

**ALABAMA DEPARTMENT OF FINANCE
REAL PROPERTY MANAGEMENT
Division of Construction Management**

Department Use Only
Invoice # _____
Date Paid _____
Confirmation # _____

Part III of III

FINAL RECONCILIATION OF CONTRACT DOCUMENT ADMINISTRATION FEE

This fee applies to agreements, amendments, contracts and change orders reviewed and administered by DCM

DCM (BC) # _____	Date _____
Project Name _____	
Owner Entity Name _____	
Architect/Engineer Firm Name _____	
Prepared By _____	Email _____

**Agreement between Owner and Architect/
Engineer (O/A Agreement)**

- Choose locally-funded or PSCA-funded:

Project Cost

Fully locally-funded project:
 (1) Construction Contract Sum: \$ _____
 (2) Sum of all Change Orders: \$ _____
 Total Final Project Cost (1+2): \$ _____

OR

Partially or fully PSCA-funded project:
 CDA fee based on % of cost funded by PSCA.
 (3) O/A Agreement Cost of Work: \$ _____
 (4) Cost of Work Modifications by
 Amendment (refer to final invoice): \$ _____
 (5) Total Construction Cost of Work (3+4): \$ _____
 (6) Total Architect Fee paid: \$ _____
 (7) Total Architect Fee funded by PSCA: \$ _____
 (8) % Architect Fee funded by PSCA (7/6): _____ %
 Total O/A final project cost funded
 by PSCA (5x8): \$ _____

Final CDA-OA Fee Earned

O/A final project cost x .25%: \$ _____

CDA-OA Fee Received

Date: _____ Amount: \$ _____

Balance

Balance CDA-OA Fee: \$ _____

Construction Contract (CC)

- Choose locally-funded or PSCA-funded:

Project Cost

Fully locally-funded project:
 (1) Construction Contract Sum: \$ _____
 (2) Sum of all Change Orders: \$ _____
 Total Final Project Cost (1 + 2): \$ _____

OR

Partially or fully PSCA-funded project:
 CDA fee only applies to cost funded by PSCA.
 \$ portion of total of Construction
 Contract Sum and change orders
 funded by PSCA, excluding any
 portion paid with local funds.
 * See note below for help, if
 needed, on how to determine this
 amount.
 Total Construction Contract final project
 cost funded by PSCA: \$ _____

Final CDA-CC Fee Earned

CC final project cost x .25%: \$ _____

CDA-CC Fee Received

Date: _____ Amount: \$ _____

Balance

Balance CDA-CC Fee: \$ _____

Total CDA Balance or Refund Due: \$ _____

Per Chapter 170X-8, the total fee is .5% of the construction cost. Half of the fee is due before the Owner/Architect Agreement is executed and the remainder is due before the Construction Contract is executed. Exception: The CDA Fee-O/A of Open-End Agreements is billed annually.

Make check payable to: "Finance - Construction Management." Include the DCM (BC) Project Number on the check and attach the fee worksheet(s).

Mail payment to: Finance - Construction Management, P.O. Box 301150, Montgomery, AL 36130-1150.

State agency inter-fund transfer: contact Jennie Jones at 334-242-4808 or jennie.jones@realproperty.alabama.gov.

* See DCM's Invoice Approval Form attached to the top of all approved contractors' payment applications where there is a note specifying "PSCA Pays: \$xyz." Add up all the \$ amounts from "PSCA Pays" of all approved contractor payment applications.