

**UAB FACILITIES DIVISION
STANDARD OFFICE INSTRUCTIONS**

**PROCEDURES FOR PROCESSING
AUTHORIZATION FOR EXTRA/ADDITIONAL SERVICES IN EXISTING
OWNER & ARCHITECT/CONSULTANT AGREEMENTS**

PURPOSE:

To establish guidelines for authorizing extra services to be performed by the Architect of Record or Consultant on existing projects while eliminating the time delay required in the formal Amendment to Agreement process.

DEFINITIONS:

Extra Services: Those services that are within the same scope of services of the original engagement, same project site location, requires no additional program planning, and require no additional PFSR for funding than the original engagement.

Additional Services: Those services that are different in the scope of services, project site location, program planning, or require different PFSR for funding than the original engagement.

REQUIREMENTS:

Value Limits

“Authorization For Extra/Additional Services” maximum fee shall not exceed fifty thousand dollars (\$50,000)

and/or

“Authorization For Extra/Additional Services” maximum fee shall not exceed one hundred percent (100%) of the original Owner Architect/Consultant Agreement.

PROCEDURES:

1.0 Determination for Extra Services

1.1 The Architect or Owner may initiate the need for extra/additional services in accordance with 16 of the Agreement between Owner and Architect, Paragraph 16.39 and 16.43, by written request to the Director of the appropriate department.

1.2 The Consultant or Owner may initiate the need for extra/additional services in accordance with the Agreement between Owner and Consultant by written request to the Director of the appropriate department.

2.0 Departmental Processing

Upon receipt of written approval for extra/additional services by the Director of the Department, the requesting Department shall provide the following. Otherwise, proceed with the formal **Amendment to Agreement (+Amendment.pdf)** process.

2.1 Department Project Manager (PM)

- 2.1.1 Ensure that the request for extra/additional services is in accordance with Article 16 of the Agreement between Owner and Architect and/or the Agreement between Owner and Consultant (see **+Amendment.pdf**).
 - 2.1.2 Verify that the extra/additional services requested are not an extensive change (see definitions) in the scope of services and do not require a formal amendment to the agreement based upon the value limits set forth in Requirements or as directed in 2.0 above.
 - 2.1.3 If PM determines that extra/additional services requested are extensive and/or in excess of the limits set in the Requirements above, he/she shall notify the Departmental Director and require Architect/Consultant to deliver formal Amendment to the Agreement proposal.
 - 2.1.4 If PM determines that extra/additional services requested are not extensive and/or not in excess of the limits set in the Requirements, he/she shall proceed with formulation of the **Authorization for Extra/Additional Services form (+xtrasrvs.pdf)**.
 - 2.1.5 Verify that there is adequate budget/funds available for extra/additional service requested. If there is not adequate budget, notify Department Director.
 - 2.1.6 Deliver "Authorization for Extra/Additional Services" form to Departmental Director for review and approval.
- 2.2 Departmental Director
- 2.2.1 Review and verify general information on the **Authorization for Extra/Additional Services form (+xtrasrvs.pdf)** is accurate for the services requested.
 - 2.2.2 Verify that the maximum fee for services set forth in the Requirements is not exceeded.
 - 2.2.3 Verify adequate contingency in PFSR.
 - 2.2.4 If approved by Director, he/she will sign **Authorization for Extra/Additional Services form (+xtrasrvs.pdf)** and return to PM for forwarding with cover letter to Architect/Consultant, et al.
 - 2.2.5 If rejected by Director, he/she will review with PM for redirection or formal Amendment process.

(END OF PROCEDURE)