Project Management Fee Adjustments Policy

Facilities & Services Policies, Procedures, and Guidelines

**Purpose:** Capital construction projects managed by the Capital Programs Division of Facilities & Services are assessed a project management fee (PM Fee) based on the Campus Administrative Manual (CAM) Policy FO-56, “Project Management Fees on Capital Construction Projects.” This F&S Policy formally documents the F&S process for adjusting the PM Fee with changes to Capital Project budgets.

**Owner:** Capital Programs Division

**Policy:** PM Fees shall be adjusted to appropriately reflect the sliding scale established by CAM Policy FO-56, with changes to the total project budget.

**Guidelines:**
1. Project management fee is adjusted as the total project budget changes.

   2. At the end of each project, and as part of the project closeout process, the total project management fee is calculated to reflect the final total project costs and reconciliation of discrepancies, if any, is conducted.

   3. Project management fees calculated using the sliding scale may be adjusted for multiple bid packages, changing project scopes/schedules, or other users’ special requests.

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