

Architectural, Engineering, Surveying and Mapping Services Price Report

This document is confidential when completed.

Si vous préférez recevoir ce questionnaire en français, veuillez nous appeler au numéro sans frais suivant :

1-888-951-4550

If necessary, please make address label corrections in the boxes below (please print).

Legal Name		
0001		
Business name		
0002		
Title of contact		
0003		
First name of contact		
0004		
Last name of contact		
0005		
Address (number and street)		
0006		
City	Province or territory	
0007	0008	
Country	Postal code/Zip code	
0009	0010	
Language preference	0011	0012
	English	French

This information is collected under the authority of the *Statistics Act*, Revised Statutes of Canada, 1985, Chapter S-19.

COMPLETION OF THIS QUESTIONNAIRE IS A LEGAL REQUIREMENT UNDER THIS ACT.

Survey purpose

The data collected in this survey will be used to produce indexes that measure changes in the prices of the various services offered by the industry and will improve statistical estimates of the architectural, engineering, surveying and mapping services industry with respect to volume of activity and productivity. Your information may also be used by Statistics Canada for other statistical and research purposes.

Confidentiality

Your answers are confidential

Statistics Canada is prohibited by law from releasing any information it collects which could identify any person, business, or organization, unless consent has been given by the respondent or as permitted by the *Statistics Act*. The confidentiality provisions of the *Statistics Act* are not affected by either the *Access to Information Act* or any other legislation. Therefore, for example, the Canada Revenue Agency cannot access identifiable survey records from Statistics Canada. Information from this survey will be used for statistical purposes only and will be published in aggregate form only.

Fax or other electronic transmission disclosure

Statistics Canada advises you that there could be a risk of disclosure during the facsimile or other electronic transmission. However, upon receipt Statistics Canada will provide the guaranteed level of protection afforded to all information collected under the authority of the *Statistics Act*.

Your participation is important

Your participation is vital to ensuring that the information collected in this survey is accurate and comprehensive.

Record linkages

To enhance the data from this survey, Statistics Canada may combine it with information from other surveys or from administrative sources.

Please return the questionnaire within 15 days.

Please mail the completed questionnaire in the enclosed envelope

fax it to Statistics Canada at 1-613-951-3117 or email to sppl.engineering@statcan.gc.ca.

Lost the return envelope or need help? Call us at 1-888-951-4550 or mail to:

Statistics Canada, Producer Prices Division, 150 Tunney's Pasture Driveway, Ottawa, Ontario K1A 0T6

Visit our website at www.statcan.gc.ca



A - Contract Selection

The purpose of this survey is to monitor changes in the prices of **architectural, engineering, surveying and mapping services** over time. To do this, you will first **select a contract** that your company has **completed in the recent past**. On a quarterly basis, you will be asked to estimate the fee that your company would charge if you were to **bid again on the same contract** during these particular quarters.

Instructions:

- Please select a contract that was **completed** within **two (2) years**; from the **business activity** printed in **Section B**.
- Contracts with foreign clients are not eligible.
- Please select a contract whose fee was determined using one (or a combination) of the following methods:
Fixed Fee (lump-sum fee): An overall fee for the contract is proposed which may (or may not) be based on an internal estimate of the time and resources required to complete the contract.
Time-Based Fees: The amount of time (i.e. hours or days) required to complete the contract and the associated professional fees are communicated to the client (typically on the project contract, invoice, or bill).
- If your firm has **not** estimated fees using any of the above methods, please call **1-888-951-4550** for further instructions.
- The contract that you select must be:
Representative: The contract specifies a typical project undertaken by your firm.
Relevant: The project described in the contract agreement with the client was completed within two (2) years.
Simple to re-estimate: You must be able to provide a new fee estimate for this contract in future quarters. If you only have large complex contracts from which to select, please identify a discrete portion of one of these contracts, for example, a monthly invoice period or a period from one contract milestone to the next.

B - Contract Description

The purpose of this section is to report the specifications of the contract that you select to represent the business activity printed below. These specifications will be provided to you in subsequent questionnaires and should be referenced when re-estimating the fee.

Business Activity:

0100

If the selected contract is no longer representative of your business activities, please call 1-888-951-4550 for further instruction.

- 1 Contract Identifier. Provide a generic identifier for the selected contract (ex., project number, invoice number, etc).
- 0101
- 2 Type of Client. (Check one only)
- 0102
- 0103
- 3 Client Sector. (Check one only)
- 0104
- 0105
- 4 Contract Agreement Date. Provide the date on which the fee of the selected contract was agreed upon with the client.
- 0106
- 5 Project Duration. Provide the dates on which you started and finished the work specified in the selected contract agreement.
- 0107
- 0108
- 6 Project Description. Please provide a *brief* project description and outline the scope of services agreed with the client for the selected contract (ex., advisory, project management, detailed design, surveying and mapping, etc).
- 0109
- 0110
- 0111
- 0112

C - Fee Estimation

The purpose of this section is to report the total fee for the contract selected and described in Section A and B. On a quarterly basis, you will be asked to provide a **new fee estimate** as if you were to submit a **new bid for the same contract** on the date indicated in all tables labeled B. This new fee should reflect current labour costs, current profit margin expectation considering your company’s ability to take on additional work and the market demand for similar work.

Total fee is the sum of Direct Labour (C1), Overhead and Profit (C2) and Reimbursable Expenses (C3). Do not include sub-contractors in any of the cost estimates. All amounts are to be reported in Canadian Dollars (\$CAD) excluding GST, PST or HST.

C1 - Direct Labour (excluding direct costs for sub-consultants)

If you are reporting for the first time, please complete Table 1A and 1B. If you have reported previously, complete Table 1B.

