



GUIDELINE FOR FEE ACCOUNTS

Proposal for fees:	A. NEW BUILDINGS
Basis for fee:	<p>Latest Professional fees guideline or Guideline Tariff of Professional Fees as published in Government Gazette, as applicable at date of appointment, <u>except for Tariffs of Fees for the Engineering Profession</u> - Government Gazette No. 34875, dated 20 December 2011</p> <p>Value for Fee Purposes = Final Value of work for fee purposes as stated later in this document</p> <p>Fee based on:</p>
Architect	<p>Final Value of Building Work (Contract Value) based on drawings, schedules and details designed and approved (excluding FF&E - See #C)</p> <p>Complexity: Medium Complexity (Unless specifically otherwise negotiated prior to commencement and signed off by Client)</p> <p>Electrical Installation - Fee on 30% of Final Value</p> <p>Mechanical Installation - Fee on 30% of Final Value</p> <p>Civil Works - Fee on 30% of Final Value</p> <p>Soft Landscaping & Irrigation - Fee on 30% of Final Value</p> <p>No fees on the following items: (Unless specifically otherwise negotiated prior to commencement and signed off by Client)</p> <ul style="list-style-type: none"> - Electronic Installation: Telephone, Data, Data cable, Data switch, Audi-Visual Equipment, - Sundry Electrical and Mechanical Installations (not limited to): Mini Substation, Generators, UPS, Hot water system, etc., - Allowance for Contingencies, - Purchase Orders to direct suppliers/contractors, - Loose Furniture, and - Items designed by others.
Quantity Surveyor	<p>Final Value of Building Work measured</p> <p>Value of Contract Instruction in lieu of PC Allowances (thus no fees on PC Allowances, prior to sourcing of rates or quotations)</p> <p>If quotations were sourced based on Architects drawings and work was not measured, reduced fees will be applicable</p> <p>Unless otherwise requested and agreed for additional services required, no additional fees will be payable</p>
Electrical Engineer	<p>Value of Electrical Installation, including Fire Detection measured</p> <p>Plus Builder's Profit</p>
Electrical Engineer for Electronic work	<p>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)</p> <p>Services rendered and included in fees:</p> <ul style="list-style-type: none"> - Coordinate all services and PO's, - Verify quotations, - Verify and sign off Certificates, - Verify and sign off Contract Instructions, - Verify programming of services and ordering of materials - on time, and - Verify and sign off Final Account. <p>No fees on the following items: (Unless specifically otherwise negotiated prior to commencement and signed off by Client)</p> <ul style="list-style-type: none"> - PC Allowance in Electrical Bills of Quantities, - Items designed by others, and - No fees to be rendered on pro-rata Preliminaries of Main Contractor.
Mechanical Engineer	<p>Final Value of Mechanical Installation measured</p> <p>Plus Builder's Profit</p> <p>No fees on the following items: (Unless specifically otherwise negotiated prior to commencement and signed off by Client)</p> <ul style="list-style-type: none"> - Items designed by others, and - No fees to be rendered on pro-rata Preliminaries of Main Contractor.
Structural / Civil Engineer	<p>Should the same company be appointed on both Structural and Civil Engineering works, the fee will be calculated on the combined Final Value of works and according to the fee for Structural Engineering Services pertaining to Building Projects</p> <p>Final Value of Engineering Service</p> <p>Engineering Services as designed and rendered - Consultant to submit a summary of work as anticipated</p> <p>No fees on the following items: (Unless specifically otherwise negotiated prior to commencement and signed off by Client)</p> <ul style="list-style-type: none"> - Items designed by others.
Proposal for fees:	A. NEW BUILDINGS (Continued)
General	<p>20% Adjustment Factor (Discount) to all Fee Accounts</p> <p>Total fee of maximum 18% for the total Consultant Team and other expenditure (as listed) of Final Contract Value less direct payments (Purchase Orders). If this total is exceeded the 20% Adjustment Factor (Discount) will have to be re-considered</p> <p>Also to be included in total fee summary (included in the total 18%):</p> <ul style="list-style-type: none"> - Geotechnical report - Land Surveyor - Traffic Engineer - Health & Safety Consultant Fee - Mechanical Engineer Fee (Also applicable if in-house) <p>Reimbursable cost according to Department of Public Works (Excluding rates per hour)</p> <p>Where hourly rates are applicable for additional work specifically instructed or requested - The proposed remuneration has to be formally approved by UFS Estates prior to commencement of service. The norm of 50% of Gazetted Fees will be applicable</p> <p>Travelling cost to Qwa-Qwa Campus to be negotiated with Client, taking into consideration that teams should travel together</p> <p>No travelling time will be remunerated</p> <p>All additional remuneration (fees and reimbursable cost) to be negotiated and agreed prior to commencement of service</p>

Proposal for fees:	B. WORK TO EXISTING BUILDINGS / RENOVATIONS / ALTERATIONS / REFURBISHMENTS		
Fee structure for alterations and renovations has to be approved by the UFS Estates during conception stage - otherwise it will be handled (assumed) as fees on "NEW BUILDING".			
Architect	Final Value of Building Work measured	As-Built drawings are available. Should new drawings be required of existing buildings, hourly based fees to be negotiated with and approved by Client prior to commencement of service	Additional 30% Not Approved
Quantity Surveyor (Management Services and Other Categories)	Final Value of Building Work measured	Alteration work - 25% Additional on "Alterations" trade only Redecoration work - 60% Additional on "Paintwork" trade only	Maximum fee of 18% payable
		All other management services, such as Principal Agency, Principal Consultancy, Project Monitoring, Quality Inspection - 20% Additional	
Proposal for fees:	C. FURNITURE, FIXTURES & EQUIPMENT (FF&E)		
Architect	Total fee of 2.5% of the Final Value of FF&E		
Quantity Surveyor	Total fee of 2.5% of the Final Value of FF&E		
Proposal for fees:	D. GENERAL NOTES		
If a Fee Account has been paid, despite not adhering to the above mentioned, it cannot be accepted as approved by UFS Estates and corrections may be requested by the UFS Estates 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 the UFS Estates . If not - it will not be processed			
Individual Fee Accounts to be submitted to UFS Estates at ue_invoices@ufs.ac.za , for the attention of Me Elsie Tshabalala			
Compulsory attachments to Fee Accounts:			
1. Detail calculation (As per pro-forma)			
2. Summary of approved fee, revised fee, received to date fee and remainder of fee.			
3. Copy of applicable fee scale			
4. Fee accounts must be verified by the relevant Quantity Surveyor, if applicable.			
5. Valid B-BBEE certificate			
Quantity Surveyor to submit Cost Report separately to Client. 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			