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**BOARD NOTICES • RAADSKENNISGEWINGS**

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**BOARD NOTICE 66 OF 2020****Guideline Professional Fees issued in terms of Section 34 (2) of the Architectural Profession Act, 2000 Act 44 of 2000**

The guideline professional fees indicated in table 1, 2, 3 and 4 below must be read in the context of the Framework Guideline Professional Fees. The guidelines professionals' fees repeal Board Notice 121 & 122 of 2015. Guidelines professional fees describe the two methods of fee calculation: project cost based and time based. Both methods use the definitions of complexity of the project type derived from the SACAP Identification of Work (IDOW) as set out below:

- 1) **“Low complexity projects”** means simple buildings or groups of buildings in an uncomplicated grouping with low impact on the environment:

These are structures with low performance requirements. Structures of simple utilitarian character, design and detail. The structures are constructed utilizing standard low technology building methods. They require a minimum of mechanical and electrical services or equipment, and basic civil works infrastructure;

- 2) **“Medium complexity projects”** means buildings or groups of buildings in a relatively uncomplicated grouping with a medium impact on its environs:

These are structures with medium performance requirements. The structures are of average character and design or detail. The structures require non-complex structural and civil works and an average level of mechanical or electrical equipment as could normally be handled by design- supply specialist contractors;

- 3) **“High complexity projects”** means a building or buildings in a large or complicated grouping with a significant impact on its environs:

These are structures with high performance requirements and demanding a sophisticated level of design and detail content to respond to specialized requirements. Complex buildings will usually incorporate comparatively large or specialised mechanical, electrical and other specialist installations, or be of complex structural or civil design;

**METHOD 1: Project Cost Based Fee**

The project cost-based fee in Tables 1-3 is based on the full scope of standard services being provided.

**Table 1: Low Complexity**

<b>LOW COMPLEXITY</b>					
Cost Bracket	Value of works		Primary Fee	Plus, secondary fee	
	From	To		Add %	On balance over
	A	B	C	D	E
1.	1,00	200 000,00	14 400,00	<b>11,20%</b>	<b>1,00</b>
2.	200 001,00	650 000,00	36 799,89	<b>10,80%</b>	<b>200 001,00</b>
3.	650 001,00	2 000 000,00	85 399,78	<b>9,60%</b>	<b>650 001,00</b>
4.	2 000 001,00	4 000 000,00	214 999,68	<b>8,40%</b>	<b>2 000 001,00</b>
5.	4 000 001,00	6 500 000,00	382 999,60	<b>8,00%</b>	<b>4 000 001,00</b>
6.	6 500 001,00	13 000 000,00	582 999,52	<b>7,60%</b>	<b>6 500 001,00</b>
7.	13 000 001,00	40 000 000,00	1 076 999,44	<b>7,20%</b>	<b>13 000 001,00</b>
8.	40 000 001,00	130 000 000,00	3 020 999,37	<b>6,80%</b>	<b>40 000 001,00</b>
9.	130 000 001,00	260 000 000,00	9 140 999,30	<b>6,60%</b>	<b>130 000 001,00</b>
10.	260 000 001,00	520 000 000,00	17 720 999,24	<b>6,40%</b>	<b>260 000 001,00</b>
11.	520 000 001,00	1 040 000 000,00	34 360 999,17	<b>6,20%</b>	<b>520 000 001,00</b>
12.	1 040 000 001,00		66 600 999,11	<b>6,00%</b>	<b>1 040 000 001,00</b>

