



REQUEST FOR PROPOSAL (RFP)

For

GOOD SAMARITAN CANADA (A Lutheran Social Service Organization)

For

PRIME CONSULTANT SERVICES

Project: 18-Bed Expansion of Good Samaritan Village by the Station,
Penticton, British Columbia

RFP Number: P212-2022-001

RFP Closing Date: 1 April 2022

Time: 23:59:59 PM Mountain Standard Time (MST).

Proposal Submission:

Attention: Rick Hessels, Manager- Procurement & Contracts Management

Address: Purchasing@gss.org

Inquiries Contact: Same as above

Email Address: Purchasing@gss.org

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1.0 BACKGROUND

- 1.1 Good Samaritan has 29 care homes across British Columbia and Alberta. Good Samaritan is a non-profit, charitable organization that provides specialized care services for the elderly, disabled and those in need or at risk.
- 1.2 Good Samaritans' **Mission** is:
- (a) To extend Christian hospitality through a continuum of care to those in need or at risk, regardless of race or religious belief.
- 1.3 **Our Vision** - To grow in strength, excellence and creativity in caring for others.
- 1.4 **Our Values** - Reflecting Christian hospitality, the values of the Good Samaritan are:
- (a) **Healthy Relationships:** In a spirit of compassion, we work in supportive partnerships and open our hearts to others by affirming their goodness and potential.
 - (b) **Hospitable Environments:** We provide safe, comfortable communities inspiring involvement, where people experience a sense of caring, belonging and purpose.
 - (c) **Servant Leadership:** We lead through giving of ourselves in service to others, by acting with courage in a trustworthy and ethical manner.
- 1.5 Good Samaritan continuously builds on aspects of "safety, quality, integrity, open and honest communications" with all stakeholders and support the protection of environment, particularly as they relate to the communities we work in and the people that may be touched by our projects.
- 1.6 Additional information regarding Good Samaritan could be found at our website through the following link: <https://gss.org/>

2.0 INTRODUCTION

2.1 Project Overview

- I. Good Samaritan Village by the Station is currently operating the following programs:
 - a) Long Term Complex Care- 60 Beds, approved for expansion of 18 beds
 - b) Long Term Complex Care (Dementia Cottages)- 40 Beds
 - c) Assisted Living- 37 Beds
 - d) Day Program- 15 spaces
- II. This Request for Proposals is an invitation to qualified Proponents to submit Proposals to provide PRIME CONSULTANT SERVICES, including but not limited to Architectural, Structural, Mechanical, Electrical, Civil, and Landscape for the development of an 18-Bed Expansion of The Good Samaritan Village by the Station located in Penticton, British Columbia.
- III. The 18 Bed Expansion will expand the Long Term Care program, serving the residents, staff, families and visitors of Village by the Station, an operating as a 24/7 and serve Long Term Care clients of Interior Health Authority,

- IV. The project information includes previous design drawings intended for a modular build. The project has a Building Permit approved in May 2019 and requires renewal from April 2022. It is the intent of Good Samaritan Canada to continue the project and pursue site-built construction.
- V. The project will be required to adhere to all BC provincial requirements associated with the funding approvals received from the Interior Health Authority.

2.2 Project Team

- I. Good Samaritan Canada (A Lutheran Social Services Organization) has been approved to proceed with Project Development for an 18 bed expansion to its Long Term Care Program as a result of being awarded Interior Health Authority Contract Number: OKSHC-PD22-6008857
- II. The Project Manager for the Capital Project is Mr. Malcolm Scanlan- Regional Manager, Maintenance Services- British Columbia
 - a) Procurement Management Services to be Project Managed by Mr. Rick Hessels- Manager, Procurement & Contract Management Services
- III. Prime Consultant's Services
 - a) The primary role of the Prime Consultant will consist of those services performed by the Prime Consultant, the Prime Consultant's employees and the consultants engaged by the Prime Consultant.
 - b) The Prime Consultant's Services include consultant coordination to integrate all parts of the services, i.e. Architecture, Structural, Mechanical, Electrical and Civil Engineering Services, Landscaping, and other required services.

