



## GUIDELINE FOR BUILDING CONSULTANT FEE ACCOUNTS (Rev9 - Oct 2024)

PROPOSAL FOR FEES															
A. NEW BUILDINGS															
Basis for fee:	Latest Professional fees guideline or Guideline Tariff of Professional Fees as published in Government Gazette, as applicable at date of appointment. Value for Fee Purposes = Final Value of work for fee purposes as stated later in this document All other management services, such as Principal Agency, Principal Consultancy, Project Monitoring, Coordination, Quality Inspection - Maximum total of 20% Additional on the final value is allowed. □														
Architect	Final Value of Building Work (Contract Value) based on drawings, schedules and details designed and approved (excluding FF&E - See #C) Complexity: Medium Complexity (Unless specifically otherwise negotiated prior to commencement and signed off by Client) Electrical Installation including data cabling - Fee on 30% of Final Value Mechanical Installation - Fee on 30% of Final Value Civil Works (External work designed by engineer)- Fee on 30% of Final Value Landscaping - Fee on 30% of Final Value <b>No fees on the following items: (Unless specifically otherwise negotiated prior to commencement and signed off by Client)</b> <ul style="list-style-type: none"><li>- Electronic Installation: Data , Data switches, Audi-Visual Equipment</li><li>- Sundry Electrical and Mechanical Installations (not limited to): Mini Substation, Generators, UPS, Hot water system, etc</li><li>- Allowance for Contingencies</li><li>- Purchase Orders to direct suppliers/contractors other than Electrical-, Mechanical and Data Installation.</li><li>- Loose Furniture - not procured (See C below)</li><li>- Items designed by others</li></ul>														
Quantity Surveyor	Final Value of Building Work measured Value of Contract Instruction in lieu of PC Allowances (thus no fees on PC Allowances, prior to sourcing of rates or quotations) If quotations were sourced based on Architects drawings and work was not measured, reduced fees will be applicable Unless otherwise requested and agreed on additional services required, no additional fees will be payable														
Electrical Engineer	Final value of Electrical Installation, including Fire Detection measured, including Builder's Profit Value of Contract Instruction in lieu of PC Allowances (thus no fees on PC Allowances, prior to sourcing of rates or quotations) Fees calculated on Building Services <b>No fees on the following items: (Unless specifically otherwise negotiated prior to commencement and signed off by Client)</b> <ul style="list-style-type: none"><li>- PC Allowance in Electrical Bills of Quantities</li><li>- Items designed by others</li></ul>														
Electrical Engineer for Electronic work	Electronic Installation - 30% of value of Electronic Work (excluding Builder's Profit) to be added to the Electrical Value as previously stated (thus fee is based on Electrical Fee Scale and not Electronic Services Fee Scale) Services rendered and included in fees: <ul style="list-style-type: none"><li>- Coordinate all services</li><li>- Verify and sign off Contract Instructions</li></ul>														
Mechanical Engineer	Final Value of Mechanical Installation measured including Builders Profit Value of Contract Instruction in lieu of PC Allowances (thus no fees on PC Allowances, prior to sourcing of rates or quotations) Fees calculated on Building Services <b>No fees on the following items: (Unless specifically otherwise negotiated prior to commencement and signed off by Client)</b> <ul style="list-style-type: none"><li>- Items designed by others</li><li>- No fees to be rendered on pro-rata Preliminaries of Main Contractor.</li></ul>														
Structural / Civil Engineer	Final value of measured work Building Services as designed and rendered - Consultant to submit a summary of work as anticipated <b>No fees on the following items: (Unless specifically otherwise negotiated prior to commencement and signed off by Client)</b> <ul style="list-style-type: none"><li>- Items designed by others.</li></ul>														
General	20% Adjustment Factor (Discount) to all Fee Accounts  Total fee of maximum for the total Consultant Team and other expenditure (as listed) of Final Contract Value less direct payments other than Electrical, Mechanical and data (Purchase Orders) to be as follow: (If this total is exceeded, the 20% Adjustment Factor (Discount) will have to be re-considered)  Total Contract value, less direct payments other than Electrical, Mechanical and data (EX VAT) <table><tr><td></td><td>New build projects (Max of total fees)</td><td>Renovations (Max of total fees)</td></tr><tr><td>Less than R1mil</td><td>23%</td><td>28%</td></tr><tr><td>More than R1mil but less than R2mil</td><td>20%</td><td>25%</td></tr><tr><td>More than R2mil</td><td>18%</td><td>23%</td></tr></table> Also to be included in total fee summary (included in the total % as above): <ul style="list-style-type: none"><li>- In-house Electrical and Mechanical services</li></ul>				New build projects (Max of total fees)	Renovations (Max of total fees)	Less than R1mil	23%	28%	More than R1mil but less than R2mil	20%	25%	More than R2mil	18%	23%
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Reimbursable cost	No disbursements for printing, typing etc. other than on-site drawings. Plan approval fees, JBCC cost etc will be refunded. Add to the fee account. No travelling time cost allowed Where hourly rates are applicable for additional work specifically instructed or requested - The proposed remuneration has to be formally approved by UE prior to commencement of service. The norm of 50% of Gazetted Fees will be applicable														
Traveling cost	No Travelling cost within Bloemfontein or to South Campus. Outside Bloemfontein district - No travelling time will be remunerated Toll fees to be paid – attach slips UFS will reimburse travel expenses at R4,84/km (VAT excluded) Consultants Teams are requested to travel together to limit expenses All additional remuneration (fees and reimbursable cost) to be negotiated and agreed prior to commencement of service														
B. WORK TO EXISTING BUILDINGS / RENOVATIONS / ALTERATIONS / REFURBISHMENTS															
Fee structure for alterations and renovations has to be approved by the UE during conception stage - otherwise it will be handled (assumed) as fees on "NEW BUILDING".															
Architect	Final Value of Building Work measured	Alterations to existing works.	Additional 30% to stages 1 - 3												
Quantity Surveyor	Final Value of Building Work measured	Alteration work - 25% Additional on "Alterations" trade only Redecoration work - 60% Additional on "Paintwork" trade only													
Engineering Services	Final Value of Building Work measured	Alterations to existing works.	Additional 25% to stages 1 - 3												
C. FURNITURE, FIXTURES & EQUIPMENT (FF&E)															
Architect	Total fee of 2.5% of the Final Value of FF&E														
Quantity Surveyor	Total fee of 1.5% of the Final Value of FF&E														
D. GENERAL NOTES															
Compulsory attachments to Fee Accounts	Detail Calculation (As per pro-forma) Summary of approved fee, revised fee, claimed fees to date and outstanding fees. Copy of applicable fees scale. Fee accounts to be verified by the relevant Quantity Surveyor, if applicable Updated Cost Report														
If a Fee Account has been paid, despite not adhering to the above mentioned, it cannot be accepted as approved by UE and corrections may be requested by UE at a later stage It remains the responsibility of the Consultant to ensure that Professional Fee charged is within the guidelines and all required information and supporting documentation are attached Fee Accounts must be to the standard format required by UE. If not - it will not be processed Fee Accounts to be submitted to UE at ue_invoices@ufs.ac.za by latest 12h00 on a Friday for processing in the following week. Each Consultant is responsible to submit their own fee account which has been signed off by the Quantity Surveyor and included in the Cost Report Fee accounts must be cumulative Any items not specified in this guidelines shall be deemed not payable.															