
PROPOSED VILLAGE HALL SUTTON ON TRENT

PROJECT MANAGEMENT Scope of Service

January 2021



INFORM

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Project Management

- 1.0 Preliminary Services
- 1.1 Discussing the client's requirements and taking a detailed brief including an initial visit to the site to carry out an initial inspection.
- 1.2 Advise on the requirement for the appointment of other consultants necessary for the procurement of the works and assist with / arrange their appointment on your behalf.
- 1.3 Review existing information available for the premises and advise on the extent of additional surveys or information required in order to procure the works. Obtain quotations for any additional surveys or investigations and report these to you for instruction before proceeding.
- 1.4 Carry out inspections of the site and buildings as necessary to ensure the design team develop a detailed scheme specification and design.
- 1.5 Report on issues identified in the outline scope of works.
- 1.6 Ensure Investigations are completed on the existing water, gas and electricity supplies to the building and general services advise upon the extent of works required to these to suit the proposed works.
- 1.7 With the cost consultant/QS agree a scheme budget covering all elements including fees and construction costs etc.
- 1.8 Review the extent of statutory approvals required for the works and ensure that measures are put in place to obtain the necessary consents, including making the relevant submissions on your behalf if required.
- 1.9 Prepare an initial programme for the works to identify key milestones and critical activities. Ensure any sequencing or phased completion required is incorporated into the contractor's specification, i.e. to accommodate an early letting.
- 1.10 Advise on appropriate contractual arrangements and procedures to be adopted.
- 1.11 Co-ordinate the activities of the design team to ensure design drawings, specifications and tender documents for the works packages are prepared.
- 1.12 Assist in the selection of tenderers and monitor the tender process. Oversee the assembly of the tender documents, and in conjunction with the cost consultant/QS, seek competitive tenders.
- 1.13 Review tenders received, seek clarifications and additional information from the tenderers as necessary. Prepare a tender report and make recommendations.
- 1.14 Undertake a value engineering exercise and seek to reduce costs with contractors if required to meet the agreed budget.
- 1.15 Arrange for the appointment of the contractor/s on your behalf and liaising with solicitors as required. With other members of the team prepare contract documents and arrange for signature by both parties.

- 1.16 Prepare a cash flow forecast if required.

- 2.0 Post Contract Services
 - 2.1 Ensure that appropriate information is supplied to the contractors and arrange for the commencement of the works.
 - 2.2 Establish a management framework within which the project team, including the contractors, can operate, including setting up regular meetings, procedures for the issue of instructions and their approval, preparation and circulation of minutes.
 - 2.3 We will prepare an outline Master Programme which considers the timescales associated with the Pre-Contract and Post Contract activities.
 - 2.4 Monitor the progress of the works by periodic site visits.
 - 2.5 Set up methods for inspection of standards of workmanship and materials in compliance with the drawings and specification.
 - 2.6 Monitor work in progress, costs and the performance of the professional team.
 - 2.7 Administer the terms of the building contracts during the construction period and defects liability period.
 - 2.8 Prepare brief monthly reports to the client on progress and actual contract expenditure.
 - 2.9 Arrange for the handover of the works.
 - 2.10 Monitor that any warranties and guarantees required for the works are obtained.
 - 2.11 In conjunction with the Principal Designer, monitor that maintenance manuals, test certificates and guarantees are passed to the client together with as-built drawings and as instructed diagrams for services etc.