2.3 Proposed Project Schedule

- I. The project schedule will be developed by the Client in consultation with the successful Proponent

3.0 INTRODUCTION TO PROPONENTS

I. RFP Timeframes

| Description | Anticipated Date |
|---|---------------------------------|
| RFP Issue Date | 8 March 2022 |
| Mandatory Site Visit | 15 March 2022 10:00am PST |
| Proponent's Deadline for Questions | 22 March 2022 |
| Deadline for Good Samaritan Canada to issue Addenda | 29 March 2022 |
| RFP Closing Date and Time | 1 April 2022 23:59:59 hours PST |
| Interviews (if required) | April 2022 |
| Notification of Selection | April 2022 |
| Project Commencement Date | May 2022 |

- I. All questions received will be responded to all interested Proponents in the form of posted addendums. Such addenda shall be incorporated into and form part of this RFP.
 - II. RFP and all associated documents will be posted to Alberta Purchasing Connection and to The Good Samaritan Society Website, www.gss.org
- II. Inquiries**
- I. All inquiries are to be directed, in writing, to the attention:
 - a) Rick Hessels, Manager- Procurement & Contracts Management, 780-431-3765 or rhessels@gss.org
 - b) Contact is restricted to the person(s) listed above. Contact with individuals other than listed may result in Proposal disqualification.
- III. Submission Requirements**
- I. **Proposal Submission**
 - a) Proposals shall be submitted to:
Rick Hessels- Manager, Procurement & Contracts Management
8861 75 Street NW, Edmonton, AB., T6C 4G8
Purchasing@gss.org
 - b) Facsimile proposals will NOT be accepted,
 - c) Electronic Proposals will be accepted in place of hard copy, it is the responsibility of the Proponent to ensure that emails are received prior to submission deadline date and time.
 - d) Proposals received after the closing date and time will be considered disqualified and returned unopened to the Proponent,
 - e) The time and effort to present the Proposal is solely the responsibility of the Proponent. Under no circumstances shall Good Samaritan Canada be obliged to reimburse such expense.
 - II. **Minimum Qualifications**
 - a) Prime Consultant Proponents must be an Architect Registered to practice in the Province of British Columbia and have experience working on similar projects. No submittal will be entertained for another discipline to serve as the prime consultants.
 - b) Sub-consultants are to include Professionals Registered to Practice in the Province of British Columbia and these include Structural, Mechanical, Electrical, Civil and Landscape Architectural disciplines.
 - c) Proponent Team members are to demonstrate experience in the design of Long Term Care Facilities and well versed on Community Care and Assisted Living Act, Residential Care Regulation (Last amended 1 June, 2020 by B.C. Reg 118/2020). They should be experienced in the design of multi-million dollar projects and the design of Long Term Care rooms for all types of care, inclusive of but not limited to; Long Term Care, Dementia Care.

III. Form of Proposal

- a) Proposals are not to exceed twenty, 8.5"x11" pages in length, excluding appendices, and are to address the following information. Full resumes for key members may be submitted as appendices.

i. Firm Overview, experience, workload and capacity

- **General Proponent Overview and Experience**

Provide a history of the firm and a summary of the corporate structure of the firm. List the names of Proprietors, Partners, Officers, and Principals of the firm:

- Evidence of stable ownership; have consistent ownership, and have been in business for at least five years;
- A proven and consistent management structure and team; and
- A high level of credibility with the profession and industry
- Proponents should demonstrate \$5,000,000 of insurance coverage

- **Workload and Capacity**

Provide a detailed summary of current project workload of the firm and provide a detailed list of current staff and manpower available for this project and list the specified personnel who will be assigned to the project. Please also note any other existing workload commitments of your firm that could impact the deliver of the project:

- Clearly demonstrates the capacity to successfully execute this *Project*.
- Clearly communicates other project commitments of the firm. These commitments should not adversely impact the completion of this *Project*.

ii. A brief description of key members from each discipline, their roles and a brief description of related experience:

- Provide a resume and summary of experience for each of the project personnel and sub-consultants assigned to the project team. Provide information regarding:
 - the individual's title
 - their role and responsibilities on this project
 - their qualifications
 - their tenure/time with this firm their direct relevant experience Team organization chart and description of the working relationship of team members:

The chart should clearly delineate the team's structure and roles, including names of firms and staff of all sub-consultants. The chart should demonstrate that the proposed structure is suitable to the *Project* and demonstrates the capacity and understanding to successfully deliver the *Project*.

