



BUILD.
PARTNERS

PROJECT MANAGEMENT
QUANTITY SURVEYING
CONSTRUCTION MANAGEMENT

OFFICEHQ

Fee Proposal

10 June 2019

High Level Scope of Work – Project Management, Interior Design & Cost Management



Project Planning

- Project Execution Plan
- MS Project Schedule
- Project Budget Plan
- Design Brief
- Landlord Engagement
- Weekly Reporting



Concept Design

- Design Workshops
- Concept Design Pack
- Preliminary Cost Plan
- Coordination of Specialist Vendors



Detail Design

- Design Development
- Detailed Design Pack
- Coordination of Specialist Vendors
- Identification of procurement packages
- Procurement Schedule
- Pre-tender estimate



Procurement

- Construction and Tender Documentation
- Procurement of Long Lead Items
- Recommendation of Main Contractor
- Tender evaluations
- Value Engineering Workshop
- Contract Administration



Construction

- Coordination between the Main-contractor and Office HQ
- Main-contractor Management
- Weekly Reporting
- Cost Tracking Reporting
- Variation Management
- Advice on Compliance
- Supervision of Test and Commissioning
- Payment Management



Post Construction

- Operation and Maintenance Report
- Defect Management
- Final Invoice Management
- Project and Financial Close out Report

14 June

19 June

10 July

31 July

25 Sept

1 Nov

14 Nov

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Detailed Scope of Work

Part 1 – Initiation

- 1.1 Confirm single point person within Office HQ responsible for assembling all Office HQ requirements into a clear defined direction for the project.
 - 1.2 Survey the site and review the existing drawings provided by the landlord and understand the pre-existing conditions and project constraints.
 - 1.3 If required, advise Office HQ on the need to employ other consultants and make recommendations for the appointment of other consultants by Office HQ.
 - 1.4 Set up Project Execution Plan incorporating project summary, milestone dates, project controls, plans, roles and responsibilities, meeting schedules, communications protocols and risk identification. Confirm same with Office HQ to be applied throughout the project. Any modifications shall be agreed with Office HQ.
 - 1.5 Arrange for and chair a Project Kick-off Meeting, present Build Partners project execution plan, agree on modification and review.
 - 1.6 Communicate schedule, programmed assumptions and constraints.
 - 1.7 Assist Office HQ to prepare a project design brief incorporating critical performance objectives, standards and design principles.
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Detailed Scope of Work

Part 2 – Communication

2.1 Reporting and Meetings

- A) Establish appropriate channels of communication between members of the project team.
- B) Establish meetings structure. Lay down procedure for convening, chairing, attendance, function, frequency and responsibility for recording of meetings and circulation of information. Monitor communications and distribution of information.
- C) Check appropriate information is provided to Office HQ. Notify Office HQ of decisions required of them.
- D) Agree with main-contractor their reporting and recording procedures.
- E) Set up and lead project meetings. Oversee agenda and documentation of project meetings. Build Partners will coordinate all design meetings and project meetings throughout the project.
- F) Co-ordinate presentations to Office HQ and key stakeholders. Co-ordinate input of any consultants (if required).

2.2 In conjunction with the main-contractor, maintain a master risk register and provide status, impact and mitigation ideas.

2.3 Monitor the performance of all vendors and contractors in the performance of their duties and the discharge of their responsibilities. Report same to Office HQ during weekly project meetings.

2.4 Check with the landlord and authority bodies the form and content of applications. Progress the application process and arrange that a check of all approval/ refusal documents is carried out by the project team. Implement and deal with any conditions attached to consents.

2.5 Prepare and submit weekly reports to Office HQ commenting on programme, cost, risk, key action & decisions required.

Detailed Scope of Work

Part 3 - Programme

- 3.1** Prepare Master Programme in Microsoft Project Format including critical path, Landlord approvals, key milestone dates, phasing (if applicable), hold points/trigger points and procurement of long lead items. Finalise and confirm with Office HQ. Modify a maximum of 1 (one) time only to ensure project milestones are met.
 - 3.2** Manage 2 week lookahead programme and rolling action list.
 - 3.3** Keep Office HQ apprised of all key scheduling issues including delays (whether driven by Office HQ changes or other factors), key move dates (critical to Office HQ's operations) and advise on mitigation measures relating to programme.
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Detailed Scope of Work

