

Project Administration

Consulting with and Review and Approval of Authorities
Owner-supplied Data Coordination

Schedule Development/Monitoring
Testing and Inspection Administration

Concept Design

Construction Documentation Services

Supplemental Documentation
Administration of Multiple Contracts
Detailed Cost Estimates and Quantity Surveys

Value Analysis or Value Engineering

Life Cycle Cost Analysis
Presentations at Public Meetings

Preparation of Renderings

Preparation of Special Certificates and Letters of Assurance
Certified Area Calculations

As-Built Drawings and Computer Files

Preparation of Measured Drawings

Building Inspection and Reporting
Construction Progress Photographs
Architectural Photography of Completed Building or Site

Architectural Conservation

Codes or Regulations
3-D Computer Presentations and Walkthroughs
Electronic Communication and Distribution
Computer Analysis and Mock-ups

Urban Design

Shadow Studies
Urban Design Studies

Land Use Studies

Transportation Studies

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GUIDELINES & RECOMMENDED MINIMUM FEES
FOR ARCHITECTURAL & ENGINEERING PROJECTS

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This guide has been developed to assist consulting Architects and Engineers and their Clients in determining appropriate fees for an Architect/Engineer's services.

It is necessary to examine every single building or other project to determine the appropriate fee for an Architect's/Engineer's services. The practice of architecture and engineering and the provision of architectural and engineering services has evolved considerably. The Architect/Engineer and Client must agree upon a wide range of project requirements and negotiate a fee based on each unique project. Some of the reasons for this include:

- Widely different Authorities Having Jurisdiction and approval processes based on building or other project types and jurisdiction;
- Increasingly complex and sophisticated systems and technologies within buildings and or other type projects;
- Different forms of project delivery;
- Project phasing with multiple building occupancies and complex infrastructure being phased and occupied or used at various different times;
- Numerous additional specialists to consult and coordinate;
- Additional (or reduced) levels of services depending on each project and its method of delivery;
- Wide variations in construction costs;
- New project design and documentation requirements such as Building Information Modeling (BIM);
- Requirements for third-party certification (such as LEED®);
- New demands for rapid construction and tight schedules;
- Greater overhead costs as a result of extensive and complex "Requests for Proposals" and new marketing expenses;
- Greater expectations for energy conservation and building performance;
- Extensive submissions and documentation at various stages of project implementation.

Because of these significant changes in the design and construction industry, it is impossible to assume that the same professional fee will be appropriate for all projects even if the projects are of the same size and the same building or project type. This document will help all parties in determining the appropriate fee for an Architect's/Engineer's services for their unique building or other project.

The Value of an Architect and Engineer Architecture and Engineering Matters

For Architectural Projects:

“We all dwell in buildings. Most of our waking hours and all our sleeping ones are spent in shelter. We cannot avoid seeing where we live. At all scales from intimate to the greatest, for better or worse, we interact with our buildings”

Architecture is the sole profession whose members are qualified to design and to provide advice, including technical and aesthetic judgment, on the built environment. Architects provide services and solutions with technical competence and aesthetic sensitivity suitable to the physical, social, cultural, and economic environment, thereby inspiring the community and its citizens. In matters of public health and safety, architects are obliged to serve the public interest and respond to the public need. And now, these concepts of health and safety have been expanded to encompass the sustainability of the global environment and accessibility for all persons.

Architects add value to building projects by ensuring their design and layout is functional, their construction is durable and energy-efficient, and their look and visual impact provides a positive experience and increased market value to owners and users.

Architects are trained to explore new and innovative solutions to problems.

“Architecture is about “idea” given shape in built form. Idea goes further than the optimum assembly of construction components. Architecture is about environmental quality: warmth and coolness, light and shade: about human scale, about appropriate use of building materials and structure. It is also about social appropriateness: spaces which support people living or working together or being alone, and which foster and give meaning to peoples’ tasks or activities. It is about ecological and functional appropriateness: long life sustainable materials, low energy consumption, flexibility in use. It is about economic appropriateness: value for money in a cost conscious age. It is about aesthetic appropriateness: portion of form and line, solid and void, silhouette; and about cultural expression or appropriateness: respect for city or landscape context, a vision for the future or an expression of respect for the past.”

An architect is invaluable on any building project and furthermore, the use of architectural services by a licensed or registered architect is a requirement for many building types or “Occupancies” as required by building codes across Canada.

For Architectural and Engineering Projects:

Selecting a consultant is a very significant step that a client takes when undertaking a project. It is often the client's first step. The client may choose to select a consultant based on direct appointment or, in the alternative, by a formal selection procedure. A formal selection procedure is frequently a process used by clients responsible for the expenditure of public funds.

A consultant as referred to in this document is a permit holder of the Professional Engineers and Geoscientists of Newfoundland (PEGNL) or one that is licensed by the Architects Licensing Board of Newfoundland and Labrador (ALBNL), in the case of building projects.

When selecting consultants, clients should refer to PEGNL's publication "Selection by Ability" and ALBNL's publication "When Do You Require An Architect", and RAIC's document "How To Choose An Architect", as they apply for project type.

Selection of a consultant based on fee considerations as a primary parameter incurs the risk of providing the consultant with insufficient funds to research adequately all potential and practical solutions during project planning and during project execution.

With respect to professional engineering services, clients should note that professional engineers are accountable under the Engineers and Geoscientists Act 2008, an act respecting the practice of Engineering and Geoscience as currently legislated in the province of Newfoundland and Labrador. Similarly, architects are accountable under the Architects Act 2008, an act respecting Architects and the provision of architectural services as currently legislated in the Province of Newfoundland and Labrador.

It is recommended and considered imperative, that clients define their objectives and thus the scope of the work intended before initiating the process of selecting a consultant. This process is of particular importance if the client intends selection by evaluation of proposals under a formal selection procedure.

In circumstances where clients are unable to provide a general description of the work's nature it is recommended that they initially engage an experienced consultant familiar with the applicable field of expertise to assist in defining the scope of the work.

Upon definition of the scope of the work, consultants are better able to provide realistically accurate estimates of the cost of consulting services.

2.

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2.

ARCHITECT'S & ENGINEER'S COMPENSATION

Methods of Compensation 2.1

There are several different methods of compensation for an Architect's/Engineer's services and all of these are described in this section. The common methods of compensation include:

- Lump Sum or Fixed Fee
- Time basis for Level of Effort
- Percentage-based Fee

Very often the project and Client are best served by a combination of these various methods of compensation rather than one single fee method. Frequently, it is more appropriate to use one method of compensation for one phase of the project and a different method of compensation for another phase.

For example, in the dealing with Authorities Having Jurisdiction and obtaining approvals for a project, which can be indeterminate in complexity and time, it is fair to compensate the Architect/Engineer on an agreed-to hourly rate. However, the project design, if clearly defined in terms of exact scope, could then be compensated on a percentage fee based on the construction cost for the project.

In another instance, specific determinate services, such as the preparation of a rendering, professional opinion report or marketing materials, could be provided at a fixed price or lump sum. Other services for the same project could in turn be compensated on a time basis for Level of Effort or percentage of the construction cost.

Lump Sum or 'Fixed' Fee | 2.1.1

A lump sum or fixed fee is the value of compensation negotiated with the Client for professional services which can be sufficiently and accurately defined at the outset of the project. This arrangement is only suitable if the scope of the project and its construction schedule and other variables can be determined with reasonable accuracy by the Architect/Engineer.

The fixed fee for such assignments is determined after the Architect/Engineer has prepared a comprehensive estimate of work hours and associated costs.

The fee then becomes effectively a guaranteed price, unless project parameters and scope, beyond the Architect's/Engineer's control, change. If these conditions change, or if the size of the project or scope of the architectural and engineering services increases or decreases, then the Architect's/Engineer's lump sum fee must be adjusted.

Time Basis for Level of Effort | 2.1.2

Time basis fees are fees which are charged on an agreed-to hourly or daily (per diem) rate. This method of compensation is useful when the services are difficult to determine in advance or they are interim in nature and often short in duration.

Time-basis fees are typically used for the following:

- Services which are not well defined;
- Partial services;
- Additional services;
- Resident services;
- Conceptual design;
- Particular phase of the project (phasing);
- Services as an expert witness;
- Renovation projects;
- Preparation of record drawings (refer also to section 1.5.2);
- Specialist expertise or services.

The actual hourly rates vary across the country and by the level of experience and seniority of the Architect/Engineer and staff. Architects/Engineers are professionals with extensive training (sometimes the internship and licensing process for Architects/Engineers is considerably longer than that for other professionals) and therefore the hourly rates for Architects/Engineers will correspond to the local market, and/or to the Architect's/Engineer's experience and expertise.

Hourly billing can utilize fixed dollar rates (such as \$250 per hour) or they can use a fee multiplier. There are two types of multipliers - one which is a multiplier of "Direct Salary Expenses" and another which is a multiplier of "Direct Personnel Expenses". Direct Personnel Expenses are the most common. When the rates for Architects/Engineers and their staff are based on "Direct Personnel Expenses" they include those items listed in the Definitions section of this document.

Additional factors should be considered for overtime expenses if such work is undertaken at the Client's request or to meet scheduling demands beyond the Architect's/Engineer's control.

The hourly or per diem (daily) rates for Architects/Engineers and their staff should be agreed at the outset and, additionally, the Client and Architect/Engineer should agree upon a time period for review and adjustment of the hourly rates (perhaps annually) in order to adjust for inflation and other factors.

Please note that charging for basic architectural/engineering services on a time-basis does not mean that the total fee for services will be any lower or reduced in comparison with the corresponding percentage-based fee.

2.1.3 | Percentage-based Fee

A percentage-based fee is a method of compensation which links the fee for the Architect's/Engineer's services to a percentage of the construction cost of the project. The percentage will vary depending on the type and/or complexity of building, the construction value, and the type of construction contract, and of course, the other variables (fee adjustments) described in the next section.

Generally speaking, percentage-based fees are based on sliding scales taking into account both the size and complexity of the project and the construction cost. The sliding scales are not suitable for many renovation projects nor for very complex or custom projects. The fee indicated on the sliding scale is intended to be a starting point for discussion. It is a baseline fee which must then be revised using the various fee adjustment factors to determine an appropriate fee for architectural/engineering services for the unique project.

When calculating the distribution of the fee over the traditional five phases of basic services for a project, the following breakdown is typical:

Phase	Percentage of Total Fee
Schematic/Concept Design	25%
Design Development	25%
Construction Documents	45%
Bidding and Negotiation	5%
Construction Phase	Time basis for Level of Effort

**Note:*

In new forms of project design and documentation such as Building Information Modeling (BIM), more documentation and design is done in the early phase. Typical allocation of the fee in BIM projects is Schematic/Concept Design 30%, Design Development 30%, Construction Documents 35%, and Bidding and Negotiation 5%.

Typically, services are rendered and payments are made progressively, with final accounting for traditional basic services (100% of the total fee) at completion.

Construction Costs | 2.1.3.1

It is important for the client to have a full understanding of the term and definition for “Construction Costs” because this is the basis for calculating the fee using the percentage which has been negotiated.

The definition states:

Construction cost is the contract price(s) of all project elements designed or specified by or on behalf of the consultant, permit fees, contingency amounts, and all applicable taxes including such value-added taxes as the HST, whether recoverable or not. Where there is no contract price for all or part of the project, the Construction Cost shall be the estimated cost of the construction as determined by the architect/engineer (or the agreed-upon cost consultant’s estimate), at market rates at the anticipated time of construction. The Construction Cost does not include the compensation of the architect/engineer, the architect’s/engineer’s consultants, the land cost or other costs which are not design or construction related and/or are the client’s responsibility.

Note: In the event that there is a construction manager instead of, or in addition to, a general contractor, the construction manager’s fee is included in the cost of construction.

When calculating the Architect’s/Engineer’s fee based on a percentage of the construction cost, there are two different methods. Some Architects/Engineers and Clients calculate the fee based solely on a percentage of the final construction cost and the fee is adjusted for previous phases to incorporate any changes in the scope of work, or any change orders issued during construction.