- iii. A description of three (3) completed within the past 10 years related projects identifying relevance to this RFP, outline projected and final construction cost, projected and final completion date, number of change orders and key team members with participation as proposed on this project, client and contractor references with contact information (current telephone, address and email)
- iv. A statement illustrating your understanding of the project and the goals of the Client Team. In particular, the response should address:
 - an understanding of the *Project*, site and *Good Samaritan Canada*.
 - Provide a detailed understanding of the potential occupancy classification and constructability options available to the project.
 - Identify key factors that could impact successful delivery of the *Project*.
 - Good Samaritan Canada is a progressive project developer committed to prudent use of capital resources. The successful proponent should be prepared to adapt and explore innovative construction methodologies that test the BC marketplace for thoughtful design.
 - Good Samaritan Canada is committed to diligent and transparent procurement processes demonstrating total accountability for the diligent stewardship of the organization's resources.
- v. A statement of your proposed design approach, options, and alternatives. In particular, the response should address:

The design approach proposed. Any potential options and/or alternatives as well as methods of service delivery. Such options and/or alternatives may be clearly identified and appended to the main proposal submission, and any associated costs must be separately identified and excluded from the *Fixed Fee*. Good Samaritan reserves the right to accept or reject any or all such options and/or alternative strategies. However, the *Proponent's* submission will not be jeopardized by the inclusion of such options and/or alternatives. Firms that can demonstrate an ability to explore options and alternatives and develop innovative solutions for projects will receive a higher score.
- vi. A statement of your proposed project management methodology and approach including cost, schedule, and quality control. In particular the response should address:
 - How the methodology confirms they have the capacity, experience and understanding to successfully deliver the *Services* on time and on budget;
 - How the proposed schedule may help expedite the *Services*;
 - Provides comment on how phases of work will influence schedule and design
 - How the Construction Manager will add to construction and value engineering

- Indicates how they will ensure the *Services* are on schedule; and
- Demonstrates good communication and documentation processes, and appropriate uses of technology to support their methodology.
- Provide evidence of past successes in budget control on similar projects; proven ability to meet the client’s budget.
- Provide evidence of past schedule control on similar projects; proven capacity to deliver projects on time.
- Demonstrates a past history of successful quality control on services and an overview of their quality control program and how quality control issues will be managed.

vii. Confirmation of addenda received.

IV. Evaluation Criteria

- I. The proposals and interviews (if required) will be evaluated on the following basis. The same criteria will be applied in assessing and the interview. Proponent scores after proposal submission will be used to shortlist consultants for interviews; proponent scores after interviews will assess both the proposal and interview and will be used to select the successful consultant.

The successful Proponent(s) is the one deemed to have submitted the most advantageous Proposal to Good Samaritan Canada and capable of delivering on the project, this would be determined by the Evaluation Committee during the evaluation process.

| Item Description | Maximum Points | Proponent Score |
|--|----------------|-----------------|
| Firm- overview, background, values | 5 | |
| Individual Team Members assigned to the project: related project experience, expertise, and compatibility | 5 | |
| Team Organization: Organization and compatibility | 5 | |
| Directly Related Project Experience | 20 | |
| Understanding of the Project and Client Goals | 15 | |
| Design Approach, Alternatives and Options | 15 | |
| Project Management Methodology: cost, schedule and quality control | 20 | |
| Fee | 15 | |
| TOTAL | 100 | |

V. Interviews

- I. Interviews, if required, will be scheduled in April 2022,
- II. Each Interview will be a total of 90 minutes in duration roughly composed of equal parts presentation and questions and answers. Please be prepared to bring key team members to interview and prepare presentation to address your understanding and approach to the project. Details will be developed and communicated at a later date.

