



## PROJECT INITIATION AND BRIEFING

During this most important stage of planning ahead for any Project, our focus is to:

- Facilitate and assist with the development of a clearly defined briefing strategy for Project(s).
- Assist with resourcing of relevant and qualified Consultants.
- Determine a clear definition of Consultants' functions, responsibilities and liabilities.
- Establish the exact site characteristics to facilitate correct implementation of the design.
- Manage the preliminary design stage.
- Plan and prepare the initial Project program infrastructure.



## CONCEPT AND FEASIBILITY

Because of the complex nature of the processes involved in planning ahead for cost-effective and successful Projects, we:

- Communicate the Project briefing to all relevant Consultants and continuously monitor their progress.
- Conclude the format and essential procedures required for cost control and reporting by the Consultants, which facilitates meticulously correct Project costing.
- Prepare and co-ordinate the construction program.
- Co-ordinate and integrate all conceptual and feasibility documentation for presentation to the client.



## DESIGN DEVELOPMENT

Development conceptualization and design play a paramount role when planning accurate and responsible budgets.

Through many years of experience in this field, we can confidently:

- Collate and establish unanimous agreement on detailed design and documentation processes.
- Conduct planning and co-ordination meetings.
- Manage and co-ordinate the submission of all design plans required for the necessary approval by all relevant parties and authorities.
- Monitor and manage preparation of streamlined cost estimates and budgets.
- Monitor designs to ensure compliance within budget limitations.



## PROCUREMENT AND TENDER DOCUMENTATION

Property investments are sound when they are operated within the limits of the Project budgets.

To ensure carefully planned and well-managed procurement procedures, we undertake to:

- Prepare and establish mutual agreement for roll-out of the Project Procurement program.
- Investigate and facilitate early compliance with Health and Safety regulations and standards required for the Project in conjunction with the Health and Safety Consultant to avoid necessarily expenses.
- Manage and co-ordinate the submission of all design plans required for the necessary approval by all relevant parties and authorities.
- Advise the client on necessary insurances – and the cost implications thereof – required for the Project.
- Co-ordinate and monitor preparation of tender documentation.
- Manage and monitor the tender process.
- Facilitate requirements for approval by the relevant tender boards.



## CONSTRUCTION MANAGEMENT AND ADMINISTRATION

Excellent developments require excellent workmanship and total commitment. To ensure excellence, we:

- Appoint the Contractor and finalize all agreements.
- Facilitate the handover of the site to the Contractor.
- Establish and determine all communicative structures and procedures.
- Conduct and record all site meetings.
- Monitor the contract program.
- Monitor the auditing of the Contractor's Health and Safety initiative by the Health and Safety Consultants.
- Establish and pre-determine information distribution procedures during construction to ensure timeous delivery of information required by the Contractor.
- Monitor and approve all scope and cost variations.
- Implement and monitor quality control procedures.



- Review and certify monthly progress certificates and contractual claims.
- Monitor and prepare the monthly cost reports.
- Prepare monthly project reports.
- Issue the practical completion lists and monitor the Contractor's contractual obligations and adherence to Works Completion requirements.



## PROJECT CLOSE-OUT

Upon completion and in terms of our lasting commitment and obligation towards our client, we proceed to:

- Issue the Works Completion Certificate.
- Co-ordinate the preparation of all as-built drawings and maintenance / operating manuals.
- Procure all compliance certificates and documentation.
- Finalise the Health and Safety dossier for handover to the client.
- Manage rectification of all defects during the Defects Liability Period.
- Co-ordinate the preparation of the final account with the Consultants.
- Issue the Final Completion Defects List and the Certificate of Final Completion.
- Present the Project Close-Out Report.



## ALTERNATIVE SERVICES OFFERED

For contracts suited to more specific client requirements, we also offer the following alternative services:

### ALTERNATIVE 1:

Run the Project process:

- From the Project Briefing Stage through to the Project Closing Stage.

### ALTERNATIVE 2:

Run the Project process:

- From the Tender Stage through to the Project Closing Stage.

### ALTERNATIVE 3:

Manage selective portions of the Construction Phase of the project by providing the following services:

- **Option 1:**  
Dealing with all the Construction documentation and the management of this Phase.
- **Option 2:**  
Assisting by only implementing the structures to ensure that Quality Control measures are in place.
- **Option 3:**  
Providing the client with regular Project updates relating to this Phase.
- **Option 4:**  
Compiling the snag lists for this Phase on behalf of the client or architect.