

**DESIGN TEAM PROCEDURES – PSDP
PRACTICE NOTE: FEBRUARY 2024**



**CHANGES TO FEE PAYMENT STRUCTURE
FOR PSDP SERVICES**

Planning & Building Unit
Tullamore, Co. Offaly
R35 Y2N5

1. Introduction

1.1 Changes to Fee Payment Structure for PSDP Services

- (i) This Practice Note is to be read in conjunction with *DTP-2012 Fees and Fee Payments, 1st Edition, March 2012* (and any subsequent revisions) and *Design Team Procedures [DTPs] 4th Edition, March 2012* (and any subsequent revisions).
- (ii) This note shall also be read in conjunction with DoE Form of Tender and Proposal Form for PSDP Consultant Services, March 2023.

The Department of Education published (March 2023) an updated Form of Tender & Tender Proposal Form for Project Supervisor Design Process (PSDP). In recognition of small and medium business enterprise and to bring PSDP services in line with other design team members; the Department has adjusted the apportionment of PSDP fees across the Stages to facilitate a draw-down at all stages. This includes a draw-down of 10% fee on completion of Stage 1 and three equal payments during the stage 4 construction contract duration.

	Architects	Civil/Structural Engineers	M&E Engineers	Quantity Surveyors	PSDP
Stage 1	12%	12%	12%	15%	10%
Stage 2a	14%	14%	14%	15%	20%
Stage 2b*	30% *	35% *	35%	30%	30%
Stage 3	4%	4%	4%	5%	5%
Stage 4**	35%	30%	30%	30%	30%
Stage 5	5%	5%	5%	5%	5%

** Fees during Stage 4 to be paid on three equal payments of 10% based on the overall contract duration.

1.2 PSDP Services contracted before March 2023

In recognition of the projects where the PSDP was appointed pre-March 2023, which have yet to progress through all stages 1to 5, the Department will accept the application of the above apportionment of fees to these projects also when submitted by the PSDP in line with ‘*DTP-2012 Fees & Fee Payments*’ 1st Edition March 2012.

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