

MANUAL OF PROCEDURE

PROCEDURE NUMBER:	5020	PAGE 1 of 2
PROCEDURE TITLE:	Progress and Final Payment for Architectural/Engineering Services	
STATUTORY REFERENCE:	FLORIDA STATUTES 1013.45 AND 287.055	
BASED ON POLICY:	V-21 Interim and Final Payments to Architects, Engineers, and Other Providers of Professional Services	
EFFECTIVE DATE:	October 11, 2005	
LAST REVISION DATE:	February 12, 2024	
LAST REVIEW DATE:	June 30, 2023 ; February 12, 2024	

The Project Manager, or other designated College employee using Professional Services, shall request a Purchase Order (PO) when the terms and conditions of the contracted services are agreed and authorized. The PO shall be in the total amount of the “not-to-exceed” value which may include a reimbursable allowance.

Outlined below are the significant elements of the payment process for professional services provided by an architect or professional engineer or an architectural or engineering firm. However, each contract is unique and all parties must comply with the specific contract terms and conditions applicable to their project.

1. FIXED FEE

Payments to the architect or engineer of record (A/E) for a specific project will be made on the terms stipulated in the contract. As part of this process, the A/E shall provide invoices, waivers and releases, and other required documentation subject to compliance with contract terms. The amount of each payment will be based on the percentage of the services completed and approved, as determined by the College.

2. DIRECT PERSONNEL EXPENSE

When compensation is determined on an hourly basis, the amount of each payment will be calculated based on the pre-authorized direct personnel expenses for the invoiced period.

3. NEGOTIATED FEE

Subject to the contract terms, payment of the negotiated fee will be based on meeting project milestones and submitting products as defined by the specific authorization in the contract. Facilities Management shall establish project specific milestone approval levels. When the milestones are satisfied and approved by the College, payment will be issued. Examples of milestones include, but are not limited to, the following:

- a. Schematic Design.


- b. Design Development.
- c. Construction Documents.
- d. Bid/Negotiation Services.
- e. Construction Administration Services.
- f. Certified Building Code Inspection Services.
- g. Reimbursable Expenses.

The A/E must submit invoices for payment based on the progress of approved services, and may invoice on a monthly basis. The firm shall be paid its agreed upon fee in accordance with the percentage of work performed, approved, and authorized as reimbursable expenses. The cumulative value of payments may not exceed 100% of the total agreed upon negotiated fee. Final payment shall be contingent upon issuance of the signed and sealed Certificate of Occupancy, if applicable.

Requests for payment shall be in a format approved by the VP, Chief Facilities Management and Operations Officer. At a minimum, the request for payment shall include MDC project number, purchase order (PO), the date of request for payment, last day of period covered in payment request, value of the original total authorized fee, cumulative number and value of approved award amendments, number and value of previous payments, total number of days authorized, total value of work completed to date, and certification signature from architect/engineer.

Requests for payment shall be submitted electronically to cminvoices@mdc.edu. Request for payment will be routed for approval by Facilities Management; if approved, it will be routed to Business Affairs for payment. The Project Manager shall evaluate the payment request and certify whether the work was completed, accepted and is consistent with the value of the payment request. Any disputed values shall be modified to reflect the value accepted and all changes initialed. The undisputed portion of work shall be processed and submitted to the Office of Business Affairs for payment no more than 20 days after receipt of the payment request.

{insert Request for Payment form}

	02/12/2024
PRESIDENT	DATE