

Official Gazette

REPUBLIC OF THE PHILIPPINES

EDITED AT THE OFFICE OF THE PRESIDENT OF THE PHILIPPINES PURSUANT TO
COMMONWEALTH ACT NO. 638 AS AMENDED BY THE ADMINISTRATIVE CODE OF 1987.
ENTERED AS SECOND-CLASS MATTER, POST OFFICE, DECEMBER 26, 1905.

Vol. 112

MANILA, PHILIPPINES, SEPTEMBER 19, 2016

No. 38

TABLE OF CONTENTS

	Page		Page
PROCLAMATIONS, EXECUTIVE ORDERS AND MEMORANDUM ORDERS		DEPARTMENT, BUREAU AND OFFICE ADMINISTRATIVE ORDERS AND REGU- LATIONS	
Proclamation No. 61—Declaring Monday, 19 September 2016, as a special (non-working) day in the Province of Zamboanga del Sur	6319	CAREER EXECUTIVE SERVICE BOARD Resolution No. 1281	6359
Memorandum Order No. 03—Providing guidelines for the Armed Forces of the Philippines and the Philippine National Police in the implementation of measures to suppress and prevent lawless violence	6319	GAMES AND AMUSEMENTS BOARD Resolution No. 2013-002	6366
DECISIONS OF THE SUPREME COURT		Resolution No. 2013-003, Series of 2013	6366
Metropolitan Bank & Trust Company, <i>Petitioner</i> , vs. G. & P Builders, Incorporated, Spouses Elpidio and Rose Violet Paras, Spouses Jesus and Ma. Consuelo Paras and Victoria Paras, <i>Respondents</i>	6322	PHILIPPINE RACING COMMISSION Resolution No. 51-16, Series of 2016	6368
DECISIONS OF THE COURT OF APPEALS		Resolution No. 52-16, Series of 2016 ...	6368
Roxan M. Gargalicana, petitioner-appellee, vs. Nieve V. Rodriguez II, respondent- appellant	6344	PROFESSIONAL REGULATION COMMISSION Professional Regulatory Board of Architecture Resolution No. 05, Series of 2016	6370
Republic of the Philippines, represented by the Department of Public Works and Highways (DPWH), plaintiff-appellant, vs. Brigilda Agudong-Ruiz, a.k.a. Gilda M. Agudong, Catalino Mailem, Lilibeth A. Mailem, and Lance A. Mailem, defendants- appellees	6349	Resolution No. 06, Series of 2016	6371
Elsbeth Paez y Tabo, petitioner, vs. Hon. Eduardo Israel Tanguanco and Bryan Paez y Buban, respondents	6354	Professional Regulatory Board of Naval Architecture Resolution No. 01, Series of 2016	6425
		Professional Regulatory Board of Chemistry Resolution No. 03, Series of 2016	6439
		Resolution No. 04, Series of 2016	6440
		Professional Regulatory Board of Librarians Resolution No. 01, Series of 2016	6441
		LEGAL AND OFFICIAL NOTICES	
		Regional Trial Court	6450
		Land Registration Authority	6543
		Bureau of Lands	6546
		OFFICIAL GAZETTE	back cover

ATTESTED BY:

(Sgd.) ATTY. LOVELIKA T. BAUTISTA
Officer-in-Charge
Office of the Secretary to the
Professional Regulatory Boards

APPROVED:

(Sgd.) TEOFILO S. PILANDO, JR.
Chairman

(Sgd.) ANGELINE T. CHUA CHIACO
Commissioner

(Sgd.) YOLANDA D. REYES
Commissioner

**PROFESSIONAL REGULATORY BOARD OF
ARCHITECTURE**

**RESOLUTION No. 06
Series of 2016**

APPROVAL, ADOPTION AND PROMULGATION
OF THE ARCHITECTS' GUIDELINES FOR
STANDARDS OF PROFESSIONAL PRACTICE
COMPLIANCES ON THE METHODS OF
COMPENSATION AND SCHEDULE OF FEES,
AS PREPARED AND RECOMMENDED BY
THE ACCREDITED AND INTEGRATED
PROFESSIONAL ORGANIZATION FOR
ARCHITECTS (IAPOA)

WHEREAS, among the powers of the Professional Regulatory Board of Architecture (Board) is to monitor the conditions affecting the practice of architecture and to adopt such measures as may be deemed proper for the enhancement and maintenance of high professional, ethical, and technical standards of the profession, and to prescribe and/or adopt the Code of Ethical Conduct and Standards of Professional Practice as respectively provided for under Section 7 (f) and (h) of Republic Act No. 9266, otherwise known as the Architecture Act of 2004;

WHEREAS, there already exists an Architects' National Code as early as year 1960. This Architects' National Code is composed of two (2) major parts: the Code of Ethical Conduct and Standards of Professional Practice, and which was approved and adopted by the Board and the Commission on September 24, 1979;

WHEREAS, the United Architects of the Philippines (UAP), the Accredited and Integrated Professional Organization for Architects (AIPOA), was charged with the responsibility of reviewing and revisiting the 1979 Standards of Professional Practice;

WHEREAS, the UAP created a Committee that will craft and finalize the new Standards of Professional Practice;

WHEREAS, the Board, by virtue of Resolution No. 03, Series of 2010, approved and adopted the new Standards of Professional Practice that is endorsed by the IAPOA;

WHEREAS, the foregoing Board Resolution further directed the IAPOA to develop the Architects' Guidelines for Standards of Professional Practice Compliances on the Methods of Compensation and Schedule of Fees;

WHEREAS, this Architects' Guidelines for Standards of Professional Practice Compliances on the Methods of Compensation and Schedule of Fees was endorsed for the approval and adoption by the Board and the Commission.

NOW THEREFORE, upon the considerations presented, the Board has RESOLVED, as it so RESOLVES, to approve, adopt and promulgate the Architects' Guidelines for Standards of Professional Practice Compliances on the Methods of Compensation and Schedule of Fees (**Annex A**), as prepared and recommended by the IAPOA, and which shall also be made as an integral part of the implementing rules and regulations of R. A. No. 9266;

FURTHER RESOLVED, that this Architects' Guidelines for Standards of Professional Practice Compliances on the Methods of Compensation and Schedule of Fees shall be the official reference document on the methods of compensation and standards in the fixing of fees for professional architectural services rendered.

FURTHERMORE RESOLVED, that this Resolution as well its Annex shall take effect after fifteen (15) days following their publication in the *Official Gazette* or in any newspaper of general circulation in the country.

Let copies hereof be furnished the U. P. Law Center, Board, Office of the Secretary to the Boards, Legal and Investigation Division, other constituent offices/divisions of the Commission, the UAP, and other relevant professional organizations of architects for information and wider dissemination.

Done in the City of Manila this 26th day of July 2016.

(Sgd.) **ROBERT S. SAC**
Chairman

(Sgd.) **ROBERT M. MIRAFUENTE**
Member

(Sgd.) **FIDEL JOSE R. SIAPNO**
Member

ATTESTED BY:

(Sgd.) **ATTY. LOVELIKA T. BAUTISTA**
Officer-in-Charge
Office of the Secretary to the
Professional Regulatory Boards

APPROVED:

(Sgd.) **TEOFILO S. PILANDO, JR.**
Chairman

(Sgd.) **ANGELINE T. CHUA CHIACO**
Commissioner

(Sgd.) **YOLANDA D. REYES**
Commissioner

**UNITED ARCHITECTS OF THE PHILIPPINES**

The Integrated and Accredited Professional Organization of Architects (IAPOA)

FOREWORD

The United Architects of the Philippines as the Integrated and Accredited Professional Organization of Architects (IAPOA) was mandated to revisit and review the 1979 Standards of Professional Practice with a fresh perspective, and to propose amendments in accordance with the provisions of the new Architecture law, particularly under Section 41 of Republic Act 9266 or the Architecture Act of 2004.

A historical perspective is attached in this document so that the user may fully appreciate the voluminous and tedious work done by the dedicated men and women of UAP in writing and completing this much needed guide. While the Code of Ethical Conduct was approved on April 5, 2006 by the PRBoA through its Board Resolution No. 02, Series of 2006, the Standards of Professional Practice was left pending. After several years, the New/Updated Standards of Professional Practice (SPP) for Architects was approved and subsequently prescribed by the PRC through the PRBoA Resolution No. 3 on July 27, 2010. This was promulgated to establish standards for professional performance in different settings to ensure high quality services while assuring the public that the architecture profession also imposes its canons of behaviour with respect to integrity, independence, and a commitment to serve.

In compliance with the PRBoA Resolution No.3, the UAP, through the Special Committee on Standards of Professional Practice, continued to craft the Standards of Professional Practice Compliances (the Architect's Guidelines) to feature the corresponding Methods of Compensation and Schedule of Fees to finally complete the Standards of Professional Practice approved in 2010.

On September 19, 2014, the UAP National Executive Committee through UAP Execom Resolution 14-15 No. 2-14 approved the said document and was ratified by the UAP National Board of Directors on October 15, 2014 through UAP NBD Resolution 14-15 No. 3-19. This was subsequently submitted to the PRC Board of Architecture for adoption and issuance to all architects.

These guidelines are for all architects, regardless of status or affiliation. It will give all architects various options in the preparation of proposals, assigning the appropriate value for their services with due consideration for competencies and qualifications, all within the bounds of ethical practice.


AR. MARIA BENITA OREGALA, Fuap, AA
UAP National President, FY 2014-2015

UNITED ARCHITECTS OF THE PHILIPPINES
The Integrated and Accredited Professional Organization of Architects

**ARCHITECT'S GUIDELINES
FOR STANDARDS OF PROFESSIONAL PRACTICE (SPP) COMPLIANCES**

METHODS OF COMPENSATION AND SCHEDULE OF FEES

UAP-IAPOA DOC. 210

**in compliance with
PRBoA Resolution No. 3 s. 2010**

**ARCHITECT'S GUIDELINES
FOR STANDARDS OF PROFESSIONAL PRACTICE (SPP) COMPLIANCES
METHODS OF COMPENSATION AND SCHEDULE OF FEES ON THE FOLLOWING
ARCHITECTURAL SERVICES:**

1. Pre-Design Services (SPP Doc. 201)
2. Regular Design Services (SPP Doc. 202)
3. Specialized Architectural Services (SPP Doc. 203)
4. Full-Time Construction Supervision Services (SPP Doc. 204-A)
5. Construction Management Services (SPP Doc. 204-B)
6. Post-Construction Services (SPP Doc. 205)
7. Comprehensive Architectural Services (SPP Doc. 206)
8. Design-Build Services (SPP Doc. 207)
9. Architectural Design Competition (SPP Doc. 208)
10. Professional Architectural Consulting Services (SPP Doc. 209)

CONTENTS**Introduction****Rule I – Title and Rationale****Section 1: Title****Section 2: Rationale****Rule II–Methods of Compensation****Section 3: Criteria****Section 4: Methods of Compensation****Rule III – Schedule of Fees on the Types of Architectural Services
(Matrix of Services)**

Section 5: Pre-Design Services	(SPP Doc. 201)
Section 6: Regular Design Services	(SPP Doc. 202)
Section 7: Specialized Architectural Services	(SPP Doc. 203)
Section 8: Full-Time Supervision Services	(SPP Doc. 204-A)
Section 9: Construction Management Services	(SPP Doc. 204-B)
Section 10: Post-Construction Services	(SPP Doc. 205)
Section 11: Comprehensive Architectural Services	(SPP Doc. 206)
Section 12: Design-Build Services	(SPP Doc. 207)
Section 13: Architectural Design Competition	(SPP Doc. 208)
Section 14: Professional Architectural Consulting Services	(SPP Doc. 209)

Rule IV – General Provisions

Section 15: Collection of Professional Fees
Section 16: Interest due on Late Payment of Fees
Section 17: Government Taxes on Services
Section 18: Professional Responsibility and Civil Liability
Section 19: Arbitration Clause
Section 20: Penalty Clause and Sanctions
Section 21: Amendments to this Document
Section 22: Effective Date

Annexes:

- A. Definition of Terms
- B. Acronyms
- C. Related Laws
- D. Sample Fee Calculation Worksheet (DAEDS)
- E. Sample Fee Calculation Worksheet (DADS)

Postscript

Acknowledgements

PRBoA Resolutions

appropriate fees for services rendered and to serve as reference for clients in understanding the valuable work of an architect.

RULE I**TITLE and RATIONALE****SECTION 1: TITLE**

This Document shall be known as the "UAP-IAPOA DOC. 210: ARCHITECT'S GUIDELINES FOR STANDARDS OF PROFESSIONAL PRACTICE (SPP) COMPLIANCES - METHODS OF COMPENSATION AND SCHEDULE OF FEES", replacing the 1979 UAP DOC. 208-b (Methods of Compensation and Schedule of Fees).

SEC. 2: RATIONALE**INTRODUCTION**

In compliance with Republic Act No. 9266, otherwise known as "The Architecture Act of 2004", the Professional Regulation Commission through the Professional Regulatory Board of Architecture and the United Architects of the Philippines, the integrated and accredited professional organization of architects (IAPOA), embarked on the most challenging task aimed at reviewing and updating the 1979 Standards of Professional Practice; not only for guiding professional performance in different settings, but also for ensuring high quality of professional services and assuring the public that the architecture profession imposes its canons of behaviour not only with respect to knowledge and skills but also with respect to integrity, independence, and commitment to quality service.

The New/Updated Standards of Professional Practice (SPP) approved by the PRC on July 27, 2010 enjoined the UAP, to craft the Architect's Guidelines for SPP Compliances (the Architect's Guidelines), as a result, these guidelines are promulgated to guide architects on the different applicable methods of compensation for various professional services and determining the

2.1 The need to set the parameters on Architect's Guidelines on Methods of Compensation and Schedule of Fees is paramount to the Architect in the practice of his profession. This will standardize the ranges for which the Client will compensate an Architect in direct relation to the value of services that the Architect provides.

2.2 The purpose of the Architect's Guidelines is to complement the existing professional regulatory law governing the state-regulated practice of architecture, as governed by R.A. 9266 (The Architecture Act of 2004) and its derivative regulations, the Code of Ethical Standards, Standards of Professional Practice and other related laws, policies, rules and regulations approved and implemented by the Professional Regulation Commission (PRC) and/or other concerned government entities. Therefore nothing in the Guidelines must unduly affect the said laws, policies, rules and regulations, and in accordance with the Architect's National Code (ANC), i.e., the Code of Ethical Conduct (SPP Doc. 200) and the Standards of Professional Practice (SPP Doc. 201-209)

RULE II**METHODS OF COMPENSATION****SEC. 3: CRITERIA**

The criteria for computing the Architect's compensation should be based on mutual evaluation of the amount of the Architect's/ Architectural firm's talents, skill, experience, effort and time available for, and required by the project.