4.0 Scope of Services**I. Basic Services**

- I. The following are the Basic Services to be provided on the project and to be reimbursed by the percentage fee quoted:
- II. Pre-Design Phase services including site analysis, presentations, concept development study, off-site utility review, project scheduling, project budgeting, owner-supplied data coordination, programming review and preparation of Owner & Consultant Services Agreement.
- III. Determining the required scope in consultation with the Client and assembling a team of consultants including: Architectural, Structural, Mechanical, Electrical and Civil Engineers, and Landscape Architectural,
- IV. The full scope of the Prime Consultant described in AIBC Standard Form of Contract 6C (attached to this RFP) is to be included in the project. At its' sole discretion, the Client may choose to engage successful proponent to provide services on future phases of this project,
- V. Appendix A- entitles Scope of Services defines the services to be included in the Base Fee in further detail.

5.0 Specialty Consultants

- I. The Prime Consultant will help coordinate specialty Consultants as required. The specialty consultants will be engaged directly by the Client. The Prime Consultant will coordinate the services of the identified Specialty Consultants within Fee for Basic Services
- II. Specialty consultants may include coordination of: Legal Survey, Geotechnical Investigation, Environmental Site Assessment, and Cost Consultant

6.0 General Contractor and Construction Cost Estimating

- I. The Prime Consultant will prepare an RFP for engagement of a General Contractor as Construction Manager with the Client. Construction cost estimating will be provided by the General Contractor. The Prime Consultant will provide information to support the estimating process.
- II. The Prime Consultant will be responsible to work with the CM Contractor to establish project timelines.
- III. The Prime Consultant will monitor the CM Contractor's progress against the project timelines

- IV. The Prime Consultant will be responsible for presenting any change order requests to the Client.

7.0 Fee Structure

- I. The Client's intent is to compensate the Architect in accordance with the CAA and CEA Scope of Services.
 - a) A fixed fee for Basic Services,
 - b) Fixed fee for Specialty Services.

8.0 Disbursements

- I. Normal disbursements will be reimbursed at a fixed fee as a percentage of the Prime Consultant fee based on completed milestones, or Progress Billing,
- II. This disbursement fee excludes travel expense and time allowance that will be negotiated with the successful proponent for trips greater than 50 kilometers.

9.0 Claims Summary

- I. Proponents shall outline any Client, design, or other claims that they have been involved with within the past 5 years within the province of British Columbia or if not applicable, nationally. Details of each claim may be submitted in the Proponents preferred format and are to include the project name, the nature and value of the claim, the claim status, and the settlement if applicable.

10.0 Conflict of Interest Disclosure

Each Proponent shall make full disclosure in writing of any actual or potential conflict of interest arising from any existing business or personal relationships with any of the following:

- I. any employee of Good Samaritan Canada or the Good Samaritan Society
- II. any director of Good Samaritan Canada or the Good Samaritan Society
- III. any family member of any such employee, director, or member
- IV. any business entity controlled by or otherwise not at arm's length to any one or more of any such employee, director, member, or family member.

11.0 Insurance

The Proponent shall include in their Qualifications Submission evidence of the following insurances:

- I. Professional Liability Insurance: Aggregate and per occurrence limit of not less than five million dollars (\$5M)
- II. Commercial General Liability Insurance: Aggregate and per occurrence limit of not less than five million dollars (\$5M) for bodily injury, death, and damage to the property of the Clients
- III. Vehicular Liability Insurance: in respect of licensed vehicles with aggregate and per occurrence limits if not less than two million dollars (\$2M) for bodily injury, death, and

damage to property, providing third party liability and accidents benefits insurance and covering vehicles owned, leased, operated by or on behalf of the Proponent

- IV. Proof of WCB Coverage. Proponent shall further confirm in writing that the Proponent shall always during the performance of the Services maintain an account in good standing with the WorkSafeBC

12.0 Form of Agreement

- I. AIBC Standard Form of Contract 6C- Attached.

