

SCHEDULE A – DESCRIPTION OF SERVICES – PRIME CONSULTANT SERVICES – RFP XXXX-XXX-P-XXXX

Pre-Design	Schematic Design	Design Development	Construction Documents	Bidding/Tendering	Construction/Administration	Pre-Occupancy, Occupancy, & Post Construction
<ul style="list-style-type: none"> Assessment Report – Draft and Final Functional space program* Schedule preparation Budget preparation (Class D) Life Cycle Costing Economic feasibility Site selection/ analysis* Utility review Verify accuracy of record drawings/ information Zoning/variance approval Operating costs analysis Envelope audit Structural audit Mechanical audit Electrical audit Integrated design process meeting Other: <p>Services Under Disbursements</p> <ul style="list-style-type: none"> Legal survey Geotechnical analysis Environmental analysis <p>Services Not Required</p> <ul style="list-style-type: none"> 	<p>10% of Fees</p> <ul style="list-style-type: none"> Program review & confirmation Coordination of Owner supplied information Owner & Client Consultation Schematic design drawing & documents Review alternate design approaches Review of applicable statues, regulations, codes, & by-laws Documentation & distribution of meeting records Disciple coordination & document checking Construction cost estimate (Class C) Integrated Design Process Meeting Models or renderings Furniture inventory Preparation of environmental remediation docs (i.e. asbestos, PCP, mould) Other: <p>Services Not Required</p> <ul style="list-style-type: none"> 	<p>15% of Fees</p> <ul style="list-style-type: none"> Coordination of owner supplied information Owner & Client consultation Design development drawings & documents Interior design color & materials selection Preliminary summary of applicable status, regulations, codes, & by-laws Review of design with Owner & Client Documentation & distribution of meeting records Discipline coordination & document checking Revised construction cost estimate (Class B) Integrated Design Process Meeting Models or renderings Furniture requirements, specs & tender documents Detailed quantity surveys Preparation of environmental remediation docs (i.e. asbestos, PCP mould) Manitoba Hydro Rebate Program* Energy Modeling MH Green Building Checklist Power Smart Rebate Other: <p>Services Not Required</p> <ul style="list-style-type: none"> 	<p>50% of Fees</p> <ul style="list-style-type: none"> Discipline coordination & document checking Coordination or Owner supplied information Owner & client consultation Construction documents (working drawing specs) Application for building permits on behalf of Owner Complete design summary of applicable statutes, regulations, codes, & by-laws Obtain Owner approval of construction documents Documentation & distribution of meeting records Review/adjust const. cost estimate (Class A) including value engineering Integrated Design Process Meeting Coordinate bid forms & requirements with Owner* Detailed quantity surveys Preparation of environmental remediation docs (i.e. asbestos, PCP, mould) Manitoba Hydro Rebate Program * Energy Modeling MH Green Building Checklist Power Smart Rebate Other: <p>Services Not Required</p> <ul style="list-style-type: none"> 	<p>3% of Fees</p> <ul style="list-style-type: none"> Discipline coordination & document checking Coordination of Owner supplied information Stamped tender documents & electronic copy (AutoCAD & PDF) Preparation of addenda Respond to bidding inquires Analysis/approval & notification of alternates/ equals Site tour for prospective bidders Other: <p>Note: Tender Distribution, addenda distribution, receipt of bids and construction contract preparation by MH</p> <p>Services Not Required</p> <ul style="list-style-type: none"> 	<p>20% of Fees</p> <ul style="list-style-type: none"> Act as rep. of Owner Project administration Disciple coordination & document checking Coordination of Owner supplied information Shop Drawing/ product data/ sample review On behalf of the Owner, apply of necessary consents, approvals, licences, & permits from authorities having jurisdiction Construction Observation Reports Attend regular project meetings Construction document interpretation Proposed changed notices (distribution by Owner) & PCN pricing review Change Order certificates Progress payment verification certificates Project schedule monitoring Substantial performance report & certification Final deficiencies inspection & report Pile installation observations reports* Observation of environmental remediation & certificates (i.e. asbestos, PCP mould) Concrete/materials testing Apply for Manitoba Hydro Rebate Program Other: <p>Services Not Required</p> <ul style="list-style-type: none"> 	<p>2% of Fees</p> <ul style="list-style-type: none"> Deficiencies inspection & report Coordination/checking of operation and maintenance manual Record (as-built) drawings and specifications (AutoCAD & PDF) Remediation record (as-built): if applicable Warranties notice inspection & report Commissioning (all systems) Signage requirements & design Post occupancy evaluation & report Close out/Complete Manitoba Hydro Rebate Program documents* Other: <p>Services Not Required</p> <ul style="list-style-type: none">

* Denotes fields applicable to New Build projects