3.1 Choosing an appropriate method of compensation to use in determining the professional fee should be based on the type of services rendered and the professional fee must be commensurate with the degree and scope of services the Architect has rendered. It should be able to reflect the value of Architects service and focus the Client's attention on the quality and performance of the Architect's services. The method of compensation will serve as a basis for the Client to pre-determine his costs for architectural services.

3.2 The computation of the professional fees shall depend on the complexity and types of architectural and engineering services to be provided and the conditions under which they are to be performed. Compensation for services that require only one kind of expertise or related types of expertise shall be treated differently from those services that require the use of more than one type of expertise.

The following criteria should also be considered:

3.2.1 Time schedule for furnishing services and possible changes that may affect the consultant's costs.

3.2.2 Studies, programs, and other professional input furnished by the Owner or Client.

3.2.3 Client's procedure and timing for review and approval of the Architect's recommendations/ designs.

3.2.4 Costs of administration, including records to be maintained and preserved.

3.2.5 Probability of contingencies that are not included in the estimates of design and construction costs.

3.2.6 Number of third parties or agencies required to be consulted or furnished plans, specifications, reports, and similar documents.

SEC. 4: METHODS OF COMPENSATION

Compensation of an Architect may be computed based on one or a combination of the following methods, with modifications applicable to the types of services and/ or specific cases, if and when needed. Architectural fees are affected by many variables and it is impractical to generalize any one fee basis as preferable for a specific project.

Compensation methods for architectural services take varied forms. The 2010 SPP Documents has identified several methods of compensation which can be generally classified into these three main types:

a) Percentage-based Fee

b) Lump Sum or Fixed Fee

c) Time basis

4.1 Percentage-based Fee**4.1.1 Percentage based on Project Construction Cost**

4.1.1.1 This method of compensation for architectural services is the most common worldwide. The amount of the

percentage is related to the size and the type of the Project. The percentage will vary depending on the classification of building, the complexity of building requirements, the construction value, the type of constructions contract and other adjustment factors that constitute the extent of work to be performed by the Architect. The Professional Fee (PF) of the Architect is determined by multiplying the specified percentage times the estimated, awarded or final Project Construction Cost (PCC) of the project for which services are furnished.

4.1.1.2 This method is fair to both the Client and the Architect as the fee is pegged to the cost of the Project the Client is willing to undertake. It is flexible and easy to apply since if there will be changes, additions or deductions of the work demanded by the Project or required by the Client, the professional fee of the Architect also adjusts correspondingly without amending the scope of work as provided in the Service Agreement.

4.1.1.3 Charges based on a percentage of construction cost are usually determined by one of the following methods:

4.1.1.3.1 A mutually agreed-upon "Probable Project Construction Cost (PPCC)" using unit price parameters (prevailing market

construction cost per square meter floor area) established on the date of the signing of the Service Agreement.

4.1.1.3.2 "Awarded Project Construction Cost (APCC)" using the bid of the winning contractor.

4.1.1.3.3 The "Final Project Construction Cost (FPCC)" based on Cost Records that will be submitted to the Architect upon the completion of the project. The Cost Records shall include all payments made to the contractor, sub-contractors, cost of materials supplied by the owner and other acquisition for all materials and services constituting the cost of actual total construction in place of all elements of the Project designed or specified by the Architect.

4.1.1.4 The most common type of contract for architectural design services is the complete architectural and engineering design referred to as the "Detailed Architectural and Engineering Design Services (DAEDS)". This includes the architectural design and the normal basic engineering design services for structural, plumbing, sanitary, mechanical and

electrical systems. This arrangement is desirable if the Client prefers a single point responsibility for the Project Design.

4.1.1.5 In some instances, the Client may consider services of some engineering design firms and as such, a separate contract from architectural services will be agreed upon. This type of services is referred to as the "Detailed Architectural Design Services (DADS)" and shall exclude all engineering and engineering specialist consultant fees. The Architect will still be the lead or prime professional for the Project and shall coordinate all the works of the other engineering design service providers. The architectural design services shall then constitute sixty percent (60%) of the corresponding stated professional fee (PF) for DAEDS for the project.

4.1.2 Unit Cost Method

This method is a variation of the percentage based on project construction cost. The remuneration under this method is based on cost per square meter of the project such as room, store, buildings or other unit. The Professional Fee (PF) will be based on a computed unit cost parameter. The computed cost per area may be derived from historical data on the average construction cost per square meter of a similar project and using the appropriate percentage for the professional fee based on project construction cost as defined above. Example,

office planning and architectural interiors which is the same unit used in lease rates and tenant allowances in commercial building. Others, like hotel projects, can often be based on cost per square meter. However, unit cost estimation requires accurate and timely data on the cost of providing services for each unit and renovation of unit requires more service effort than those new unit.

Example:

A high-rise Office Building Project with 10,000 sqm gross floor area (GFA) and 2,000 sqm non-GFA (refer to Rule VII and VIII of the NBCP) Average Project Construction Cost (based on historical data): P30,000.00/sqm

Professional Fee based on Percentage of Project Construction Cost:

6% of Project Construction Cost (PCC) Professional Fee based on Unit Cost Method:
 $P30,000.00 \times 0.06 = P1,800.00/\text{sqm}$ Professional Fee for the GFA:

$P1,800.00/\text{sqm} \times 10,000\text{sqm} = P18,000,000.00$

Professional Fee for the non-GFA (50% of GFA): $P900.00/\text{sqm} \times 2,000\text{sqm} = P1,800,000.00$

Total Professional Fee for DAED Services: P19,800,000.00

4.1.3 Value-based Pricing/Percentage of Gross Rentals

The remuneration under this method is a "value pricing" based on the outcome of revenue, cost and profitability

result of a project engagement or based on a measurable profit on specific revenues by the Client. Examples of such metrics include sales in retail facilities, leasing in housing or commercial office/residence developments. For Building Administration and Management Services, where the Architect employed by the Client goes beyond maintenance and upkeep functions by innovating schemes to attain maximum building occupancy and performing a wide range of functions for the efficient and economical operation and maintenance of a building, facility or a complex, the remuneration may be based on a certain percentage of gross rentals.

4.2 Lump Sum or Fixed Fee

4.2.1 This method of compensation may be used when the scope of services required can be clearly and fully defined at the outset of the project. It is then very important that the Client and the Architect agree on the details of the scope of the project, schedules for design and approvals, construction schedules and other variables defining the extent of services to be performed so that the Architect can prepare a comprehensive estimate of work hours and overhead costs.

4.2.2 Two methods may generally be used to arrive at a lump-sum compensation for the basic services:

4.2.2.1 The first is the computation of a lump-sum as an appropriate percentage of the probable project

construction cost of the project.

4.2.2.2 The second is direct development of a fixed amount of compensation by estimating the individual elements of the cost outlines, plus a reasonable margin of profit, all expressed as a single lump-sum.

4.2.2.3 These two methods are frequently used concurrently with one serving as a check to the other.

4.2.3 While the fee remains fixed, there may be a change in project parameters beyond the control of the Architect that might increase or decrease the size of the project or the scope of architectural services. It is therefore recommended to include in the Service Agreement a clearly stated time limit for the performance of services and a provision for additional compensation for extra time used for any changes ordered by the Owner after the preliminary design documents have been approved, with a clear understanding as to where the final approval authority lies. If conditions warrant changes in the agreed provisions, the Architect's lump sum fee may have to be adjusted. The method for determining an equitable adjustment in compensation must be mutually agreed upon by both parties. Usually, the amount of fee adjustments is often determined on a cost-plus basis considering estimated number of drawings, staff hours and salaries, schedule requirements, overhead costs, reimbursable expenses and reasonable profit to complete the additional services.

4.3 Time basis

4.3.1 Time-based fees are fees which are charged on an agreed-to hourly (man-hours) or daily (per diem) or per month rate. This method of compensation is useful when the services are difficult to determine in advance or they are interim in nature and often short in duration.

4.3.2 Time-based fees are typically used for the following:

- services which are not well defined
- pre-design services
- partial services
- additional services
- for services as an expert witness
- specialist expertise or professional architectural consultancy services.

4.3.4 The actual hourly rates vary across the country and by the level of experience and seniority of the Architect and staff. Architects are professionals with extensive training (the internship/apprenticeship and licensing process for Architects is somewhat considerably longer than that for other professionals) and therefore the hourly rates for Architects will correspond to the local market, to the Architect's experience and expertise, and to the rates of other licensed professionals in the region.

4.3.5 Hourly billing can utilize fixed rates (such as PhP 500 per hour) or they can use a fee multiplier. There are two types of multipliers – one which is

a multiplier of "Direct Salary Expenses" and another which is a multiplier of "Direct Personnel Expenses". Direct Personnel Expenses are the most common. When the rates for Architects and their staff are based on "Direct Personnel Expenses" they include those items listed in the Definitions section of this document.

4.3.6 Additional factors should be considered for overtime expenses if such work is undertaken at the Client's request or to meet scheduling demands beyond the Architect's control.

4.3.7 The hourly or per diem (daily) rates for Architects and their staff should be agreed at the outset and, additionally, the Client and Architect should agree upon a time period for review and adjustment of the hourly rates (perhaps annually) in order to adjust for inflation and other factors.

4.3.8 Multiple of Direct Personnel Expenses

4.3.8.1 This cost-based method of compensation is applicable only to non-creative work such as accounting, secretarial, research, data gathering, preparation of reports and the like. This method of compensation is based on technical hours spent and does not account for creative work since the value of creative design cannot be measured by the length of time the designer has spent on his work. The computation is made by adding all costs of technical services (man hours x rate)

and then multiplying it by a multiplier to cover overhead and profit.

4.3.8.2 The multiplier ranges from 1.5 to 2.5 depending on the office set-up, overhead and experience of the Architect and the complexity of the Project.

4.3.8.3 Other items such as cost of transportation, living and housing allowances of foreign consultants, out-of-town living and housing allowances of the local consultants and the like, are all to be charged to the Client. At the start of the commission, the Architect shall make known to the Client the rate of professionals and personnel who will be assigned to the Project and the multiplier that has to be applied before agreeing on this method of compensation.

FORMULA

Assume:

A = Architect's rate / hour

C = Consultant's rate / hour

T = Rate per hour of Technical Staff, Inspectors and others involved in the Project

n = No. of hours spent by Architect, Consultants and Technical Staff

M = Multiplier to account for overhead and reasonable profit. The value may range from 1.5 to 2.5 depending on the set-up of the Architect's office and the complexity of the Project.

R = Reimbursable expenses such as transportation, housing and living allowance of Consultant,

transportation, per diem, housing and living allowance of local consultants and technical staff if assigned to places over 100 km. from area of operation of the Architect.

Cost of printing of extra set of drawings, reports, maps, contract documents, etc. over the five (5) copies submitted to the Client, overseas and long distance calls, technical and laboratory tests, licenses, fees, taxes and similar cost items needed by the Project.

Direct cost = $An + Cn + Tn$

Fee = Direct Cost x M

Total Cost of Service charged to Client = Fee + R

4.3.9 Professional Fee Plus Expenses

This method of compensation is frequently used where there is continuing relationship on a series of Projects. It establishes an agreed fixed rate or lump sum over and above the reimbursement for the Architect's technical time and overhead. An agreement on the general scope of the work is necessary in order to set an equitable fee.

4.3.10 Per Diem, Honorarium plus Reimbursable Expenses

4.3.10.1 In some cases a Client may request an Architect to do work which will require his personal time such as:

- attending project-related meetings, conferences or trips;
- conducting ocular inspection of possible project sites; and

- conferring with others regarding prospective investments or ventures and the like.

4.3.10.2 For these particular activities, the Architect as agent of the Owner may be paid on a per diem and honorarium basis plus out-of-pocket expenses such as but not limited to travel, accommodations and subsistence.

4.3.11 Salary cost times a multiplier, plus direct cost or reimbursable expenses

4.3.11.1 This method is based on the total basic salaries (Direct Salary Expenses) of all Professional Consulting Architects (PCAs) and their staff multiplied by a factor from 3.0 as a multiplier plus cost of certain items that are reimbursable to the PCA classified under "Direct Cost" or "Reimbursable Expenses". The following formula is used to compute the fee:

$$\text{Fee} = \text{Salary Cost (or Direct Salary Expenses)} \times \text{Multiplier} + \text{Reimbursable Expenses}$$

4.3.11.2 This method of remuneration is best suited for Projects for which the costs are difficult to predetermine, or in cases where it may become necessary to undertake additional experimental or investigative work, the result of which may further alter the scope of the project.

4.3.11.3 The method however, cannot be used as a measure of compensation for services which cannot be measured by the length of time spent on his work.

4.3.11.4 The other part of the remuneration by this method is made up of the reimbursable direct costs. These costs are billed to the Client supported, if required by receipts and other documents.

4.3.12 Per Diem or Hourly Basis

4.3.12.1 This method is particularly suited to engagements involving intermittent personal service. When such consulting services are furnished, the Professional Consulting Architect (PCA) is compensated for all the time he devotes to the work, including travel time. The per diem charge should be based on the complexity of the work involved and the extent of his experience/specialization. In addition to the compensation based on per diem, his expenses for travel, subsistence, and other out-of-pocket expenses incurred while away from his home/office shall be reimbursed by the Client.

4.3.12.2 Hourly fees are well suited for consultation services, testimony in court, or similar work involving miscellaneous personal service. Most Architects have standard published schedules

of hourly rates for various classifications of technical and non-technical employees.

- 4.3.12.3 Sub-consultant and reimbursable direct expenses are usually billed at invoice cost plus an agreed service charge for handling.

4.3.13 Retainer

- 4.3.13.1 This method of remuneration is used when the services of a Professional Consulting Architect (PCA) is expected to be required at intervals over a period of time. It is a means of ensuring in advance that his services will be available to the Client when required. Under this method, a stipulated amount is paid at regular intervals for which the PCA is obligated to render a certain service or to spend a certain amount of time on Client's requirements. The compensation is usually enough to pay for the minimum services required by the Client. All additional services are paid separately. In addition to the retainer, the PCA may be reimbursed for travel, subsistence and other out-of-pocket expenses incurred while away from his home/office.