Other Architects/Engineers and Clients prefer to base the percentage fee on cost estimates as the design and/or project progresses and the fee for earlier phases is not adjusted retroactively. Both the Architect/Engineer and Client must agree on the selected method.

Using the latter approach, at the project outset, the construction cost is a mutually understood and agreed to budget. As the project develops, estimates of the construction cost are prepared and further refined until the actual contract prices or construction cost is known. The figure usually is adjusted again during construction based upon mutually agreed amounts at the beginning of each phase. The fee is based on the following amounts at each phase of the project:

Phase	Amount
Schematic/Concept Design	Agreed to budget for Construction
Design Development	Preliminary cost estimate agreed to at end of schematic design
Construction Documents	Cost estimate agreed to at end of design development
Bidding and Negotiation	Cost estimate agreed to at end of construction documents phase
Construction Phase	Final construction cost (bid price with adjustments for extras, deletions as per all change orders)

Because there are several building categories as noted in section 2.5 of this document, the following chart outline fees based on the percentage of construction costs. The variables outlined in this section will need to be assessed in order to adjust the percentage-based fee appropriately.

2.1.4 | Table – Schedule of Percentage Fees on Building Projects

Schedule of Minimum Percentage Fees for Basic Services on Building Projects for Prime Consultant; Architectural, Structural, Mechanical, Electrical and Civil Disciplines <i>(the description of services for Basic Services is provided in Section 4)</i>									
Cost Range <i>HST excluded</i>		Building Category							
		1	2	3	4	5	6	7	
\$ 400,001	\$ 700,000	7.57%	8.21%	8.85%	9.01%	10.33%	11.04%	11.84%	
\$ 700,001	\$ 1,000,000	7.03%	7.63%	8.26%	8.47%	9.67%	10.35%	11.08%	
\$ 1,000,001	\$ 1,500,000	6.70%	7.28%	7.89%	8.14%	9.26%	9.92%	10.61%	
\$ 1,500,001	\$ 2,000,000	6.34%	6.90%	7.50%	7.77%	8.82%	9.45%	10.10%	
\$ 2,000,001	\$ 3,000,000	6.09%	6.64%	7.22%	7.52%	8.52%	9.13%	9.75%	
\$ 3,000,001	\$ 5,000,000	5.76%	6.29%	6.85%	7.18%	8.10%	8.70%	9.27%	
\$ 5,000,001	\$ 8,000,000	5.36%	5.86%	6.41%	6.77%	7.60%	8.17%	8.70%	
\$ 8,000,001	\$ 12,000,000	5.01%	5.49%	6.02%	6.41%	7.16%	7.71%	8.19%	
\$ 12,000,001	\$ 17,000,000	4.72%	5.18%	5.70%	6.11%	6.80%	7.32%	7.78%	
\$ 17,000,001	\$ 25,000,000	4.49%	4.93%	5.43%	5.86%	6.50%	7.00%	7.43%	
\$ 25,000,001	\$ 50,000,000	4.24%	4.66%	5.15%	5.59%	6.18%	6.66%	7.06%	
\$ 50,000,001	\$ 75,000,000	3.81%	4.21%	4.67%	5.13%	5.63%	6.08%	6.43%	
\$ 75,000,001	\$ 100,000,000	3.57%	3.96%	4.40%	4.88%	5.32%	5.76%	6.08%	
\$ 100,000,001	\$ 125,000,000	3.41%	3.79%	4.22%	4.70%	5.11%	5.54%	5.84%	
\$ 125,000,001	\$ 150,000,000	3.29%	3.66%	4.08%	4.57%	4.96%	5.37%	5.66%	
\$ 150,000,001	\$ 175,000,000	3.20%	3.55%	3.97%	4.46%	4.83%	5.24%	5.52%	
\$ 175,000,001	\$ 200,000,000	3.12%	3.47%	3.88%	4.37%	4.73%	5.13%	5.39%	
\$ 200,000,001	\$ 225,000,000	3.05%	3.39%	3.80%	4.30%	4.64%	5.03%	5.29%	
\$ 225,000,001	\$ 250,000,000	2.99%	3.33%	3.73%	4.23%	4.56%	4.95%	5.20%	
\$ 250,000,001	\$ 275,000,000	2.94%	3.27%	3.67%	4.17%	4.49%	4.88%	5.12%	
\$ 275,000,001	\$ 300,000,000	2.89%	3.22%	3.62%	4.12%	4.43%	4.81%	5.05%	

Suggested Rates for Contract Administration (CA) | 2.1.5

C/A rates will vary depending on the level of effort involvement during this phase. Rates for C/A are recommended at a **minimum to be 35% added to the Fee derived from the above Schedule of Fee Table.** (All design phases including the Bidding and Contract Negotiation Phase). C/A services should be defined. As a guide, the below chart suggests what would fall under percentage and what should be categorized as hourly rates.

Suggest Rates for CA	Percent	Hourly
Monthly Meeting	X	
Shop Drawings	X	
Request for Information (RFI)		X
Meetings (Additional)		X
Substantial Completion (1 Visit) / Final Inspection (1 visit)	X	
Certificate of Payment (COP)	X	
Contemplated Change Order /Change Order (CCO/CO)		X
Travel Time to Site or Client office		X
Substantial & Final Completion , Additional Trips and Paperwork		X

Other Services | 2.1.6

In addition to the traditional architectural/engineering design services noted above, many architects/engineers provide a wide range of other or “additional” services. Some architects/engineers specialize in some of these other services.

Fee Adjustment Factors 2.2 Variables Affecting the Architect’s/Engineer’s Fee

Factor 1 | 2.2.1

Project Delivery Method and Construction Procurement

The type of project delivery or procurement of construction services can have a big impact on the Architect’s/Engineer’s services and the fee. Small projects with experienced and reliable contractors may require basic field review and contract administration services. However more complex projects, builders with limited experience, and newer methods of project delivery beyond the traditional design-bid-build will require more time, more services and consequently additional fees. Furthermore, the type of construction contract can affect the Architect’s/Engineer’s fee. For example “Cost Plus “ contracts or Unit Price contracts (as opposed to Stipulated Sum Contracts) require additional contract administration services for the preparation of Certificates for Payment, therefore, the fee must be increased.

2.2.1.1 | *Design - Bid - Build*

Design-Bid-Build is the traditional form of project delivery and the percentage-based fee chart is based on this form of construction procurement. In this instance, the architectural/engineering design and construction documents are completed and one single bid package is prepared. Following bidding and preparation of one contract with one builder or general contractor, the construction contract is administered by the Architect/Engineer.

2.2.1.2 | *Sequential Tendering/Concurrent Tendering/Multi-phase Projects*

Sequential tendering involves separating the contract documents (such as bid documents, specifications and construction drawings) into separate packages to receive multiple bids for different parts of the work to be constructed at different times, usually in the sequence of construction (such as site work, foundations, etc.) This separation and preparation of multiple bid packages and the administration of several bids and contracts requires additional services by the Architect/Engineer and consequently the fee must be adjusted to compensate for this additional work.

2.2.1.3 | *Design - Build*

If the owner wants to select a Design-Build team to be responsible for both the design as well as the construction of the project, a “Design-Build” option might be appropriate.

The Client will benefit from an Architect/Engineer team (sometimes called the Owner’s Advisor) who specifies the requirements of the building contract (sometimes called the Owner’s Statement of Requirements). The contractor will in turn engage a separate Architect/Engineer team to develop the design.

More information on the Design-Build process can be obtained from the Canadian Design-Build Institute at www.cdbi.org

2.2.1.4 | *Public-Private Partnership*

(Also referred to as P3 or Alternative Financing and Procurement or AFP in Ontario)

In these various forms of project delivery the Client or Owner usually contracts with one entity. This entity may assume responsibility and usually integrates all aspects of the project including: financing, design and construction, operation and maintenance. This arrangement is increasingly common for larger projects, including infrastructure projects where various levels of government transfer the financing to the private sector. Typically this single entity (not necessarily the owner of the building) engages the Architect/Engineer. The Architect/Engineer may or may not have the opportunity to develop a professional relationship with the ultimate users of the project.

2.2.1.5 | *Other*

There are a variety of other forms of procurement. One of these includes the use of a Construction Manager who may work with the Architect/Engineer and provide services such as cost estimating and advice on the constructability of a design. In other instances, the Construction Manager may actually hire the Architect/Engineer directly. Each form of delivery has its own pros and cons and these must be evaluated for each and every project. It is important to remember that the value of an Architect/Engineer is extremely important to the building: the architectural/engineering design and impartial service from an Architect/Engineer usually result in the success of any project.

Factor 2 | 2.2.2

Schedule and Fast Track Projects

In today's fast-paced business world there is often a pressure to complete a project as soon as possible in order to occupy the building. This schedule may be necessary to accommodate tenants, to start-up a manufacturing process, or to begin a new school session. Fast track projects require additional fees because the architect/engineer may need to hire additional staff, pay staff for overtime work, and re-schedule other work to accommodate the priorities of such a project.

Another factor is extended construction schedules – even with a traditional form of project delivery such as Design-Bid-Build, if the contractor's construction schedule is extended then the Architect's/Engineer's services also must be extended and this increase must be compensated. On the other hand, if the schedule is fast and protracted, decision times are reduced and fees may be adjusted accordingly.

Factor 3 | 2.2.3

Project Documentation and Computer Modeling

Many clients require unique forms of documentation (such as their own specialized computer standards or "printer-friendly" formats) or there may be a requirement to adjust the computer language or platform to accommodate consultant's, contractor's or the client's needs. Increasingly there is a demand to develop all designs and the project documentation using a Building Information Model or BIM. Furthermore, there is often a need to provide electronic documents in a variety of formats to several different parties in the development of the project whether for review and approvals, the preparation of shop drawings, or for bidding purposes. This can be very time consuming to provide such a wide range of documentation to many different parties. All of this can be expensive and must result in an adjustment to the Architect's/Engineer's and Consultants' fees.

Factor 4 | 2.2.4

Specialist Consultants

As noted previously there is need for more and more specialist consultants as technology and regulations expand. The Architect/Engineer typically coordinates the specialist and sub-consultants whether or not they have been retained directly by the Architect/Engineer or by the Owner. The fee for the services and coordination of specialist consultants is always over and above the fee or normal percentage for the Architect's/Engineer's services.

Factor 5 | 2.2.5

Approvals and Authorities Having Jurisdiction

The number of approvals from various 'Authorities Having Jurisdiction' continues to grow. At one time, certain projects may have only required a building permit; however, today most projects must be reviewed by several different Authorities. Approvals, such as site plan approvals or site development approvals, and phased building permits are significantly more time-consuming. Providing the necessary documentation; communicating with the relevant Authorities; and accommodating their design and technical requirements, is exceedingly onerous. Requirements vary by jurisdiction and by building type; therefore, the fee must be adjusted for each jurisdiction and for each building type.

2.2.6 | Factor 6

Submittals

Certain clients, notably the federal and provincial governments, their agencies and crown corporations, require several submissions of the design and construction documents at various stages of completion. The more frequent the submittals the more costly the effort to prepare the documentation for the submission. The fee must be adjusted to reflect the number of submittals required.

2.2.7 | Factor 7

New Technologies

There are new technologies appearing daily including the need for better energy performance, new building products and building systems, advanced construction methods, and design tools. Many clients are anxious to incorporate these latest innovations into their projects. Sometimes this request can be costly as there are often unknown risks in using products or systems that do not have a track record, or, there may be additional certifications, testing, submittals or approvals required. There may also be additional specialist consultants that need to be retained and coordinated. Frequently, there is also additional research or other services required on the part of the Architect/Engineer.

2.2.8 | Factor 8

Construction Administration

Today many clients are demanding a level of service by the Architect/Engineer and other consultants which exceeds that which is required to exercise a reasonable standard of care during the field review and contract administration phase of this project.

Such services may include, but are not limited to:

- Additional meetings, coordination and/or site visits with Client's representatives, user groups, contractors, sub-trades which normally do not require the consultant's presence at the time;
- Requirements for the Architect/Engineer to chair and/or minute meetings called by others are the responsibility of others and requirements for a minimum number of meetings and site visits regardless of whether it is warranted by the construction process; and
- Additional clarification and site visits resulting from the Client's selection of specific contractors, sub-trades, suppliers and/or products.