APPENDIX 'A' – PROPOSAL SHEET SUMMARY (To be signed by the Proponent and submitted with the Proposal)

1. **FROM (Proponent):**

(Proponent Legal Name)

(Proponent Operating Name)

(Mailing Address)

(City, Province, Postal Code)

(Email Address)

(Telephone)

2. **TO:** **ATTENTION: Rick Hessels**
Email: **Purchasing@gss.org**
RE: **REQUEST FOR PROPOSAL (RFP)**
for
Project Location: **Good Samaritan Village by the Station**
for
Project Name: **18 Bed Expansion**

3. By submitting this Proposal, I/We agree to be bound by the terms and conditions of the RFP and declare that I/We:
- (a) examined and read the RFP document for the above noted project;
 - (b) understands the RFP documents, including the terms and conditions;
 - (c) confirm receipt of all addenda issued for the RFP, if any;
 - (d) considered those addenda in the preparation of this Proposal;
 - (e) declare that no person, firm or corporation other than the undersigned has any interest in this Proposal or in the proposed Contract for which this Proposal is made;
 - (f) have noted no discrepancies, errors or omissions in the RFP except those previously brought in writing to the attention of Good Samaritan Canada and which have been clarified by an addenda, if any;
 - (g) am/are competent to undertake and complete the project deliverables;
 - (h) have relied upon our own examination of the project deliverables, and have informed ourselves fully as to all conditions, contingencies, risks and circumstances, local or otherwise, which might influence or affect the performance or the cost of the project;
 - (i) in good faith, agree to work towards executing a formal agreement with Good Samaritan Canada for the project if selected as the successful Proponent under this RFP.
 - (j) agrees to carry out the Services in accordance with the pro forma Contract issued with the RFP Documents,
 - (k) for the total price of:

\$

(Amount in numbers)

(Amount in words)

Which amount(s) include taxes as separate line item(s) on this Submission.

I/We agree:

- (a) Reimbursable expenses will be paid in accordance with the terms of the Contract.
- (b) To execute a formal agreement with Good Samaritan Canada for the performance of the Services and for the above stated compensation if selected as the successful Proponent.

Submitted this _____ day of _____, 2022.

Signed:

(Name and Title of the Proponent's authorized individual)

End of Appendix A

**APPENDIX 'B' -
Work Paid For On A Reimbursable Basis Proposal Form**

1.0 Reimbursement rates Work Paid For On A Reimbursable Basis

1.1 The *Proponent* shall, upon notice from *Good Samaritan Canada*, make available the following personnel to perform the *Services* as required and as approved by *Good Samaritan Canada*. The placement of personnel, the duration of their engagement on the *Project*, and the rates to be paid, are in all respects subject to the prior written approval of *Good Samaritan Canada*. The chart below should be expanded by the *Proponent* to include all proposed personnel to be engaged on the project.

| Position | Name | All Inclusive Rate per Hour |
|------------------------|-------------|------------------------------------|
| Principle | | \$ /hr |
| Senior Project Manger | | \$ /hr |
| Project Manager | | \$ /hr |
| Lead Designer | | \$ /hr |
| Drafting Technologists | | \$ /hr |
| Clerical Staff | | \$ /hr |

- 1.2 There shall be no mark-up applicable to the salaries of the *Proponent's* personnel performing *Work Paid For On A Reimbursable Basis*.
- 1.3 Under no circumstances shall the *Proponent* be entitled to recover the *Fixed Fee*, or percentage mark-up as agreed more than once as a component of any costs, reimbursable rates, overheads, or other payments of any kind due to the *Proponent* from *Good Samaritan Canada*.
- 1.4 Rates for the *Work Paid For On A Reimbursable Basis* are set for the duration of the *Services* and the *Project* is complete.
- 1.5 No premium time shall be paid by *Good Samaritan Canada* in relation to *Work Paid for on a Reimbursable Basis* unless pre-authorized in writing by *Good Samaritan Canada*.
- 1.6 All rates shown are inclusive and include all necessary and appropriate personal protective equipment.

