



**QUANTITY SURVEYING
SCHEDULE OF PROFESSIONAL
CHARGES FOR RESIDENTIAL
BUILDINGS AND SMALL
PROJECTS**

Revised January 2023

Generally

The Schedule of Fees set out in this document is for the preparation of estimates and reports for residential buildings and small projects. A small project is classified as construction works which do not exceed \$5,000,000.00

The schedule is subject to review on an annual basis as contained in the Institute of Surveyors of Trinidad and Tobago Scale of Professional Charges. This document sets out a brief description of services that Clients and Financing Agencies require throughout the various project stages of the procurement process.

Schedule of Fees

A schedule of Quantity Surveying fees for the services is given in the Appendix to this document.

Services Prior to Commencement of Constructions

A. Reports requiring Analysis and Estimating

Such reports shall contain the following minimum information:

- Name of client
- Project name and location
- Approval Authorities Reference Numbers
- Date of Site Survey
- Brief description of the project including the gross floor area
- Elemental estimate
- Description of variations to works as shown on the approved design and construction drawings which are included in estimate.

B. Preparation of Bills of Quantities Estimates

Such documentation includes a schedule of measured items described for pricing purposes but does not include detailed Preliminaries and Preambles.

A lump sum may represent the various Preliminaries items

C. Preparation of Valuations

Valuation reports shall include the following minimum information:

- Name of client
- Project name and location
- Date of Site Survey
- Elemental completion values
- Value of variations to the works included in the estimate

The valuation requires the Quantity Surveyor to visit the site, survey the progress of the works, take particulars and report to the appropriated financing agency on the value of the work completed to date.

The valuation report is given in the form of a letter.

D. Appraisal Reports for Completed Buildings

Such reports shall contain the following minimum information:

- Name of client
- Project name and location
- Approval Authorities Reference Numbers
- Date of Site Survey
- Brief description of the project including the gross floor area
- Elemental estimate
- Description of variations to works as shown on the approved design and construction drawings which are included in estimate.

The service requires the Quantity Surveyor to visit the site, survey the completed works, check such works in relation to approved drawings and report to the client or financing agency on degree of completion and any variations from the approved drawings and to estimate the construction cost to completion.

The appraisal report is given in the form of a letter.

E. Reconciliation Reports

The service combines three reports into a single document. It requires the Quantity Surveyor to carry out the activities described at 'A' or 'B', 'C'; and 'D' as described above.

F. Renovations and Alterations

The service involves the combining of more than one of the services described at 'A' to 'E' above.

G. Full Service

A full service combines the services Prior to Commencement of Construction and During Construction as single package.

Prior to Commencement of construction the service comprises the provision of early budget advice, budget estimating, assisting design consultants with cost check exercise during the design development, preparation of contract documents including either bills of quantities or priceable elemental specifications, examining and reporting on tenders received and assisting with the contract award.

During construction the service comprises attending a reasonable number of site meetings, preparing valuations, preparing cost reports as necessary and preparing final accounts.

APPENDIX

Generally

All fees stated exclusive of Value Added Tax.

Site Visits

All site visits are taken assuming the Quantity Surveyor's Office is located in Port-of-Spain. Similar adjustments must be made in radius if the Office is located elsewhere.

i.	Port-of-Spain, Barataria, Maraval, Carenage, Diego Martin areas	\$1,600.00
ii.	San Juan, St. Joseph, Tunapuna, Tacarigua, Arima, Arouca, Carapichaima, Cunupia, D'Abadie, Freeport, Longdenville, Macoya, Mausica areas	\$2,400.00
iii.	Claxton Bay, Couva, Point-a-Pierre, Sangre Grande, San Fernando, San Raphael, Talparo, Debe, Fyzabad, La Romain, Penal, Princes Town, Siparia, Ste Madeline areas	\$3,200.00
iv.	All other locations including Tobago	At Cost

Prior to commencement of Construction

A.	<u>Reports requiring Analysis and Estimating</u>	
i.	Buildings not exceeding \$500,000.00	\$4,500.00
ii.	Buildings over \$500,000.00	\$4,500.00 plus 0.5% of residue over \$500,000.00

Exclude site visits: site visits to be added if required

B. Preparation of Estimates based on Bills of Approximate Quantities

i.	Buildings not exceeding \$500,000.00	\$11,250.00
ii.	Buildings over \$500,000.00 but not exceeding \$1,000,000.00	\$11,250 plus 1.25% of residue over \$500,000.00
iii.	Buildings over \$1,000,000.00	\$22,500.00 plus 0.75% of the residue over \$1,000,000.00

C. Preparation of Valuations

Valuation reports for payment to the Contractor or for advancement on loans etc.

(All valuations require a site visit and are taken assuming the Quantity Surveyors Office is located in Port-of-Spain. Similar adjustments must be made in radius if the office is located elsewhere).

i.	Port-of-Spain, Barataria, Maraval, Carenage, Diego Martin areas	\$3,600.00
ii.	San Juan, St. Joseph, Tunapuna, Tacarigua, Arima, Arouca, Carapichaima, Cunupia, D'Abadie, Freeport, Longdenville, Macoya, Mausica areas	\$4,500.00
iii.	Claxton Bay, Couva, Point-a-Pierre, Sangre Grande, San Fernando, San Raphael, Talparo, Debe, Fyzabad, La Romain, Penal, Princes Town, Siparia, Ste Madeline areas	\$5,250.00
iv.	All other locations including Tobago	\$5,250.00 plus reimbursement

D. Appraisal Reports for Completed Buildings

(Where drawings are not available an additional amount calculated at cost shall be added to the fee stated in this section, and where a previous appraisal had already been undertaken by the Quantity Surveyor, the cost of the site visit shall not be added to the fee stated in this section.)

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|-----|--------------------------------------|---|
| i. | Buildings not exceeding \$500,000.00 | \$4,500.00 |
| ii. | Buildings over \$500,000.00 | \$4,500.00 plus
0.5% of residue
over \$500,000.00 |

E. Reconciliation Reports

Preparation of reconciliation reports for works already executed and work still to be done;

- At the cost or services indicated herein with a minimum charge of \$4,500.00

Exclude sit visits: site visits to be added if required

F. Renovations and Alternations

Preparation of Estimates for renovations and alterations

At cost for services indicated herein with a minimum charge of \$4,500.00

G. Full Service

1. New Works

Provision of Services prior to commencement of Construction

1.5% of the estimated cost or by agreement indicated herein

Provision of services during construction

1.25% of the contracted sum or by agreement indicated herein

2. Renovation and Alterations

Provision of services prior to Commencement of construction

1.75% of the estimated cost or by agreement indicated herein

Provision of services during construction

1.5% of the contract sum or by agreement indicated herein