Part 4 - Cost

- 4.1 Prepare and develop preliminary Cost Plan as design evolves. Confirm and document Office HQ's budget for inclusion. Once confirmed, the budget will be applied throughout the project. Incorporate 1 (one) only change to budget if required.
 - 4.2 Provide cost update report at completion of each design stage (concept, schematic, tender documents) as per drawings approved and signed off by Office HQ
 - 4.3 Conduct 1 (one) number pre-tender value engineering workshop. Identify a schedule of potential value engineering exercises, including schedule of potential savings and cost summary with a target of bring the project in alignment with the agreed budget
 - 4.4 Report to Office HQ at regular intervals giving forecast of final costs, including costs of variations and the cost implications of extensions of time, and forecast completion dates.
 - 4.5 Check and recommend vendors and main-contractors applications for payment.
 - 4.6 Check and provide payment certificate for invoices presented within the components identified in the cost plan
 - 4.7 Ensure that rigorous post contract cost control procedure is established in order to ensure financial control covering the issue of instructions which vary the works and ensure that the instructions are fully in accordance with the contract (Variations).
 - 4.8 Produce cost tracking report monthly during construction phase showing the current financial position of the Project and a forecast of the cost at completion and discuss with Office HQ.
 - 4.9 Value work in progress including the adjustment for variations in accordance with the construction contract and make recommendations to Office HQ as applicable.
 - 4.10 Throughout the course of the contract, liaise with the Contractor and, as necessary, with others, in order to ensure that settlement of all accounts for the Works is achieved within the stipulated period.
 - 4.11 Alert Office HQ and the other members of the Project Team to the possibility of receiving claims from the Contractor and, if such claims are submitted, keep Office HQ and others fully informed at all stages.
 - 4.12 Establish and maintain a change request log and confirm Office HQ's point person sign-off prior to implementation.
 - 4.13 Advise on the cost (and programme) impact of Client changes.
 - 4.14 Prepare a final account and submit to Office HQ.
 - 4.15 Make recommendations for final payment
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Detailed Scope of Work

Part 5 - Design

- 5.1** Preparing the project design brief. Incorporate feedback and changes and obtain signoff from Office HQ.
 - 5.2** Advise Office HQ of approval dates required for drawings and specifications prepared by Build Partners to Office HQ and obtain approval. Arrange amendments, if required and submit final proposals to Office HQ for approval.
 - 5.3** Prepare a series of layout options ('Space plans') which best aligns to the design brief.
 - 5.4** Prepare coloured drawings and 3D renderings (3no.) to illustrate to Office HQ how the space plan will be interpreted in three dimensional form, illustrating suggested finishes, materials, fixtures, fittings and equipment.
 - 5.5** Within the design, propose lighting design concept, ceiling layout, ceiling material and colour selections; light fixture product sheets, and finish selections. Identify ceiling elements such as audio visual requirements and locations; and identify switching locations and requirements such as dimming locations.
 - 5.6** Within the design, identify speciality finishes, fixtures or design elements that may require a long lead time and coordinate the lead-time with the project schedule; provide alternatives if required.
 - 5.7** Issue the following coordinated (ID, MEP, AV, Security, IT) plans and schedules at the completion of detailed design; Demolition plan, reflected ceiling plan, floor layout plan including - Partition wall layout, furniture layout, wall elevations, material finishes schedule, furniture and equipment schedules.
 - 5.8** Communicate directly with the vendors and suppliers as required to produce in AutoCAD a complete set of dimensioned, annotated and coordinated construction drawings with details and related specifications suitable for tendering as listed; Demolition plan; fully coordinated reflected ceiling plan; floor layout plan; partition/wall layout plan; wall elevation plans; material finishes schedule; furniture and equipment schedule; door, frame and hardware schedule; related detail construction and joinery details including sections, elevations, finishes and specifications fully coordinated with AV, IT and security; detailed schedules of all components, finishes, fittings, furnishings and equipment; Furniture layout plan; Signage plan and specifications; general notes and specifications.
 - 5.9** Manage design development and coordinating attendance of all appointed vendors and contractors.
 - 5.10** Coordinate with FF&E, Lighting, AV, Security, IT, branding/graphics and other vendors to ensure parties are fully appraised and engaged in a timely manner.
 - 5.11** Check that the vendors and contractors are providing adequate and timely information for the preparation of tender documentation.
 - 5.12** Advise Office HQ on selection and method of appointment of preferred vendors and agree extent of design and specifications to be included in tender documents.
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Detailed Scope of Work

Part 6 - Procurement

- 6.1** All scope of works under Part 6 - Procurement shall be carried out between Build Partners and Office HQ's designated point-person. Office HQ's point-person shall be responsible to communicate any information requiring input from Office HQ's internal departments. It is Office HQ's responsibility to relay information to Build Partners.
 - 6.2** Check and advise Office HQ on terms of additional consultant appointments (if required) and fee structures. Check that Consultants' responsibilities and information production are clearly stated.
 - 6.3** Identify procurement options and respective cost/value proposition and report same to Office HQ. Support, assist and advise Office HQ regarding the best procurement strategy for the project, including associated value/risk.
 - 6.4** Manage the RFP for appointment of the main contractor.
 - 6.5** Decide with Office HQ procurement procedure for selection of contractors and vendors. Decide on type and form of contract. Preparation and assembly of tender documents. Submit final tender documents to Office HQ for approval.
 - 6.6** Prepare list of Main Contractors, conduct prequalification (as necessary) and seek Office HQ's approval of said list.
 - 6.7** Co-ordinate the tender documentation and issue tender documents to Main Contractors, including a scope of works and other related contract documents as necessary.
 - 6.8** Co-ordinate and issue responses to contractor's questions, and conduct tender interviews, if required.
 - 6.9** Provide tender analysis and check tender submissions for arithmetical accuracy, levels of pricing, pricing policy, etc.; obtain clarification of ambiguities and negotiate terms of Contract on behalf of Office HQ if applicable.
 - 6.10** Prepare tender recommendation report. Obtain final approval from Office HQ based on Build Partners recommendation.
 - 6.11** Co-ordinate the preparation of contract documents. Arrange for preparation of contractor's duty of care warranty if required. Arrange signatures of parties to the contract. Advise on any corrective action which may be required if the lowest tender is higher than the approved cost for the works and obtain Office HQ's instructions.
 - 6.12** Advise Office HQ of any works to be carried out under separate direct contracts.
 - 6.13** Coordinate and consolidate information to Office HQ in order to enable their order placement for procurement packages, including long lead items.
 - 6.14** Maintain a log (Procurement Tracker) of all long lead items to be procured either under the Main Contractor or direct by Office HQ and advise Office HQ accordingly
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Detailed Scope of Work