- In **Table 1A**, please list each **level of direct labour** (professional, technical and administrative staff), the corresponding **direct labour rates OR charge-out rates** and the **hours spent** in performing the selected contract.
- In **Table 1B**, please provide a new estimate for each **level of direct labour** that your company would charge for this contract. Assume that the client wishes work to start as of the date indicated.

Direct Labour Levels	Table 1A Selected Contract			Table 1B <Date>		
	Hours	Rate	Total	Hours	Rate	Total
Example: Principal Engineer or E-7	12	\$ 150	\$ 1,800	12	\$ 155	\$ 1,860
0200_1	0201_1	0202_1	0203_1	0204_1	0205_1	0206_1
0200_2	0201_2	0202_2	0203_2	0204_2	0205_2	0206_2
0200_3	0201_3	0202_3	0203_3	0204_3	0205_3	0206_3
0200_4	0201_4	0202_4	0203_4	0204_4	0205_4	0206_4
0200_5	0201_5	0202_5	0203_5	0204_5	0205_5	0206_5
0200_6	0201_6	0202_6	0203_6	0204_6	0205_6	0206_6
0200_7	0201_7	0202_7	0203_7	0204_7	0205_7	0206_7
0200_8	0201_8	0202_8	0203_8	0204_8	0205_8	0206_8
0200_9	0201_9	0202_9	0203_9	0204_9	0205_9	0206_9
0200_10	0201_10	0202_10	0203_10	0204_10	0205_10	0206_10
0200_11	0201_11	0202_11	0203_11	0204_11	0205_11	0206_11
0200_12	0201_12	0202_12	0203_12	0204_12	0205_12	0206_12
0200_13	0201_13	0202_13	0203_13	0204_13	0205_13	0206_13
0200_14	0201_14	0202_14	0203_14	0204_14	0205_14	0206_14
0200_15	0201_15	0202_15	0203_15	0204_15	0205_15	0206_15
0200_16	0201_16	0202_16	0203_16	0204_16	0205_16	0206_16
Total: Direct Labour	0207		\$	0208		\$

C2 - Overhead and Profit

Do the rates in Section C1 include overhead and profit?

☐ Yes → Go to Section C3

☐ No → Report overhead and profit in Section C2

If you are reporting for the first time, please complete Table 2A and 2B. If you have reported previously, complete Table 2B.

- In **Table 2A**, please report for overhead and profit charged to the selected contract.
- In **Table 2B**, please provide a new estimate for overhead and profit that your company would apply to this contract as of the date indicated.
- When estimating profit and overhead in Table 2B, adjustments such as a **premium** or a **discount** should be made according to the current demand of other clients, current market conditions and your firm's current financial position.

Table 2A

Selected Contract

Table 2B

<Date>

Total: Overhead

0300_1

\$

0300_2

\$

Total: Profit

0301_1

\$

0301_2

\$

C3 - Reimbursable Expenses (excluding direct expenses for sub-consultants)

If you are reporting for the first time, please complete Table 3A and 3B. If you have reported previously, complete Table 3B.

- In **Table 3A**, please report all reimbursable expenses for the selected contract. Examples of reimbursable expenses include: materials, transportation, subsistence, permits, equipment, etc.
- In **Table 3B**, please provide a new estimate for reimbursable expenses that your company would charge as of the date indicated.

Table 3A

Selected Contract

Table 3B

<Date>

Reimbursable Expenses

Example: Transportation and Subsistence

\$4,000

\$4,120

0400_1

0401_1

0402_1

0400_2

0401_2

0402_2

0400_3

0401_3

0402_3

0400_4

0401_4

0402_4

0400_5

0401_5

0402_5

Total: Reimbursable expenses

0403

\$

0404

\$

C4 - Total Fee

- In **Tables 4A and 4B**, please provide the total fee.

Table 4A

Selected Contract

Table 4B

<Date>

Total Fee: Direct Labour (C1) + Overhead and Profit (C2) + Reimbursable Expenses (C3)

0500

\$

0501

\$

D - Reason for Total Fee Change

- Please indicate the reason(s) for total fee change if applicable.

- ☐ 0600 Change in input costs
- ☐ 0601 Change in regulatory requirements in the industry
- ☐ 0602 Change in market demand
- ☐ 0603 Change in productivity (Example: technological change, personnel mix and/or time required to complete work)
- ☐ 0604 Change in competitive environment (Example: industrial concentration, more/less competition)
- ☐ 0605 Change in total fee due to weather conditions
- ☐ 0606 Other (please specify):

0607

☐ 0608 Not Applicable - no change in the total fee

E - Comments

We welcome any suggestions that you may have for improving the *Architectural, Engineering, Surveying and Mapping Services Price Report*.

C9920

C9913

C9914

C9915

C9916

C9917

C9918

F - Certification

Name of person to contact for further information (please print)

C0013 First Name

C0054 Last Name

C0014 Title

C0018 E-mail Address

C0017 Telephone Number

C0027 Ext.

C0016 Fax No.

Time to complete questionnaire

How long did you spend collecting and reporting the information needed to complete this questionnaire?

Minutes

C9909

Pre-filled Questionnaire

Would you prefer to receive a pre-filled questionnaire, next quarter, containing the total fee data (rates and amounts) you provided on this Price Report?

☐ YES, send a pre-filled questionnaire

C0800 Please check

☐ NO, do not send a pre-filled questionnaire

I certify that the information contained herein is complete and correct to the best of my knowledge.

Date : _____

Signature : _____

Please make a copy of this completed questionnaire for your records.

Please mail the completed questionnaire in the enclosed envelope.

Thank you for completing this questionnaire.