



## **CHAPTER VI: STANDARD FORMS & DETAILS**





TABLE OF CONTENTS

<b><u>E. CONSTRUCTION MANAGEMENT</u></b>	<b><u>5</u></b>
--	-----------------





## E. CONSTRUCTION MANAGEMENT

Mr. (designer representative)  
(company name)  
(address)  
Subject: (project name)  
Fee Schedule

Dear Mr. (designer representative):

We have been given a construction administration fee for your services on subject project of \$xxx.xx based on the provisions of your design contract. Based on the contract duration of the project we have calculated your monthly fee in the amount of \$xx,xxx as follows:

$$\text{Fee} = .90(\text{TF})/\text{M}$$

where:

Fee = monthly fee

TF = Total CA Fee allowed by design agreement

M = contract time allowed in months

This method is being used to simplify the monthly invoices to a fixed amount each month rather than variable monthly amounts based on construction progress with the final 10% being distributed across time in excess of the original contract duration.

Optional as required:

The fee amount of your full time on site representative will be the total fee divided by the contract time in months

Please format your monthly invoices for the Fee(s) above with a separate line item for the final 10% for distribution at the end of the project.

Very truly yours,

(construction manager)

cc: Sid Stone, Director of CM  
Anna Wu, University Architect





THE UNIVERSITY  
*of* NORTH CAROLINA  
*at* CHAPEL HILL

DEPARTMENT OF FACILITIES PLANNING & CONSTRUCTION