Guide for Applying the 6 Percent Limit on Design Fee
(Approved for use January, 1995)

The 6% fee limitation on architect or engineer services applies to those services generally required in preparing working drawings and specifications which form the basis for bidding and for the award of construction contract.

The 6% fixed fee includes:
- Design development
- Working drawings & specifications
- Post design contract services (clarification drawings & specifications)
- Preparation of bid package including detailed estimate
- Drawings and specifications for demolition
- Interior space design/permanent partitions
- Travel related to preparation/approval of design documents with a pre set number of trips

Exclusions to the Fixed Fee are:
- Predesign programming
- Existing facility investigations
- Feasibility studies
- Surveys - topo/boundary/utility
- Soil boring and testing service
- Environmental studies
- Measured drawing development
- Site selection
- Historic Preservation studies
- Exhibit design
- Retail shops & other interior designs
- Interior space design, space layout, drawings, drapes, prefabricated partitions
- Fire safety studies
- Acoustical consultant
- Food service consultant
- Traffic consultant
- Graphic communication services
- Secondary cost estimate
- Environmental impact
- Lighting consultant
- Theatre consultant

Exclusions to the Fixed Fee are (cont'd):
- Security consultant
- Travel & per diem allowances other than those required for the development and review of working drawings and specifications
- Display models & rendering
- Postage & telephone costs
- Microfilming services
- Record documents (as built drawings and marked specifications)
- Inspection of construction
- Critical path method/computer scheduling
- Master planning
- Post construction contract services (checking shop drawings, sample approval and other services performed during the construction phase)
- Compiling operating & maintenance manuals
- Cost to reproduce contract documents for distribution to bidders & SD 410 review
- Other services not integral to production of designs, plans, and specifications
- Urban landscaping
- Special consulting services not normally available in organizations of architects or engineers not specifically applied to the actual preparation of working drawings and specifications.
- Services performed where no construction cost is involved

Any excluded service that is related to design must be evaluated to ensure that the excluded costs are only those costs for services over and above the normally expected level of standard A/E services.