The Architect/Engineer and Client should discuss this higher level of service for field reviews and construction administration at the outset of the project to determine what is required and the necessary fee adjustment.

2.2.9 | Factor 9

Project Location and Site Conditions

The project location and site conditions may affect the Architect's/Engineer's services. A very tight, dense urban site or a remote site in the north can both have complications in terms of design. Furthermore, a remote site may require travel time and reimbursable expenses considerably beyond the normal. Those factors related to the site conditions and location should be considered when agreeing to the Architect's/Engineer's fee.

Factor 10 | 2.2.10

Renovation to Existing Buildings (versus New Construction)

Renovation work is notorious for its unknown conditions. This is the reason that it is recommended that renovations to existing building be performed on a time basis. If a percentage-fee is used the fee needs to be adjusted and increased to allow for the unknown work and the subsequent design modifications the Architects/Engineers will need to make. Some provincial associations recommend an adjustment of an additional two-thirds of the fee or and adjustment factor of 1.65 for renovations; our former Fee Schedule suggested an adjustment factor of 1.30 for renovations.

Factor 11 | 2.2.11

Repeat Work or Repetitive Designs

When two or more buildings are constructed for the same client from the unmodified design, the fee for the Architect's/Engineer's services is usually reduced by about 50% (an adjustment factor of 0.5) for all phases of the work except for construction administration which remains the same. As each building is constructed separately construction administration services, including field review, is the same for each. Modifications and adaptations of the design for re-use are often charged on a time-basis.

Any sale of the right to use the design and documents or royalties must be negotiated with the Architect/Engineer.

Factor 12 | 2.2.12

Architect's/Engineer's Personnel

There are several factors which may affect the Architect's/Engineer's fee as a result of the Architect's/Engineer's own staff. Overtime work will require additional fees as well as hiring new, specialized expertise. A location other than the Architect's/Engineer's own premises or other unique overhead costs as a result of the project will also need to be accounted for.

Factor 13 | 2.2.13

Demobilization & Re-mobilization (Stop & Start-up of Architect's/Engineer's Workforce)

On some projects it is necessary to stop work on the design or preparation of construction documents. Sometimes this is due to a delay in funding approvals or for other circumstances. Such a situation is often problematic for the Architect/Engineer who has consultants and staff who have been committed to the project and must be reassigned or even released. Similarly, if a project is suddenly "back on the boards" or restarted, the Architect/Engineer must make the necessary arrangements for staffing and to recommence production work on the project. Such a situation can be costly and can affect the Architect's/Engineer's cash flow and bottom line; therefore it is important to negotiate a fee adjustment when this occurs.

Factor 14 | 2.2.14

Architect's/Engineer's Personnel

On certain very large and complex projects, building users and clients often want to occupy various parts of a building as soon as their completion. For example, two or three floors on a high-rise hospital may require take-over and commissioning of this section of the building prior to completion of the entire project. This additional requirement adds to the architect's time and services. Multiple occupancies and/or phased hand-overs over a period of time for the same project must be considered and the appropriate adjustment to the fee then determined when this occurs.

2.2.15 | Factor 15

Full Time On-site Field Review

It is now common, especially on larger projects and for projects using construction management services, for Owners to request that the Architect/Engineer provide personnel to be present on the construction site on a full time basis. This member of the Architect's/Engineer's staff assists the contractor in processing Requests For Information (RFI's), other administrative matters, undertakes general review and coordinates and resolves problems to ensure the project progresses efficiently. This additional staff member, dedicated to this particular project, must be compensated and the fee adjusted accordingly.

2.3 Expenses which would be Reimbursable to the Consultant

Normally the Architect/Engineer incurs direct expenses on behalf of the Client. These expenses relate to the provision of Architect's/Engineer's services and the production of instruments of service, such as computer models, drawings and specifications, as a result of designing, documenting, bidding and constructing a building. These expenses are incurred in the interests of the project and are not covered by professional fees.

Reimbursable expenses include, but not limited to:

- Transportation in connection with the project for travel authorized by the Client (transportation, lodging and meals);
- Communication and shipping costs (long distance charges, courier, postage, dedicated web hosting, etc.);
- Reproduction costs for plans, sketches, drawings, graphic representations and other documents;
- Renderings, models, prints of computer-generated drawings, mock-ups specifically requested by the client;
- Special computer modeling and documentation;
- Certification and documentation costs for third party certification such as LEED®;
- Fees, levies, duties or taxes for permits, licences, or approvals from Authorities Having Jurisdiction;
- Overtime services authorized in advance by the client to the extent that the costs exceed normal Direct Personnel Expenses;
- Additional insurance coverage or limits, including additional professional liability insurance requested by the client in an excess of that normally carried by the Architect/Engineer and the Architect's/Engineer's consultants;
- Direct expenses (as above) incurred by the Architect's/Engineer's employees, engineering consultants and other consultants.

2.3.1 | Automobile Travel

The Provincial Government publishes rates quarterly for gasoline and other typical automobile expenses.

2.3.2 | Administrative Charges

Reimbursable expenses are normally billed at cost plus an administrative charge (often 10% -15%) to cover in-house administration, handling and financing.

The licensing authorities are:

1. **ALBNL** (Architects Licensing Board of Newfoundland and Labrador)
2. **PEGNL** (Professional Engineers and Geoscientists of Newfoundland and Labrador)

The above professional association authorities set the professional minimum liability insurance coverage level for their respected members.

The Client must pay, as a reimbursable expense, the cost for the Architect/Engineer to secure any additional insurance coverage required beyond the limits required by the above licensing authorities.

Payment Provisions 2.4

Redesign Charges | 2.4.1

Occasionally it is necessary to redesign a building/project design in progress. Redesign may be due to changes in functional requirements, reduced funding available, a personnel change in the Client's administration, or for a variety of other reasons beyond the control of the Architect/Engineer. Redesign charges cover the cost to prepare new designs and make the necessary changes to the drawings and specifications.

Redesign charges are variable and can cost as much as 50% of the original fee for the entire building/project design in progress, depending upon the extent of changes. The Client and Architect/Engineer should negotiate appropriate fees for redesigning the project.

Record Documents | 2.4.2

Usually the Architect/Engineer prepares record documents (drawings and specifications) based on "as-built" drawings submitted by the contractor. This is not a basic service of the Architect/Engineer and these services may be compensated on an hourly or fixed fee or based on some other fee arrangement with the contractor. It is important for the Client and Architect/Engineer to agree upon the fee and responsibility for preparation of record documents.

3.

BUILDING CLASSIFICATIONS

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Occupancy 3.1

Building codes in Canada divide buildings by Occupancy, in part because codes must deal with or prescribe the level of public safety required for each Occupancy.

Most building occupancies require the services of an Architect/Engineer depending upon the jurisdiction and it is important to consult the appropriate regulations/legislation to determine any exemptions from this requirement.

Many buildings are of mixed uses, that is, they combine more than one occupancy and this presents some challenges for the determination of fees for professional services. The following are possible methods to determine the fee for services for mixed use buildings:

- Two separate fees are used based on the two distinct occupancies, such as an attached parking garage and another distinct use;
- A blended percentage fee is agreed upon based upon the portion of each occupancy;
- The percentage fee is based on the major occupancy.

Building Complexity 3.2

Some provincial associations have categorized buildings by building complexity, usually from simple to complex buildings, and the categories often refer to the level of architectural/engineering services required for the building type.

The RAIC uses the three levels of categories first described, namely: **Simple, Average and Complex**.

Simple means utilitarian character without complication of design, a minimum of finishes and very basic structural, mechanical and electrical design;

Average means conventional character requiring normal coordination, detailing, structural, mechanical and electrical designs and systems;

Complex means exceptional character and complexity of design requiring more advanced or innovative systems and more extensive coordination of structural, mechanical and electrical design.

Building Size 3.3

Another factor in determining architectural fees is the building size or building area. Simple projects, with repetitive elements, may offer certain economies of scale in the provision of architectural/engineering services. Smaller projects require different detailing and are very time consuming, even though they may be of a relatively low construction cost. For small projects, such as those under 400,001 (and possibly even projects under 700,001) dollars in construction value, percentage fees may not always be applicable and a time basis may be recommended.

Building or Construction Costs 3.4

Another way of categorizing buildings is by their construction cost. If the fee for services is based on construction costs this becomes an important subdivision. Unfortunately building costs can vary across the country. These costs also vary during economic cycles and due to market forces such as supply and demand.

Standard construction cost categories may range from under \$400,001 to well over \$275,000,001. (As illustrated in the Table-Schedule of Fees, in Section 1.1.4) Generally speaking, as construction values increase the basic percentage fee for Architect's/Engineer's services for certain simple building categories decreases.

2.5 Building Category or Building Type

Some provincial associations have subdivided buildings by type, and the categories often refer to the level of architectural/engineering services required for the particular building type. There are often seven categories or "types" of buildings.

The RAIC has adopted the following Buildings Categories:

Building Category 1

- 1.1 Warehouse
- 1.2 Barn, Stable, Storage building, Shed, Kennel, Animal Shelter
- 1.3 Self-service Storage Building

Building Category 2

- 2.1 Multiple Unit Residential Building (Apartment, Condominium, Dormitory, Townhouse, etc.)
- 2.2 Summer Camp, Park Building

Building Category 3

- 3.1 Armed Forces Base, Barracks, Armory, Drill Hall
- 3.2 Bowling Alley, Dance Hall
- 3.3 Motel and Apartment Hotel
- 3.4 Marina, Recreational Pier
- 3.5 Maintenance Building, Service Garage, Service Station, Car Dealership
- 3.6 Commercial or Administrative Office Building, shell only excluding tenant fit-up
- 3.7 Mercantile Buildings for Business and Personal Services including Store, Shop, Barber and Hairdressing Shop, Supermarket, Shopping Centre, Department Store, but excluding tenant layouts
- 3.8 Student or Institutional Residence, Senior Citizens' Apartment
- 3.9 Kindergarten and Elementary School
- 3.10 Industrial Building (such as light manufacturing)
- 3.11 Specialized Agricultural Building
- 3.12 Resort Building (Building Shell only)
- 3.13 Fire Hall (with no sleeping accommodations)

Building Category 4

- 4.1 School – Junior, Middle and Senior High School, Vocational High School
- 4.2 Post Office and Financial Customer Service Centre (such as Bank Branches)
- 4.3 Grandstand, Stadium
- 4.4 Convention Hall, Exhibition Building
- 4.5 Manufacturing, Processing or Specialized Storage Facility
- 4.6 Dry-cleaning Establishment, Laundry
- 4.7 Dairy and Creamery, Distillery
- 4.8 Specialized Housing including high-level residential support, Retirement Facility, Shelter for Homeless, Shelter for Women
- 4.9 Animal Clinic
- 4.10 Police Station, Fire Station, Ambulance Facility
- 4.11 Hotel, Complex Motor Hotel
- 4.12 Club: Town, Country, Sports, Health
- 4.13 Community Centre
- 4.14 Freestanding Parking Structure

Building Category 5

- 5.1 Pedestrian Links and Bridges
- 5.2 Freight Handling Terminal, Special Maintenance Garage, Aircraft Hangar
- 5.3 Amusement Park Building
- 5.4 Telephone Equipment Building, Secure Server Building, Emergency Operations Center
- 5.5 Swimming Pool, Ice Arena, Recreation Building, Physical Education Building, Gymnasium
- 5.6 Zoo, Animal Hospital, Botanical Gardens
- 5.7 Licensed Day Care
- 5.8 University or College non-technical Classroom Building, and Vocational High School
- 5.9 Cemetery Chapel, Mausoleum, Crematorium
- 5.10 Funeral Home
- 5.11 City Hall, Town Hall (with or without Fire Hall)
- 5.12 Museum (exhibition hall as shell, non-complex program without environmental conditions)
- 5.13 Restaurant, Licensed Beverage Establishment
- 5.14 Church, Place of Worship, Monastery, Convent
- 5.15 Long Term Care Facility, Special Care Facility such as a Group Home

Building Category 6

- 6.1 Facility for High-level Medical Care for active diagnostic and acute treatment
- 6.2 Chronic Care, Mental Health and Rehabilitation Facilities
- 6.3 Medical Research Facility
- 6.4 Communications Building, Radio or TV Facility, Studio, Computer Centre
- 6.5 Science Building
- 6.6 Laboratory
- 6.7 Dental Building, Walk-in Medical Clinic
- 6.8 Observatory, Planetarium
- 6.9 Museum, Art Gallery
- 6.10 Courthouse, Archives Building, Library
- 6.11 Aquarium
- 6.12 Rapid Transit Station
- 6.13 Maximum or Medium Security Detention Centre
- 6.14 Airport Passenger Terminal, Bus Passenger Terminal, Rail Passenger Terminal, Seaport / Ferry Passenger Terminal
- 6.15 Customs and Immigration Building
- 6.16 Theatre, Opera House, Auditorium, Concert Hall
- 6.17 Minimum Security Detention Facility

Building Category 7

- 7.1 Custom Residence, Custom Residential Swimming Pool, Official Government Residence
- 7.2 Decorative Work, Exhibition Display, Public Garden, Promenade, Fountain
- 7.3 Commemorative Monument, Funeral Monument
- 7.4 Air Traffic Control Tower, Control Centre, Flight Service Station
- 7.5 Tenant Space Planning
- 7.6 Legislative Building, Mint
- 7.7 Chancery and Embassy, Consulate, Foreign Mission

Note : Fees for Demolition Projects are based on the percentage fee of building category for the type of building to be demolished.

