

T6 Technician/Technologist

Independently manages design functions on projects. Supervises the activities of other staff in execution of projects. Assists in the recruitment and management of personnel, as required. May assume role of Project Manager on projects. Assists with marketing and client services on a regular basis.

T7 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 the identification and pursuit of market opportunities in his/her area of specialization. Responsible for assisting in recruitment, career reviews and salary reviews for staff under his/her direct supervision. Typical role is that of Group Manager or Discipline Lead.



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Consulting Engineers of British Columbia (CEBC) is a non-profit professional association dedicated to providing society with the highest standards of engineering design and safety and to improving the business environment for consulting engineering firms in British Columbia.



Consulting Engineers Fee Guideline

2009

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

Background

Many clients develop long-term relationships with a consulting engineering firm. This "sole source" selection process is recognized as a preferred method of consultant selection. When sole sourcing is not appropriate, it is best to use a Qualifications Based Selection (QBS) system for choosing consultants. More information on QBS is available in the CEBC brochure *Appointing Your Consulting Engineer Using Qualifications Based Selection* (www.cebc.org/library/QBS06.pdf) and the Federation of Canadian Municipalities National Guide to Sustainable Infrastructure *Best Practice Guide on Selecting a Professional Consultant* (available at www.thebestpractice.ca).

Where tasks and services are well defined, lump sum pricing may be an appropriate method of compensation. Where fees are to be charged on a time basis, the hourly rates provided in this fee guideline are recommended.

Salary Multipliers

It is recommended that consultants provide project fees not based on multipliers of salary. The Office of the Information and Privacy Commissioner has advised that the practice of disclosing salary multipliers to clients is not reasonable if a less privacy intrusive practice can be used. Divulging salary information related to specific staff may contravene the Privacy Act in British Columbia and the security of such information may be at risk.

The practice of basing fees on salaries is not common outside of consulting engineering. For example, the legal and medical professions have a history of using predetermined prices for defined tasks, resulting in a less intrusive approach.

Charges for Disbursements

Minor disbursements are recommended to be charged at 8% of professional fees. These may include:

- ▶ local communication costs (phone, cell phone, fax, pagers, palm pilots, etc.);
- ▶ long distance phone expenses;
- ▶ routine production of drawings and documents;
- ▶ local travel expenses (up to 25 km from office);
- ▶ courier and messenger services;
- ▶ standard software and computer costs; *and*
- ▶ office supplies.

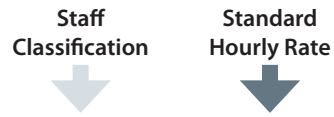
Other disbursements are recommended to be charged at cost plus 10%. This may include:

- ▶ travel beyond the local area, or vehicle rental and fuel costs;
- ▶ living expenses for personnel approved by the client;
- ▶ project related advertising costs;
- ▶ specialized, project specific computer software and/or services;
- ▶ use of specialized equipment;
- ▶ testing services;
- ▶ approvals, permits, licenses, and specific taxes applied to fees;
- ▶ project specific insurance if required by the client;
- ▶ any other third party expenses paid by the consultant on the client's behalf; *and*
- ▶ tender documents and other non-routine documents.

Subconsultant invoices are recommended to be charged at cost plus 5%.

The client and the consultant should review the projected expenses prior to the start of the project and agree on the applicable disbursements category and reimbursement method.

Hourly Rates



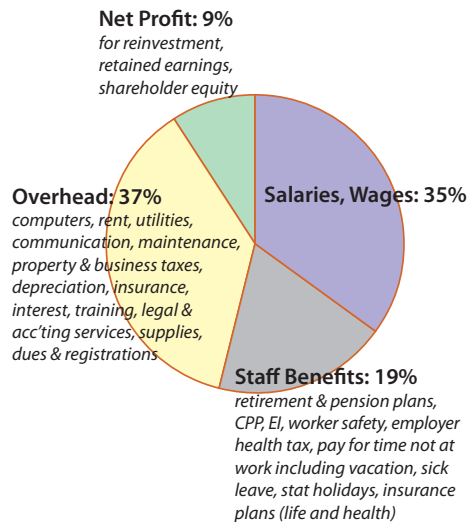
PROFESSIONAL SERVICES

Staff Classification	Standard Hourly Rate
E1	\$110
E2	\$125
E3	\$140
E4	\$175
E5	\$200
E6	\$250
E7	\$275

TECHNICAL SERVICES

Staff Classification	Standard Hourly Rate
T1	\$90
T2	\$100
T3	\$120
T4	\$130
T5	\$160
T6	\$175
T7	\$180

Typical Distribution of Consulting Fees



Classification Guide

This Guide describes several classifications of responsibility, experience and training. With some interpolation, engineering and technical positions within most consulting firms can be categorized to align with these classifications.

❖ Professional Services

E1 Engineer-in-Training

University graduate from an accredited engineering program.

E2 Assistant Project Engineer

Engineering assignments of limited scope and complexity. Work supervised in detail. May give guidance to technicians, technologists, contractor, and/or other employees, etc.

E3 Project Engineer

Independently responsible for varied engineering assignments. Work not generally supervised in detail. May give guidance to one or two other engineers, but supervision of other engineers is not usually a continuing responsibility.

E4 Supervisory Engineer

First level of direct and sustained supervision over engineers.

E4 Specialist Engineer

First level of full specialization in complex engineering applications (research, design, product application, sales).

E5 Management Engineer

Has authority over supervisory engineers or a large group containing both professionals and non-professionals.

E5 Advanced Specialist Engineer

In addition to specialization, generally exercise authority over a group of highly qualified professionals engaged in complex engineering applications.

E6 Senior Management Engineer

Has authority over several related professional groups in different fields, each under a management engineer professional.

E7 Senior Specialist Engineer

Recognized authority in a field of major importance and generally exercises authority over a group of highly qualified professionals engaged in complex engineering applications.

❖ Technical Services

T1 Technician

Under close supervision, carries out straightforward duties such as preparing uncompleted or repetitive drawing, maintaining drawing files and assisting with field surveys. Little independent judgment required. Performs according to standardized procedures. No previous experience required.

T2 Technician/Technologist

Under close supervision, supports engineering personnel in field, design and/or CAD drafting activities. Performs clearly defined, straightforward tasks. Acts according to standardized procedures. Carries out straightforward computational work using standard accepted formulae and manuals.

T3 Technician/Technologist

Under direct supervision, supports engineering personnel in field, design, drawing production and/or construction specifications and quality control. Performs a variety of defined assignments with some independent judgment required. May provide technical advice to less experienced technicians/technologists in same area of specialty.

T4 Technician/Technologist

Under minimal supervision, completes design tasks and/or complex CAD 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 T1 to T3 level technical staff concerning processes and procedures. Verifies accuracy and adequacy of their work.

T5 Technician/Technologist

Supervises directly or indirectly the work of T1 to T4 level technical staff while, at the same time, undertakes 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 performed by others.

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