- 4.3.13.2 The employment of Architects on a retainer-fee basis is a common practice of clients who wish to be assured of

always having available the services of an individual architect or architectural firm. It is also used when the services of an architect specialist are not required on a full-time basis.

- 4.3.13.3 The amount of the retainer varies with the character and value of the services to the Client and the reputation and standing of the consultant in his or her profession.

- 4.3.13.4 The terms of agreements for services on a retainer-fee basis also vary widely, and it is important that the service to be rendered be clearly defined. The compensation may be based on a fixed sum, paid monthly, or by some other mutually agreeable terms, with per diem or hourly rates for additional time spent at the request of the Client. Retainer fees are frequently on an annual basis.

- 4.3.13.5 The same principles as explained previously for hourly (or Cost-Plus) charges, in Section 7.3.1 and Section 7.3.4, apply to retainer-fee contracts.

4.4 Mixed Methods of Compensation

- 4.4.1 Each project should be examined to determine the most appropriate method of establishing an equitable method of compensation between the Architect and the Client. Using one method of compensation on a single project may not be applicable all the time. There is

no reason that an assortment of compensation methods should not be used if appropriate in a single project. Architects can do business under any of the above fee arrangements and usually, the method chosen is for the convenience of the client. In some instances, it is advisable to use a combination of these various methods of compensation rather than one single method. For one phase of the project, an appropriate method of compensation may be used and for another phase, a different method of compensation may be applied.

4.4.2 For example, Pre-Design Services and Construction Services could be compensated on a Multiple of Direct Personnel Expense, while the Regular and Specialized Allied Design Services could be paid on a Percentage of Project Construction Cost or Percentage of Cost of Work basis.

4.4.3 Another example is in the dealing with authorities having jurisdiction and obtaining approvals for a project, which can be indeterminate in complexity and time, it may be fair to compensate the Architect on an agreed- to hourly rate. However, the project documentation could then be compensated on a percentage fee based on the construction cost for the project.

4.4.4 In another instance, specific determinate services, such as the preparation of an architectural rendering or marketing materials, could be provided at a fixed price or lump sum. Other services for the same project could, in

turn, be compensated on a per diem rate or percentage of the construction cost.

RULE III

SCHEDULE OF FEES ON ALL TYPES OF ARCHITECTURAL SERVICES

The entire range of the Architect's services is divided into ten (10) major services as follows:

- 1) Pre-Design Services (SPP Doc. 201)
- 2) Regular Design Services (SPP Doc. 202)
- 3) Specialized Architectural Services (SPP Doc. 203)
- 4) Full-Time Supervision (SPP Doc. 204-A)
- 5) Construction Management (SPP Doc. 204-B)
- 6) Post-Construction Services (SPP Doc. 205)
- 7) Comprehensive Architectural Services (SPP Doc. 206)
- 8) Design-Build Services (SPP Doc. 207)
- 9) Architectural Design Competition (SPP Doc. 208)
- 10) Professional Architectural Consulting Services (SPP Doc. 209)

Each of these ten (10) major services can be contracted separately to the Architect depending upon the desire and needs of the Client. The terms and conditions for the delivery of these Architect's Services are stipulated on each Architect's Guidelines on Standards of Professional Practice Documents.

SEC. 5: PRE-DESIGN SERVICES (SPP Doc. 201)

5.1 Manner of Providing Services

- 5.1.1 After the initial meeting / conversation / correspondence

with the Client, the Architect must submit his proposal for pre-design services, stating the following:

5.1.1.1 Scope of Work

5.1.1.2 Manner of Payment

5.1.1.3 Owner's Responsibilities

5.1.1.4 Other Conditions of Services

5.1.2 The Architect can render services in any of the following ways:

5.1.2.1 As an individual Architect he must have special training and be knowledgeable in different fields to supplement his skills.

5.1.2.2 Architect's Own Staff

It is possible for Architects (as natural persons) working in a single firm to specialize in a variety of ways. Many Architects and firms (juridical persons) specialize without losing the generalist approach of the Architect or firm.

5.1.2.3 By Association, Consultation or Networking

Another common practice is consultation between an Architect and a firm of other disciplines, under the extended terms of the Owner-Architect Agreement.

5.2 Method of Compensation

Different Methods of Compensation are being applied on the Pre-Design Services as the volume and range of works varies on each services. Methods for compensation for Pre-Design Services may be based on one or more of the following:

5.2.1 Multiple of Direct Personnel Expense

5.2.2 Professional Fee Plus Expenses

5.2.3 Lump Sum or Fixed Fee

5.2.4 Per Diem, Honorarium Plus Reimbursable Expenses

5.2.5 Mixed Methods of Compensation

5.3 Professional Fee

The Architect's compensation is based on the Architect's / architectural firm's talents, skill, experience, imagination, and on the type and level of professional services provided.

Prior to the start of any Pre-Design Services, a Professional Service agreement between Owner/Client and Architect is necessary. The Architect should request for a five percent (5%) acceptance fee based on agreed professional fee (PF) upon signing of the agreement.

Client shall make progress payments upon request of the Architect within seven (7) calendar days from the submission of the statement of the account.

SEC. 6: REGULAR DESIGN SERVICES (SPP Doc. 202)

6.1 Manner of Providing Services

There are two ways by which the Architect may enter into contract with the Owner as the Lead Professional working with other professionals in the engineering and allied professions:

6.1.1 Detailed Architectural and Engineering Design Services (DAEDS) - with a single contract between the Architect and Owner, and sub-consultancy contracts between the Architect and the other professionals working with the Architect.

6.1.2 Detailed Architectural Design Services (DADS) - with the Architect and the engineering and allied professionals executing separate contracts with the Owner.

In both cases, the professional responsibilities and civil liabilities of each State-regulated professional remains separate. The Architect does not assume any of the responsibilities and liabilities of the other professionals (RLPs).

6.2 Method of Compensation

The Architect's compensation is based on the Architect's / architectural firm's talents, skill, experience, and on the type and level of professional services provided. Compensation for Regular Design Services may be based on one or more of the following:

6.2.1 Percentage (%) of Project Construction Cost (PCC)

6.2.2 Unit Cost Method based on Project Construction Cost

6.2.3 Professional Fee plus Expenses

6.2.4 Lump Sum or Fixed Fee

6.2.5 *Per Diem, Honorarium* Plus Reimbursable Expenses

6.2.6 Multiple of Direct Personnel Expenses

6.2.7 Mixed Methods of Compensation

6.3 Recommended Professional Fee (RPF)

Professional architectural work is classified in accordance with the degree of complexity and the creative skill required to meet the requirements of the Client within technical, functional, economic and aesthetic constraints. A grouping of buildings is provided to determine the fair remuneration for the Architect.

6.3.1 Group 1

Buildings of the simplest utilization and character, which are without complication of plan/design or detail and which require only a minimum of architectural finishes, engineering and allied architectural elements:

Armories	Packaging and Processing Plants
Bakeries	Parking Structures

Habitable Agricultural Buildings	Printing Plants
----------------------------------	-----------------

Hangars	Public Markets
---------	----------------

Industrial Buildings	Service Garages
----------------------	-----------------

Manufacturing / Industrial Plants	Simple Loft-Type Buildings
-----------------------------------	----------------------------

Other similar Warehouses utilization type buildings

Project Construction Cost (PCC)	Recommended Professional Fee (RPF) for Detailed Architectural and Engineering Design Services (DAEDS)
P 50.0 million and less	5%
Over P50.0 million to P100.0 million	P2,500,000 plus 4% of excess of P50.0 million
Over P100.0 million to P200.0 million	P4,500,000 plus 3% of excess of P100.0 million
Over P200.0 million to P500.0 million	P7,500,000 plus 2% of excess of P200.0 million
Over 500.0 million to P1.0 billion	P13,500,000 plus 1% of excess of P500 million
Over P1.0 billion	P18,500,000 plus 1/2% of excess of P1.0 billion

Project Construction Cost (PCC)	Recommended Professional Fee (RPF) for Detailed Architectural Design Services (DADS)
P 50.0 million and less	3.0%
Over P50.0 million to P100.0 million	P1,500,000 plus 2.4% of excess of P50.0 million
Over P100.0 million to P200.0 million	P2,700,000 plus 1.8% of excess of P100.0 million
Over P200.0 million to P500.0 million	P4,500,000 plus 1.2% of excess of P200.0 million
Over 500.0 million to P1.0 billion	P8,100,000 plus 0.6% of excess of P500.0 million
Over P1.0 billion	P11,100,000 plus 0.6% of excess of P1.0 billion

6.3.2 Group 2

Buildings of moderate complexity of plan/design requiring a moderate amount of research and of engineering and allied architectural design.

Art Galleries	Office Buildings / Office Condominium
Banks, Exchange and Other Buildings	Park, Playground and Open-Air Recreational Facilities
Financial Institutions	Residential Condominiums
Bowlodromes	Police Stations
Call Centers	Postal Facilities
Churches and Religious Facilities	Private Clubs
City/Town Halls & Civic Centers	Publishing Plants

College Buildings	Race Tracks
Convents, Monasteries & Seminaries	Restaurants / Fastfood Stores
Correctional & Detention Facilities	Retail / Wholesale Stores
Court Houses/Halls of Justice	Schools
Dormitories	Serviced Apartments
Exhibition Halls & Display Structures	Shopping Centers
Fire Stations	Showrooms / Service Centers
Laundries & Cleaning Facilities	Specialty Shops
Libraries	Supermarkets / Hyper-marts
Malls / Mall Complexes	Welfare Buildings
Motels & Apartels	Mixed Use Buildings
Multi-storey Apartments	Other buildings of similar nature or use
Nursing Homes	

Project Construction Cost (PCC)	Recommended Professional Fee (RPF) for Detailed Architectural and Engineering Design Services (DAEDS)
P 50.0 million and less	6%
Over P50.0 million to P100.0 million	P3,000,000 plus 5% of excess of P 50.0 million
Over P100.0 million to P200.0 million	P5,500,000 plus 4% of excess of P100.0 million
Over P200.0 million to P500.0 million	P9,500,000 plus 3% of excess of P200.0 million
Over 500.0 million to P1.0 billion	P18,500,000 plus 2% of excess of P500 million
Over P1.0 billion	P28,500,000 plus 1% of excess of P1.0 billion

Project Construction Cost (PCC)	Recommended Professional Fee (RPF) for Detailed Architectural Design Services (DADS)
P 50.0 million and less	3.6%
Over P50.0 million to P100.0 million	P1,800,000 plus 3.0% of excess of P50.0 million
Over P100.0 million to P200.0 million	P3,300,000 plus 2.4% of excess of P100.0 million
Over P200.0 million to P500.0 million	P 5, 700,000 plus 1.8% of excess of P200.0 million
Over 500.0 million to P1.0 billion	P11,100,000 plus 1.2% of excess of P500.0 million
Over P1.0 billion	P17,100,000 plus 0.6% of excess of P1.0 billion

6.3.3 **Group 3**

Buildings of exceptional character and complexity of plan/design or requiring comparatively large amounts of research and of engineering and allied architectural design:

- Airports / Wet & Dry Ports & Terminals

Aquariums

Auditoriums

Breweries

Cold Storage Facilities

Convention Facilities

Gymnasiums

Hospitals & Medical Buildings

Hotels

Laboratories/ Testing Facilities

Marinas and Resort Complexes

Medical Arts Offices & Clinics
- Mental Institutions

Mortuaries

Nuclear Facilities

Observatories

Public Health Centers

Research Facilities

Stadia

Telecommunication Buildings

Theaters & Similar Facilities

Transportation Facilities & Systems

Veterinary Hospitals

Other buildings of similar nature or use

Project Construction Cost (PCC)	Recommended Professional Fee (RPF) for Detailed Architectural and Engineering Design Services (DAEDS)
P 50.0 million and less	7%
Over P50.0 million to P100.0 million	P3,500,000 plus 6% of excess of P 50.0 million
Over P100.0 million to P200.0 million	P 6,500,000 plus 5% of excess of P100.0 million
Over P200.0 million to P500.0 million	P11,500,000 plus 4% of excess of P200.0 million
Over 500.0 million to P1.0 billion	P23,500,000 plus 3% of excess of P500 million
Over P1.0 billion	P38,500,000 plus 2% of excess of P1.0 billion

Project Construction Cost (PCC)	Recommended Professional Fee (RPF) for Detailed Architectural Design Services (DADS)
P 50.0 million and less	4.2%
Over P50.0 million to P100.0 million	P2,100,000 plus 3.6% of excess of P50.0 million
Over P100.0 million to P200.0 million	P3,900,000 plus 3% of excess of P100.0 million
Over P200.0 million to P500.0 million	P6,900,000 plus 2.4% of excess of P200.0 million
Over 500.0 million to P1.0 billion	P14,100,000 plus 1.8% of excess of P500.0 million
Over P1.0 billion	P23,100,000 plus 1.2% of excess of P1.0 billion

6.3.4 Group 4

Residences (single-detached, single-attached or duplex; row-houses or shop-houses), small apartment houses and townhouses.

	Recommended Professional Fee (RPF)
Detailed Architectural and Engineering Design Services (DAEDS)	10% of PCC
Detailed Architectural Design Services (DADS)	6% of PCC

6.3.5 Group 5

Monumental buildings and other facilities requiring consummate design skill and much precise detailing.

Exposition & Fair Buildings

Specialized decorative buildings

Mausoleums, Memorials,
& Monuments

Museums

Buildings of similar nature or use

	Recommended Professional Fee (RPF)
Detailed Architectural and Engineering Design Services (DAEDS)	12% of PCC
Detailed Architectural Design Services (DADS)	7.5% of PCC

6.3.6 **Group 6**

When the plan/design and related Contract Documents are re-used for the repetitive construction of similar buildings without amending the drawing and the specifications, the Architect's fee is computed as follows:

	Recommended Professional Fee (RPF)
First (1st) Building	100% of RPF for type of building
Second (2nd) Building	50% of RPF for type of building
Third (3rd) Building	40% of RPF for type of building
Fourth (4th) and succeeding Buildings	30% of RPF for type of building

Note: Major adjustment due to site condition will affect the Professional Fee.

