

Regulation SIA 102
2003

sia

**Regulation governing architects'
services and fees**

schweizerischer
ingenieur- und
architektenverein

société suisse
des ingénieurs
et des architectes

società svizzera
degli ingegneri
e degli architetti

swiss society
of engineers
and architects

selnaustrasse 16
ch 8039 zürich
www.sia.ch



**Regulation SIA 102
2003**

Schweizer Norm
Norme suisse
Norma svizzera
Swiss Standard



508 102

**Regulation governing architects'
services and fees**

2005-11 2nd edition 3,000 / Schwabe, Muttenz

Contents

	Page
Introduction	5
<hr/>	
Art. 1 General Contractual Terms and Conditions	6
1.1 Applicable law and order of precedence	6
1.2 Conclusion of the contract	6
1.3 Duties of the architect	6
1.4 Rights of the architect	7
1.5 Duties of the client	7
1.6 Rights of the client	7
1.7 General project management	7
1.8 Extension of deadlines and rescheduling of dates	8
1.9 Liability	8
1.10 Value-added tax	8
1.11 Statute of limitations	9
1.12 Premature cancellation of the contract	9
1.13 Mediation	9
1.14 Jurisdiction	9
<hr/>	
Art. 2 Tasks and role of the architect	10
2.1 Activities of the architect	10
2.2 Role with respect to the client	10
2.3 Tasks as a general project manager	10
2.4 Tasks as a specialist	10
<hr/>	
Art. 3 Services of the architect	11
3.1 Services agreement	11
3.2 Breakdown of services	11
3.3 Basic services and services requiring special agreement	11
3.4 General project management	12
3.5 Cooperation with other experts involved in the planning and the project	12
3.6 Expert coordination of the works installations	12
<hr/>	
Art. 4 Specification of services	13
4.1 Strategic planning	14
4.2 Preliminary studies	15
4.3 Project	18
4.4 Invitation to tender	23
4.5 Implementation	25
4.6 Management	30
<hr/>	
Art. 5 Principles behind remuneration of architects' services	33
5.1 Project costs	33
5.2 Fee types	33
5.3 Additional cost components	34
5.4 Remuneration of travel time	34
<hr/>	
Art. 6 Fees calculated according to effective time required	35
6.1 Principles	35
6.2 Fee charging according to qualification categories	35
6.3 Fee charging according to salary	36
6.4 Fee charging according to average hourly rates	36
6.5 Recommended price	38

Art. 7	Fee charging according to the costs of works	39
7.1	Principles	39
7.2	Formula for calculating the average time required (T_m)	39
7.3	Formula for calculating the projected time required (T_p)	40
7.4	Formula for calculation of the fee (H)	40
7.5	Costs of the works, which will be the basis for calculating the man-hours required (B)	40
7.6	Contracts involving several structures	41
7.7	Classification into construction categories	41
7.8	Examples of building structures	42
7.9	Services table and percentages (q)	45
7.10	Adjustment factor (r)	46
7.11	Consideration of the team employed (i)	47
7.12	Factor for special services (s)	47
7.13	Additional services for which fees may be charged	47
7.14	Series production	47
7.15	Project contracts	47
7.16	Maintenance of structures: rebuild, upkeep, preservation of historic monuments	48
7.17	Repeated structures	49
7.18	Invitations to tender without cost estimate	49
7.19	Specialists and consultants	49
7.20	Expert coordination	49
7.21	Partnerships	49

Members of the man-hours model working group (Art. 5, 6 and 7)

President	Dr. Hansjürg Leibundgut, Masch.-Ing.	Zurich
Members	Dr. Giuliano Anastasi, ing. civile Urs Burkard, Arch. Flavio Casanova, Bau-Ing. Dr. Walter Huber, oec., SIA General Secretariat Beat Jordi, Arch. Eric Mosimann, oec., SIA General Secretariat Peter Rohr, El.-Ing. Dieter Suter, Bau-Ing.	Locarno Baden Arisdorf Zurich Zurich Zurich Zurich Reinach
Coordinator	Angelo Moser, Arch.	Zurich

Approval

The Delegates' Meeting approved the present man-hours model of SIA 102 for architects' services and fees in Basel on June 21, 2003.

The model replaces Art. 5, 6 and 7 of SIA 102 (2001 edition).

The President

The General Secretary

Daniel Kündig

Eric Mosimann

Copyright © 2003 by SIA Zurich

All rights reserved, including those to partial reprinting, duplication in part or in whole (photocopy, microcopy, CD-ROM, etc.), storage in data processing systems, and translation.
