



**Schedule B**  
**Basic Services Fee Submission**  
**Prime Consultant Services**

RFP **20XX-XXX-P-XXXX**

Project Name: **XXXXXXXXXX**

Proponent's Name: **[REDACTED]**

**1.0 Fee for Basic Services**

- 1.1 The Prime Consultant's fee for Basic Services shall be comprised of two (2) parts:
- (a) fixed fee for Basic Services performed during stage 1 (Pre-Design), (the "**Fixed Fee**"); and
  - (b) percentage fee, expressed as a percentage of the Construction Cost, for Basic Services performed during the remaining stages 2 to 7 (Schematic Design; Design Development; Construction Documents; Bidding/tender; Construction Administration; and Pre-occupancy, Occupancy and Post-Construction), (the "**Percentage Fee**").
- 1.2 The Proponent must submit a Fixed Fee and a Percentage Fee using Table 1 below. The Proponent must further provide a breakdown of the Percentage Fee using Table 2 below.
- 1.3 The Fixed Fee and the Percentage Fee quoted in this Schedule (as may be revised by negotiations) shall remain fixed for the duration of the Agreement, subject only to any adjustments as provided in the Agreement and Section 2.0 of this Schedule.
- 1.4 For the purposes of quoting the Percentage Fee, the Proponent shall assume that the Construction Cost of the Project will be \$ **insert construction budget**. The Proponent acknowledges that this Construction Cost amount is an estimate only. Manitoba Housing will use this amount for the purpose of comparing and evaluating Proposals. The actual Construction Cost of the Project, however, may be greater or less than \$ **insert construction budget**. The compensation payable for the Percentage Fee will be in accordance with the terms and conditions of the Agreement, which is attached as Appendix 4 to this RFP, and the definition of "Construction Cost" contained in the Agreement.
- 1.5 The Fixed Fee and the Percentage Fee must include all costs associated with providing the Basic Services as described in the RFP and Schedule A – Description of Services, attached to the Form of Agreement in Appendix 4.

- 1.6 The Pre-design, Schematic Design and Design Development fees shall include all site visits as determined necessary by the Proponent to adequately prepare the construction documents for tender and no additional fees shall be paid for site visits during these stages.

Please indicate in the table below, how many site visits/meetings have been allowed for in your bid price for each Phase.

Pre-Design		Schematic Design		Design Development		Construction Documents		Tender/ Contract Award	
Site visits	Meetings	Site visits	Meetings	Site visits	Meetings	Site visits	Meetings	Site visits	Meetings

- 1.7 The Construction Administration fee shall include **XXXXXXXX (XX)** site visits during the construction phase of the Project and shall include all Prime Consultant and/or employee(s) and Sub-consultant(s) and/or employee(s) as required. Reimbursable Expenses for site visits outside the Winnipeg city limits must pre-approved by Manitoba Housing.
- 1.8 If additional site visits are required during the Construction Administration stage, the Prime Consultant shall provide such visits as an Additional Service.

Stage of Basic Services		(A) Fee	(B) Applicable Taxes	(C) Extended Cost (add columns A + B)
<b>(1) Pre-Design - Fixed Fee</b>		\$	N/A	\$
<b>(2) Remaining stages – Percentage Fee (based on and assuming a Construction Cost of \$ <b>insert construction budget</b>)</b>	_____ %	\$	\$	\$
		<b>TOTAL FEE</b>		\$

- 1.9 Payment of the Percentage Fee shall be apportioned over the remaining stages as set out in Table 2. Using the \$ value of the Percentage Fee for Basic Services quoted in Table 1, the Proponent must provide a breakdown of the Percentage Fee based on the fee allocations as set in Table 2.

<b>Table 2</b>				
<b>Stage of Basic Services</b>	<b>Fee allocation</b>	<b>(A) Fee</b>	<b>(B) Applicable Taxes</b>	<b>(C) Extended Cost (add columns A + B)</b>
<b>Schematic Design</b>	10%	\$	\$	\$
<b>Design Development</b>	15%	\$	\$	\$
<b>Construction Documents</b>	50%	\$	\$	\$
<b>Tendering</b>	3%	\$	N/A	\$
<b>Construction Administration</b>	20%	\$	N/A	\$
<b>Pre-Occupancy, Occupancy and Post-Construction</b>	2%	\$	N/A	\$
	<b>Total Percentage Fee</b> (Note: this amount should equal the Extended Cost (shaded in blue) in row 2, column C in Table 1)			\$

## 2.0 Increase or Decrease in Construction Cost

- 2.1 The Proponent should identify if the Percentage Fee will change if the estimate of probable Construction Cost increases or decreases by the potential ranges as set out in Table 3.
- 2.2 If the Percentage Fee will change for any of the potential ranges, the Proponent should quote a new percentage in Table 3 for that range in increase or decrease to the Construction Cost.
- 2.3 If the Percentage Fee will not change for any of the potential ranges, the Proponent should quote the same percentage in Table 3 as the percentage quoted in Table 1 for that range in increase or decrease to the Construction Cost.

- 2.4 The percentages quoted in Table 3 will not form part of the evaluation criteria, but will be used as a basis for negotiations between Manitoba Housing and the Proponent in accordance with the RFP.
- 2.5 If, after the completion of any of the first four (4) stages of the Services, Manitoba Housing has provided written approval of an increase or decrease in the estimate of probable Construction Cost to an amount greater than \$ **insert construction budget + 15%** or an amount less than \$ **insert construction budget – 20%**, the Prime Consultant’s Percentage Fee shall be adjusted to the new percentage fee(s) quoted in Table 3 (as may be revised by negotiations). Such adjustments shall only occur:
- (a) at the start of the next stage of the Basic Services on a go-forward basis, and will not be applied retroactively to Basic Services performed in previous stages; and
  - (b) upon written agreement by the parties in an approved Change Request Document.

<b>Table 3</b>	
<b>Range of Increases or Decreases to Construction Cost</b>	<b>Percentage</b>
From \$ _____ to \$ _____	_____ %
From \$ <b>insert construction budget – 20%</b> to \$ _____	_____ %
From \$ <b>insert construction budget +15%</b> to \$ _____	_____ %
From \$ _____ to \$ _____	_____ %
From \$ _____ to \$ _____	_____ %

### **3.0 REIMBURSABLE EXPENSES**

The Proponent must quote an amount that is not included in the Basic Services fees or Additional Service fees and represents a reasonable allowance for reimbursable expenses using Table 4. Reimbursable Expenses are defined in the Form of Agreement attached as Appendix 4 to the RFP.

The information provided by the Proponent for Reimbursable Expenses will not form part of the evaluation criteria, but will be used as a basis for negotiations between Manitoba Housing and the Proponent in accordance with the RFP.

<b>Table 4</b>			
<b>Stage of Services</b>	<b>(A) Estimate of Reimbursable Expenses</b>	<b>(B) Applicable Taxes</b>	<b>(C) Extended Cost (add columns A + B)</b>
Pre-design	\$	\$	\$
Schematic Design	\$	\$	\$
Design Development	\$	\$	\$
Construction Documents	\$	\$	\$
Tendering	\$	\$	\$
Construction Administration	\$	\$	\$
Pre-Occupancy, Occupancy and Post-Construction	\$	\$	\$
<b>Total Estimate of Reimbursable Expenses</b>			<b>\$</b>