

**TO: AIRPORTS, FACILITIES DEVELOPMENT & OPERATIONS,
ENGINEERING AND WATER UTILITIES**

**FROM: ROBERT WEISMAN
COUNTY ADMINISTRATOR**

PREPARED BY: ADMINISTRATION

**SUBJECT: ARCHITECTURAL AND ENGINEERING CONSULTANT
MULTIPLIERS**

PPM #: CW-F-066

ISSUE DATE
March 12, 1999

EFFECTIVE DATE
March 12, 1999

PURPOSE:

To establish policies and procedures relating to the billing multipliers for services performed by architectural and engineering consultants, governed by CCNA (Consultant Competitive Negotiation Act).

POLICY:

Allow the authorized County Departments to compensate the consultant for overhead profit, contingencies, interest on invested capital and readiness to serve. The County may compensate the prime consultant with an additional fee for the procurement and management of the sub consultants per this PPM. This mark up fee is usually a percentage of the sub consultant's contract.

PROCEDURE:

The following guidelines are to be applied to establish multipliers:

1. The acceptable multiplier range is 2.6 to 3.0. The multiplier maximum is 3.0.
2. The multiplier rate may be audited on request or in accordance with state or federal requirements when the County project uses granted state or federal money.
3. The prime consultant may receive a 10% mark-up on services provided by sub-consultants when either of the following conditions have been met; 1) the services are to be provided by a sub-consultant that was not part of the original design team proposed to the County, or 2) the sub-consultant services are being provided pursuant to a task authorization against a continuing contract.

4. Exceeding the 3.0 multiplier or mark ups higher than 10% will require additional documentation. Approval for a higher multiplier or more than 10% mark up will require recommendations from the appropriate Department, Deputy or Assistant County Administrator and final approval by the County Administrator.



ROBERT WEISMAN
COUNTY ADMINISTRATOR