4.

ENGINEERING PROJECTS OTHER THAN BUILDING PROJECTS

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Engineering Project Other than Building Projects 4.1

The practice of professional engineering is broad and varied in its extent.

In all cases of general engineering projects, the Time Basis method of determining a means for compensation may apply.

Percentage Fee Basis – Percentage of Construction Cost is also applicable to projects “other than building projects” for the preparation of Construction Documents and Tendering and Construction Contract Award. Table 3.1 outlines the minimum percentage fees for projects “other than building projects” (i.e.: projects not addressed in Table 1.1.4) as suggested for these stages and for the levels of complexity described below and as identified in Table 3.1. The percentage fee for services rendered can be determined from the Table in Section 3.1 by selecting an appropriate cost of construction range and the appropriate level of complexity.

For stages of service other than indicated and for more complex engineering projects, Time Based on Fixed or Innovative fees should apply.

The levels of complexity that are to be applied for purposes of use with Table in Section 3.1 are described as follows:

Engineering Projects | Complexity 1

- Existing road up-grading (re-cap and general repairs)

Engineering Projects | Complexity 2

- Storm and sanitary sewer extensions
- New roads and highways
- Parking lots – site grading and servicing

Engineering Projects | Complexity 3

- Land development (roads, water and sewer)
- Water distribution systems
- Storm-water collection and piping systems
- Water storage facilities
- Urban and suburban arterial streets
- Irrigation and drainage systems
- Simple wharves and breakwaters
- Power distribution lines and sub-stations up to 25 KV
- Process systems only & Civil Engineering for Waste Disposal Facilities
- Process systems only & Civil Engineering for Airfield Infrastructure

Complexity 4 | Engineering Projects

- Large interceptor and relief sewers
- Process systems only & Civil Engineering for Packaged water and sewage treatment plants
- Process systems only & Civil Engineering for Water supply development and transmission
- Storm-water detention
- Water intakes and sanitary sewer outfalls of above-average complexity
- Pumping stations
- Bridges and interchanges
- Dams and hydraulic structures
- Process systems only & Civil Engineering for Waterfront improvement and terminal facilities
- High-voltage electrical sub-stations and transmission lines
- Process systems only & Civil Engineering for Simple incinerators and incineration systems, such as packaged and natural draft types

Complexity 5 | Engineering Projects

- Process systems only & Civil Engineering for Customized treatment plants for water, sewage and industrial waste
- Wharves and breakwaters of above-average complexity
- Gas and oil distribution systems
- Process systems only & Civil Engineering for Incinerators and incineration systems other than the simple type
- Pipeline Trenchless Technology

Complexity 5 | Engineering Projects

- Open pit mines, quarries, and tailings disposal
- Tunnels and mines
- Marine pipelines
- Offshore structures

Schedule of Minimum Fees for Engineering Projects 4.2

Schedule of Minimum Fees for General Engineering Projects							
Cost Range <i>HST excluded</i>		Project Complexity Rating (1-6) Least to Most Complex					
		1	2	3	4	5	6
\$ 0	\$ 200,000	Charged at Per Diem Rates					
\$ 200,001	\$ 500,000	5.00%	5.80%	6.60%	7.40%	8.20%	9.00%
\$ 500,001	\$ 750,000	4.84%	5.57%	6.30%	7.03%	7.76%	8.48%
\$ 750,001	\$ 1,000,000	4.68%	5.39%	6.10%	6.81%	7.52%	8.23%
\$ 1,000,001	\$ 2,000,000	4.50%	5.19%	5.88%	6.57%	7.26%	7.92%
\$ 2,000,001	\$ 3,000,000	4.34%	5.02%	5.70%	6.38%	7.06%	7.71%
\$ 3,000,001	\$ 4,000,000	4.17%	4.83%	5.49%	6.15%	6.81%	7.45%
\$ 4,000,001	\$ 5,000,000	4.00%	4.78%	5.55%	6.29%	7.00%	7.19%
\$ 5,000,001	\$ 7,500,000	3.50%	4.18%	4.86%	5.54%	6.24%	6.93%
\$ 7,500,001	\$ 10,000,000	3.00%	3.74%	4.48%	5.22%	5.96%	6.70%
\$ 10,000,001	\$ 10,000,001+	To Be Negotiated					

Engineer's Services 4.3

Please refer to the following documents as published by the Professional Engineers & Geoscientists of Newfoundland & Labrador (PEGNL) for the standards of practice for Engineering Services:

- Guidelines for Professional Engineers providing Prime Consultant Services
- Guidelines for Municipal Engineering Services
- Guidelines for Electrical Engineering Services
- Guidelines for Mechanical Engineering Services
- Guidelines for Structural Engineering Services
- Guidelines for Geotechnical Engineering Services
- Guidelines for Design and Construction of "Steel Building Systems"
- Environmental Guidelines

* Note: For the above documents refer to the PEGNL website: www.pegnl.ca/publications.

5.

ARCHITECT'S BASIC SERVICES

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The following describes the “traditional” or “basic” services of the Architect:

Architects Basic Services 5.1

5.1.1

The Architect’s basic services consist of those services performed by the Architect, the Architect’s employees, and the Architect’s Consultants set forth herein. They include the provision of normal structural, mechanical and electrical engineering services by professional engineers when these Consultants are engaged by the Architect.

5.1.2

The Architect’s basic services include Consultant Coordination required to integrate all parts of the services.

Schematic / Concept Design Phase 5.2

The Architect shall:

5.2.1

Review the program of requirements furnished by the Client and characteristics of the site;

5.2.2

Review and comment on the Client’s Construction Budget in relation to the Client’s program of requirements;

5.2.3

Review with the Client alternative approaches to the design of the Project and the types of construction contracts;

5.2.2

Review applicable statutes, regulations, codes and by-laws and where necessary review the same with the Authorities Having Jurisdiction;

5.2.5

Based on the mutually agreed upon program of requirements, schedule and Construction Budget, prepare for the Client’s review and approval, schematic design documents to illustrate the scale and character of the Project and how the parts of the Project functionally relate to each other; and

5.2.6

Prepare and submit to the Client an estimate of probable Construction Cost based on current area or volume unit costs.

5.3 Design Development Phase

Based on Client approved schematic design documents and agreed estimate of probable Construction Cost, the Architect shall:

5.3.1

Prepare for the Client's review and approval, design development documents consisting of drawings and other documents appropriate to the size of the Project, to describe the size and character of the entire Project including the architectural, structural, mechanical, and electrical systems, materials and such other elements as may be appropriate;

5.3.2

Prepare and submit to the Client for approval a revised estimate of probable Construction Cost, and

5.3.3

Continue to review applicable statutes, regulations, codes and by laws as the design of the Project is developed.

5.4 Contract Documents Phase

Based on the Client approved design development documents and agreed estimate of probable Construction Cost, the Architect shall:

5.4.1

Prepare, for the Client's review and approval, Construction Documents consisting of drawings and specifications setting forth in detail the requirements for the construction of the Project

5.4.2

Advise the Client of any adjustments to the estimate of probable Construction Cost, including adjustments indicated by changes in requirements and general market conditions;

5.4.3

Obtain instructions from and advise the Client on the preparation of the necessary bidding information, bidding forms, conditions of the contract and the form of contract between the Client and the contractor; and

5.4.4

Review statutes, regulations, codes and by-laws applicable to the design and where necessary review the same with the Authorities Having Jurisdiction in order that the Client may apply for and obtain the consents, approvals, licences and permits necessary for the Project.

5.5 Bidding or Negotiation Phase

5.5.1

Following the Client's approval of the Construction Documents and the latest estimate of probable Construction Cost, the Architect shall assist and advise the Client in obtaining bids or negotiated proposals and in awarding and preparing contracts for construction.

Construction Phase – Contract Administration 5.6

5.6.1

The extent of the duties, responsibilities and limitations of authority of the Architect as the Client's representative during construction shall be modified or extended only with the written consent of the Client and the Architect.

5.6.2

1. During the construction phase – contract administration, the Architect shall:
2. be a representative of the Client;
3. advise and consult with the Client;
4. have the authority to act on the Client's behalf to the extent provided in this contract and the construction contract documents;
5. have access to the Work at all times wherever it is in preparation or progress;
6. forward all instructions from the Client to the contractor;
7. carry out the Field Review / General Review of the Work;
8. examine, evaluate and report to the Client upon representative samples of the Work;
9. keep the Client informed of the progress and quality of the Work, and report to the Client defects and deficiencies in the Work observed during the course of the site reviews;
10. determine the amounts owing to the contractor under the construction contract based on the Architect's observations and evaluation of the contractor's application(s) for payment;
11. issue certificates for payment in the value proportionate to the amount of the construction contract, of Work performed and products delivered to the Place of the Work;
12. in the first instance, interpret the requirements of the construction contract documents and make findings as to the performance thereunder by both the Client and contractor;
13. render interpretations in written and graphic form as may be required with reasonable promptness on the written request of either the Client or the contractor.
14. render written findings within a reasonable time, on all claims, disputes and other matters in question between the Client and the contractor relating to the execution or performance of the work or the interpretation of the construction contract documents;
15. render interpretations and findings consistent with the intent of and reasonably inferable from the construction contract documents; showing partiality to neither the Client nor the contractor; but shall not be liable for the result of any interpretation or finding rendered in good faith in such capacity;
16. have the authority to reject Work which does not conform to the construction contract documents, and whenever, in the Architect's opinion, it is necessary or advisable for the implementation of the intent of the construction contract documents, have the authority to require special inspection or testing of Work, whether or not such Work has been fabricated, installed or completed;
17. review and take other appropriate action with reasonable promptness upon such contractor's submittals as shop drawings, product data, and samples, for conformance with the general design concept of the Work as provided in the construction contract documents;
18. prepare change orders and change directives for the Client's approval and signature in accordance with the construction contract documents;
19. have the authority to order minor adjustments in the Work which are consistent with the intent of the construction contract documents, when these do not involve an adjustment in the contract price or an extension of the contract time;

20. furnish supplemental instructions to the contractor with reasonable promptness or in accordance with a schedule for such instructions agreed to by the Architect and the contractor;
21. determine the date of Substantial Performance of the Work;
22. receive from the contractor and forward to the Client for the Client's review the written warranties and related documents;
23. verify the validity of the contractor's application for final payment and issue a certificate of final payment; and
24. prior to the end of the period of one year following the date of Substantial Performance of the Work, review any defects or deficiencies which have been reported or observed during that period, and notify the contractor in writing of those items requiring attention by the contractor to complete the Work in accordance with the construction contract.
25. keep a Change Order Log, and SI log, for review at regularly scheduled Construction Meetings with the Owner and Contractor, as well as attend those regularly scheduled meetings.

