



Consulting Engineers Fee Guideline 2020

This document provides a guideline of standard hourly rates for engineers and technicians/technologists providing consulting services in Manitoba

Background

Professional engineering fees should be based on the value of services received by the Client and not simply the Consulting Engineer's cost of providing services. The fees listed are appropriate compensation for the professional work required to meet the necessary standards of engineering care and quality, and to sustain the profession through skills training and research and development. Since these fees are a matter of contract between the Consulting Engineer and the Client, both parties are free to develop arrangements suited to specific situations within the parameters presented in this document, bearing in mind the need for appropriate and adequate compensation as outlined in Engineers Geoscientists Manitoba's Code of Ethics.

Salary Multipliers

It is recommended that engineering consultants do not provide fees based on multipliers of salary. Divulging salary information related to specific staff may contravene the Privacy Act and the security of such information may be at risk.

Charges for Disbursements

Many disbursements are recommended to be charged at a rate of approximately 8% of professional fees. These disbursements may include:

- ❖ Communication costs
- ❖ Printing and plotting costs
- ❖ Software and computer costs
- ❖ Courier and messenger services
- ❖ Local travel
- ❖ Office supplies

Other disbursements can be compensated at a cost plus percentage rate, with typical percentages ranging from 10 to 15% of actual costs of the expense.

These disbursements may include:

- ❖ Long distance travel
- ❖ Vehicle rentals and fuel
- ❖ Accommodations
- ❖ Bulk printing
- ❖ Specialized software
- ❖ Testing services
- ❖ Approvals, permits, licenses
- ❖ Project specific insurance

The Client and the Consulting Engineer should review the projected expenses prior to the start of a project and agree on the applicable disbursement rate and reimbursement method.

Basis for Remuneration

Remuneration for engineering services may be based on one or more of the following methods. The application of the particular method will vary with the standing and specialized knowledge of the Consulting Engineer, as well as the nature and extent of the work.

Time Basis

In this arrangement, every hour charged by a Consulting Engineer's staff working on the project is billed at agreed hourly rates. Current suggested hourly rates are shown by classification below:

Professional Services		Technical Services	
Category	Rate (\$CDN/hour)	Category	Rate (\$CDN/hour)
E1	\$130	T1	\$100
E2	\$150	T2	\$115
E3	\$180	T3	\$135
E4	\$205	T4	\$145
E5	\$235	T5	\$160
E6	\$265	T6	\$180
E7	\$300+	T7	\$200+

Percentage of Construction Basis

The cost of providing engineering services is dependent upon the size of the project and the complexity of the assignment. The *Guide for the Engagement of a Consulting Professional Engineer* outlines the method for calculating the applicable percentage fee that considers both of those factors.

Fixed Fee or Lump Sum Basis

A Fixed Fee or Lump Sum Contract is suitable if the scope and schedule of the project are sufficiently defined to allow the Consulting Engineer to estimate the engineering costs. This type of contract is frequently developed from Time Basis projections or specific services requirements for particular tasks.

Classification Guide

This classification guide describes classifications of responsibility, experience and training. With some interpolation, engineering/ technical positions within most consulting firms can be categorized to align with these classifications. The following categories will assist with determining the hourly fee appropriate for a given staff member.

Professional Services Category		Authorized Responsibilities
E1	Engineer in Training	University graduate from an accredited engineering program.
E2	Assistant Project Engineer	Engineering or geoscience assignments of limited scope and complexity. Work supervised in detail. May give guidance to members-in-training, technicians, technologists, contractor employees, etc.
E3	Project Engineer	Independently puts out responsible and varied engineering or geoscience assignments. Work not generally supervised in detail. May give guidance to 1 or 2 other engineers or geoscientists but supervision of other engineers or geoscientists is not usually a continuing responsibility.
E4	Supervisory Engineer	First level of direct and sustained supervision over engineers or geoscientists.
	Specialist Engineer	First level of full specialization in complex engineering applications (research, design, product application, sales, etc.)
E5	Management Engineer	Has authority over supervisory engineers, geoscientists, or a large group containing both professionals and non-professionals.
	Advanced Specialist Engineer	In addition to specialization, generally exercise authority over a group of highly qualified professionals engaged in complex engineering applications.
E6	Senior Project Management Engineer	Has authority over several related professional groups in different fields, each under a management engineer or geoscientist.
E7	Senior Specialist Engineer	Recognized authority in a field of major importance and generally exercise authority over a group of highly qualified professionals engaged in complex engineering applications.

Technical Services Category		Authorized Responsibilities
T1	Technician	Under close supervision, carries out straight-forward duties such as preparing simple or repetitive drawings, maintaining drawing files and assisting with field surveys. Little independent judgment required. Performs according to standardized procedures.
T2	Junior Technician/Technologist	Under close supervision supports engineering personnel in field, design, and/or ACAD drafting. Performs clearly defined, straightforward computational work using standard accepted formulate and manuals.
T3	Intermediate Technician/Technologist	Under direct supervision, supports engineering personnel in field, design, drawing production and/or construction specifications and quality control. Performs variety of defined assignments with some independent judgment required. May provide technical advice to less experienced technicians/technologists in same area of specialty.

Technical Services Category		Authorized Responsibilities
T4	Senior Technician/Technologist	Under minimal supervision carries out design tasks and/or complex ACAD assignments and/or performs field quality control functions. Analyzes, provides recommendations and makes decisions with regard to technical problems encountered. May provide technical advice or supervise the daily activity of all lower level technical staff with regard to processes and procedures. Verifies accuracy and adequacy of their work.
T5	Specialist Technician/Technologist	Supervises directly or indirectly the work of junior personnel while at the same time undertaking project related functions on a continual basis. May function as "Lead CAD" on projects in support of the Project Manager. Prepares production and progress reports as required. Assists the Project Manager in determining personnel and man-hour requirements. Reviews and verifies accuracy of work carried out by others.
T6	Supervisor/Manager Technician/Technologist	Independently manages design functions on projects. Supervises the activities of other staff in execution of projects. Assists in recruitment and management of personnel as required. May assume role of Project Manager on projects. Technologists may take technical responsibility for projects within the limits of the approved scope of practice. Assists with marketing and client services on a regular basis.
T7	Group Manager or Discipline Lead Technician/Technologist	Independently represents the company with clients on an ongoing basis. Manages and supervises staff on a continual basis. Manages major projects. Responsible for identifying and pursuing market opportunities in area of specialization. Technologists may take technical responsibility for projects within the limits of the approved scope of practice. Responsible for assisting in recruitment, career reviews and salary reviews for staff under their direct supervision. Typical role is that of Group Manager or Discipline Lead.

Qualifications Based Selection

ACEC-MB recommends that public agencies making investments in capital projects should adopt Qualifications Based Selection (QBS) as the preferred method for procuring engineering services to achieve the best returns on their investments. **QBS is the recognized Best Practice for Procurement of Engineering Services.**

QBS is recommended in the *Selecting a Professional Consultant* best practice developed by the National Guide to Sustainable Municipal Infrastructure (InfraGuide). This guide was developed by the public sector for the public sector.

https://data.fcm.ca/documents/reports/InfraGuide/Selecting_a_Professional_Consultant_EN.pdf