End of Appendix B

Schedule 'A' - Pricing Form

Compensation will be payable to selected *Proponent* based on a *Fixed Fee* and on *Reimbursements*. In respect of preparing its *Proposal*, each *Proponent* is instructed as follows:

(A) **Fixed Fees**

Each *Proponent* is instructed to quote a fixed fee in the form attached hereto as Appendix X Fixed Fee Proposal Form. This fixed fee shall be total compensation for the *Proponent's* personnel, expenses and systems listed in Appendix 2 Fixed Fee Proposal Form, as well as all overhead and profit to perform the entirety of the *Services*, except as may be included in the rates specified for the *Reimbursables*, (the "**Fixed Fee**"), regardless of the amount of time that is taken to perform the *Services*.

The *Proponent* shall provide a further breakdown of the *Fixed Fee* for the *Project* indicating the proportional value of the *Fixed Fee* for the **consulting services required to design and construct an 18-Bed Expansion of The Good Samaritan Village by the Station located in Penticton, British Columbia** as requested by *Good Samaritan Canada*.

The *Fixed Fee* shall be submitted in accordance with and based only on this *RFP*. The *Fixed Fee* shall exclude any options and/or alternatives suggested by a *Proponent*.

Each *Proponent* is instructed to complete the following:

- (a) Appendix Fixed Fee Proposal Form.

(B) **Reimbursable**

Reimbursable Expenses unless otherwise pre-authorized in writing by *Good Samaritan*, are limited to the following expenses incurred and paid by the *Prime Consultant* and its *Sub consultants* to third parties in the performance of the *Services*, plus a percentage mark-up of such actual expenditure.

In particular:

- (a) travel expenses, lodging and meals, for travel in connection with the *Project* to a destination outside of British Columbia as pre-authorized by *Good Samaritan* in writing;
- (b) parking expenses incurred at *Good Samaritan* facilities;
- (c) third party expenses for long distance communication, including telephone calls, facsimile messages, and electronic conveyances;
- (d) local and long distance courier service;
- (e) expenses for plotting, reproduction and photocopying of plans, sketches, drawings, graphic representations, specifications and other documents, including schematic design, design development, pre-tender documents, tender sets, and contract documents sets;
- (f) renderings, models, and mock-ups specifically requested and pre-approved by *Good Samaritan*; and

- (g) fees, levies, duties or taxes for permits, licenses or approvals from *Governmental Authorities* which are described in Schedule B – Scope of Basic Services (Good Samaritan Agreement) and potential Additional Services as being the responsibility of the *Prime Consultant* to obtain.

(C) Hourly Rates

- (a) Hourly rates shall exclude the *Proponent's* overhead costs and profit. The hourly rates shall also exclude allowances for costs that are otherwise reimbursable under the contract, such as supervision, safety, insurance, etc. Compensation for the salaried or contract employees shall be reimbursed by *Good Samaritan* at the labour rates indicated with no mark-up for overhead and profit; and
- (b) *Reimbursement* rates for the *Proponent's* personnel not listed in Appendix B Work Paid For On A Reimbursable Basis Proposal Form, that are later incorporated and approved by *Good Samaritan* shall be based upon generally accepted construction industry labour rates for work of a similar nature in the same region as the *Project* that are consistent with the labour rate structure provided herein.

(D) Currency, Duties and Taxes

Rates shall be provided in Canadian Funds, inclusive of all applicable duties and taxes and excluding Goods and Services Tax.

End of Schedule A

Appendix 'C'
Fixed Fee Proposal Form

2.0 **Fixed Fee**

2.1 The *Fixed Fee* is _____, excluding Goods and Services Tax

2.2 The *Fixed Fee* includes the costs for the following:

3.0 **The fee for the Services is a fixed fee amount inclusive of Disbursements, to a maximum upset fee amount, it shall be apportioned to the phases of Service as follow:**

| | |
|---|----------|
| 5% of fee for Pre-Design Phase | \$ _____ |
| 10% of fee for Schematic Design Phase | \$ _____ |
| 25% of fee for Design Development Phase | \$ _____ |
| 25% of fee for Construction Documents Phase | \$ _____ |
| 5% of fee for Bidding and Negotiation Phase | \$ _____ |
| 25% of fee for Construction Contract Administration Phase | \$ _____ |
| 5% of fee for Post Construction Phase | \$ _____ |
| 100% Total Fee | \$ _____ |

The fixed fees shall be applicable for the duration of the Agreement.

End of Appendix C