



Asset and Financial Planning Services

Asset Management Services Fee Schedule

Service Type	Fee for Service Description
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Asset Management Plan (AMP)

AMP fee = \$85 per unit (minimum fee \$3,800 / maximum \$10,200)

- Review the Building Condition Assessment (BCA), financial statements, capital reserves, and other building reports.
- Review financing/refinancing needs as appropriate.
- Develop operating budgets and capital spending plans.
- Provide a basic maintenance schedule.
- Provide recommendations on housing charge increases, capital repairs, and funding if necessary.
- Deliverables:
 - One initial draft AMP report for review by the co-op Board.
 - One meeting with the co-op Board to review the initial draft.
 - One revised final draft AMP report presented to the Board.
 - One final printed copy of the AMP report.
 - One electronic copy of the AMP report.

Asset Management Plan Update	15% discount on the initial AMP fee (minimum fee \$3,230 / maximum \$8,670)
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- Update the AMP based on current conditions and updated technical reports (e.g. BCA/RFS, Energy Audit, AIP).
- An AMP update is typically done three years after the initial AMP to review the co-op's current conditions and provide updated recommendations/strategies.
- The exact scope of works as an initial AMP.

Procurement of Building Condition Assessment / Reserve Fund Study	\$1,000
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- Prepare and circulate a Request for Proposal (RFP) based on a pre-qualified list of proponents.
- Review bids as per the standard RFP process and identify qualified bids.
- Prepare a Bid Evaluation Report for the co-op Board to review and recommend a consultant, as appropriate.
- Award the assignment to the selected consultant.
- Provide the housing provider with a BCA and RFS Information Request Form to be completed before the consultant's site visit.
- Assist in scheduling a site visit, as necessary.
- Monitor the report's progress and follow up with the consultant, as necessary.
- Review the draft BCA/RFS, in consultation with the co-op, and offer comments to the consultant to include in the report.
- Review the revised draft report to ensure all revisions are incorporated.
- Obtain the final report.

Procurement of Individual Reports – OTHER	
ASHRAE II Energy and Water Audit	\$500
Built Environment Accessibility Assessment / Aging-in-Place Conversion Report (BEAA/ AIP)	\$500
Environmental Site Assessment (ESA Phase I)	\$250
Designated Substance Study (DSS)	\$250
Structural Studies	\$250
Property Appraisal Report	\$250

- Prepare and circulate a Request for Proposal (RFP) based on a pre-qualified list of proponents.
- Review bids as per the standard RFP process and identify qualified bids.

- Prepare a Bid Evaluation Report for the co-op Board to review.
- Award the assignment to the selected consultant.
- Assist in scheduling a site visit, as necessary.
- Monitor the report's progress and follow - up with the consultant, as necessary.
- Review the draft report in consultation with the co-op and offer comments to the consultant to include in the report. CHF Canada's Regional Energy Coach will review the Energy report to determine eligibility for grants/financing.
- Review the revised draft report to ensure all revisions are incorporated.

Procurement of Multiple Technical Reports,
including BCA plus BEAA (AIP) and EA

\$1,500

- Prepare and circulate a consolidated Request for Proposal (RFP) for multiple reports.
- Review bids as per the standard RFP process and identify qualified bids.
- Prepare a Bid Evaluation Report for the co-op Board to review.
- Arrange a meeting with the Board to discuss the bid evaluation results and recommend a consultant, as appropriate.
- Award the assignment to the selected consultant.
- Provide the housing provider with an Information Request Form to be completed before the consultant's site visit.
- Assist in scheduling a site visit, as necessary.
- Monitor the reports' progress and follow up with the consultant, as necessary.
- Review the technical reports, in consultation with the co-op, and offer comments to the consultant to include in the report(s).
- Review the draft technical reports, in consultation with the co-op, and offer comments to the consultant to include in the report(s).
- Review the revised draft technical reports to ensure all revisions are incorporated.
- Obtain the final reports.

Procurement of Project Management Services

\$1,500

- Prepare the project scope of works, in consultation with the co-op, to be included in the RFP, per the Lender's approval.
- Prepare and circulate a Request for Proposal (RFP) for project management services.
- Project management services specified in the RFP to include:
 - Engineering
 - Scope development
 - Project Budget and monitoring
 - Development of tendering documents

- Tendering and recommendation of contractors
- Project oversight
- Project closeout and commissioning
- Assist in facilitating a site visit of all proponents and reply to questions.
- Assist in providing the proponents with the information for their proposals (e.g. technical reports, co-op's information, drawings if available).
- Review bids as per the standard RFP process and identify qualified bids.
- Prepare a Bid Evaluation Report for the co-op Board to review.
- Arrange a meeting with the Board to discuss the bid evaluation results and recommend a consultant, as appropriate.
- Award the assignment to the selected consultant.
- If financing is involved with CHF Canada, arrange a handover meeting between the co-op, the Lender, and CHF Canada for a smooth transition from financing to project management.

Notes:

Report fees are in addition to the fee for report procurement. We will assist in determining possible funding for procuring reports (e.g. Preservation Funding, FCM funding)

Asset Management Plan fees are based on a per-unit charge of \$85, with the base cost beginning at \$3,800 up to a maximum of \$10,200.

- For all co-ops with 45 units or less, AMP cost is \$3,800.
- For all co-ops with 120 units or more, AMP cost is \$10,200.

Asset Management Plan fees for co-ops with multiple mortgages, programs, and buildings will be determined case-to-case and may be subject to additional fees. Quotations will be provided.

AMP Update fees are calculated at a 15% discount of the full AMP fee beginning at \$3,230 up to a maximum of \$8,670 with a per-unit cost of \$72.25.

AMP Meeting Fees

Long-term planning workshops, including asset management and financial planning training, are offered on a fee-for-service basis:

In-person workshop rates:

- Half-day – 3 hours - \$350
- Full-day – 6 hours - \$650