6.3.7 **Group 7**

When the Architect is engaged to undertake a Housing Project involving the construction of several residential units on a single site with the use of one (1) set of plans/design, specifications and related documents, the Architect's Fee chargeable shall conform with the following:

No. of Units	Recommended Professional Fee (RPF)	
	Detailed Architectural & Engineering Design Services (DAEDS)	Detailed Architectural Design Services (DADS)
First (1st) Unit	10% of PCC	6% of PCC
From two to ten units (2-10)	Fee for one unit plus 50% of RPF for each additional unit	Fee for one unit plus 30% of RPF for each additional unit
Eleven units to thirty units (11-30)	Fee for 10 units plus 40% of RPF for each additional unit	Fee for 10 units plus 24% of RPF for each additional unit
Thirty-one units to fifty units (31-50)	Fee for 30 units plus 25% of RPF for each additional unit	Fee for 30 units plus 15% of RPF for each additional unit
Fifty-one units and above (51+)	Fee for 50 units plus 15% of RPF for each additional unit	Fee for 50 units plus 9% of RPF for each additional unit

6.3.8 Group 8

Projects involving extensive detail such as designs for built-in components or elements, built-in equipment, special fittings, screens, counters, architectural interiors, and development planning and/or design.

Recommended Professional

Fee (RPF) **15% of the PCC**

6.3.9 Group 9

For alterations, renovations, rehabilitations, retrofit and expansion/additions to existing buildings belonging to Groups 1 to 5 enumerated above, the compensation of services should be increased to **fifty percent (50%)** or a total of **one hundred fifty percent (150%) of the RPF**.

6.3.10 Group 10

Where the Architect is engaged to render opinion or give advice, clarifications or explanation on technical matters pertaining to his profession, (also refer to Pre-Design Services SPP Doc. 201 under Consultation) the chargeable **RPF** shall not be less than **One Thousand Pesos (P1,000.00)** per hour subject to increase depending on the extent and coverage of service required and the location where the Architect shall render his services. When rendering services as an expert witness, the Architect's fee shall not be less than **Five Thousand Pesos (P5,000.00) per appearance** regardless as to whether the scheduled hearing took place or not.

Adjustment of the price shall be made at the time of the signing of the Architect's contract of service. The amount excludes the cost of transportation and accommodations when and where required. Another sixty percent (60%) of the amount shall be charged for the travel period in case of locations that are in excess of one hundred kilometers (100.0 km, air, straight line or radial distance) of the Architect's office (as stated in his letterhead).

(Note: All references to fixed amount shall refer to the value of the Philippine Peso as of October, 2014).

6.4 Manner of Payment

Payments to the Architect on account of the agreed Professional Fee shall be made by the Owner on the different phases of the work of the Architect as follows:

6.4.1 Upon signing of the Service Agreement

An amount equivalent to **5%** of the agreed Professional Fee shall be paid by the Owner as engagement fee or as the acceptance fee of the Architect that shall cover the mobilization component of the services. The Professional Fee shall be computed based on the Statement of Probable Project Construction Cost (**SPPCC**) as included in the Annex of the Service Agreement.

6.4.2 Upon the completion of the Schematic Design Phase

Upon completion and submission of the documents under Schematic Design Phase as stipulated in the Service

Agreement, but not more than 15 days after submission of the documents to the Owner, the Owner shall pay the Architect a sum equal to fifteen percent (**15.0%**) of the Professional Fee, or a sum sufficient to increase the total payments on the fee to twenty (**20.0%**) percent of the Professional Fee (amount paid under Section 6.4.1 shall be deducted from the total amount). The Professional Fee shall be computed based on the Statement of Probable Project Construction Cost (**SPPCC**) that shall be part of the documents to be submitted at this particular stage.

6.4.3 Upon the completion of the **Design Development Phase**

Upon completion and submission of the documents under Design Development Phase as stipulated in the Service Agreement, but not more than 15 days after submission of the documents to the Owner, the Owner shall pay the Architect a sum equal to twenty percent (**20.0%**) of the Professional Fee, or a sum sufficient to increase the total payments on the fee to forty (**40.0%**) percent of the Professional Fee (accumulated amount paid under Section 6.4.2 shall be deducted from the total amount). The Professional Fee shall be computed based on the Statement of Probable Project Construction Cost (**SPPCC**) that shall be part of the documents to be submitted at this particular stage.

6.4.4 Upon the completion of the **Contract Document Phase**

Upon completion and submission of the documents under Contract Document Phase as stipulated in the Service Agreement, but not more than 15 days after submission of the documents to the Owner, the Owner shall pay the Architect a sum equal to fifty percent (**50.0%**) of the Professional Fee, or a sum sufficient to increase the total payments on the fee to ninety (**90%**) percent of the Professional Fee (accumulated amount paid under Section 6.4.3 shall be deducted from the total amount). The Professional Fee shall be computed based on the Statement of Probable Project Construction Cost (**SPPCC**) that shall be part of the documents to be submitted at this particular stage.

6.4.5 **Bidding or Negotiation Phase**

Within 15 days after the award to the winning bidder or bidders the payment to the Architect shall be adjusted so that it will amount to a sum equivalent to ninety (**90%**) percent of the Professional Fee, computed upon the lowest *bona fide* Bid or Bids or upon the winning Bid Price.

6.4.6 **Construction Phase**

The remaining of the ten (10%) percent of the Professional Fee is broken down as follows:

- a) Five (**5%**) percent for **Architect's Liability** under the Civil Code, and
- b) Five (**5%**) percent for the Periodic Construction Supervision (**PCS**)

Progress Billing can be done on the remaining ten percent (10%) of the Architect's

Fee based on the original Statement of Probable Project Construction Cost (SPPCC).

Upon completion of the work (when Certificate of

Completion is issued to Contractor), the balance of the Architect shall be paid computed on the **Final** Project Construction Cost (**FPCC**).

Work Phase	Breakdown of PF	Cumulative Payments
Upon signing of Agreement as the mobilization component	5% of the PF	5% of the PF ¹
Upon the completion of the Schematic Design Services	15% of the PF	20% of the PF ²
Upon the completion of the Design Development Services	20% of the PF	40% of the PF ²
Upon the completion of the Contract Documents Services	50% of the PF	90% of the PF ²
Within 15 days after the awards to the winning Constructor		90% of the PF ³
Upon completion of the work	10% of the PF	100% of the PF ⁴

Note:

1. Based on the original SPPCC included as Annex to the Service Agreement.
2. Based on the SPPCC submitted at that particular stage.
3. Based on the winning Bid price.
4. Based on the FPPCC.

6.4.7 The Owner can make partial payments during each of the various stages of the Architect's work, upon request of the Architect, provided that such payments are within the framework of the manner of payments outlined above.

6.4.8 If the work of the Architect is abandoned or suspended in whole or in part, the Owner shall pay the Architect for the services rendered corresponding to the amount due at the stage of suspension or abandonment of the work.

6.4.9 Once the Architect has prepared all the documents, the Architect

has completed the Detailed Design and Contract Documents Phase of his services, which is equivalent to Ninety percent (90%) of his work. When the Owner therefore fails to implement the plans and documents for construction as prepared by the Architect, the Architect is entitled to receive as compensation the sum corresponding to ninety percent (90%) of the Architect's fee.

6.4.10 If portions of the building/s are erected at different periods of time, thus increasing the construction period and Architect's burden of services, charges pertaining to services rendered during the

Construction Phase shall be adjusted proportionately. When the suspension of construction exceeds a period of six (6) months, the fee for the remaining works (Periodic Construction Supervision) shall be doubled.

6.5 Fee Adjustment Factors

The design and construction industry has become increasingly complex and each project will be subject to certain unique factors which must be considered when determining an appropriate fee. These variables or fee adjustment factors affect the cost of professional services for the building. Sometimes the variable may result in a reduced fee such as limited project documentation, or the elimination of an entire phase (such as bidding and contract negotiation if undertaken by the Owner).

A list of these variables or fee adjustment factors is outlined below, however, this list is not exhaustive and certain Building Owners and Clients or Architects may have other factors which affect the cost of professional services for the building project. Some of these factors include:

- a) Scope of Services
 - Pre-design or upstream services
 - Traditional Architectural Design Services
 - Other Services
- b) Project Delivery Method and Construction Procurement
 - Sequential Tendering
 - Design-Bid-Build
 - Design-Build
 - Public Private Partnerships (PPP)
- c) Project or Construction Schedules
- d) Project Documentation and Computer Modeling

- e) Specialist Consultants
- f) Approvals and Authorities Having Jurisdiction
- g) Submittals
- h) New Technologies
- i) Construction Administration
- j) Project Location and Site Conditions
- k) Renovation to existing Buildings (versus New Construction)
- l) Repeat Work or Repetitive Designs
- m) Architect's Personnel / Architect's Compensation
- n) Demobilization and remobilization (Stop and Start-up of Workforce)
- o) Phased Building Occupancies

6.5.1 Project Documentation

Many clients require unique forms of documentation (such as their own specialized computer standards or "printer-friendly" formats) or there may be a requirement to adjust the computer language or platform to accommodate consultant's, contractor's or the client's needs. Increasingly there is a demand to develop all designs and the project documentation using a Building Information Model or BIM. Furthermore, there is often a need to provide electronic documents in a variety of formats to several different parties in the development of the project whether for review and approvals, the preparation of shop drawings, or for bidding purposes. This can be very time consuming to provide such a wide range of documentation

to many different parties. All of this can be expensive and must result in an adjustment to the Architect's and Consultants' fees.

6.5.2 Contract Document Submittal Schedule

In today's fast-paced business world there is often a pressure to complete a project as soon as possible in order to occupy the building. This schedule may be necessary to accommodate tenants, to start-up a manufacturing process, or to begin a new school session. Fast track projects require additional fees because the architect may need to hire additional staff, pay staff for overtime work, and re-schedule other work to accommodate the priorities of such a project.

6.5.3 Construction Technologies

There are new technologies appearing daily including the need for better energy performance, new building products and building systems, advanced construction methods, and design tools. Many clients are anxious to incorporate these latest innovations into their projects. Sometimes this request can be costly as there are often unknown risks in using products or systems that do not have a track record, or, there may be additional certifications, testing, submittals or approvals required. There may also be additional specialist consultants that need to be retained and coordinated. Frequently, there is also additional research or other services required on the part of the Architect.

6.5.4 Third Party Certification

This may involve certification and documentation costs for third party certification such as LEED®, GREEN®, or BERDE®.

6.5.5 Construction Bid Mode

The type of project delivery or procurement of construction services can have a big impact on the Architect and the fee. Small projects with experienced and reliable contractors may require basic field review and contract administration services. However more complex projects, builders with limited experience, and newer methods of project delivery beyond the traditional design-bid-build will require more time, more services and consequently additional fees. Furthermore, the type of construction contract can affect the Architect's fee. For example "Cost Plus" contracts or Unit Price contracts (as opposed to Stipulated Sum Contracts) require additional contract administration services for the preparation of Certificates for Payment, therefore, the fee must be increased.

In this instance, the architectural design and construction documents are completed and one single bid package is prepared. Following bidding and preparation of one contract with one builder or general contractor, the construction contract is administered by the Architect.

Sequential tendering involves separating the contract documents (such as bid documents, specifications and

construction drawings) into separate packages to receive multiple bids for different parts of the work to be constructed at different times, usually in the sequence of construction (such as site work, foundations, etc.) This separation and preparation of multiple bid packages and the administration of several bids and contracts requires additional services by the Architect and consequently the fee must be adjusted to compensate for this additional service.

6.5.5 Construction Schedule

When the contractor's construction schedule is extended, the Architect's services also must be extended and this increase must be compensated. On the other hand, if the schedule is fast and protracted, decision times are reduced and fees may be adjusted accordingly.

6.5.6 Construction Administration

Nowadays, most projects require a level of service which exceeds that which is required to exercise a reasonable standard of care especially during field review and contract administration of the project. These services include some of the following:

- Additional meetings, coordination and/or site visits with client's representatives, user groups, contractors, sub-trades;
- Requirements for the Architect to chair and/or minute meetings called by others and are the responsibility of others and

requirements for a minimum number of meetings and site visits; and,

- Additional clarifications and site visits resulting from the Client's selection of specific contractors, sub-trades, suppliers and/or products.

At the outset, it is advised that the Architect and Client discuss this level of service for field reviews and construction administration so as to ascertain what is required and determine the necessary fee adjustment.

SEC. 7: SPECIALIZED ARCHITECTURAL SERVICES (SPP Doc. 203)

Specialized Architectural Services deals with specific expertise for further enhancement of the architectural interior and exterior components of a project.

The Architect's responsibility to man and society is to make sure that both the building and its physical environment enhance the lives of people by strictly adhering to national and international standards with regard to public health, safety and welfare.

For this type of services, the term Architect refers to the Consulting Architect (CA) who may be the holder of a valid Specialist Certificate that may be issued by the Board and/or the Commission, upon due qualification or accreditation by the IAPoA.

7.1 Manner of Providing Services

The Architect may enter into contract with the Owner in two possible ways:

7.1.1 Working in a dual capacity as Architect-of-record and as Consulting Architect (CA) for Specialized Architectural services.

7.1.2 Working as Consulting Architect (CA) for Specialized Architectural services only.

7.2 Methods of Compensation

7.2.1 Compensation for specialized architectural services, all of which may be classified as additional or extra services, shall be computed depending on the complexity of the works to be undertaken using the following methods:

7.2.1.1 Percentage (%) of Cost of Work

7.2.1.2 Unit Cost Method based on Cost of Work

7.2.1.3 Multiple of Direct Personnel Expense

7.2.1.4 Professional Fee plus Expenses

7.2.1.5 Lump Sum or Fixed Fee

7.2.1.6 Retainer

7.2.1.7 *Per Diem, Honorarium* Plus Reimbursable Expenses

7.2.1.8 Mixed Methods of Compensation

7.2.2 When using the Percentage of Cost of Work, the Architect's Fee excludes the fee of any Engineering and / or Specialist Consultants (SCs) working with the Architect. Cost of Work is defined under Annex (Definition of Terms) of this Guidelines.

7.2.3 Should the Owner/Client hire separately the services of other Specialist Consultants (SCs), their fee shall be on the account of the Owner/ Client and shall be paid directly to the SC. In such case, the fee of the Architect for coordinating and relating the work of the Specialist Consultant to the design concept of the Architect will be 5% of the SC's fee.