**Table 2: Medium Complexity**

<b>MEDIUM COMPLEXITY</b>					
Cost Bracket	Value of works		Primary Fee	Plus, secondary fee	
	From	To		Add %	On balance over
	A	B	C	D	E
1.	1,00	200 000,00	18 173,66	<b>14,14%</b>	<b>1,00</b>
2.	200 001,00	650 000,00	46 443,65	<b>13,63%</b>	<b>200 001,00</b>
3.	650 001,00	2 000 000,00	107 779,60	<b>12,12%</b>	<b>650 001,00</b>
4.	2 000 001,00	4 000 000,00	271 342,39	<b>10,60%</b>	<b>2 000 001,00</b>
5.	4 000 001,00	6 500 000,00	483 368,27	<b>10,10%</b>	<b>4 000 001,00</b>
6.	6 500 001,00	13 000 000,00	735 780,06	<b>9,59%</b>	<b>6 500 001,00</b>
7.	13 000 001,00	40 000 000,00	1 359 237,34	<b>9,09%</b>	<b>13 000 001,00</b>
8.	40 000 001,00	130 000 000,00	3 812 680,86	<b>8,58%</b>	<b>40 000 001,00</b>
9.	130 000 001,00	260 000 000,00	11 536 484,71	<b>8,33%</b>	<b>130 000 001,00</b>
10.	260 000 001,00	520 000 000,00	22 364 954,85	<b>8,08%</b>	<b>260 000 001,00</b>
11.	520 000 001,00	1 040 000 000,00	43 365 624,30	<b>7,82%</b>	<b>520 000 001,00</b>
12.	1 040 000 001,00		84 054 421,44	<b>7,57%</b>	<b>1 040 000 001,00</b>

**Table 3: High Complexity**

HIGH COMPLEXITY					
Cost Bracket	Value of works		Primary Fee	Plus, secondary fee	
	From	To		Add %	On balance over
	A	B	C	D	E
1.	1,00	200 000,00	21 600,00	16,80%	1,00
2.	200 001,00	650 000,00	55 199,83	16,20%	200 001,00
3.	650 001,00	2 000 000,00	128 099,67	14,40%	650 001,00
4.	2 000 001,00	4 000 000,00	322 499,53	12,60%	2 000 001,00
5.	4 000 001,00	6 500 000,00	574 499,40	12,00%	4 000 001,00
6.	6 500 001,00	13 000 000,00	874 499,28	11,40%	6 500 001,00
7.	13 000 001,00	40 000 000,00	1 615 499,17	10,80%	13 000 001,00
8.	40 000 001,00	130 000 000,00	4 531 499,06	10,20%	40 000 001,00
9.	130 000 001,00	260 000 000,00	13 711 498,96	9,90%	130 000 001,00
10.	260 000 001,00	520 000 000,00	26 581 498,86	9,60%	260 000 001,00
11.	520 000 001,00	1 040 000 000,00	51 541 498,76	9,30%	520 000 001,00
12.	1 040 000 001,00		99 901 498,67	9,00%	1 040 000 001,00

**Method of Fee Calculation**

- Primary Fee (C) for applicable Cost Bracket of Value of Works.
- Secondary Fee (D) for applicable Cost Bracket of Value of Works.
- Calculated as (Applicable Value of Works minus Column E) x % in terms of Column D.

**Example:** Fee Calculations – From tables above.

Complexity	Low Complexity	Medium Complexity	High Complexity
Value of Works	R 3 000 000	R 3 000 000	R 3 000 000
Primary Fee	R214 999,68	R271 342,39	R 322 499,53
Secondary Fee	(R 3 000 000 - R 2 000 001) x 8.40% R 999 999 x 8.60% R 85 999,91	(R 3 000 000 - R 2 000 001) x 10.60% R 999 999 x 10.60% R 105 999,89	(R 3 000 000 - R 2 000 001) x 12.60% R 999 999 x 12.60% R 125 999,89
Professional Fee	Primary Fee + Secondary Fee R214 999.68+ R85 999.91 R 300 999.59	Primary Fee + Secondary Fee R 271342.39+ R 105999.89 R 377 642.28	Primary Fee + Secondary Fee R 322 499.53 + R 125 999,87 R 448 499,40

**METHOD 2: Time Based Fee**

Description – Estimate the number of hours needed to carry out the agreed scope of work using the table below and the preferred method.

