



## **Checklist for Architectural Pay Requests**

The following items must be received within 30 days of signature and before reimbursement for architectural fees can be authorized:

1. **Architectural Contract** (on DE FORM 0576); or, if another architectural contract is used (such as an AIA), then the ***Mandatory Addendum to the Owner/Architect Agreement*** must be included.
2. **Architect's Certificate of Insurance.**
3. **Approved Plans and Specifications** on file with DOE.

Reimbursement for architectural fees is based on the construction amount (the DOE 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:

- A maximum of 1% of the stated cost limitation when preliminary plans are approved
  - A maximum of 3% of the stated cost limitation when final plans are approved
  - A maximum of 4% of the stated cost limitation when a copy of the certified tabulation of bids is received
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- Reimbursement for supervision is done in accordance with the architectural contract and the percentage of completion of construction; however, state payment cannot exceed the maximum of 2% of the amount due the contractor on each construction pay request