7.2.4 When using Multiple of Direct Personnel Expense, the compensation can also be computed through man-months i.e. 22 man-days multiplied by 8 man-hours, and multiplied by a factor to cover other direct and indirect costs e.g. overhead, etc.

7.3 Recommended Professional Fee

7.3.1 Architectural Interior (AI), Acoustic Design, Architectural Lighting Layout and Design and Site Development Planning (SDP)

7.3.1.1 Recommended Professional Fee (RPF) is **10% to 15%** of the cost of work depending on the complexity of the work required by the project.

7.3.1.2 The Manner of Payment for the above services shall be as follows:

Upon submission of the preliminary design	30% of the fee
Upon submission of the final design	50% of the fee
Upon completion of the project	50% of the fee

7.3.1.3 The Architect may bill and be paid for the progress payments during construction proportional to the percentage of progress of completion of

the construction work. Should the work be not completed, the Architect shall be paid by the Client the amount proportional to the work completed at the

stage when the project was abandoned. Civic Centers, Sports Complexes, Tourist Centers/ Tourism Estates/Resorts, Amusement Parks, Educational Facilities, Residential and Housing Subdivisions and the like.

7.3.2 Physical Planning for building sites such as Industrial Estates, Commercial, Religious, Institutional and Government/

7.3.2.1 The Recommended Professional Fee (RPF) is P50,000.00 per hectare for the first five (5 has.) hectares net to the architect.

Area	Recommended Professional Fee (RPF)	Amount
Basic rate for the first 5 hectares or less (1 hectare :10,000 sq.meter)	P5.00 per sq. meter	P250,000.00
Over 5 hectares up to 10 hectares	P4.00 per sq. meter	<i>P250,000.00</i> + P40,000.00 per hectare in excess of 5 hectares
Over 10 hectares up to 50 hectares	P3.00 per sq. meter	<i>P450,000.00</i> + P30,000.00 per hectare in excess of 10 hectares
Over 50 hectares and above	P1.50 per sq. meter	<i>P1,650,000.00</i> + P15,000.00 per hectare in excess of 50 hectares

7.3.2.2 The rate stipulated above is based on the assumption that the land to be developed is moderately flat. However, if the land is rugged with steep terrain the fee shall increase by 20% to 30%.

7.3.2.3 The following payment schedule is applied to this service:

Framework Development Plan (FRDP)	30% of RPF
Conceptual Master Development Plan (CMDP)	30% of RPF
Preliminary Master Development Plan (PMDP)	20% of RPF
Detailed Master Development Plan (DMDP)	20% of RPF

7.3.2.4 The above services pertain only to physical planning outputs and do not include engineering services and other allied services. e.g. landscape design, transportation planning, environmental investigations and other services.

7.3.2.5 The detailed design of the building/s and landscaping elements is not part of Physical Planning Services and shall be treated separately under Regular Design Services SPP Doc. 202 or Specialized Architectural Services (Site Development Planning) SPP Doc. 203.

7.3.2.6 The Architect may bill and be paid for the progress payments for the work duration proportional to the percentage of progress of completion of the Specialized Architectural Services. Should the work be abandoned or not be completed at a particular stage of the work of the Architect, the pro-rated PF component shall be paid to the Architect by the Client.

7.3.3 Other Specialized Architectural Services

Basic compensation for the foregoing Specialized Architectural Services, all of which are classified as additional or extra services, shall be through man- months i.e. 22 man-days multiplied by 8 man-hours, and multiplied by a factor to cover other direct and indirect costs e.g. overhead, etc., or using the Multiple of Direct Personnel Expense Method.

Other applicable mode of determining the Architect's fee that is mutually agreed upon by the Architect and the Client are the following:

- a) Per diem plus reimbursable expenses
- b) Retainer plus reimbursable expenses
- c) Rate cost times a multiplier plus reimbursable expenses

SEC. 8: FULL-TIME SUPERVISION SERVICES (SPP Doc. 204-A)

8.1 Manner of Providing Services

There are two ways by which the Architect may enter into contract with the Owner:

8.1.1 Working in a dual capacity as Architect-of-record and as Consulting Architect for fulltime supervision services or as the Construction Supervision Group (CSG). As the Architect-of-record (AoR) of the project, the Aor is in a better position to interpret his drawings and documents and to assure conformity by the Contractor. He can assign his staff to undertake the fulltime supervisory work to perform the works as enumerated in the Architect's Guidelines.

8.1.2 Working as Consulting Architect for fulltime supervision services only or as the CSG.

8.2 Method of Compensation

Compensation for Fulltime Construction Supervision Services may be based on one or more of the following:

- 8.2.1 Percentage of Project Construction Cost
- 8.2.2 Multiple of Direct Personnel Expense

8.2.3 Professional Fee Plus Expenses

8.2.4 Lump Sum or Fixed Fee

8.2.5 *Per Diem, Honorarium* Plus Reimbursable Expenses

8.2.6 Mixed Methods of Compensation

8.3 Recommended Professional Fee

The Recommended Professional Fee (RPF) for Fulltime Construction Supervision Services is 1% to 1.5% of the Project Construction Cost (PCC).

8.4 Manner of Payment

The Architect may bill and be paid for the progress payments during construction proportional to the percentage of progress of completion of the construction work. Should the work be not completed, the pro-rated RPF component shall be paid to the Architect by the Client.

8.5 Separate Consultants

Should the Client hire separately the services of the Consultant, the fee of the Consultant shall be on the account and paid directly by the Client. In such case, the fee of the Architect-of-Record (AoR) for coordinating and relating the work of the Consultant to the work of the Architect will be 5% of the Consultant's fee.

SEC 9: CONSTRUCTION MANAGEMENT SERVICES (SPP Doc. 204-B)**9.1 Manner of Providing Services and Qualifications**

The Construction Manager may be an individual or a firm.

9.1.1 The individual or the principal of the firm must be a State-regulated professional, preferably an Architect with managerial capabilities and extensive experience in the field of

construction. The Architect must be a Registered and Licensed Architect (RLA), with an updated professional identification card and must be a member in good standing of the Integrated and Accredited Professional Organization of Architects (IAPOA).

9.1.2 Architects who are Contractors or who have been in-charge of construction works are capable of becoming Construction Managers (CMs).

9.2 Methods of Compensation

Since construction management is not part of the regular services of the Architect, the services rendered by the Architect as a Construction Manager (CM) shall be separately compensated.

9.2.1 The compensation can be based on the following methods:

9.2.1.1 Percentage of Project Construction Cost

9.2.1.2 Multiple of Direct Personnel Expense

9.2.1.3 Professional Fee Plus Expenses

9.2.1.4 Lump Sum or Fixed Fee

9.2.1.5 *Per Diem, Honorarium* Plus Reimbursable Expenses

9.2.1.6 Mixed Methods of Compensation

9.2.2 To motivate the Construction Manager to reduce acquisition and operating costs, the services of the Construction Manager can also be compensated using Construction Management Contracting Concepts which includes a range of incentive-type contracts and provisions.

During the initial stages of the project, incentive type contracts are appropriate such as:

9.2.2.1 Award Fee Provisions

The Construction Manager has the opportunity to obtain an award fee of specified maximum size if the measured cost-related values meet or exceed the specified target values.

9.2.2.2 Price Adjustment Provisions

The contract price is adjusted upward or downward in accordance with a prearranged formula. The operating and support cost factor provision provides a direct incentive on operating and support costs.

For the later stages of a project, contract types are used to encourage better construction management services. The preceding types of contracts for construction management services are used according to gross estimates and complexity of work.

9.2.2.3 Firm Fixed Price

The Owner will pay the Construction Manager a fixed fee. The fee will be unaffected by variations between the estimate and the bids or by change orders during the construction phase unless the Owner initiates an increase in scope.

9.2.2.4 Fixed Price Incentive

The Owner will pay the Construction Manager a fixed fee which is adjusted

according to the difference between the final allowable costs and the target costs.

9.2.2.5 Cost plus Incentive Fee (CPIF) or Cost plus Adjusted Fee (CPAF)

Cost reimbursement type contracts with provisions for a fee that is adjusted by "sharing" formulas applied to the difference between the final allowable costs and the target costs.

9.2.2.6 Cost Plus Fixed Fee -

The Owner will pay the Construction Manager a fixed fee plus reimbursement of certain expenses incurred in the performance of basis services.

9.3 Recommended Professional Fee

The services of the Architect as Construction Manager can be compensated by a Recommended Professional Fee (RPF) of 1.5% to 3% of the Project Construction Cost (PCC).

9.4 Manner of Payment

The Architect may bill and be paid for the progress payments during construction proportional to the percentage of progress of completion of the construction work. Should the work be not completed, the pro-rated RPF component shall be paid to the Architect by the Client.

9.5 Separate Consultants

Should the Client hire separately the services of the Consultant, the fee of the Consultant shall be on the account and paid directly by the Client. In such case, an additional compensation for the Architect-of-Record (AoR) for coordinating and relating the work of the Consultant to the work of the

Architect-of-Record (AoR) can be computed using time-based methods or percentage basis equivalent to 5% of the Consultant's fee.

SEC. 10: POST-CONSTRUCTION SERVICES (SPP Doc. 205)

10.1 Manner of Providing Services

The Architect may enter into contract with the Owner in two possible ways:

10.1.1 Working in a dual capacity as Architect-of-record and as Consulting Architect for post-construction services.

10.1.2 Working as Consulting Architect for post-construction services only.

10.2 Method of Compensation

The Architect performing Post-Construction Services or engaged as the Building Administrator and/or Property Manager can be compensated using the following methods:

10.2.1 Value-pricing or Percentage of gross rentals, maintenance and security fees

10.2.2 Monthly salary/ fee

10.2.3 Multiple of Direct Personnel Expense

10.2.4 Retainer plus Reimbursable Expenses

10.2.5 Professional Fee Plus Expenses

10.3 Recommended Professional Fee

The Recommended Professional Fee (RPF) based on value-pricing is from 4% to 6% of gross rental. This incentive-type of management fee will ensure more efficient and economical operation and maximize building revenues.

SEC. 11: COMPREHENSIVE ARCHITECTURAL SERVICES (SPP Doc. 206)

11.1 Manner of Providing Services

11.1.1 Normally, the Architect enters into a contract with the Owner to perform comprehensive architectural services. By the very nature of the services, he assumes the role of the Project Manager or Project Development Manager or overall coordinator.

11.1.2 He may expand his staff by hiring the experts needed or form a professional team consisting of the following:

11.1.2.1 Architects

11.1.2.2 Engineers

11.1.2.3 Market Analyst

11.1.2.4 Accountants

11.1.2.5 General Contractors

11.1.2.6 Real Estate Consultants

11.1.2.7 Sociologists

11.1.2.8 Planners

11.1.2.9 Bankers

11.1.2.10 Lawyers

11.1.3 If a Project Manager is hired by the Owner, it is the responsibility of the Project Manager to hire the Construction Manager either to be paid by him or by the Owner on a salary or percentage basis of construction cost. In the same manner, the Full-Time Construction Supervisor will either be with the staff of the Project Manager or hired by the Owner.

11.2 Method of Compensation

The Architect as Project Manager can be compensated using the following methods:

- 11.2.1 Percentage of Project Construction Cost
- 11.2.2 Multiple of Direct Personnel Expense
- 11.2.3 Professional Fee plus Expenses
- 11.2.4 Lump Sum or Fixed Fee

11.3 Recommended Professional Fee

- 11.3.1 The Recommended Professional Fee (RPF) for Project Manager is 2% to 5% of Project Construction Cost (PCC).
- 11.3.2 If the Architect as Project Manager performs Regular Design Services for the same project, he is compensated separately for these services as stipulated in SPP DOC. 202.

SEC. 12: DESIGN-BUILD SERVICES (SPP Doc. 207)**12.1 Types of Services**

There are two types of Design-Build Services:

- 12.1 Design-Build Services by Administration
- 12.2 Design-Build Services on a Guaranteed Maximum Cost

12.2 Manner of Providing Services

- 12.2.1 The Architect may be involved in construction, including that of his/her own design, by adopting an arrangement different from the general

way of bidding out projects to constructors, or from the different modes of Design-Build Services (DBS). Such an arrangement may take the form of any of the following:

- 12.2.1.1 The Architect is part of or a member of the entity constructing his/her design. He/She works in tandem with or has authorized an entity to construct his/her design.

- 12.2.1.2 The Architect is himself/herself a State-licensed contractor implementing his/her design (or that of others).

- 12.2.2 In adopting any of the above arrangements, or any acceptable variation thereof, the Architect must strictly adhere to the following:

- 12.2.2.1 The Architect must retain his/her separate/distinct professional identity, prerogatives and integrity as an Architect, and is therefore subject to the standards and tenets of the SPP, particularly Document 200, otherwise known as the Code of Ethical Conduct and SPP Document 202.

- 12.2.2.2 Whatever mode the Architect adopts in being involved in construction, he/she must strictly adhere to the tenets of the Architects Credo with the pledge that he/she "shall disclose whenever required, any business investment or venture

that may tend to create conflict of interest, and ensure that such conflict neither compromises the legitimate interest of the Client nor interfere with his duty to render impartial judgment."

12.3 Method of Compensation

Compensation for the Architect performing Design-Build Services can be based on the following:

12.3.1 Percentage of Project Construction Cost

12.3.2 Multiple of Direct Personnel Expense

12.3.3 Professional Fee plus Expenses

12.3.4 Lump Sum or Fixed Fee

12.3.5 *Per Diem, Honorarium* Plus Reimbursable Expenses

12.3.6 Mixed Methods of Compensation

12.3.7 Built-in in the Guaranteed Maximum Cost

12.4 Recommended Professional Fee

12.4.1 The Recommended Professional Fee (RPF) for an Architect doing Design-Build Services by Administration shall be 7% of the Project Construction Cost (PCC), exclusive of the Architect's Fee for the Regular Design Services.

12.4.2 The Recommended Professional Fee (RPF) for an Architect doing Design-Build Services on a Guaranteed Maximum Cost shall be 10% of the Project Construction Cost (PCC), or is already built-in in the Guaranteed Maximum

Cost, exclusive of the Architect's Fee for the Regular Design Services

12.5 Manner of Payment

12.5.1 The manner of payment to the Architect follows the progress of construction. The Architect may bill and be paid for the progress payments during construction proportional to the percentage of progress of completion of the construction work. Should the work be not completed, the pro-rated RPF component shall be paid to the Architect by the Client.