5.7 Construction Budget and Estimate of Probable Construction Cost

5.7.1

The Architect shall review and comment on the Client's Construction Budget and shall prepare the estimate of probable Construction Cost as set out in this contract. The preparation of a Cost Estimate by a specialists' Cost Consultant is an additional cost to service.

6.

DEFINITIONS

6.1 Definitions

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Definitions 6.1

Construction Budget: the client's budget for the construction cost including contingencies for cost increases. And including taxes HST, etc.

Construction Cost: the contract price(s) of all Project elements designed or specified by, or on behalf of, or as a result of, the coordination by the Architect/Engineer, including cash allowances, building permit fees, changes, construction management fees or other fees for the coordination and procurement of construction services, and all applicable taxes, (please note, taxes are included in the construction cost but NOT applied to the construction cost for the purposes of calculating fees in the Schedule of Percentage Fee Chart in Section 1.1.4), including the full amount of value-added taxes, whether recoverable or not. Where there is no contract price for all or part of the Project, the Construction Cost shall be the estimate of probable cost of construction as determined by the Architect/Engineer, or as agreed by the Architect/Engineer if a Cost Consultant is engaged, at market rates at the anticipated time of construction. Construction Cost excludes the following:

- the compensation of the Architect/Engineer and the Consultants,
- other professional fees which are the responsibility of the Client,
- the land cost, and land development charges.

In the event that the Client furnishes labour or material below market cost, or recycled materials are used, the Construction Cost for purposes of establishing the Architect/Engineer's and

Consultants' fees includes the cost of all materials and labour necessary to complete the Work as if all materials had been new and as if all labour had been paid for at market prices at the time of construction or, in the event that the construction does not proceed, at existing market prices at the anticipated time of construction.

Direct Personnel Expense: the salary of the architect/engineer's or sub consultant's personnel engaged on the project plus the cost of such mandatory and customary contributions and employee benefits as employment taxes and other statutory benefits, insurance, sick leave, holidays, vacations, pensions, and similar contributions and benefits.

Disbursement Record: A record of billable expenses that are reimbursable.

Feasibility Study: A report which outlines the research and subsequent analysis to determine the viability and practicability of a project. A feasibility study analyzes economic, financial, market, regulatory, and technical issues.

Fee: the amount of compensation paid to the architect/engineer for the provision of a specific service. (Normally does not include reimbursable expenses or disbursements.)

Field Review / General Review: Field Review / General Review means review during visits to the Place of the Work (and where applicable, at locations where building components are fabricated for use at the Project site) at intervals appropriate to the stage of the construction that the Architect/Engineer in its professional discretion, considers necessary to become familiar with the progress and quality of the Work and to determine that the Work is in general conformity with the construction contract documents, and so report, in writing, to the client, contractor and chief building official.

Fixed Fee or Lump Sum or Stipulated Price: one stated sum of money for the performance or provision of specific services.

Functional Program: A written statement which describes various criteria and data for a building project, including design objectives, site requirements and constraints, spatial requirements and relationships, building systems and equipment, and future expandability.

Harmonized Sales Tax (HST): in some provinces, must be collected on all income.

Multiplier: A percentage or figure by which direct payroll expenses of staff (Direct Personnel Expense) are multiplied to cover payroll burden, overhead expenses, and profit.

Office Overhead: includes rent and utilities, office supplies, computer maintenance, automobile expenses, promotion and advertising, books and subscriptions, annual dues, leasing expenses (except as noted below), postage, delivery services, bank charges, interest charges, business taxes, donations, seminar and training expenses and depreciation. Consultant expenses which are related to architectural/ engineering services are excluded from overhead but other consultants for services such as legal, accounting, marketing and the like are included in overhead expenses. The purchase or lease of major expenditure items such as automobiles, computers or office renovations are charged as office overhead only to the extent that such expenses can be depreciated in accordance with federal policy.

Per diem: allowance or payment for each day or payment per hour at an hourly rate.

Percentage Fee: a method of compensation which links the fee for architectural/engineering services to a percentage of the construction cost of the project. The percentage will vary depending on the type of building, the construction value, and the type of construction contract.

Pre-design services: The architectural/engineering services provided prior to the traditional building design services which assist the client in establishing a functional program as well as the project scope, including a financial and scheduling plan.

Project Budget: the client's estimated total expenditure for the entire project. It includes, but is not limited to, the construction budget, professional fees, costs of land, rights of way, and all other costs to the client for the project.

Retainer: the first payment to the architect/engineer, upon engagement representing a stipend to cover the architects/engineers initial work and expenses on the client's behalf. This amount is retained on account against the eventual final billing for services on the project. (Typically the retainer is negotiated and often reflects the value of the first two months of service or one half of the value of the first phase of the commission.)

Service: work performed, or the doing of work on behalf of an employer or client; benefit conferred, or exertion made, on behalf of someone; work comprised in whole or in part of labour, advice or supervision.

7.

SUPPLEMENTAL ARCHITECTURAL SERVICES

7.0 Supplemental Architectural Services

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Supplemental Architectural Services 7.1

The following is a list of some of the specialized services offered by architectural practices or coordinated with special consultants.

Pre-design Services

- Facilities Programming
- Feasibility Studies
- Existing Site and Facilities Analysis
- Traffic and Parking Studies
- Existing Equipment and Furniture Inventories
- Energy Analysis
- Master Programming and Planning
- Environmental Studies
- Space Schematics/Flow Diagrams
- Marketing Studies
- Financial Analysis
- Project Financing
- Advisor for Architectural Competitions
- Preparation of Proposal Call Documents

Interior Design and Design Services

- Space Planning
- Adaption of Mechanical and Electrical Systems and other Systems to Tenant Needs
- Preparation of Furnishing Requirements
- Bidding or Purchasing Procedures for Furniture
- Furniture and Equipment Selection and Layout
- Special Furnishings Design
- Tenant-related Services
- Interior Partition Location
- Furniture and Finishing Specifications
- Selection of Interior Materials, Finishes, and Colours
- Procurement of Furniture
- Coordination of Installation and Delivery of Furniture
- Design of Interior and Exterior Signage and Symbols
- Selection or Acquisition of Fine Arts or Crafts
- Graphic Design
- Documentation of Requirements and Procurement of Graphics Work

Post-construction Services

- Commissioning Services
- Post-occupancy Studies
- Maintenance and Operational Programming
- Building Maintenance Manuals
- Post-occupancy Evaluation

Materials and Systems Testing

- Procurement of Testing Services
- Review and Analysis of Testing

Site Development Services

- Site Analysis and Selection
- Site Development Planning/ Site Plan Agreement
- Detailed Site Utilization Studies
- On-site Utility Studies
- Off-site Utility Studies
- Environmental Studies and Reports
- Zoning and Land Use Amendments
- Geotechnical Engineering
- Site Surveying
- Legal Survey
- Landscape Design

Project Administration and Construction Management Services

- Project Administration
- Disciplines Coordination/Document Checking
- Consulting with and Review and Approval of Authorities
- Submittal Services
- Owner-supplied Data Coordination
- Schedule Development/Monitoring
- Testing and Inspection Administration
- Project Representation
- Supplemental Documentation
- Administration of Multiple Contracts
- Detailed Cost Estimates and Quantity Surveys
- Value Analysis or Value Engineering
- Life Cycle Cost Analysis
- Coordination of Mock-ups
- Facility Management

Promotion and Public Relations

- Preparation of Press Releases
- Preparation of Promotional Brochures
- Presentations at Public Meetings
- Preparation of Leasing Material
- Preparation of Models
- Preparation of Renderings
- Condominium Documentation
- Computer Presentations

Documentation Services

- Preparation of Special Certificates and Letters of Assurance
- Certified Area Calculations
- As-Built Drawings and Computer Files
- Preparation of Measured Drawings
- Building Inspection and Reporting
- Aerial Site Photography
- Still Photography of Existing Conditions
- Periscope Photography of Models
- Presentation Photography of Renderings or Models
- Construction Progress Photographs
- Architectural Photography of Completed Building or Site
- Videotaping
- Computer Database
- Inventories of Materials, Equipment or Furnishings

Architectural Conservation

- Historic Building Documentation
- Heritage Conservation District Studies
- Conservation Reports

Expert Witness

- Testimony at Court or Hearing
- Opinion on Codes or Regulations

Computer Applications

- Computer Renderings
- 3-D Computer Presentations and Walk-throughs
- Electronic Communication and Distribution
- Computer Analysis and Mock-ups
- Project Scheduling
- Project Accounting

Urban Design

- Streetscape Design
- Drafting of Zoning Bylaws and Regulations
- Shadow Studies
- Urban Design Studies
- Wind Studies
- Land Use Studies
- Transportation Studies

Research

- Research in Construction Materials and Methods
- Building Envelope Investigation

8.

TYPES OF CONSULTANTS ON THE DESIGN TEAM

8.1 Types of Consultants on the Design Team

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Supplemental Architectural Services 8.1

The following is a list of some of the specialized consultants which can be involved on Architectural and Engineering projects.

Specialist Consultants

(Reimbursable costs extra to Basic Services)

- Acoustical consultant
- Airport consultant
- Architectural historian
- Art consultant
- Building code consultant
- Building envelope consultant
- Computer or CAD consultant
- Conservation architect
- Construction manager
- Cost consultant
- Demographer
- Economist
- Education consultant
- Elevator consultant
- Energy management consultant
- Environmental consultant or ecologist
- Facilities manager
- Food service/kitchen consultant
- Graphic artist
- Green Globe professional
- Hardware consultant
- Hospital consultant
- Interior designer
- Land surveyor
- Landscape architect
- LEED® accredited professional
- Lighting consultant
- Marketing consultant
- Programmer
- Psychologist
- Public relations consultant
- Quantity Surveyor
- Realtor
- Security consultant
- Signage or graphics consultant
- Sociologist
- Specifications writer
- Technologist
- Theatre consultant
- Translator
- Transportation planner
- Urban and regional planner

- Urban designer
- Value engineering consultant
- Wayfinding consultant
- Wind/snow studies consultant
- Acoustical engineer
- Environmental engineer
- Geotechnical engineer
- Hydrological engineer
- Process engineer
- Seismic engineer
- Traffic engineer

Engineering Consultants

(Included in Basic Services)

- Civil Engineer
- Structural Engineer
- Mechanical Engineer
- Electrical Engineer

Possible Architect's and Engineer's Services and Client Responsibilities

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Appendix A

Possible Architect's & Engineer's Services & Client's Responsibilities

The following table is a more complete listing of services which can be reviewed with Clients, and appropriate enumeration levels established.

Many of the attached service items are beyond the basic service scope and fees, as previously listed in this document.

The "basic services" of the Architect/Engineer for the values shown in Table 2.1.4 (Schedule of Percentage fees on Building projects) apply and are tied to the scope of services as described in Section 4 of this document. (Architect's Basic Services).

Note: The following table is the exact excerpt from 'Architect's Services and Client's Responsibilities', the 'Schedule A to Document Six, 2017 Edition' published by the RAIC.

The RAIC Schedule A is a reference document only in this fee schedule. It shall not be used for establishing contracts. Users of this document must acquire it directly from the RAIC, each time it is used for contract purposes.

The *Services* that the *Architect* is responsible to provide under the contract are as described in this Schedule A - Services. Other services that are not applicable, or that the Client is responsible to provide, are so indicated in this Schedule A - Services.

The method(s) of fee determination applicable to the contract is as stated in Article A12 of the agreement. The following designations are used to indicate the method of fee determination applicable to each line item, or the non-applicability of an item to the contract:

- F1** Indicates the service is the responsibility of the *Architect* and the fee for the service is included in the fixed fee stated in the agreement.
- F2** Indicates the service is the responsibility of the *Architect* and the fee for the service is included in the percentage-based fee stated in the agreement.
- F3** Indicates the service is the responsibility of the *Architect* and the fee for the service is payable on the basis of time-based rates as stated in Schedule C – Time Based Rates.
- N/A** N/A (or an item left blank) indicates the service is not anticipated to be required at the time of contract signing and will not be provided by the *Architect* nor the *Client*. If the item is subsequently determined to be required, it shall be an *Additional Service*.
- C** Indicates the service is required but will be the responsibility of the *Client* and not the *Architect*.

