MEMORANDUM

DATE: October 1, 2018  
TO: UNM Campus  
FROM: Amy Coburn, University Architect / Director, Planning, Design & Construction  
RE: FY19 PDC Fee Increase

Planning, Design & Construction is implementing a fee rate increase, effective October 1, 2018 projects less than $100,000 will be charged a 10% Project Management Fee.

In addition, Planning, Design & Construction (PDC) is no longer able to provide free estimates. Starting October 1, 2018 departments requesting estimates will be charged $300. If the requesting department decides to execute on the estimate the $300 charge will be applied to the project cost, if executed within same Fiscal Year. If the requesting department determines not to execute on the estimate the $300 charge will be retained by PDC to cover staff time used to produce the estimate.