12.5.2 The Client directly pays all costs for labor and materials. The Architect does not advance any money for payment of expenditures connected with the work. Generally, a revolving fund is given to the Architect beforehand and is accounted for and subject to periodic auditing by the Client.

12.5.3 The Owner/ Client shall pay for the cost of all permits, licenses and other incidentals to the work.

12.5.4 The Architect may appoint, subject to the Owner/ Client's approval, a construction superintendent, purchasing agent, timekeeper and property clerk aside from the usual labor personnel required. Salaries of such persons are paid by the Owner/ Client and not deductible from the Architect's Fee under the SPP.

SEC. 13: ARCHITECTURAL DESIGN COMPETITION (SPP Doc. 208)

13.1 Competition Secretariat

The body formed by the Owner and approved by the Professional Advisor, to assist the Professional Advisor and the Jury in the administrative conduct of the ADC. This may include the following:

13.1.1 Secretary/Receptionist

13.1.2 Encoder/Researcher

13.1.3 Support Staff/OJTs

13.2 Professional Advisor

13.2.1 A Professional Advisor is an Architect nominated/appointed and paid by the Owner and approved by the IAPOA National Board of Directors (NBD) thru its ADC Committee to organize the ADC on behalf of the Owner.

13.2.2 His role is the supervision of the conduct of the ADC and the preparation of the Conditions. His function includes insuring that the ADC timetable is adhered to, supervising the receipt of Competitor's questions, the dispatch of reply to all Competitors and the receipt of competition entries, and safeguarding the anonymity of Competitors at all times

13.2.3 He will assist the Jury and will be present during its deliberations but he will have no vote.

13.2.4 His responsibilities will be limited to the organization and the conduct of the competition.

13.3 Technical Advisors

Technical Advisors are Specialist personnel who may be consulted by the Jurors during the conduct of the ADC to permit them to obtain all necessary relevant information.

13.4 Jury

13.4.1 The people appointed by the Owner to assess the entries to the competition. The members of the Jury are called Jurors.

13.4.2 It consists of a majority of registered and licensed architects (RLAs, hereinafter referred to as "Architect/s") assisted by a lay Juror to represent and voice the intention of the Owner.

13.4.3 They are nominated by the Owner and approved by the Integrated and Accredited Professional Organization of Architects (IAPOA).

13.5 Competition Budget/Costs

13.5.1 A budget must be earmarked for the salary of the Secretariat throughout the duration of the Competition, from the time it is launched and up to the end of the Exhibition, Awarding

13.5.1.1 Salary can be on a monthly basis for the temporary staff and weekly allowance for support staff like OJT who assists in the Judging, Exhibit and Awarding ceremonies.

13.5.1.2 A budget can also be earmarked for office overhead cost, including office rental (if necessary), transportation, office supplies and meals.

13.5.2 The Professional Advisor shall be provided with an Honorarium per month during

the duration of the Competition. Expenses for board and lodging, transportation and airfare, if travel for the Advisor is so required the Competition, shall be reimbursed by the Owner.

13.5.3 The Technical Advisor shall also be provided with an Honorarium as Consultation Fee.

13.5.4 The Jurors shall also be provided with an Honorarium to cover the period for the Judging. Expenses for accommodation, food, transportation and airfare shall also be on the account of the Owner.

13.6 Prizes, *Honoraria* and Mentions

13.6.1 The prizes awarded must be related to the size and complexity of the project, the amount of work involved and the expense incurred by Competitors. It is important for the Owner to allot adequate prize money to compensate all the Competitors for their work.

13.6.2 For Ideas Competition only, it may be possible to remunerate only the first (1st) prize winner.

13.6.3 The Owner undertakes to accept the decisions of the Jury and to pay the prizes allotted within one (1) month of the official announcement of the ADC results.

13.6.4 Each participant in a limited ADC by invitation shall receive an honorarium in addition to the prizes awarded.

13.6.5 In two (2)-stage competitions, a reasonable honorarium

shall be paid to each of the Competitors selected to take part in the second (2nd) stage. This sum, which is intended to reimburse them for the additional work carried out in the second (2nd) stage, shall be stated in the Conditions and shall be in addition to the prizes awarded.

13.6.6 The Conditions shall state the use to which the Owner will put the winning plan/design scheme/s. ADC-generated plans/designs may not be used or altered in any way except by agreement with the author. The Owner or his agents are not free to pick out portions of the entries to compose another plan/design. This is covered by applicable ownership and copyright provisions under Secs. 20 (4) and 33 of R.A. No. 9266 (The Architecture Act of 2004) and of R.A. No. 8293 (Intellectual property Code of the Philippines) and their respective IRRs.

13.6.7 In Project ADCs, the award of first prize to a plan/design places the Owner under an obligation to entrust the Author of the plan/design with the commission for the Project. If the winning Competitor is unable to satisfy the Jury of his ability to carry out the plan/ design work, the Jury may require the winner to collaborate with another Architect of the winning Competitor's choice, duly approved by the Jury and Owner.

13.6.8 In Project ADCs, provisions shall be made in the ADC Conditions for the

first prize winner to receive compensation of a further sum equal to the amount of the first prize if no contract is signed within twelve (12) months of the announcement of the Jury's award. In so compensating the first prize winner, the Owner does not acquire the right to carry out the project except with the collaboration of its Author.

- 13.6.9 In an Ideas Competition, if the Owner decides to make use of all or part of the winning scheme, he should do so with the collaboration of the Author. The terms of collaboration must be acceptable to the latter.

SEC. 14: PROFESSIONAL ARCHITECTURAL CONSULTING SERVICES (SPP Doc. 209)

14.1 Manner of Providing Services

- 14.1.1 Professional Architectural Consulting Services (PACS) means the rendering by a professional consulting architect (PCA) or by a consulting firm, i.e. a Registered Architectural Firm (RAF), of independent advice, extension of technical assistance and services, as well as undertaking of activities, requiring appropriate knowledge, skills, training and experience, recognized competence, integrity, and/or financial and logistical capability.

This type of service can be provided by:

- 14.1.1.1 Filipino Professional Consulting Architect (FPCA) which refers to a Filipino citizen, a natural person who possesses

the qualifications of a Filipino Professional Consultant (FPC) as hereafter defined; the FPCA must be a Philippine-registered and licensed architect (RLA) and must be a member in good standing of the IAPOA; the FPCA must also be an RLA specializing in any or several branch/es of the State-regulated profession of architecture as defined under R.A. No. 9266 and its derivative regulations; if the FPCA signs and seals architectural documents, he then becomes an Architect-of-record (AoR) for a project and thereby assumes the attendant professional responsibilities and civil liabilities consistent with the provisions under valid and subsisting laws.

- 14.1.1.2 Foreign Consultant (FC) or Foreign Architect (FA) which refers to an individual, not a citizen of the Philippines, who:

14.1.1.2.1 satisfies the definition of a Professional Consulting Architect (PCA) as hereafter provided;

14.1.1.2.2 has acquired a permit to work and/or do business in the Philippines in accordance with the rules and regulations of the Commission Guidelines for the Registration

of Foreign Professionals (Res. No. 98-547); has acquired a temporary/special permit (TSP) to engage in the practice of any branch of architecture for any project on Philippine soil in full accordance with the pertinent Board Resolutions implementing Secs. 37 and 38 of R.A. No. 9266;

14.1.1.2.3 is allowed by the Department of Labor and Employment (DOLE), Bureau of Immigration and Deportation (BID) and other concerned regulatory agencies and/or instrumentalities of government to practice the State-regulated profession of architecture in the Philippines, under pertinent laws, rules and regulations; and

14.1.1.2.4 is a registered and/or licensed professional architect in his own country of origin (and/or country of residence/practice, as applicable).

14.1.1.3 Only duly-qualified Filipino professional consulting Architects (FPCAs) shall render architectural consulting services in areas or fields of architectural

specialization performed by members of the Council of the Built and Natural Environment (CBNE), except where no qualified FPCA is available. Under the said circumstances, where a non-FPCA i.e. a FA or FC is engaged, a minimum of two (2) Filipino RLAs in the same area or field of architectural specialization shall be employed as understudies; and

14.1.1.4 For Government projects, the selection of PCAs shall be in accordance with the relevant provisions of R. A. No. 9184, otherwise known as the Government Procurement Reform Act (GPRA) of 2003.

14.2 Method of Compensation

14.2.1 A Professional Consulting Architect (PCA) may provide services directly or indirectly to the Client in the manner prescribed, suggested or promulgated by the Commission/Board through the IAPOA.

14.2.2 Compensation of a professional consulting Architect (PCA) may be computed based on one or a combination of the following methods, with modifications applicable to the types of services and/ or specific cases, if and when needed:

14.2.2.1 Per Diem or Hourly Basis

14.2.2.2 Retainer

14.2.2.3 Salary cost times a multiplier, plus direct cost or reimbursable expenses

14.2.2.4 Fixed/Lump Sum payment

14.2.2.5 Percentage of total project cost

14.3 Recommended Professional Fee

14.3.1 The computation of the compensation of fees for professional architectural consulting services (PACS) shall depend on the type of services to be rendered and the conditions under which they are to be performed;

14.3.2 Compensation for PACS that require only one kind of expertise/specialization or related types of expertise shall be treated differently from those services that require the use of more than one type of expertise;

14.3.3 Compensation and allowances shall be comparable with foreign consulting service compensation standards;

14.3.4 For the same scope of work, there shall be no disparity in the compensation between Filipino professional consulting Architects (FPCAs) and their foreign consultant (FC) counterparts;

14.3.5 Professional Consulting Architects (PCAs) shall adhere to and be governed by the relevant provisions pertaining to compensation as provided for under the Codes of Ethical Conduct (CEC) and the other Standards of Professional Practice (SPP);

14.3.6 All entities, whether in the Government, private sector or CSOs and the international community (with projects on Philippine soil) shall respect and take cognizance of said CEC and SPPs;

RULE IV

GENERAL PROVISIONS

SEC. 15: COLLECTION OF PROFESSIONAL FEES

It shall be unlawful for any unlicensed and unregistered person to collect a fee for architectural services as provided for in R.A. 9266.

SEC. 16: INTEREST DUE ON LATE PAYMENT OF FEES

The Architect shall be entitled to interest at the prevailing rate set by the Bangko Sentral ng Pilipinas (BSP) and mutually agreed upon by the Architect and his client, on all fees, other charges and reimbursements due and not paid within thirty (30) days from receipt of billing.

SEC. 17: GOVERNMENT TAXES ON SERVICES

The Architect's fee as stipulated in the Methods of Compensation and Schedule of Fees is net to the Architect. Any tax (exclusive of income tax), i.e., Value-Added Tax (VAT) that the national and/or local government/s may impose on the Architect as a consequence of the services performed for the Project shall be paid by the Owner.

SEC. 18: PROFESSIONAL AND CIVIL RESPONSIBILITY

18.1 The Architect is legally and professionally responsible before the State and civilly liable on the architectural design part of the project and shall be responsible for the conduct and performance of his/her services to their clients, whether in

the government, private sector or civil society.

18.2 Where applicable, the Architect may secure locally their professional liability insurance or malpractice insurance or their acceptable equivalent in bond commensurate with the nature and magnitude of their project involvement and their compensation. Such cost shall form part of the total project cost chargeable to the Client.

18.3 Legal liabilities of the Architect shall be based on the Civil Code of the Philippines.

SEC. 19: ARBITRATION

19.1 In case of any dispute between the Architect and the Client with regards to the provision of services as stipulated in the Service Agreement, the settlement shall be submitted in accordance with the provisions of R.A. No. 9285, otherwise known as the Alternative Dispute Resolution (ADR) Act of 2004 and as provided for under E.O. No.1000, governing Construction (and Consulting) Industry Arbitration, as well as the applicable provisions of the New Civil Code.

19.2 In case of any dispute concerning the Service Agreement, the Parties may then venture into a negotiation period for fourteen (14) calendar days, failure of which would authorize any of the parties to engage in mediation/ conciliatory discussions (with a neutral 3rd party as an active participant in seeking the resolution of the dispute) within another 14 calendar days, or to immediately seek arbitration modes of ADR under the Construction Industry Arbitration Commission (CIAC), which also handles disputes concerning professional or consulting services, guaranteeing a resolution of the issues presented within a six (6) month period, after which the losing party may file a Petition for Review before the Court of Appeals (CA).

19.3 The exclusive venue of such ADR proceedings shall be the CIAC Office at corners Sen. Gil Puyat Ave. and Makati Ave. in Makati City, PH.

SEC. 20: PENALTY CLAUSE AND SANCTION

Any individual, partner, firm/corporation/ consortium who engages in architectural services, but are not qualified in accordance with the provisions by laws, particularly under R.A. No. 9266 (The Architecture Act of 2004) and its IRR shall be subject to sanction/s by the appropriate public or private entities, without prejudice to the filing of appropriate criminal, civil or other administrative or cases pursuant to existing laws.

SEC. 21: AMENDMENTS TO THIS DOCUMENT

The UAP-IAPOA shall continuously enhance the contents of this Document to be responsive to new challenges and requirements of professional practice. Any amendment to this document shall be prepared by a Special Committee on the Standards of Professional Practice of the integrated and accredited professional organization of architects (IAPOA), in consultation with the PRC-PRBoA and other association of architects. The amendments shall be then submitted to the UAP National Board for approval.

SEC. 22: EFFECTIVITY

This Architect's Guidelines on Standards of Professional Practice (SPP) Compliances: Methods of Compensation & Schedule of Fees (UAP-IAPOA Doc. 210) shall be effective after approval of the United Architects of the Philippines (UAP) National Board of Directors and upon the recommendation of the PRC- PRBoA for implementation as part of the PRBoA-issued Resolution on the Standards of Professional Practice (SPP) Documents.