**Table 4: Hourly Rates Table**

Principal / Staff Category	Experience/ Work Context	Rate Per Hour (excluding VAT)	Rate Per Hour (excluding VAT)	Rate Per Hour (excluding VAT)
		Method 1 - Gross Annual Remuneration	Method 2 - Guideline Rate Calculated by SACAP	Method 3 - DPSA Hourly Fee Rates for Consultants
1. Principal; Partners & Equity Holders	Specialist	22.5% per R100.00 or part thereof of total annual cost of employment	R2520	Commensurate with Level 14, 15 and 16 salary bands
	>10 years' experience	20% per R 100.00 or part thereof of total annual cost of employment	R2025	Commensurate with Level 14 and 15 salary bands
	<10 years' experience	18.5% per R100.00 or part thereof of total annual cost of employment	R 1515	Commensurate with Level 12, 13, 14 salary bands.
2a. Salaried Staff	Associates and managers	17.5% per R100.00 or part thereof of total annual cost of employment	R 1080	Commensurate with Level 11, 12, 13 salary bands
2b. Salaried Staff	Registered architectural professionals performing work of an architectural nature and carrying direct responsibilities for activities related to a project	16.5% per R100.00 or part thereof of total annual cost of employment	R 730	Commensurate with Level 9, 10, 11, 12 salary bands
2c. Salaried Staff	Registered architectural professionals performing work of an architectural nature under direction and control.	15% per R 100.00 or part thereof of total annual cost of employment	R 435	Commensurate with Level 7, 8, 9, 10 salary bands
2d. Salaried Staff	Staff performing work under direction and control to support architectural work outputs	12.5% per R100.00 or part thereof of total annual cost of employment	R 310	Commensurate with Level 6, 7, 8 salary bands

**Guidelines of reimbursement of expenses**

<b>Disbursement Expense Item</b>	<b>Guiding Principle for disbursements expenses</b>
<b>Specialised Professional and other services</b>	
Payments made on behalf of client for fees and other charges for specialized professional and other services.	At cost. Plus, a minimum of 10% for attendance where a project cost-based fee applies and/or where there is no time-based reimbursement for attendance.
<b>Travel</b>	
<b>Travel time</b>	For a time-based fee, rates issued by the Department of Public Works, or similar.  For a project cost-based fee, 100% of hourly rate for travel greater than 1 hour and 50km per trip (being 2 hours and 100km per return trip) or as negotiated between the client and the architectural professional.
<b>Travel mileage</b>	Rates for reimbursable expenses issued by the National Department of Public Works and Infrastructure, or the disbursement tariffs issued by the National Department of Transport, or employee guidelines issued by the South African Revenue Services, or the vehicle rates calculator of the Automobile Association (AA), or similar.
Parking	At cost
Toll fees	
Car hire	
Airfare	
Train	
Bus	
Taxi	
<b>Substance</b>	
Accommodation	At cost, as per the standard prescribed by the client, at least a 3 stars hotel/lodge
Subsistence allowance	Rates for Reimbursable Expenses' issued by the National Department of Public Works and Infrastructure, or the disbursement tariffs issued by the
Special daily allowance	

	National Department of Transport, or employee guidelines issued by the South African Revenue Services, or similar.
<b>Postage</b>	
Postage	At cost
Special postage	At cost plus a minimum of 10% attendance where project cost-based fee applies and/or where there is no time-based reimbursement for attendance.
Courier	
<b>Documentation</b>	
Typing of original/master per A4	Rates for Reimbursable Expenses' issued by the National Department of Public Works and Infrastructure, or the disbursement tariffs issued by the National Department of Transport, or similar.
Duplicating on white paper (A3 & A4 sizes)	
Duplicating on colored paper (A3 & A4 sizes)	
Duplicating in colour (A3 & A4 sizes)	
Document binding	
Duplicating of drawings (A3 to A0 sizes)	
Plotting on 80g plain paper (A3 to A0 sizes)	
Plotting on 80g plain paper in colour (A3 to A0 sizes)	
Plotting on quality paper (A3 to A0)	
Plotting on quality paper in colour (A3 to A0)	
Purchase of document required for the project	
CD with project-related information	
<b>Special Quotes</b>	
Maps	At cost, plus a minimum of 10% for attendance where a project cost base fee applies and/or where there is no time-based reimbursement for attendance.
Models	
Presentation materials	
Photography	
Artwork	
<b>Other</b>	
Any other disbursement requested by and/or agreed to by the client.	At cost, plus a minimum of 10% for attendance where a project cost base fee applies and/or where there is no time-based reimbursement for attendance.