

Non-Binding Calculation
Recommendation for services
of Consulting Engineers

**PERFORMANCE PROFILE FOR
INTERIOR DESIGN**



AUSTRIAN ECONOMIC CHAMBER
Austrian Association of Consulting Engineers

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The non-binding calculation recommendation, **Performance Profile for Interior Design**, for services of the Consulting Engineer/Firm (consulting engineers), is intended for the members of the Austrian Association of Consulting Engineers in the federal branch of Information and Consulting of the Austrian Economic Chamber and, in accordance with § 31 of the 1988 Cartel Law, is registered as non-binding association recommendation in the Register of Cartels under 25 Kt 582/05-6.

The Austrian Association of Consulting Engineers reserves the right to review the individual parts of the calculation recommendation in respect of economical developments and statutory framework conditions at reasonable intervals.

1. SCOPE

- 1.1 Interior design encompasses as uniform whole, the service phases specified in point 4.3 for the areas:
- a) Interior modelling and design of buildings or parts of buildings of all kinds as well as the remodelling and reconstruction of existing buildings or parts of buildings of all kinds;
 - b) Interior modelling and design of vehicles of all kinds;
 - c) Planning and/or selection of furniture and fixtures of all kinds, decorations, advertising installations, cult objects, fountains and the like;
 - d) Planning and handling of exhibitions and exhibition structures of a temporary nature;
 - e) Commercial and industrial design.
- 1.2 The services of interior design can be defined and estimated according to this performance profile, whereby its application must take place in combination with the General Part of the Calculation Recommendation.
- 1.3 If services of other specialised fields are required, in particular if statically relevant parts are changed, then for this competent consultants are to be called in or commissioned, who are to be remunerated separately.

2. PRINCIPLES OF THE PROCESSING TIME

- 2.1 If there are no reference projects available, for the interior design the following typical size and quantity specifications can be utilised:
- a) Empirical values concerning areas, cubatures and services;
 - b) Expenditure-determining fabrication costs of the project to be processed.
- 2.2 The remuneration of the engineering service for basic services of interior design is therefore determined according to the forecast, estimated and agreed processing time expenditure, multiplied by the calculated and quoted hourly rate, insofar as not accounted for according to actual hourly expenditure or other principles of service remuneration in the sense of point C/2.2 of the General Part of the Calculation Recommendation.
- 2.3 If the time expenditure for basic services (from case to case also for special services) is estimated according to expenditure-determining fabrication costs, then these shall be complete costs exclusive of value added tax that are to be expended for the completion, respectively readiness for operation of the project.

Costs not expenditure-determining or chargeable are:

- Purchase of land or real estate,
- Works of art (pictures, sculptures etc.),
- Incidental expenses according to C/7 - General Part of the Calculation

Recommendation,

- Fees,
- Charges and levies,
- The price component „Other “ of ready purchased furniture and fittings and components, resulting from luxurious materials, respectively all expenditures not necessary for the creative and technical realisation,
- The value added tax applicable on the project construction.

- 2.4 Existing components and/or furniture and fittings as well as products or parts procured in advance by the client, which are also processed or integrated creatively and technically, can be appropriately taken into account with the expenditure-determining fabrication costs.

3. PROCESSING CLASSES FOR PLANNING SERVICES

The planning services of interior design (service phases 1 to 6) are categorised in two processing classes. These take into consideration the relevant associated expenditure of the planning team normally required and thus represent a calculation aid in respect of the processing time to be expected.

- 3.1 **Processing Class 1 (PC 1):**
Planning services for building alterations in a structural respect, including installation or furnishing.
- 3.2 **Processing Class 2 (PC 2):**
Planning services exclusively for installation or furnishing, without any kind of building alterations in a structural respect.

4. SCOPE OF PERFORMANCE

4.1 The scope of performance of interior design is grouped in service phases and comprises the services for new buildings, restorations, extension buildings, conversions, reconstructions and modernisations.
Each service phase is split into basic services and special services.

4.2 The total processing time to be expended based on experience for all **Basic Services** according to point 4.3 can be split up proportionally over the individual service phases in accordance with the following table, whereby these table values serve only as a guide and the service supplier must estimate these individually himself and agree them with the client.
It is recommended, that at the conclusion of the contract, the client and service supplier precisely define and agree the allotment key for the service phases.
If only individual service phases are commissioned as scope of performance, then a possible extra expenditure is to be taken into consideration accordingly.