ANNEXES**A. DEFINITION OF TERMS**

- i. **Architect** as used in this Guideline shall refer only to a Registered and Licensed Architect (RLA), a natural person under Philippine law and jurisprudence with a valid certificate of registration and a valid professional identification card (representing the renewable 3-year license) for the lawful practice of the State-regulated profession of Architecture. The term Architect may also refer to Architect-of-record (AoR), Architect in charge of construction (AicC), Consulting Architect (CA) as provided for under R.A. No. 9266.
- ii. **Architectural Firm (AF)** as used in this Guideline shall refer only to a juridical person under Philippine law and jurisprudence, duly registered with the Department of Trade and Industry (DTI) as a sole proprietorship for individual architectural practice or registered with the Securities and Exchange Commission (SEC) and with the Professional Regulation Commission (the PRC or hereafter the Commission) as a professional partnership or as an architectural corporation for group architectural practice by RLAs, subject to full compliances with Sec. 37 of R.A. No. 9266 and derivative regulations.
- iii. **Architect and Architectural Firm (AF)** may be used interchangeably.
- iv. **Board** as used in this Guideline shall refer only to the Professional Regulatory Board of Architecture (PRBoA), duly created under R.A. No. 9266 and its IRR and under the supervision and administrative control of the Commission.
- v. **Bid and Tender** shall mean the same.
- vi. **Client, Owner and Project Proponent** may be used interchangeably.
- vii. **Commission** as used for this SPP and the succeeding SPP documents shall refer only to the Professional Regulation Commission (PRC), duly created under R.A. No. 8981 (The PRC Modernization Act of 2000).
- viii. **Contractor and General Contractor** shall also mean **Constructor or Builder**, and may be used interchangeably.
- ix. **Cost of Work (CoW)** means the total cost of all fixtures and accessories for architectural interiors, acoustics, lighting works, site development civil works and landscaping works i.e. hardscape and softscape, which were either designed, specified or procured by the Specialist Architect and/or his Specialist Consultants (**SCs**) for the Owner/ Client, and that were used or installed in the project. The "cost of work" is used for projects covering architectural interiors, acoustic design, site development planning, architectural lighting and other similar works under the Specialized Architectural Services.
- x. **Direct Personnel Cost** shall refer to the total cost considering the rate of the Architect, the Consultant, Technical Staff, Researchers and others involved in the Project per hour (man-hours), per day or per month throughout the duration of the project.
- xi. **Multiplier** shall refer to any factor which compensates the Architect for the following items:
 - a. Overhead costs of the office
 - b. Fringe benefits and social charges
 - c. Fee for contingencies
 - d. Interest on capital reserves and
 - e. Reasonable ProfitThe value of the "multiplier" may range from 1.5 to 2.5 depending on the set-up of the Architect's office, the type and the

complexity of the Project, experience of the Architect and the geographic area in which his/her office is located.

xii. **Overhead** refers to the following:

- a. provisions for office, light, air-conditioning, and similar items for working space;
- b. depreciation allowances or rental of furniture, equipment and instruments;
- c. vehicle and travel-related expenses;
- d. office supplies;
- e. taxes and insurances other than those included as salary cost;
- f. library and periodical expenses and other means of keeping abreast with new developments and/or technologies;
- g. executive, administrative, accounting, legal, stenographic, and clerical salaries and expenses, other than those that are identifiable as salaries including reimbursable non-salary expenses, plus salaries or imputed salaries of partners and principals to the extent that they perform general executive and administrative services as distinguished from technical or advisory services directly applicable to particular projects; these services and expenses, essential to the conduct of the business, includes preliminary arrangements for new projects or assignments, and interest on borrowed capital;
- h. business development expenses, including salaries of principals and salary costs of employees so engaged; and provision for loss of productive time of technical employees between assignments, and for time of principals and

employees on public interest assignments.

xiii. **Prime Professional** shall refer to the Architect commissioned by the Owner/Client to plan and design the building/structure and all its utilities and to coordinate the works of all allied design professionals involved in the project including all inter-disciplinary and specialized works. He shall make certain that these inputs comply with the requirements of the project and are compatible with the architectural design concept.

xiv. **Professional/s** as used in this Guideline shall refer only to Registered and Licensed Professionals (RLPs), all natural persons under Philippine law and jurisprudence with a valid certificate and a valid professional identification card (representing the renewable license) for the lawful practice of a State-regulated profession other than Architecture.

xv. **Professional Fee** shall also be referred to as Architect's Fee or the Basic Fee or Basic Rate, and may be used interchangeably, and shall refer to the compensation to the Architect on account of his/her delivery of the Architectural Services agreed mutually by the Client and the Architect. Where the Architect has to render more than the basic services, it shall be the subject of a special additional charge commensurate with the special services required. Such special charge shall be in addition to the basic fee.

xvi. **Project Construction Cost (PCC)** as herein referred to, means the cost of the completed building to the Owner, including the structure, plumbing/sanitary and electrical fixtures, mechanical equipment, elevators, escalators, air-conditioning system, fire protection system, alarm and clock system, communications and electronic system, elements attached

to the building and all items indicated in the plans, designs, drawings and specifications prepared by the Architect and his consultants. The construction cost of other items planned and designed by the Architect, such as architectural interiors (AI) and site development plan elements and other items of similar nature, additionally planned / designed by the Architect are also part of the PCC.

The cost of materials used and the labor for their installation are part of the PCC. If these items are furnished by the Owner below its market cost, the cost of the material and labor shall nonetheless be computed on the basis of the current (and fair market value) costs.

The PCC does not include any of the fees for the Architect, the Engineer, the Specialist Consultants or the salaries of the construction inspectors.

xvii. **Project Development Cost** shall include cost of the construction as well as all professional fees, permits, clearances and utilities and cost of acquiring the project site / lot, cost of money, etc.

xviii. **Recommended Professional Fee (RPF)** is the reference for the Professional Fee of an Architect based on the building type, the project and construction budgets, the method of project delivery, the role of consultants, and the scope of services, together with other fee adjustment factors.

xix. **Reimbursable Expenses** shall refer to expenses in connection or related to the project that may include but not limited to the following:

a. transportation, housing and living allowance of Consultant, transportation, per diem, housing and living allowance of local consultants and technical staff if assigned to places over 100 km. from the area of operation of the Architect.

b. Cost of printing of extra set of drawings, reports, maps, contract documents, etc over the required

number of copies submitted to the Client. This includes identifiable reproduction costs applicable to the work, such as blue- printing, mimeographing, printing, etc.

c. Identifiable communication expenses, such as overseas and long-distance telephone, telegraph, internet, short messaging system (SMS), cable, express charge, postage, etc.

d. technical and laboratory tests, soil tests, borings and similar cost items needed by the Project.

e. licenses, fees, taxes, special legal and accounting expenses.

f. Services directly applicable to the work, such as computer rental and programming costs, commercial printing and bindings and similar costs that are not applicable to general overhead.

g. Identifiable expenses for supplies and materials charged to the project at hand, as distinguished from such supplies and expenses applicable to two or more projects.

These also include expenses, which seldom can be determined in advance with any invoice costs, plus a service as may be mutually agreed upon by the Architect and his Client.

xx. **Salary Cost** means the cost of salaries (including sick leave, vacation, holiday and incentive pay applicable thereto) of professional consultants for the time directly chargeable to the projects; plus excise, and payroll taxes as well as all other imposable taxes; and contributions for social security and insurance benefits.

xxi. **Service Agreement** means a duly notarized written contract or equivalent public instrument stipulating

the scope of services and guaranteeing compensation of such services to be rendered by an architect registered and licensed by the PRC-PRBoA.

xxii. **Standards of Professional Practice (SPP)** is a required document under Sec. 41 of R.A. No. 9266 (The Architecture Act of 2004) and its Implementing Rules and Regulations (IRR).

xxiii. **State** shall refer solely to the National Government of the Republic of the Philippines.

B. **Acronyms:**

AF - Architectural Firm

AicC - Architect in charge of construction

ANC - Architect's National Code

AoR - Architect-of-record

APCC - Awarded Project Construction Cost

CA - Consulting Architect

CAD - Computer-Aided Design

CDP - Comprehensive Development Plan

CEC - Codes of Ethical Conduct

CoW - Cost of Work

DAEDS - Detailed Architectural and Engineering Design Services

DADS - Detailed Architectural Design Services

FPCA - Filipino Professional Consulting Architects

FPCC - Final Project Construction Cost

IAPOA - Integrated and Accredited Professional Organization of Architects

MDP - Master Development Plan

MoP - Manual of Procedure

PACS - Professional Architectural Consulting Services

PCA - Professional Consulting Architect

PCC - Project Construction Cost

PF - Professional Fee

PPCC - Probable Project Construction Cost

PRC - Professional Regulation Commission

PRBoA - Professional Regulatory Board of Architecture

RLA - Registered and Licensed Architect

RLP - Registered and Licensed Professional

RPF - Recommended Professional Fee

SC - Specialist Consultant

SDP - Site Development Planning

SPP - Standards of Professional Practice

SPPCC - Statement of Probable Project Construction Cost

UAP - United Architects of the Philippines, Inc.

C. **Related Laws:**

R.A. No. 8293 - Intellectual Property Code of the Philippines

R.A. No. 9184 - Government Procurement Reform Act of 2003

R.A. No. 9266 - Architecture Act of 2004

R.A. No. 9285 - Alternative Dispute Resolution Act of 2004

D. Sample Fee Calculation Worksheet (DAEDS)

Project Name		Sorsogon Medical Center	
Project Location		Sorsogon, Sorsogon	
BASE FEE		Fee	
Building Group	Group 3	7.0%	
Phase			
Project Definition Phase	5% of Base Fee		0.35%
Schematic Design Phase	15% of Base Fee		1.05%
Design Development Phase	20% of Base Fee		1.40%
Contract Document Phase	50% of Base Fee		3.50%
Construction Phase	10% of Base Fee		0.70%
ADJUSTMENT FACTOR		Adjustment Fee	Remarks
Architect's Specialization			
General Practice	0.00%		
Level 1 Specialist	0.50%		0.50%
Level 2 Specialist	1.00%		
Level 3 Specialist	1.50%		
Project Documentation			
Normal	0.00%	normal	
BIM	0.10%		
Contract Document Submittal Schedule			
Normal	0.00%	normal	
Fast-track	0.10%		
Construction Technologies			
Common	0.00%		
New Technologies	0.10%	Green roof, walls	0.10%
Third Party Certification			
None	0.00%		
LEED, GREEN, Berde	0.10%	GREEN	0.10%
Approvals			
OBO, BFP	0.00%		
Others	0.10%	DOH	0.10%
Construction Bid Mode			
Negotiated bid	0.00%		
Multiple blds	0.25%		0.25%
Construction Schedule			
Normal	0.00%	normal	
Fast-track	0.10%		
ETC.....			
(a) Sub-total			8.05%
(b) Adjustment for Renovation/Addition		+ 50% of (a)	
TOTAL FEES (%) Detailed Architectural & Engineering Design Services (DAEDS)		8.05%	
FEE CALCULATION			
Probable Project Construction Cost		P125,000,000.00	
Fee Adjustment on Construction Cost		Fee (%)	Cost
P0-P50,000,000.00		8.05%	P50,000,000.00
P50,000,001.00 – P100,000,000.00 less 1%		7.05%	P50,000,000.00
P100,000,001.00 – P200,000,000.00 less 1%		6.05%	P25,000,000.00
P200,000,001.00 – P500,000,000.00 less 1%			
P500,000,001.00 – P1,000,000,000.00 less 1%			
over P1B less 1%			
TOTAL FEES to be adjusted based on the Final Project Construction Cost		P9,062,500.00	

E. Sample Fee Calculation Worksheet (DADS)

Project Name	Sorsogon Medical Center		
Project Location	Sorsogon, Sorsogon		
BASF FEE			Fee
Building Group	Group 3	4.2%	
Phase			
Project Definition Phase	5% of Base Fee		0.21%
Schematic Design Phase	15% of Base Fee		0.63%
Design Development Phase	20% of Base Fee		0.84%
Contract Document Phase	50% of Base Fee		2.10%
Construction Phase	10% of Base Fee		0.42%
ADJUSTMENT FACTORS	Adjustment Fee	Remarks	Fee
Architect's Specialization			
General Practice	0.00%		
Level 1 Specialist	0.30%		0.30%
Level 2 Specialist	0.60%		
Level 3 Specialist	0.90%		
Project Documentation			
Normal	0.00%	normal	
BIM	0.06%		
Contract Document Submittal Schedule			
Normal	0.00%	normal	
Fast-track	0.06%		
Construction Technologies			
Common	0.00%		
New Technologies	0.06%	Green roof	0.06%
Third Party Certification			
None	0.00%		
LEED, GREEN, Berde	0.06%	GREEN	0.06%
Approvals			
OBO, BFP	0.00%		
Others	0.06%	DOH	0.06%
Construction Bid Mode			
Negotiated bid	0.00%		
Multiple bids	0.15%		0.15%
Construction Schedule			
Normal	0.00%	normal	
Fast-track	0.06%		
ETC.....			
(a) Sub-total			7.05%
(b) Adjustment for Renovation/Addition	+ 50% of (a)		
TOTAL FEES (%) Detailed Architectural Design Services (DADS)			4.83%
FEE CALCULATION			
Probable Project Construction Cost		P125,000,000.00	
Fee Adjustment on Construction Cost	Fee (%)	Cost	Fee(Amount)
P0-P50,000,000.00	4.83%	P50,000,000.00	P2,415,000.00
P50,000,001.00 – P100,000,000.00 less 0.6%	4.23%	P50,000,000.00	P2,115,000.00
P100,000,001.00 – P200,000,000.00 less 0.6%	3.63%	P25,000,000.00	P907,500.00
P200,000,001.00 – P500,000,000.00 less 0.6%			
P500,000,001.00 – P1,000,000,000.00 less 0.6%			
over P1B less 0.6%			
TOTAL FEES (to be adjusted based on the Final Project Construction Cost)			P5,437,500.00

POSTSCRIPT

The essential characteristic of a profession requires the setting of standards for admission to the profession, intellectual and practical training to acquire professional competence, and an organization to rest such competence. To ensure that professional services are delivered in a manner expected of professionals, it has become necessary to lay down canons of professional performance and behaviour in work situations, as well as procedures for maintaining discipline.

Standards of professional performance and conduct have been developed to meet the expectations of users of professional services, individual and corporate clients, governmental authorities, and the general public. Those seeking professional services turn for advice to professionals because of the trust they repose in the reputation and standing of the profession.

In the Philippines, the groundwork for writing standards of architecture practice was laid on January 21, 1933 by the Philippine Architects Society (PAS), the first architectural association organized in the Philippines, entitled "Relation of Charges and Rules Relative to Professional Fees", while the New Code of Ethics was published on April 7, 1946 by the Philippine Institute of Architects, the spin-off of PAS. On November 25, 1960, after re-examining the Code of Ethics, a new set of documents entitled "National Code of Architect's Services and Fees in the Philippines" or "Architect's National Code" for brevity, was published.