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
1	GENERAL SERVICES, ALL APPLICABLE PHASES	
1.1	Structural Consulting Engineering Services - Engage a structural engineer for all services related to the structural integrity of the <i>Work</i> including building foundations and superstructure and minor secondary supports such as loose masonry and steel lintels. If the <i>Work</i> involves expansion to, or renovation of, an existing building, services include modifications and upgrades to existing structural components and systems.	
1.2	Mechanical Consulting Engineering Services – Engage a mechanical engineer for all services related to mechanical systems and their controls including: plumbing and drainage; heating, ventilating and air conditioning; fire protection; process piping and equipment; and other special systems. If the <i>Work</i> involves expansion to, or renovation of, an existing building, services include modifications and upgrades to existing mechanical components and systems.	
1.3	Electrical Consulting Engineering Services – Engage an electrical engineer for all services related to electrical systems and their controls including: normal and emergency power; lighting; communications; lightning protection; grounding; fire protection; access control; and other special systems. If the <i>Work</i> involves expansion to, or renovation of, an existing building, services include modifications and upgrades to existing electrical components and systems.	
1.4	Acoustic Consulting Services –	
1.5	Audio Visual Consulting Services –	
1.6	Building Sciences Consulting Services –	
1.7	Energy Modelling Consulting Services –	
1.8	Civil Engineering Consulting Services –	

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Schedule A - SERVICES

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
1.34	Value Engineering Services –	
1.35	Life Cycle Cost Analysis Services –	
1.36	Energy Modelling Services –	
1.37	Climate Change Analysis – Analyse effects of climate change on building components and systems over the life of the <i>Project</i> .	
1.38	Enhanced Sustainable Design - Enhanced sustainable design services to incorporate advanced levels of sustainable design.	
1.39	Sustainable Design Certification - Services to document and prepare submissions to independent bodies for review and certification of achieved sustainable design objectives.	
1.40	Commissioning - Services related to commissioning of the building.	
1.41	Multiple Language Services – <i>Construction Documents</i> , and all other <i>Services</i> , provided in a language other than the language of this contract.	
2	COORDINATION SERVICES, ALL APPLICABLE PHASES	
2.1	Project Protocols - Meet with <i>Client</i> and <i>Consultants</i> at the outset of the <i>Project</i> to establish project protocols, lines of communications and administrative procedures. Prepare and circulate minutes.	
2.2	Client Meetings - Hold regular <i>Client</i> meetings with <i>Client</i> and, when relevant, with <i>Consultants</i> to review status of <i>Project</i> , exchange information, provide recommendations, receive decisions and coordinate efforts. Hold meetings at intervals appropriate to the progress of the <i>Project</i> (generally monthly). Prepare and circulate minutes.	
2.3	Consultant Coordination Meetings - Hold regular <i>Consultant</i> coordination meetings with <i>Consultants</i> and, when relevant, with <i>Client</i> to review progress and coordinate efforts. Hold meetings at intervals appropriate to the progress of the <i>Project</i> (generally monthly). Prepare and circulate minutes.	
2.4	Project Dossier - Maintain written records of information flow between <i>Architect</i> , <i>Client</i> , <i>Consultants</i> , authorities having jurisdiction and other <i>Project</i> stakeholders. Document information requested and provided, recommendations made and accepted, advice given and decisions taken.	

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Schedule A - SERVICES

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
2.5	<p>Project Report - Prepare <i>Project</i> report, including key information flow between <i>Architect</i>, <i>Client</i>, <i>Consultants</i>, authorities having jurisdiction and <i>Project</i> stakeholders. Document <i>Project</i> status, design, proposed materials, components and building systems, schedule, <i>Construction Budget</i>, <i>Construction Cost Estimate</i>, information requested and provided, recommendations made and accepted, advice given and decisions taken. Obtain and coordinate input from <i>Consultants</i>. Provide to <i>Client</i> and <i>Consultants</i> at:</p> <ol style="list-style-type: none"> 1. end of Pre-Design Phase, 2. end of Schematic Design Phase, 3. end of Design Development Phase, 4. when Construction Documents Phase is 50% complete, and 5. end of Construction Documents Phase. 	
2.6	<p>Coordination of Consultants - Coordinate the services of each <i>Consultant</i> identified in the agreement with the architectural <i>services</i> and with the services of all other <i>Consultants</i> identified in the agreement.</p>	
2.7	<p>Coordination of Multiple Constructors - Coordinate <i>Work</i> of multiple <i>Constructors</i>, including contract administration for multiple <i>Construction Contracts</i>.</p>	
2.8	<p>Coordination of Client's Own Forces - Coordinate <i>Work</i> of <i>Client's</i> own forces with that of the <i>Constructor</i>.</p>	
2.9	<p>Coordination of Client's Furniture, Fixtures and Equipment (FF&E) – Coordinate the delivery, receipt, and installation of <i>Client's</i> FF&E with the <i>Constructor</i>.</p>	
2.10	<p>Computer-Aided Design and Drafting (CADD) – Utilize and coordinate the <i>Client's</i> CADD standards.</p>	
2.11	<p>Building Information Modelling (BIM) – Utilize BIM in accordance with the IBC 100-2013 BIM Contract Appendix published by the Institute for BIM in Canada (IBC) and appended to this contract.</p>	
2.12	<p>BIM Model Manager – Function as the model manager in accordance with the IBC 100-2013 BIM Contract Appendix published by the Institute for BIM in Canada (IBC) and appended to this contract.</p>	
3	<p>AUTHORITIES HAVING JURISDICTION SERVICES, ALL APPLICABLE PHASES</p>	
3.1	<p>Review of Regulatory Requirements - Review applicable statutes, regulations, codes and by-laws, and where necessary review with authorities having jurisdiction, so that necessary regulatory consents, approvals, licences and permits may be obtained.</p>	
3.2	<p>Zoning or Land Use Amendment - Assist <i>Client</i> in preparation of documents for, application for, and attendance at public hearings for, amendments to land use or zoning by-laws.</p>	
3.3	<p>Variances - Assist <i>Client</i> in preparation of documents for, application for, and attendance at, public hearings for variances.</p>	
3.4	<p>Site Development Review - Assist <i>Client</i> in preparation of documents for, application for, and attendance at, public hearings and other meetings for site development review.</p>	

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Schedule A - SERVICES

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
3.5	Development Approval or Agreement - Assist <i>Client</i> in preparation of documents for and attendance at meetings for a development approval or agreement.	
3.6	Public Hearings – Assist <i>Client</i> in preparation of documents for, and attendance at, public hearings.	
3.7	Building Permit Application - Prepare documents for building permit application for <i>Client</i> or owner's signature and assist with submission of the application.	
4	PRE-DESIGN PHASE SERVICES	
4.1	Analyses of Client Needs - Review <i>Client's</i> stated objectives for the <i>Project</i> and advise.	
4.2	Program Confirmation - Review and advise on <i>Client's</i> program of requirements and other <i>Client</i> provided information.	
4.3	Initial Evaluation - Prepare and review with <i>Client</i> an initial evaluation of <i>Client's</i> program of requirements, schedule, <i>Construction Budget</i> , <i>Project</i> site, proposed <i>Project</i> delivery and procurement methods, and other initial <i>Client</i> provided information.	
4.4	Owner's Statement of Requirements - Set out fundamental objectives of the <i>Project</i> , including interrelation of space allocations, areas required for the spaces, specific materials and assemblies to be used, massing, time factors, cost implications, constraints, and any special design considerations.	
4.5	Functional Programming - Analyse <i>Client's</i> needs and prepare functional program.	
4.6	Furnishings, Fixtures and Equipment (FF&E) Inventory - Provide an inventory of existing FF&E including details on space, environmental and service requirements.	
4.7	Financial Feasibility Study - Analyze the reasonable probability of the <i>Client's</i> objectives for the <i>Project</i> being reached within the <i>Construction Budget</i> and advise on measures to align the <i>Project</i> requirements with the <i>Construction Budget</i> .	
4.8	Technical Investigation - Undertake technical investigations of existing building materials, components and systems and advise on a range of possible actions.	
1.9	Building Condition Assessment - Undertake a building condition assessment of entire building and provide a reserve fund study or similar type of report.	
4.10	Construction Cost Estimate - Based on functional program, site conditions and constraints, time of construction, and known construction economics, prepare a <i>Construction Cost Estimate</i> . Advise <i>Client</i> accordingly.	
4.11	Site Evaluation Study - Review <i>Project</i> site and assess its suitability to accommodate the <i>Client's Project</i> .	
4.12	Comparative Studies of Prospective Sites - Review a number of potential <i>Project</i> sites and assess the suitability of each to accommodate <i>Client's Project</i> .	

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Schedule A - SERVICES

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
4.13	Investigate Existing Conditions - Visit the <i>Place of the Work</i> and review characteristics of the site.	
4.14	Measured Drawings - Prepare measured drawings of existing conditions.	
4.15	Verifying Accuracy of Drawings Furnished by Client - Review drawings, visit <i>Project</i> site and take measurements to satisfy that drawings are reasonably accurate in their representation of the existing premises.	
4.16	Drawing Conversion - Convert drawings provided by <i>Client</i> to an another appropriate format.	
4.17	Photographs - Prepare a photographic record of existing conditions.	
4.18	Engage Land Surveyor - Engage a land surveyor to provide a land survey.	
4.19	Assist Client Regarding Land Survey Information Required - Coordinate with land surveyor and other <i>Consultants</i> to identify information required from the survey.	
4.20	Engage Geotechnical Consultant - Engage a geotechnical <i>Consultant</i> to provide a geotechnical or soils investigation report and advice.	
4.21	Assist Client Regarding Geotechnical Information Required – Coordinate with geotechnical and other <i>Consultants</i> as to identification of information required from the report.	
4.22	Engage Toxic or Hazardous Substances Consultant –	
4.23	Assist Client Regarding Toxic or Hazardous Substances Information Required – Coordinate with toxic or hazardous substances <i>Consultant</i> and other <i>Consultants</i> as to identification of information required.	
4.24	Marketing - Prepare promotional presentations or special marketing materials.	
4.25	Basic Climate Analysis: Review for sun paths, wind conditions, temperature and precipitation data, and climate change effects.	
5	SCHEMATIC DESIGN PHASE SERVICES	
5.1	Design Approaches - Discuss with <i>Client</i> alternative design approaches at outset of the schematic design concepts.	
5.2	Schematic Design Concept(s) - Based on the <i>Project's</i> requirements agreed upon with the <i>Client</i> , the <i>Architect</i> shall prepare for the <i>Client's</i> approval a concept design, or designs, illustrating the scale and relationship of the <i>Project</i> components. Prepare Class 'D' <i>Construction Cost Estimates</i> as appropriate for each concept design.	

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ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
5.3	<p>Schematic Design Documents - Based on the <i>Client</i> approved schematic design concept and Class 'D' <i>Construction Cost Estimate</i>, prepare for the <i>Client's</i> review and approval schematic design documents to illustrate the scale and character of the <i>Project</i> and how the parts of the <i>Project</i> functionally relate to each other and including, as appropriate:</p> <ol style="list-style-type: none"> 1. site plan, 2. principal floor plans(s), 3. schematic sections and elevations, 4. massing representation, and 5. other illustrative sketches or renderings to convey the intent of the design. <p>Prepare a schematic design report incorporating, as appropriate:</p> <ol style="list-style-type: none"> 1. design approach or philosophy, 2. site data, 3. design area(s) comparison to functional program, 4. design compliance with regulatory requirements, 5. architectural, structural, mechanical and electrical building systems descriptions, 6. <i>Project</i> schedule, and 7. Class 'C' <i>Construction Cost Estimate</i>. 	
5.4	Marketing Documents - Provide or arrange for provision of promotional materials.	
5.5	Architectural Models - Provide or arrange for provision of scale models.	
5.6	Architectural Renderings - Provide or arrange for provision of renderings and other special delineations.	
5.7	Digital Modelling - Provide or arrange for provision of 3D digital modelling.	
5.8	Submit Schematic Design - Submit the schematic design documents to the <i>Client</i> and obtain the <i>Client's</i> approval prior to proceeding to the Design Development Phase.	

