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July 7, 2025

Mr. Dale Klussman, City Administrator
City of Concordia
618 S. Main, P.O. Box 847
Concordia, Missouri 64020

Re: Proposed Fee Schedule

Listed below, please find the current General Fee Structure. Please note that this is based on full Basic Design Services from Preliminary Design through Project Closeout.
This fee schedule is assuming a Design-Bid-Build project delivery method.

The final fee schedule for a specific project will be negotiated based upon the agreed upon scope of design services as well as the agreed upon scope of the project.

Listed below please find a General Fee Structure – Updated January - 2025:

The following fee structure is based on projects using a Design-Bid-Build and fees are to be negotiated as such.

For small projects of Five Hundred Thousand Dollars ($500,000.00) or less, we propose a fee in the range of 8.00% to 10.00% of the Cost of Work or as negotiated with the Owner at stipulated sum and/or an hourly rate.

For Projects ranging from Five Hundred Thousand Dollars ($500,000.00) to One Million Dollars ($1,000,000.00), we propose a fee in the range of 7.00% to 9.00% of the Cost of Work.

For Projects ranging from One Million Dollars ($1,000,000.00) to Five Million Dollars ($5,000,000.00), we propose a fee in the range of 6.00% to 8.00% of the Cost of Work.

For Projects ranging from Five Million Dollars ($5,000,000.00) to Ten Million Dollars ($10,000,000.00), we propose a fee in the range of 5.00% to 7.00% of the Cost of Work.

For Projects ranging from Ten Million Dollars ($10,000,000.00) and above, we propose a fee range of 5.00% to 6.50% of the Cost of Work.

The ranges listed above are necessary due to factors such as the complexity of the project, unknown scope of work and large range in construction costs, etc…

PBA hourly rates:

Principal Architect	$120 per Hour
Project Manager	$100 per Hour
Cad Operator	$80 per Hour
Clerical	$60 per Hour

General Services: The above fee structure would include, but not be limited to Preliminary Planning, Design and Construction Documents, Bidding and Awarding of Construction Contracts and Construction Observation. During this process our firm will also attend meetings with the Board of Directors, Construction/Planning Committee, City/County Officials, etc. as needed at no additional cost.

The services listed above include full services for the Architectural and Engineering disciplines (Civil, Structural, Mechanical, Electrical and Plumbing).
Geo-technical, zoning, platting, surveying and storm water detention would be an addition to the above-mentioned fees when/if these services are needed.

Compensation for each Phase of Design Services is generally as follows:

Phase 1 - Schematic Design	- 15%
Phase 2 - Design Development	- 15%
Phase 3 - Construction Documents	- 50%
Phase 4 - Bidding / Negotiation	- 10%
Phase 5 - Construction Administration	- 10%
Total Basic Compensation	100%

As a form of contract, we propose using a Standard AIA B101 Document for the Architectural Agreement. We can draft this contract, and it can be reviewed by your attorney.
Please contact us with any questions and/or concerns as the fee listed above is negotiable based upon the scope/requirements of the project(s).

Thank you again for the opportunity to be a part of your design team.

Respectfully submitted,

Jay D. Berendzen, AIA

Jon D. Berendzen, AIA

PORTER, BERENDZEN & ASSOCIATES, P.C.