In order to articulate more explicitly the architecture profession's commitment to expertise and conscientious service, on October 25, 1965, the Architect's National Code was approved and adopted by the three architectural organizations existing at that time, namely; the Philippine Institute of

Architects (PIA), the League of Philippine Architects (LPA) and the Association of Philippine Government Architects (APGA).

On December 12, 1974, out of the noble vision of unification, the three existing architectural associations were integrated into one professional organization of architects called the United Architects of the Philippines. Consequently, UAP was registered with the Securities and Exchange Commission on March 26, 1975 and the first professional organization to be accredited by the Professional Regulation Commission (PRC) on May 12, 1975.

The UAP, in response to the need to review and update the documents and in order to be more responsive to the practice of the architecture profession in the Philippines prepared and divided the Architect's National Code into two parts, namely: the Code of Ethical Conduct, and Standards of Professional Practice. On July 21, 1979, the Architect's National Code was approved by the UAP National Board of Directors and subsequently adopted by the PRC through the Board of Architecture (BOA) on September 24, 1979.

When Republic Act No. 9266, otherwise known as "The Architecture Act of 2004" was passed on March 17, 2004, the UAP was accredited by the PRC as the Integrated and Accredited Professional Organization of Architects (IAPOA). As part of its mandate as the IAPOA, a Task Force on Standards of Professional Practice was created by UAP on July 1, 2004 to revisit and review the 1979 Standards of Professional Practice with a fresh perspective, and propose amendments in accordance with the provisions of the new architecture law, particularly under Section 41.

The Code of Ethical Conduct was approved on April 5, 2006, by the PRBOA

through its Board Resolution No. 02 leaving the Standards of Professional Practice pending.

Under the painstaking efforts of several administrations, the UAP Task Force was strengthened and empowered to respond to the increasing public and users demand, the evaluation of new standards of regulated professional practice, the advancement of technology and the enactment of new allied professional laws. Both the PRBOA, and the UAP have continued to interdependently, symbiotically, and synergistically collaborate with each other their progressive efforts to amend the 1979 Standards of Professional Practice.

On October 26, 2009, the committee was institutionalized under the 2009 UAP-Bylaws as one of the standing special committees. Accordingly, an Ad-Hoc Committee was formed to accomplish the task of finalizing the draft of the Proposed Standards of Professional Practice, which was approved on December 6, 2009 by the UAP National Board of Directors.

After 31 years, the New/Updated Standards of Professional Practice (SPP) for Architects was approved and subsequently prescribed by the PRC through the PRBoA Resolution No. 3 on July 27, 2010. The new standards of practice were promulgated not only for guiding professional performance in different settings, but also for ensuring high quality professional services; and it

also serves to assure the public that the architecture profession imposes its canons of behaviour not only with respect to knowledge and skills but also with respect to integrity, independence, and a commitment to quality service.

In compliance with the Resolution issued by the PRBOA, the UAP continues to task the Special Committee on Standards of Professional Practice to craft the Architect's Guidelines for SPP Compliances (the Architect's Guidelines) to feature the determination of the corresponding Architect's Fees and the Manual of Procedure for SPP Compliances (Manual of Procedure) to help the architects and stakeholders understand the policies and standards used in implementing the Standards of Professional Practice.

Since the new standards of practice provide a more tangible indication of what is expected by the public and regulatory authorities in the way of professional performance and conduct of an architect, the Task Force on Manual of Practice crafted the Architect's Guidelines for SPP Compliances (to be known as the Architect's Guidelines) and recommended to the UAP National Executive Committee last September 19, 2014 (UAP ExeCom Resolution 14-15 No. 2-14) and to the UAP National Board of Directors last October 15, 2014 for approval (UAP NBD Resolution 14-15 No. 3-19) and submission to the PRC Board of Architecture for adoption and issuance to all architects.

ACKNOWLEDGEMENTS

The Task Force on Manual of Practice and the Committee on Standards of Professional Practice, METHODS OF COMPENSATION & SCHEDULE OF FEES UAP DOC. 210 would like to acknowledge the following persons for their contribution in making the ARCHITECT'S GUIDELINES possible:

Committee on Professional Practice – 1979

Chairman	Felipe M. Mendoza, FUAP, LIKHA, APEC Architect
Vice Chairman	Froilan L. Hong, CUAP, APEC Architect
Members	Otilio A. Arellano, FUAP
	Cesar V. Canchela, FUAP, LIKHA, APEC Architect
	Antonio S. Dimalanta, FUAP
	Cristina R. Fugoso, FUAP
	Geronimo V. Manahan, CUAP, LIKHA, APEC Architect
	Norberto M. Nuke, FUAP, LIKHA, APEC Architect
	Rebecca V. Tobia, CUAP

UAP Document 202 Group –2004

Chairperson	Corazon F. Tandoc, FUAP, AA
Members	Maria Elena C. Cayanan, FUAP, AA
	Daniel C. Go, FUAP, APEC Architect
	Jose Siao Ling, FUAP, APEC Architect, AA
	Raul R. Locsin, FUAP
	Simeon C. Tan, FUAP
	Domingo LL. Tablizo, Jr. FUAP, AA

Committee on Standards of Professional Practice (SPP) 2005-2007

Honorary Chairman	Edric Marco C. Florentino, FUAP, APEC Architect
Chairman	Prosperidad C. Luis, FUAP, APEC Architect
Members	Norberto M. Nuke, FUAP, LIKHA, APEC Architect
	Edilberto F. Florentino, FUAP, LIKHA, APEC Architect
	Froilan L. Hong, FUAP, APEC Architect
	Yolanda D. Reyes FUAP, APEC Architect, HAIA, AA
	Emmanuel P. Cuntapay, FUAP
	Maria Cristina V. Turalba, FUAP
	Corazon F. Tandoc, FUAP, AA
	Maria Elena C. Cayanan, FUAP, AA
	Daniel C. Go, FUAP, APEC Architect
	Jose Siao Ling, FUAP, APEC Architect, AA
	Angeline T. Chua Chiaco, FUAP, APEC Architect

Special Committee on Professional Practice 2007 – 2010

Chairman	Edric Marco C. Florentino, FUAP, APEC Architect
Members	Norberto M. Nuke, FUAP, LIKHA, APEC Architect
	Prosperidad C. Luis, FUAP, APEC Architect
	Yolanda D. Reyes FUAP, APEC Architect, HAIA
	Maria Cristina V. Turalba, FUAP
	Edilberto F. Florentino, FUAP, LIKHA, APEC Architect
	Ana S. Mangalino-Ling, FUAP, APEC Architect, AA
	Michael T. Ang, FUAP, APEC Architect, AA
	George S. Salvan, FUAP
	Armin B. Sarthou, Jr., FUAP
	Miguel C. Guerrero III, FUAP, APEC Architect, AA
	Leah F. Ybañez-Martin, UAP

Special Committee on SPP UAP Doc. 210, FY 2011 - 2012

Chairman	Renato L. Punzalan, FUAP
Members	Edilberto F. Florentino, FUAP, LIKHA, APEC Architect
	Prosperidad C. Luis, FUAP, APEC Architect
	Yolanda D. Reyes, FUAP, APEC Architect, HAIA, AA
	Edric Marco C. Florentino, FUAP, APEC Architect
	Ana S. Mangalino-Ling, FUAP, APEC Architect
	Michael T. Ang, FUAP, AA
	Guillermo H. Hisancha, FUAP
	Corazon F. Tandoc, FUAP
	Crisencio V. Benitez, FUAP
	Armin B. Sarthou, Jr., FUAP
	Serge T. Chua, Jr., FUAP

Special Committee on Architect's Guidelines, FY 2012 - 2013

Chairman	Norberto M. Nuke, FUAP, LIKHA, APEC Architect
Members	Amado E. Tandoc, Jr., FUAP
	Potenciano C. Estanislao, FUAP
	Diogenes E. Barredo, FUAP
	Maria Lisa V. Santos, FUAP

Task Force on Manual of Practice, FY 2013 - 2014

Chairman	Rey S. Gabitan, UAP
Members	Marlon M. Cariño, UAP
	John Joseph Fernandez, UAP
	Miguel C. Guerrero, FUAP
	Rafael C. Briones, Jr., UAP

Task Force on Manual of Practice, FY 2014 - 2015

Chairman	Rey S. Gabitan, UAP
Members	Marlon M. Cariño, UAP
	Peach Buencamino, UAP, AA
	Rafael C. Briones, Jr., UAP
	Maundelito Florendo, UAP
	Ted Villamor G. Inocencio, FUAP
	Arnel M. Colcol

Advisers	Ma. Benita O. Regala, FUAP, AA
	Edric Marco C. Florentino, FUAP, APEC Architect
	Prosperidad C. Luis, FUAP, APEC Architect

UAP National Presidents

1975	Norberto M. Nuke, FUAP, LIKHA, APEC Architect, AA
1976	Jose V. Herrera, FUAP
1977	Ruperto C. Gaite, FUAP
1979-1980	Felipe M. Mendoza, FUAP, LIKHA
1981	Otilio A. Arellano, FUAP
1981-1982	Leandro V. Locsin, FUAP, LIKHA
1983-1984	Manuel T. Manosa, Jr. FUAP, LIKHA, APEC Architect
1985-1986	Cesar V. Canchela, FUAP, LIKHA, APEC Architect
1987-1988	Froilan L. Hong, FUAP, LIKHA, APEC Architect, AA

1989	Angel R. Lazaro, Jr. FUAP, LIKHA, APEC Architect, AA
1990-1991	Richeto C. Alcorido, FUAP
1992-1994	Jaime C. Marquez, FUAP
1994-1996	Nestor S. Mangio, FUAP, APEC Architect
1996-1998	Emmanuel P. Cuntapay, FUAP
1998-2000	Yolanda David. Reyes, FUAP, LIKHA, APEC Architect, HFAIA, AA
2000-2002	Prosperidad C. Luis, FUAP, APEC Architect, AA
2002-2004	Robert S. Sac, FUAP
2004-2005	Enrique O. Olonan, FUAP
2005-2007	Edric Marco C. Florentino, FUAP, APEC Architect, AA
2007-2009	Medeliano T. Roldan, Jr. FUAP
2009-2010	Ana S. Mangalino-Ling, FUAP, APEC Architect, AA
2010-2012	Ramon S. Mendoza, FUAP
2012-2014	Rozanno C. Rosal, FUAP, AA
2014-2015	Ma. Benita O. Regala, FUAP, AA

PRC-Board of Architecture 2008 - 2012

Chairman	Armando Dominador N. Alli, FUAP, APEC Architect
Members	Angeline T. Chua Chiaco, FUAP, APEC Architect, AA Marietta B. Segovia, UAP

PRC-Board of Architecture 2012 - 2013

Chairman	Rolando L. Cordero, FUAP, AA
Members	Angeline T. Chua Chiaco, FUAP, APEC Architect, AA Marietta B. Segovia, UAP

PRC-Board of Architecture 2013 - present

Chairman	Rolando L. Cordero, FUAP, AA
Members	Yolanda D. Reyes, FUAP, Apec Architect, HAIA, AA Fidel Jose R. Siapno, FUAP, AA

**PROFESSIONAL REGULATORY BOARD OF
ARCHITECTURE**

**RESOLUTION No. 03
Series of 2010**

PREScribing THE STANDARDS OF PROFESSIONAL PRACTICE FOR ARCHITECTS AS SUPPLEMENTAL IMPLEMENTING RULES AND REGULATIONS (IRR) OF REPUBLIC ACT NO. 9266, OTHERWISE KNOWN AS "THE ARCHITECTURE ACT OF 2004"

WHEREAS, Section 7 (g), Art. II of R.A. No. 9266, known as "The Architecture Act of 2004, mandates that the Professional Regulatory Board of Architecture (the "Board") shall "prescribe and/or adopt the Code of Ethical Conduct and Standards of Professional Practice for registered and licensed Architects ("Architects");

WHEREAS, the Board has already adopted and promulgated the Code of Ethical Conduct through Resolution No. 02. series of 2006, leaving the matter of the Standards of Professional Practice pending;

WHEREAS, in mid-2004, the Integrated and Accredited Professional Organization of Architects (IAPOA), with the full assistance of the Board, embarked on an effort to update and amend/repeal the 1979 Standards of Professional Practice, which was known as "UAP" Documents 201 through 208";

WHEREAS, under a separate Board Resolution, the said 1979 Standards of Professional Practice became part of the implementing rules and regulations of the repealed architecture law, R.A. No. 545, as amended by R.A. No. 1581;

WHEREAS, over the last six (6) years, both the Board and the IAPOA have continued to interdependently, symbiotically, and synergistically collaborate with each other their progressive efforts to amend/repeal the 1979 Standards of Professional Practice, conducting many meetings, conferences, and broad-based consultations in the process, and culminating to the issuance of this resolution with its annex: the new/updated Standards of Professional Practice; and

WHEREAS, after 31 years, there is now an urgent and important need to finally prescribe and promulgate the new/updated Standards of Professional Practice for Architects;

NOW, THEREFORE, the Board RESOLVES, as it is hereby RESOLVED, by virtue of the powers vested upon the Board to prescribe the new/updated Standards of Professional Practice for Architects as supplemental implementing rules and regulations of R.A. No. 9266 and as integral part of herein resolution as Annex "A" thereto;

FURTHER, RESOLVED, that the determination of the corresponding Architect's Fees be stated in detail under the Architect's Guidelines for SPP Compliances (the Architect's Guidelines), which shall be crafted by the IAPOA, with the Board's assistance; and that the said Architect's Guidelines be an official IAPOA issuance to be observed by a IAPOA Members;

FURTHERMORE, RESOLVED, that, immediately upon completion and subsequent dissemination of the said Architect's Guidelines, the IAPOA must embark on the crafting of the Manual of Procedure for SPP Compliances (the Manual of Procedure), which shall similarly be an official IAPOA issuance to be observed by all IAPOA Members.

FINALLY, RESOLVED, that this Resolution shall take effect after fifteen (15) days following the full and complete publication thereof in the *Official Gazette* or any major daily newspaper of national circulation in the Philippines.

Done in the City of Manila, this 27th day of July 2010.

(Sgd.) ARMANDO N. ALLI
Chairman

(Sgd.) ANGELINE T. CHUA CHIACO
Member

(Sgd.) MARIETTA B. SEGOVIA
Member