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Schedule A - SERVICES

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
6	DESIGN DEVELOPMENT PHASE SERVICES	
6.1	<p>Design Development Documents - Based on the <i>Client</i> approved schematic design documents and agreed <i>Construction Cost Estimate</i>, and any <i>Client's</i> authorization of adjustments in the <i>Project</i> requirements and the <i>Construction Budget</i>, prepare for the <i>Client's</i> review and approval, design development documents, drawings and other documents to describe the size and character of the <i>Project</i> including as appropriate the architectural, structural, mechanical, and electrical systems, materials and such other elements, and including:</p> <ol style="list-style-type: none"> 1. site plan, 2. floor plans, 3. elevations, 4. building sections, and 5. other illustrative sketches or renderings to convey the intent of the design. <p>Prepare an updated design development report incorporating, as appropriate:</p> <ol style="list-style-type: none"> 1. design approach or philosophy, 2. site data, 3. updated design area(s) comparison to functional program, 4. design compliance with regulatory requirements, 5. architectural, structural, mechanical and electrical building systems descriptions, 6. outline specifications, 7. materials, finishes and preliminary colour schemes, 8. project schedule, and 9. Class 'B' <i>Construction Cost Estimate</i>. 	
6.2	Update Project Schedule - Update and submit to the <i>Client</i> for approval a Project Schedule identifying major and minor tasks, sequence of tasks, duration of tasks, start and finish dates of tasks, interdependencies of tasks, critical path and major project milestones.	
6.2	Submit Design Development - Submit the design development documents to the <i>Client</i> , advise the <i>Client</i> of any adjustments to the <i>Construction Cost Estimate</i> and obtain the <i>Client's</i> approval prior to proceeding to the Construction Documents Phase.	
7	CONSTRUCTION DOCUMENTS PHASE SERVICES	
7.1	Drawings and Specifications - Based on the <i>Client</i> approved design development documents and agreed updated <i>Construction Budget</i> , prepare for <i>Client's</i> review and approval, <i>Construction Documents</i> consisting of drawings and specifications setting forth in detail the requirements for the <i>Work</i> .	
7.2	<p>Update Construction Cost Estimate - Advise the <i>Client</i> of any adjustments to the <i>Construction Cost Estimate</i>, including adjustments indicated by changes in requirements and general market conditions. Provide:</p> <ol style="list-style-type: none"> 1. an updated Class "B" <i>Construction Cost Estimate</i> when the <i>Construction Documents</i> are []% completed, and 2. a Class "A" <i>Construction Cost Estimate</i> when they are fully completed 	

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Schedule A - SERVICES

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
7.3	Update Project Schedule - Update and submit to the <i>Client</i> a <i>Project</i> schedule identifying major and minor tasks, sequence of tasks, duration of tasks, start and finish dates of tasks, interdependencies of tasks, critical path and major project milestones.	
7.4	Prepare Bidding Requirements and Construction Contract Conditions - Obtain instructions from and advise <i>Client</i> on the preparation of the necessary bidding requirements, bid forms, and form of <i>Construction Contract(s)</i> .	
7.5	Prepare Bidding Requirements for Alternative Prices – Identify and specify requirements for alternative prices to be submitted with bids.	
7.6	Prepare Bidding Requirements for Unit Prices – Identify and specify requirements for unit prices to be submitted with bids.	
7.7	Bidding Requirements for Multiple Bid Packages - Prepare multiple bid packages as required for sequential bidding of trade contracts and multiple <i>Construction Contracts</i> .	
7.8	Submit Construction Documents - Submit <i>Construction Documents</i> to <i>Client</i> for formal review at 50%, 75% and 100% completion. Submit final <i>Construction Documents</i> to <i>Client</i> and obtain <i>Client's</i> approval to proceed to the Bidding/Negotiation Phase.	
8	BIDDING/NEGOTIATION PHASE	
8.1	Assist Client with Pre-qualification of Bidders - Prepare request for qualifications, receive responses from interested parties, evaluate responses, and report results to <i>Client</i> for decision.	
8.2	Assist Client in Calling for Bids – Arrange and manage the process for public or invitational call for bids and distribution of bid documents.	
8.3	Pre-Bid Meetings - Organize pre-bid meetings for bidders.	
8.4	Bidding Inquiries – Respond to and address questions raised by bidders during the bid period.	
8.5	Addenda - Prepare and issue addenda during bid period and before award of <i>Construction Contract(s)</i> .	
8.6	Bid Receipt and Review - Arrange for receipt of bids, opening of bids, review bids for compliance, and report to <i>Client</i> .	
8.7	Bidding/Negotiation - Assist the <i>Client</i> with <i>Construction Contract</i> negotiations.	
8.8	Bonds and Insurance - Receive bonds and insurance documents for <i>Client's</i> review and acceptance.	
8.9	Assemble Construction Contract - Assemble <i>Construction Contract</i> for legal review and signature by the contracting parties.	

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Schedule A - SERVICES

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
9	CONSTRUCTION PHASE SERVICES	
9.1	Project Protocols - Meet with <i>Client</i> , <i>Constructor</i> and <i>Consultants</i> to establish project protocols, lines of communications and administrative procedures. Prepare and circulate minutes.	
9.2	Architect Chaired Site Meetings - Organize and direct site meetings with <i>Constructor</i> , major sub-contractors, <i>Client</i> and <i>Consultants</i> to review the progress of the <i>Work</i> , address emerging concerns and coordinate efforts. Prepare and issue meeting minutes.	
9.2	Constructor Chaired Site Meetings - Attend all site meetings chaired by the <i>Constructor</i> . Review and comment on meeting minutes prepared by the <i>Constructor</i> .	
9.3	Update Construction Documents - Update and issue revised <i>Construction Documents</i> to incorporate addenda and negotiated changes made during the Bidding/Negotiation Phase.	
9.4	Submittals - Review and take appropriate action with reasonable promptness on all <i>Constructor's</i> submittals required by the <i>Construction Contract</i> .	
9.5	Requests for Information (RFI's) - Receive RFI's from <i>Constructor</i> and respond.	
9.6	Supplemental Instructions - Prepare and issue supplemental instructions as required for clarification of the requirements of the <i>Construction Documents</i> .	
9.7	Contemplated Change Notices, Change Orders and Change Directives - Prepare contemplated change notices with required drawings and specifications, evaluate <i>Constructor's</i> proposals, and prepare change directives and change orders for the <i>Client's</i> approval in accordance with the <i>Construction Contract</i> .	
9.8	General Review - Provide <i>General Review</i> at intervals required by the definition of <i>General Review</i> in the contract .	
9.9	Additional General Review - Provide additional <i>General Review</i> with more frequent visits to the <i>Place of the Work</i> than required by the definition of <i>General Review</i> in the contract, as follows: [].	
9.10	Additional Off-Site General Review of Manufactured Products – Provide additional <i>General Review</i> of major components produced at off-site prefabrication or manufacturing facilities with more frequent visits to those off-site facilities than required by the definition of <i>General Review</i> in the contract, as follows: [].	
9.11	Additional Project Representation – Provide full-time on-site representation for the duration of construction.	
9.12	Inspection and Testing Services – Provide assistance in having inspection and testing companies perform services as required by the <i>Construction Contract</i> , receive and review their reports and report to <i>Client</i> .	
9.13	Enhanced Inspection and Testing Service - Provide assistance related to the inspection and testing of mock-ups, including witnessing testing of Project elements and systems	
9.14	Constructor's Proposed Substitutions – Evaluate substitutions proposed by the <i>Constructor</i> and make any resulting necessary revisions to the <i>Construction Documents</i> .	

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Schedule A - SERVICES

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
9.15	Services Necessitated By Default of Client or Constructor – Provide services necessitated by the default of the <i>Constructor</i> or the <i>Client</i> under the <i>Construction Contract</i> , or by major defects or deficiencies in the <i>Work</i> of the <i>Constructor</i> .	
9.16	Services Related to Replacement of Damaged Work – Provide consultation concerning replacement of <i>Work</i> damaged by fire or other cause during construction and provide services related to replacement of such <i>Work</i> .	
9.17	Evaluation of Extensive or Unreasonable Claims - Evaluate an extensive or unreasonable number of claims by the <i>Constructor</i> or others.	
9.18	Payment Certification - Receive and assess the <i>Constructor's</i> applications for payment and determine amounts payable by the <i>Client</i> under the <i>Construction Contract</i> .	
9.19	Deficiency Review - Review <i>Constructor's</i> list of outstanding and deficient <i>Work</i> . Identify incomplete <i>Work</i> and defects and deficiencies in the <i>Work</i> . Report in writing to the <i>Client</i> , <i>Constructor</i> , and <i>Consultants</i> .	
9.20	Record Drawings - Prepare record drawings showing changes to the <i>Work</i> made during construction based on as-built drawings (marked up prints) and other data submitted by the <i>Constructor</i> .	
9.21	Close-out Submittals - Review and take appropriate action with reasonable promptness on all <i>Constructor's</i> close-out submittals required by the <i>Construction Contract</i> .	
9.22	Systems Demonstrations - At the completion of construction coordinate with the <i>Constructor</i> , and if appropriate, <i>Consultants</i> to conduct systems demonstrations for the <i>Client's</i> operations personnel.	
9.23	Lien Legislation Certification – Issue certification as and when required by lien legislation applicable at the <i>Place of the Work</i> .	
9.24	Ready for Take-Over Certification – Issue certification as and when required by the <i>Construction Contract</i> .	
10	POST CONSTRUCTION PHASE SERVICES	
10.1	Warranty Review - Prior to the end of the warranty period, undertake a review for defects or deficiencies and notify the <i>Constructor</i> in writing of items requiring attention by the <i>Constructor</i> .	

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B.

Discipline Breakdown

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Schedule of Minimum Percentage Fees for Basic Services on Building Projects

**Discipline Breakdown of Schedule of Minimum Percentage Fees
for Basic Services on Building Projects for Prime Consultant;
Architectural, Structural, Mechanical, Electrical and Civil Disciplines**
(the description of services for Basic Services is provided in Section 4)

