

CONTRACT MANAGEMENT FEES (PeopleSoft Code for all CAP Fees is TRM0277)

Fee Code	Construction Contracts	PeopleSoft Code For Requisition	
1	Requisition for Contract Award < 50,000 w/ Agency Quotes	TRM 0282	\$100.00 Fixed Fee
2	Requisition for Contract Award < 50,000 CAP Advertises ¹	TRM 0282	\$250.00 Fixed Fee
3	Requisition for Contract Bid & Award, ≥ 50,001 ¹	TRM 0281	0.75 % of Contract Requisition
Example: \$1,125,000 X 0.0075 = \$8,437.50			

Fee Code	Projects with Complex Requirements	PeopleSoft Code For Requisition	
(All projects funded by OCIA; others as determined by the Department)			
4	Total Project Cost: Consultant and Construction Contracts ¹	TRM 0278 or TRM 0281	1.0 % Includes solicitation and bidding
Example: Design + Construction = \$14,000,000 X 0.01 = \$140,000.00			

Fee Code	Construction Document Quality Control Review	PeopleSoft Code For Requisition	
5	Independent Plan Review when determined by the Department	Call CAP	Direct Cost Paid from Project Funds

Fee Code	Solicitation and Award of Consultant Contract	PeopleSoft Code For Requisition	
6	Consultant Solicitation, Fee Negotiations and Award of Contract	TRM 0278	\$500.00 /\$200 ea additional ²
7	Solicitation Only	N/A	\$150.00

Fee Code	Value-Added Programs And Services	PeopleSoft Code For Requisition	
8	Roof Asset Management Program	TRM 0283	3.5 % of Roofing Cost
8.1	Parking Lot, Pavement, Maintenance and Repair Program	TRM 0283	3.5 % of Paving Cost
8.2	IDIQ Environmental Abatement Program	TRM 0283	3.5 % of Abatement Cost
8.3	Elevator Maintenance Program	TRM 0283	3.5 % of Maintenance Cost
8.4	Real Estate Appraisers Program	TRM 0279	7.0 % of Appraisers Fee
9	On-Call Consultant	TRM 0280	7.0 % of Consultant Fee
10	IDIQ Testing Program	TRM 0279	7.0 % of Testing Charges
11	IDIQ Land Survey Program	TRM 0279	7.0 % of Survey Fee
12	IDIQ Construction Inspection Program	TRM 0279	7.0 % of Consultant Fee
13	IDIQ Pre-Design Services	TRM 0279	7.0 % of Consultant Fee
14	IDIQ Emergency Consultant Services	TRM 0279	7.0 % of Consultant Fee
15	IDIQ Architect and Engineer Consulting Services	TRM 0279	7.0 % of Consultant Fee
15.1	IDIQ Environmental Consulting Services	TRM 0279	7.0 % of Consultant Fee

Fee Code	Miscellaneous Costs and Fees	PeopleSoft Code For Requisition	
16	Annual Renewal for Multi-Year Service Contract or Work Order Release on an Agency IDIQ Contract.	TRM 0281 or TRM 0282	\$100.00
17	Bid Document Reproduction ¹	N/A	Cost + 15.00 %
18	Newspaper Bid Advertising ¹	N/A	Cost + 15.00 %
19	Miscellaneous Transaction	Call CAP	\$100.00
20	Requisition to bid and award Agency Statewide Contract	TRM 0283	\$250.00
21	Release on Agency Statewide Contract	TRM 0283	0.50 %
22	Release on Agency IDIQ Consultant Contract	TRM 0278	\$50.00

Notes:

1. Projects advertised for bids are subject to advertising costs (See Fee Codes 17 and 18). Contact CAP for estimates.
2. \$200.00 charge for each additional contract on multiple award solicitations
3. Fee schedule effective July 1, 2019.