The total for planning and supervision services respectively must produce 100 %.

| | SERVICE PHASES OF PLANNING (PLANNING SERVICES) | Individual allotment key to be entered | Spread of the allotment key |
|---|--|--|-----------------------------|
| 1 | Preliminary Planning (preliminary design) Development and representation of the basic solution | | 13-17 % |
| 2 | Final Planning (design) Development and representation of the final solution | | 18-22 % |
| 3 | Approval Planning (presentation) Prepare the documents for necessary approvals | | 6-10 % |
| 4 | Execution Drawings Prepare and present solution in implementable form | | 34-40 % |
| 5 | Preparation of Contract Award Calculate quantities and prepare project specifications | | 10-14 % |
| 6 | Assist with the Award Process Evaluation of bids and assistance with placing contracts | | 6-10 % |
| | TOTAL PLANNING SERVICES | 100 % | |
| | SERVICE PHASES OF PROJECT SUPERVISION (SUPERVISION SERVICES) | | |
| 7 | Manufacture supervision | | 70-80 % |
| 8 | Acceptance | | 6-14 % |
| 9 | Auditing of accounts | | 11-19 % |
| | TOTAL SUPERVISION SERVICES | 100 % | |

4.3 The service phases of the scope of performance of interior design consist of basic services which are in general necessary for the proper fulfilment of service, and/or special services, when special demands are imposed on the fulfilment of service.

The basic services or special services for each service phase are comprised as follows:

| 1. PRELIMINARY PLANNING (preliminary design) | |
|--|--|
| Basic Services | Special Services |
| Clarification of the requirements as well as the conceived targets in consultation with the client, specifically in relation to main design, structural, functional and financial issues | Production of space and function programs, flow charts, cost-benefit analyses, time and organisation diagrams, location analyses, statistical investigations |
| Analysis of the requirements, documents and data | Production of current inventory plans |
| Development of a solution concept including examining possible alternative solutions subject to the same conditions in the form of sketches and/or plans to a suitable scale | Recording of existing plant and equipment and/or those to be further utilised and incorporated |
| Analyse and explain the key relationships, conditions, processes and design considerations | Reworking and modification of the preliminary planning as a result of changed requirements |
| Integrate the services of other specialists involved in the project | Production of representations by special technicians, such as models, virtual processing etc. |
| Advance negotiations with local authorities and other specialists involved in the project in respect of basic approval conditions | Consultation about the service requirement |
| Cost forecast | |
| Summarise the results from the preliminary planning | |

| 2. FINAL PLANNING (design) | |
|--|---|
| Basic Services | Special Services |
| Advancement and working through of the solution concept (development and representation of the solution in stages) as follow-on service to service phase 1, taking account of design, structural, functional, technical and financial requirements as well as the contributions of other specialists involved in the project through to the final design | Reworking and modification of the final planning as a result of changed requirements |
| Negotiations with local authorities and other specialists involved in the project in respect of compliance with approval conditions | Production of representations by special technicians, such as models, virtual processing etc. |
| Graphical representation of the design in the form of plans to suitable scale | |
| Project description with explanations about style, function, construction, materials | |
| Approximate timetable | |
| Cost estimate | |
| Summarise the results from the final planning | |

| 3. APPROVAL PLANNING (presentation) | |
|--|--|
| Basic Services | Special Services |
| Compile the requisite specialist submission documents, as follow-on service to the service phases 1 and 2, for obtaining the official approvals and consents required under public planning procedures including applications for exemptions and waivers under the inclusion of the contributions of other specialists involved in the project | Reworking and modification of the approval planning as a result of circumstances for which the service supplier is not accountable, such as e.g. unforeseeable official impositions as well as sustained objections of parties to the approval authorisation procedure |
| Completion and adaptation of the drawings (plan documentation) in the prescribed scale as well as the descriptions and calculations | Assist with appeal proceedings |
| Collate the documentation necessary for the official approvals to the prescribed extent | Assistance with obtaining consent of adjacent property owners |
| Assist with explanations and negotiations with local authorities during the course of the approval authorisation procedure | All services of the planning coordinator |

| 4. EXECUTION DRAWINGS | |
|---|---|
| Basic Services | Special Services |
| Detailed work on the outputs of service phases 2 and 3 (development and presentation of the design in stages) taking account of design, structural, functional, technical and financial requirements as well as the contributions of other specialists involved in the project through to an implementable design | Reworking and modification of the execution drawings as a result of changed requirements |
| Graphical representation of the project with all dimensions, constructive specifications and details necessary for the execution in the form of execution drawings, detail drawings and system plans in the technically required scale (no workshop drawings) | Check the plans of third-party specialists involved in the planning and execution for conformity with own execution planning, insofar as these services are not included in the expenditure-determining fabrication costs |
| | Check the execution plans developed by the general contractor based on a GC-tender invitation for conformity with the design or approval planning, if necessary for conformity with farther reaching master plans |
| | Production of a space and equipment book or a space and equipment specification as a basis for a GC-tender invitation This special service replaces completely or partially the basic services opposite |