Cost Range <i>HST excluded</i>		Discipline	Building Category						
			1	2	3	4	5	6	7
\$ 400,001	\$ 700,000	Architectural	7.21%	7.76%	8.67%	8.65%	9.94%	10.92%	11.76%
		Structural	6.92%	7.65%	7.93%	7.98%	8.84%	9.25%	9.91%
		M & E	7.23%	7.78%	8.12%	8.52%	9.54%	10.43%	11.22%
		Civil	6.89%	7.67%	8.12%	8.24%	9.32%	9.72%	10.41%
		Total	7.57%	8.21%	8.85%	9.01%	10.33%	11.04%	11.84%
\$ 700,001	\$ 1,000,000	Architectural	6.67%	7.19%	8.07%	8.11%	9.27%	10.22%	11.00%
		Structural	6.38%	7.08%	7.33%	7.44%	8.17%	8.55%	9.15%
		M & E	6.68%	7.21%	7.52%	7.98%	8.88%	9.73%	10.45%
		Civil	6.35%	7.10%	7.53%	7.70%	8.66%	9.03%	9.65%
		Total	7.03%	7.63%	8.26%	8.47%	9.67%	10.35%	11.08%
\$ 1,000,001	\$ 1,500,000	Architectural	6.34%	6.84%	7.71%	7.78%	8.87%	9.80%	10.53%
		Structural	6.05%	6.73%	6.97%	7.11%	7.77%	8.12%	8.68%
		M & E	6.35%	6.86%	7.16%	7.65%	8.47%	9.30%	9.99%
		Civil	6.02%	6.75%	7.16%	7.37%	8.25%	8.60%	9.18%
		Total	6.70%	7.28%	7.89%	8.14%	9.26%	9.92%	10.61%
\$ 1,500,001	\$ 2,000,000	Architectural	5.98%	6.45%	7.31%	7.42%	8.42%	9.33%	10.02%
		Structural	5.69%	6.34%	6.57%	6.75%	7.32%	7.66%	8.17%
		M & E	5.99%	6.48%	6.76%	7.29%	8.03%	8.84%	9.48%
		Civil	5.66%	6.36%	6.77%	7.01%	7.81%	8.13%	8.67%
		Total	6.34%	6.90%	7.50%	7.77%	8.82%	9.45%	10.10%
\$ 2,000,001	\$ 3,000,000	Architectural	5.73%	6.19%	7.04%	7.17%	8.12%	9.01%	9.67%
		Structural	5.44%	6.08%	6.30%	6.50%	7.02%	7.34%	7.82%
		M & E	5.75%	6.21%	6.49%	7.04%	7.72%	8.52%	9.12%
		Civil	5.41%	6.10%	6.50%	6.76%	7.51%	7.81%	8.32%
		Total	6.09%	6.64%	7.22%	7.52%	8.52%	9.13%	9.75%
\$ 3,000,001	\$ 5,000,000	Architectural	5.40%	5.84%	6.67%	6.83%	7.70%	8.57%	9.19%
		Structural	5.11%	5.73%	5.93%	6.16%	6.60%	6.90%	7.34%
		M & E	5.42%	5.86%	6.12%	6.70%	7.31%	8.08%	8.65%
		Civil	5.08%	5.75%	6.13%	6.42%	7.09%	7.37%	7.84%
		Total	5.76%	6.29%	6.85%	7.18%	8.10%	8.70%	9.27%
\$ 5,000,001	\$ 8,000,000	Architectural	5.00%	5.41%	6.23%	6.42%	7.20%	8.05%	8.62%
		Structural	4.71%	5.30%	5.48%	5.74%	6.10%	6.37%	6.77%
		M & E	5.02%	5.43%	5.68%	6.29%	6.81%	7.55%	8.07%
		Civil	4.68%	5.32%	5.68%	6.01%	6.59%	6.85%	7.27%
		Total	5.36%	5.86%	6.41%	6.77%	7.60%	8.17%	8.70%
\$ 8,000,001	\$ 12,000,000	Architectural	4.65%	5.04%	5.84%	6.05%	6.76%	7.58%	8.11%
		Structural	4.36%	4.93%	5.09%	5.38%	5.66%	5.91%	6.26%
		M & E	4.67%	5.06%	5.29%	5.92%	6.37%	7.09%	7.57%
		Civil	4.33%	4.95%	5.29%	5.64%	6.15%	6.38%	6.76%
		Total	5.01%	5.49%	6.02%	6.41%	7.16%	7.71%	8.19%

**Discipline Breakdown of Schedule of Minimum Percentage Fees
for Basic Services on Building Projects for Prime Consultant;
Architectural, Structural, Mechanical, Electrical and Civil Disciplines**
(the description of services for Basic Services is provided in Section 4)

Cost Range <i>HST excluded</i>		Discipline	Building Category						
			1	2	3	4	5	6	7
\$ 12,000,001	\$ 17,000,000	Architectural	4.37%	4.74%	5.52%	5.75%	6.40%	7.20%	7.69%
		Structural	4.07%	4.63%	4.77%	5.08%	5.30%	5.53%	5.85%
		M & E	4.38%	4.76%	4.97%	5.62%	6.01%	6.71%	7.15%
		Civil	4.05%	4.65%	4.97%	5.34%	5.79%	6.00%	6.34%
		Total	4.72%	5.18%	5.70%	6.11%	6.80%	7.32%	7.78%
\$ 17,000,001	\$ 25,000,000	Architectural	4.13%	4.48%	5.25%	5.50%	6.10%	6.88%	7.35%
		Structural	3.84%	4.37%	4.51%	4.83%	5.00%	5.21%	5.50%
		M & E	4.14%	4.51%	4.70%	5.37%	5.71%	6.39%	6.80%
		Civil	3.81%	4.39%	4.71%	5.09%	5.48%	5.68%	6.00%
		Total	4.49%	4.93%	5.43%	5.86%	6.50%	7.00%	7.43%
\$ 25,000,001	\$ 50,000,000	Architectural	3.88%	4.22%	4.97%	5.23%	5.78%	6.54%	6.98%
		Structural	3.59%	4.11%	4.23%	4.56%	4.68%	4.87%	5.13%
		M & E	3.89%	4.24%	4.42%	5.10%	5.38%	6.05%	6.43%
		Civil	3.56%	4.13%	4.42%	4.82%	5.16%	5.34%	5.63%
		Total	4.24%	4.66%	5.15%	5.59%	6.18%	6.66%	7.06%
\$ 50,000,001	\$ 75,000,000	Architectural	3.45%	3.76%	4.49%	4.78%	5.23%	5.96%	6.35%
		Structural	3.16%	3.65%	3.74%	4.10%	4.13%	4.29%	4.50%
		M & E	3.47%	3.78%	3.94%	4.65%	4.84%	5.47%	5.80%
		Civil	3.13%	3.67%	3.94%	4.37%	4.62%	4.76%	5.00%
		Total	3.81%	4.21%	4.67%	5.13%	5.63%	6.08%	6.43%
\$ 75,000,001	\$ 100,000,000	Architectural	3.22%	3.51%	4.22%	4.52%	4.93%	5.64%	6.00%
		Structural	2.92%	3.40%	3.48%	3.85%	3.83%	3.97%	4.15%
		M & E	3.23%	3.53%	3.67%	4.39%	4.53%	5.15%	5.46%
		Civil	2.90%	3.42%	3.68%	4.11%	4.31%	4.44%	4.65%
		Total	3.57%	3.96%	4.40%	4.88%	5.32%	5.76%	6.08%
\$ 100,000,001	\$ 125,000,000	Architectural	3.06%	3.34%	4.04%	4.35%	4.72%	5.42%	5.76%
		Structural	2.76%	3.23%	3.30%	3.67%	3.62%	3.74%	3.91%
		M & E	3.07%	3.36%	3.49%	4.22%	4.32%	4.93%	5.22%
		Civil	2.74%	3.25%	3.49%	3.93%	4.10%	4.22%	4.41%
		Total	3.41%	3.79%	4.22%	4.70%	5.11%	5.54%	5.84%
\$ 125,000,001	\$ 150,000,000	Architectural	2.94%	3.21%	3.90%	4.21%	4.56%	5.25%	5.58%
		Structural	2.64%	3.10%	3.16%	3.54%	3.46%	3.58%	3.73%
		M & E	2.95%	3.23%	3.35%	4.08%	4.17%	4.76%	5.03%
		Civil	2.62%	3.12%	3.36%	3.80%	3.95%	4.05%	4.23%
		Total	3.29%	3.66%	4.08%	4.57%	4.96%	5.37%	5.66%
\$ 150,000,001	\$ 175,000,000	Architectural	2.84%	3.10%	3.79%	4.11%	4.43%	5.12%	5.43%
		Structural	2.55%	2.99%	3.05%	3.43%	3.33%	3.44%	3.59%
		M & E	2.85%	3.13%	3.24%	3.98%	4.04%	4.62%	4.89%
		Civil	2.52%	3.01%	3.24%	3.70%	3.82%	3.92%	4.08%
		Total	3.20%	3.55%	3.97%	4.46%	4.83%	5.24%	5.52%

**Discipline Breakdown of Schedule of Minimum Percentage Fees
for Basic Services on Building Projects for Prime Consultant;
Architectural, Structural, Mechanical, Electrical and Civil Disciplines**
(the description of services for Basic Services is provided in Section 4)

Cost Range <i>HST excluded</i>		Discipline	Building Category						
			1	2	3	4	5	6	7
\$ 175,000,001	\$ 200,000,000	Architectural	2.76%	3.02%	3.70%	4.02%	4.33%	5.01%	5.31%
		Structural	2.47%	2.91%	2.96%	3.34%	3.23%	3.33%	3.46%
		M & E	2.77%	3.04%	3.15%	3.89%	3.93%	4.51%	4.77%
		Civil	2.44%	2.93%	3.15%	3.61%	3.71%	3.81%	3.96%
		Total	3.12%	3.47%	3.88%	4.37%	4.73%	5.13%	5.39%
\$ 200,000,001	\$ 225,000,000	Architectural	2.69%	2.94%	3.62%	3.94%	4.24%	4.91%	5.21%
		Structural	2.40%	2.83%	2.88%	3.27%	3.14%	3.24%	3.36%
		M & E	2.71%	2.97%	3.07%	3.81%	3.84%	4.42%	4.67%
		Civil	2.37%	2.86%	3.07%	3.53%	3.62%	3.71%	3.86%
		Total	3.05%	3.39%	3.80%	4.30%	4.64%	5.03%	5.29%
\$ 225,000,001	\$ 250,000,000	Architectural	2.63%	2.88%	3.55%	3.87%	4.16%	4.83%	5.12%
		Structural	2.34%	2.77%	2.81%	3.20%	3.06%	3.15%	3.27%
		M & E	2.65%	2.90%	3.00%	3.74%	3.77%	4.33%	4.58%
		Civil	2.31%	2.79%	3.01%	3.46%	3.55%	3.63%	3.77%
		Total	2.99%	3.33%	3.73%	4.23%	4.56%	4.95%	5.20%
\$ 250,000,001	\$ 275,000,000	Architectural	2.58%	2.82%	3.49%	3.82%	4.09%	4.75%	5.04%
		Structural	2.29%	2.71%	2.75%	3.14%	2.99%	3.08%	3.19%
		M & E	2.59%	2.85%	2.94%	3.69%	3.70%	4.26%	4.50%
		Civil	2.26%	2.74%	2.95%	3.41%	3.48%	3.55%	3.69%
		Total	2.94%	3.27%	3.67%	4.17%	4.49%	4.88%	5.12%
\$ 275,000,001	\$ 300,000,000	Architectural	2.53%	2.77%	3.44%	3.76%	4.03%	4.69%	4.97%
		Structural	2.24%	2.66%	2.69%	3.09%	2.93%	3.01%	3.12%
		M & E	2.55%	2.80%	2.89%	3.63%	3.63%	4.19%	4.42%
		Civil	2.21%	2.68%	2.89%	3.35%	3.41%	3.49%	3.62%
		Total	2.89%	3.22%	3.62%	4.12%	4.43%	4.81%	5.05%

Notes Pertaining to the Use of the Schedule of Minimum Percentage Fees on Buildings Projects

- Where the cost of construction is near the lower limit of one of the cost divisions, the fee shall not be less than that which would have been received at the upper limit of the previous cost division.
- The calculation of the prime consultant fee is the difference between the total design fee and the fees for the disciplines listed.
- The Prime Consultant's fee, like that of subconsultant's, applies to the cost of the work designed by the Prime Consultant, including coordination of all subconsultant disciplines.
- The percentage fees identified apply to the construction cost of that work designed by each consulting discipline.
- The construction cost applicable to each discipline's fee should be agreed between the prime consultant and each discipline prior to issuance of an initial contract progress claim to a contractor(s).



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Facilities Programming
Feasibility Studies
Facilities Analysis
Traffic and Parking Studies

ENERGY ANALYSIS

Master Programming and Planning

Space Schematics/Flow Diagrams

Interior Design

Space Planning

Preparation of Furnishing Requirements
Bidding or Purchasing Procedures for Furniture

Special Furnishings Design

Design Development

Furniture and Finishing Specifications
Selection of Interior Materials, Finishes, and Colours

Coordination of Installation and Delivery of Furniture

Project Scheduling

Design of Interior and Exterior Signage and Symbols
Selection or Acquisition of Fine Arts or Crafts

Graphic Design

Post-construction Services

Commissioning Services

Post-occupancy Studies

Maintenance and Operational Programming
Building Maintenance Manuals

Post-occupancy Evaluation
Materials and Systems Testing

Procurement of Testing Services

Site Analysis and Selection

Tender Bidding and Negotiation Services

Site Development Planning

Construction Management Services

Zoning and Land Use Amendments

Landscape Design