

# **FACILITES SERVICES UNIT**

## ***Checklist for Architectural Documents***

### ***Reimbursement for Design Fees Only***

The following documents must be received before reimbursement for architectural *design* fees can be authorized:

- Architectural Contract
- Mandatory Addendum
- Architect's Certificate of Liability Insurance
- Approved Plans Specifications on file with the Georgia Department of Education (GaDOE)
- Invoices totaling the requested amount

The State Board of Education Rule 160-5-4-.11 states GaDOE can only pay a maximum of 4% for Design Fees and 2% for Supervision Fees. Reimbursement for architectural design fees is based on the “***adjusted project cost for new fund***” amount (the GaDOE stated cost limitation) as shown on the project summary sheet in the Capital Outlay Project Application.

Reimbursement for design fees is calculated in the following increments:

- **Preliminary Plans Approved** - 25% of the eligible design fee (Max 4%) computed on the stated cost limitation for the project
  - o Example:  $.25 \times .04 \times \$5,000,000$
  - o Example:  $.25 \times .0375 \times \$5,000,000$
- **Final Plans Approved** - 75% of the eligible design fee (Max 4%) computed on the stated cost limitation for the project
  - o Example:  $.75 \times .04 \times \$5,000,000$
  - o Example:  $.75 \times .0375 \times \$5,000,000$