| 5. PREPARATION OF CONTRACT AWARD | |
|---|---|
| Basic Services | Special Services |
| Calculate quantities, based on the approval and execution planning, as a basis for producing the project specifications, in consultation with other specialists involved in the project | Production of a detailed project specification in the form of a GC-tender invitation under the inclusion of the space and equipment book from the execution planning This special service replaces completely or partially the basic services opposite |
| Produce project specifications with detailed schedule of works, categorised according to trades or service groups, if necessary using standardised project specifications | Cost calculation |

| 6. ASSIST WITH THE AWARD PROCESS | |
|--|--|
| Basic Services | Special Services |
| Check and evaluate bids including producing a price list by service group or trade | Check and evaluation of open bidder alternatives |
| Assist with negotiations with bidders in specialised technical issues | |
| Assist with awarding the contract in specialised technical issues | |

| 7. MANUFACTURE SUPERVISION | |
|---|--|
| Basic Services | Special Services |
| Represent the interests of the client and exercise the right of master of the house at the place of performance | Supervision and correction of details by the manufacturer (works acceptance) |
| Supervise the execution for conformity with the official approvals or consents, the execution drawings, the project specifications or schedule of works as well as in accordance with the generally accepted rules of technology and the applicable regulations | Production, updating and monitoring of work flow charts (critical path analysis if computerised) |
| Coordination of the specialists involved in the project supervision and fabrication, including general instructions of the contractors performing the works | Constant presence on the building site |
| Production and monitoring of a timetable (bar chart) under the inclusion of the contributions of other specialists involved in the project supervision | All functions of the building site coordinator |
| Check and evaluation of additional offers | |
| Check and acceptance of control functions | |
| Keeping of a site diary under the inclusion of the contributions of other specialists involved in the project supervision and execution | |
| Production and updating of the cost follow-up | |

| 8. ACCEPTANCE | |
|--|-------------------------|
| Basic Services | Special Services |
| Acceptance of the services and determination of defects | |
| Supervision of the rectification of the defects determined during the acceptance | |
| Participation with official acceptances as well as with the application for utilisation approval | |
| Listing of the warranty periods | |
| Examination of the delivery documentation to be prepared by the contracting companies for completeness | |

| 9. AUDITING OF ACCOUNTS | |
|--|-------------------------|
| Basic Services | Special Services |
| Examination of the scopes and quantity determinations prepared by the contracting companies | |
| Auditing of accounts together with release | |
| Cost determination under the inclusion of the contributions of other specialists involved in the project supervision | |

| 10. PROJECT CONTROL AND DOCUMENTATION | |
|--|--|
| Basic Services | Special Services |
| | Physical inspection of the project to identify defects prior to expiry of the warranty periods granted by contractors |
| | Supervise the correction of defects which become apparent before expiry of the above warranty claim periods or at the latest within 3 years of the acceptance of works |
| | Assist with the release of security bonds |
| | Production of equipment and inventory specifications |
| | Production of building inventory, fire protection and escape route orientation plans |
| | Systematic collation of the drawings and calculations (in particular in file form) together with officially relevant papers to form a final project documentation |
| | Preparation for and assistance with extrajudicial dispute procedures in front of mediation establishments, arbitration tribunals as well as with litigation proceedings before ordinary law courts |

5. AVERAGE HOURLY EXPENDITURE BASED ON PAST EXPERIENCE FOR BASIC SERVICES OF INTERIOR DESIGN

- 5.1 In the following time table, the processing times to be expended based on experience for the basic services specified in point 4 Scope of Performance can be entered as calculation aid, dependent on the expenditure-determining fabrication costs and the processing classes.
These processing times should refer to single and continuous processing within the agreed service provision period.

Insofar as there are no reference projects or empirical values available for the calculation of the concrete processing times, reference is made to Attachment A – Interior Design, that can be downloaded from the website of the Austrian Association of Consulting Engineers. There are tables in this which provide guidance for the estimation of the processing times. The table values provided reflect processing times based on experience dependent on the expenditure-determining fabrication costs and the processing classes.

