increase in the Contract Sum, less, as agreed between the Awarding Authority/Owner and Architect, the competitive price that would have been included in the Contractor's bid, if the Work in question had been correctly or completely represented in the Bid Documents, plus
- (2) the portion of the Basic Fee attributable to the Contract Change Order when included in the Cost of the Work.

## 11. FINAL PAYMENT

Final Payment under an O/A Agreement is payable and due 30 days after:

- (1) expiration of the period established in the last Certificate of Substantial Completion for the Contractor's completion of "punch List" items,
- (2) the Architect's delivery to the Awarding Authority/Owner of either the

- Contractor's "as-built" documents, warranties, and other closeout documents required in the Construction Contract or evidence that the Architect has made a reasonable effort to obtain these items from the Contractor, and
- (3) the Architect's delivery to the Awarding Authority/Owner of a complete set of the Contractor's approved Submittal documents, organized logically.

**Accounting of Special Fees, Reimbursable Expenses and Extra Fees must be maintained separately from Basic Fees on the Statement of Services.**

## **J. USE OF DCM STANDARD FORMS**

During the performance of design and construction administration services, the design professional will be required to utilize DCM's standard forms listed in Appendix B and available from DCM's website [www.dcm.alabama.gov](http://www.dcm.alabama.gov). DCM's uniform documents and standard forms to be incorporated into the project specifications are listed in Appendix C.