

## INSTRUCTIONS FOR CONSULTANT FEE COMPUTATION WORKSHEET

This worksheet is designed to assist in negotiating the consultant's fee. The negotiated fee is used to establish negotiated hourly rates for consulting services. The intent is to establish a fair and reasonable fee for each agreement based on the specific scope of work for the project using the Consultant Fee Computation Worksheet as a guide.

Based on the circumstances of each agreement and/or supplement, each of the above factors shall be weighted from .17 to .35 as indicated below. The value shall be obtained by multiplying the rate by the weight. The value column, when totaled, indicates the fair and reasonable fixed fee and/or profit percentage of the direct (raw) labor costs for the agreement and/or supplement.

Agreement Exhibits D and E are designed to be attached to the consultant agreement.

**Degree of Risk:** Where the design involves no risk, or the degree of risk is very small, the weighting should be .17; as the degree of risk increases, the weighting should be increased up to a maximum of .35. Agreements with options will have, generally, a higher weighted value than contracts without options for which quantities are provided. Other things to consider: nature of design, responsibility for design reasonableness of negotiated costs, amount, and type of labor included in costs, amount of executive management/principal time required.

**Relative Difficulty of Work:** If the design is most difficult and complex, the weighting should be .35 and should be proportionately reduced to .17 on the simplest of jobs. This factor is tied in, to some extent, with the degree of risk. Some things to consider: the nature of the design, the time schedule, rehabilitation of new work, etc.

**Design Fee:** All agreements with an estimated total cost less than \$100,000 shall be weighted at .35. The fixed fee percentage should be proportionately weighted for those projects between \$100,000 and \$5,000,000 may be proportionately weighted from .34 to .21. Agreements from \$5,000,000 to \$10,000,000 may be proportionately weighted from .21 to .17 and work in excess of \$10,000,000 at .17. This may be an iterative process with information from Agreement Exhibit D tab.

**Period of Performance:** Agreements and/or supplements that are 24 months or longer are to be weighted at .35. Agreements of lesser duration are to be proportionately weighted to a minimum of .17 for work less than two months.

**Assistance of the Agency:** To be weighted from .35 in those situations where few items are provided by the agency to .17 in those situations where the agency provides many items. Things to consider: existing design or plans, mapping, quantities, surveys, geotechnical information, etc.

**Subconsulting:** To be weighted in proportion to the amount of subconsulting. Where 40 percent or more of the design is to be contracted, the weighting is to be .35 and such weighting proportionately decreased to .17 where all the design is performed by the consultant's own forces.

*Note: The individual worksheets in this workbook have been protected to help prevent inadvertent changes. If you need to unprotect the sheet to make adjustments for a specific project, go to the Review tab and unprotect the sheet. No password is required.*

**Negotiated Fee**

<i>Project Name:</i>	<i>Marymoor Village Design Guidance and Standards</i>
<i>Project Number:</i>	
<i>Consultant:</i>	<i>VIA Architecture</i>
<i>Estimated Design Fee:</i>	<i>\$87,500</i>
<i>Prepared By:</i>	<i>Beth Mountsier</i>

**Fee Computation**

<b>Factor</b>	<b>Rate</b>	<b>Weight</b>	<b>Value</b>
<i>Degree of Risk</i>	<i>0.30</i>	<i>X</i> 25	<i>7.50</i>
<i>Relative Difficulty of Work</i>	<i>0.27</i>	<i>X</i> 20	<i>5.40</i>
<i>Estimated Design Fee</i> <i>\$87,500</i>	<i>0.35</i>	<i>X</i> 15	<i>5.25</i>
<i>Period of Performance</i> <i>enter in months</i> <i>9</i>	<i>0.23</i>	<i>X</i> 15	<i>3.45</i>
<i>Assistance by the Agency</i>	<i>0.25</i>	<i>X</i> 15	<i>3.75</i>
<i>Subconsulting</i> <i>enter %</i> <i>0%</i>	<i>0.17</i>	<i>X</i> 10	<i>1.70</i>
<b>Negotiated Fee (% of DSC)</b>		<b>100</b>	<b>27.05 %</b>

Note: See Instructions for factor descriptions and rate guidelines. Minimum is .17 and maximum is .35.

**Multiplier Computation**

<b>Component</b>	<b>Multiplier</b>
<i>Labor (DSC)</i>	<i>1.00</i>
<i>Overhead (OH)</i>	<i>1.65</i>
<i>Fee</i>	<i>0.27</i>
<b>Total Multiplier (DSC+OH+Fee)</b>	<b>2.92</b>

## Exhibit D

### Consultant Fee Determination

Project Name: Marymoor Village Design Guidance and Standards  
Project Number:  
Consultant: VIA Architecture

#### NEGOTIATED HOURLY RATES

Classification	Hours	DSC	Overhead 165%	Fee (Profit) 27%	Total Hourly Rate	Total
Partner/ Project Manager	137	\$ 75.50	\$124.58	\$20.42	\$220	\$30,208
Sr. Planner	114	\$ 56.50	\$93.23	\$15.28	\$165	\$18,811
Urban Designer	332	\$ 31.00	\$51.15	\$8.39	\$91	\$30,058
Architect	60	\$ 46.00	\$75.90	\$12.44	\$134	\$8,061
Admin	9	\$ 24.50	\$40.43	\$6.63	\$72	\$644
Total Hours 652						Subtotal: \$87,781

#### REIMBURSABLES

Miscellaneous (travel, prints/copies)	\$500
Miscellaneous ( sub-consultants travel, prints/copies)	\$2,300
Subtotal: \$2,800	

#### SUBCONSULTANT COSTS (See Exhibit E)

Studio Seed	\$15,840
Berger Partnership	\$6,200
Subtotal: \$22,040	

Total: \$112,621

Contingency:

GRAND TOTAL: \$112,621

## EXHIBIT E

## Subcontracted Work

Project Name: Marymoor Village Design Guidance and Standards

Project Number:

Consultant: VIA Architecture

**The City permits subcontracts for the following portions of work of the Agreement:**

<b>Subconsultant</b>	<b>Work Description</b>	<b>Amount</b>
Studio Seed	Project Visioning, Visual Preference Survey	\$15,840
Berger Partnership	Landscape/hardscape design guidance	\$6,200
<b>Total:</b>		<b>\$22,040</b>