

UNCG Facilities

Project Management Service Fee (*effective Oct. 1, 2013*)

In order to maintain the existing level of service in this time of budget reductions, it has become necessary for Facilities to charge a small fee for project management services of minor renovations. Assessment of the fee will start on October 1, 2013. The following is a description of how this will work:

- Project Assessment Phase:

A \$300 fee will be applied to all project requests. To initiate a project, the customer is required to complete a Space and Remodeling Request Form. Effective October 1, 2013, the customer will be required to attach a completed BANFIN-59 for \$300 to the Space and Remodeling Request Form. In exchange for this fee, Facilities staff will complete the following tasks:

- Conduct a Joint Assessment Meeting (JAM Session) or have a project manager meet with the customer (as needed), and will evaluate the feasibility of the request.
- Provide a preliminary project schedule.
- Provide a cost estimate for a specific scope of work. If the project estimate provided exceeds the customer's budget, the customer may provide budget limitations for the project and FDC staff will revise the project scope to fit the budget at no additional cost to the customer. This is a one-time service as multiple estimates are very time consuming. The requesting department will be billed for the initiation fee around the time of the JAM Session.

- Design and Construction Phase:

If the project estimate is less than \$10,000 and the customer desires to proceed with the project, the customer will receive (at NO additional cost) Facilities project management services which includes:

- Design
- Review
- Bidding
- Construction administration of the project

In order for the project to move forward, the department will provide to FDC an approved BANFIN-59 for the project estimated amount.

If the project estimate is more than \$10,000 and the customer desires to proceed with the project, the customer will be assessed Design and Construction Service Fee (3% of project estimate over \$10,000). In exchange for this fee, Facilities staff will provide:

- Administration and oversight of design consultants
- Design Review
- Bidding
- Construction administration of the project

This fee will be included and itemized in the cost estimate. As per the current procedure, the customer will provide Facilities with an approved BANFIN-59 for the project estimate amount. The department will be billed for the Design and Construction Service Fee when the BANFIN is received and the actual construction cost will be billed at the completion of the project.

Thank you for your continued support.