Link: www.ingenieurbueros.at

- 5.2 Processing times to be expended for planning and supervision services. The table serves for better clarity and can be used as a specimen. The individual processing times can be entered independently.

| Expenditure-determining fabrication costs in EURO | Processing times based on experience for complete planning services (service phases 1 to 6) are to be entered individually | | Processing times based on experience for complete supervision services (service phases 7 to 9) are to be entered individually |
|--|---|---|--|
| | Processing Class 1 (PC 1) according to point 3.1 from/to | Processing Class 2 (PC 2) according to point 3.2 from/to | |
| 50,000 | | | |
| 60,000 | | | |
| 70,000 | | | |
| 80,000 | | | |
| 90,000 | | | |
| 100,000 | | | |
| 200,000 | | | |
| 300,000 | | | |
| 400,000 | | | |
| 500,000 | | | |
| 600,000 | | | |
| 700,000 | | | |
| 800,000 | | | |
| 900,000 | | | |
| 1,000,000 | | | |
| 2,000,000 | | | |
| 3,000,000 | | | |
| 4,000,000 | | | |
| 5,000,000 | | | |

With supervision services, the agreed service provision period of the execution (building time) can be taken into account accordingly.

- 5.3 Special services from the service phases 1 to 10 can be charged according to C/6 of the General part of the Calculation Recommendation, insofar as these do not replace basic services.

6. MULTIPLE PRELIMINARY OR FINAL DESIGNS

- 6.1 If several preliminary or final designs are produced for the same project according to the same or similar requirements at the request or with the consent of the client, then for the most comprehensive preliminary or final design, the full processing time of these service phases can be charged.
The remuneration of every further preliminary or final design is to be agreed individually.
- 6.2 If several preliminary or final designs are produced for the same project according to fundamentally different requirements at the request or with the consent of the client, then for every preliminary or final design, the full or actual processing time of these service phases can be charged or individually agreed.
- 6.3 Modifications and variants are not regarded as multiple preliminary or final designs.

7. SEVERAL APPROVAL PLANS

If several approval authorisation procedures are necessary or prescribed for the same project, which cannot be handled in one operation (e.g. building license, industrial plant permit, approvals according to Hospitals Law, Act for the Protection of Ancient Monuments, Act for the Protection against Radiation etc.), for which separate and different documents are to be prepared, then for the most comprehensive approval planning, the full processing time of this service phase can be charged.
The remuneration of every further approval planning is to be agreed individually.

8. MODIFICATIONS AND VARIANTS FOR INDIVIDUAL AREAS

- 8.1 Additional services due to **modifications** (multiple processing) as a result of circumstances for which the service supplier is not accountable (e.g. modified data and requirements), which involve a reprocessing or reworking of services already provided, can be charged according to actual time expenditure.

- 8.2 If, at the request or with the consent of the client, **Variants** of all kinds are prepared for individual areas of the project to be processed, regardless of whether according to the same, similar or different requirements, the additional services can be charged according to actual time expenditure.

9. SEVERAL PROJECTS

- 9.1 If an order comprises several dissimilar projects, then the calculation of the engineering service can be carried out separately for each project, dependent on its expenditure-determining fabrication costs and the processing class.
- 9.2 If an order comprises several similar projects, then for the planning services of the first project, the calculation of the engineering service can be carried out dependent on its expenditure-determining fabrication costs and the processing class. For the planning services of the other similar projects, for the calculation of the engineering service, individual discounts can be agreed.
- 9.3 Similar projects are to be regarded as those that can be created according to the planning services already provided.
- 9.4 The remuneration of the engineering service for the supervision services as well as the proportional remuneration for the service phase 3 (grant planning) is, insofar as not otherwise agreed, not subject to any reduction.

10. SCHEDULING OF THE EXECUTION STAGE

If a contract extending to one or more projects is not carried out uniformly in one operation, but in stages separated by significant intervals in time, then an equivalent fee can be charged for works carried out consecutively in respect of the entire project proportional to the overall chargeable costs of the first performance stage. The remuneration of the engineering service for the remaining services can be calculated from the respective expenditure-determining fabrication costs of the remaining performance stages.

11. SERVICE PROVISION PERIOD – EXTENDED SERVICE PROVISION

- 11.1 The service provision periods for planning and supervision services on which the contract is based are to be agreed.
- 11.2 If the agreed service provision period for the planning services extends due to circumstances for which the service supplier is not accountable, essentially the additional expenditure can be charged separately.
- 11.3 If the agreed service provision period for the supervision services extends due to circumstances for which the service supplier is not accountable, essentially, for the extended period the service supplier can then invoice an additional remuneration up to a maximum amount of remuneration per month, which is calculated from the agreed remuneration for the supervision services divided by the agreed service provision period in months.
- 11.4 Remunerations for exceeding the agreed service provision periods can be agreed individually.

12. PLANNING AND DEVELOPMENT OF SERIES PRODUCTS

Services for the planning and development of series products (commercial art and industrial design for repeated utilisation) can be agreed individually based on the net sales price as well as the number of units.