Part 7 - Construction (Construction Administration and Quality Assurance)

- 7.1 Monitor standards of workmanship and materials.
 - 7.2 Request from the contractors and vendors (as necessary) for timely submission of shop drawings, specifications and samples and manage the coordination of the review, comments and approval of submissions. Manage submission of materials and equipment samples and technical specifications to ensure that the materials and equipment installed in the works comply in all respects with the Client's design brief, the tender documents (unless otherwise agreed) and industry best practice.
 - 7.3 Review Project Health and Safety Plan, Execution Plan, Method Statements, Permits to Work, Hot Works permits prior to works commencing on site.
 - 7.4 Arrange for the Contractor's insurance certificate and renewal of insurance at renewal dates to be checked
 - 7.5 Check that the Contractors have all insurances in place, have paid any required fees and obtained approvals from Landlord and Building/Fire authorities and other mandatory bodies prior to giving notice to proceed.
 - 7.6 Establish appropriate channels of communication between members of the project team.
 - 7.7 Establish meetings structure. Lay down procedure for convening, chairing, attendance, function, frequency and responsibility for recording of construction meetings and circulation of information. Monitor communications and distribution of information.
 - 7.8 Undertake regular site inspections.
 - 7.9 Act as Contract Administrator/ Employer's Agent under the Construction Contract.
 - 7.10 Ensure that variations and instructions are issued as necessary under the building contract and correctly circulated.
 - 7.11 Manage Request for Information (RFI), Change Requests (CR) and issue Project Manager Instructions (PMI) as appropriate and agreed with Office HQ.
 - 7.12 Monitor progress on site measured against the pre-agreed benchmark / master programme. Assess claims for extensions of time, if required, and issue the appropriate certificates under the terms of the building contract
 - 7.13 Advise on matters relating to practical completion and defect handling and check that certificates are being issued and correctly circulated.
 - 7.14 Monitor agreed contract programmed against progress. Report to Office HQ at regular intervals (weekly).
 - 7.15 Review and comment on drawings and specifications prepared by the Contractor and sub-contractors for compliance with the building contract. Co-ordinate input of Consultants if required.
 - 7.16 Verify that testing and commissioning is carried out properly and all reports are witness, verified and properly submitted.
 - 7.17 Convene weekly Site Progress Meetings and monitor site activities as required.
 - 7.18 Coordinate Tenant works with Landlord works
 - 7.19 Identify any critical issues to Office HQ promptly, if possible with recommendations for risk mitigation and/or rectification
 - 7.20 Manage and coordinate the works of directly appointed Contractors, Consultants and Vendors (such as IT / Security / AV / lighting etc.)
 - 7.21 Attend meetings with Landlord to review overall progress and any specific project issues if required.
 - 7.22 Prior to completion and handover, Complete an inspection on behalf of Office HQ to verify that the works have been carried out to the highest possible standard, are "fit-for-purpose" and comply in all respects to the project contract documentation (unless otherwise agreed).
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Detailed Scope of Work


Part 8 - Handover


- 8.1 With Consultants and Contractors, arrange hand-over after operational tests and full commissioning of services.
 - 8.2 Liaise with Office HQ/agents/Consultants on commissioning and equipment programmed. Prepare project close out report and arrange for contractors' and Consultants' maintenance and cleaning information, maintenance manuals, text certificates, guarantees, warranties, operating instructions, "as-built" drawings and "as-installed" diagrams to be collated into an Operations and Maintenance Manual by Build Partners and provided to Office HQ.
 - 8.3 Arrange and coordinate interior design and engineering inspections of completed work by Contractors and Vendors prior to handover to Office HQ.
 - 8.4 In conjunction with interior design, co-ordinate preparation of a master Defects List Schedule. Monitor performance of the Contractor and subcontractors in discharging their responsibilities under the contract
 - 8.5 Coordinate with Consultants to prepare and issue Certificates of Practical Completion
 - 8.6 Finalise documentation delivery and approvals to enable certification and occupancy permit to be granted.
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OUR CONTACT DETAILS

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