

Mayor's Office of Housing and Community Development
City and County of San Francisco



Edwin M. Lee
Mayor

Memorandum

Olson Lee
Director

Date: March 2, 2015

To: Current and potential project sponsors of MOHCD-supported affordable housing

From: Teresa Yanga, Director of Housing Development

Subject: Revision to MOHCD's Architect/Engineers' fee guidelines

The Mayor's Office of Housing and Community Development is proposing to revise its "Fee Proposal Guidelines for Architect and Engineering Basic Services (see attachment) for all affordable housing projects it supports. These revised Fee Proposal Guidelines go into effect immediately for all Rental Assistance Demonstration (RAD) Phase II projects and will soon be implemented on all non-RAD projects as well.

The revised A/E Fee Proposal Guidelines will replace the existing MOHCD A/E fee guidelines and schedule that refer to the fee being based on a percentage of construction cost. Instead the standard practice of having the architect and their consulting engineers evaluate the project's full scope of work and calculate their fee accordingly has been incorporated in the new MOHCD Fee Proposal Guidelines.

The MOHCD Fee Proposal Guidelines also expand the scope of Basic Services and includes those services that Code and regulatory agencies now require in MOHCD projects. Since these expanded "additional" services are mandatory for the project, these have become part of the Basic Services. In other words, the requested and required "Basic Services" are more comprehensive and inclusive of the project's total scope of work.

MOHCD welcomes feedback to these guidelines and will consider all proposed modifications and/or refinements that will enhance all of our capacities to provide affordable housing and sustainable neighborhoods in the most efficient and cost effective manner possible. Please provide any feedback by 4pm, Friday, March 20, 2015 to Harry Ja Wong, Construction Manager at harry.j.wong@sfgov.org. After compiling and reviewing any feedback received, we will issue the revised A/E fee proposal guidelines by the end of March. If there are any questions related to these guidelines, please also feel free to contact Harry at the above email address.

Many thanks again for your interest and commitment to providing quality affordable housing for San Francisco.