

## Construction Management

### Scope of Services

1. Control and manage construction work to remain within budget and/or contract works.
2. Control construction to comply with project schedule and notify in writing to Client regarding any problem that may affect value, schedule and quality of construction works and provide counter-measure to those causes delay.
3. Control construction quality to comply with the plan and appendices. Should anything not include in the plan nor appendices, employee shall seek alternative standard accepted by Client to control said work.
4. Control construction work to comply with engineering and health safety standard.
5. Supervise structural works after construction is complete and continue to do so until responsibility of all contract parties expired.
6. Study and recommend solution to problems that may arise from works and provide opinion to the project for various inspections.
7. Study and recommend ways to proceed with Value Engineering together with designer and project owner (Client) to ensure most worthy method of construction.
8. Direct, precipitate and present adjustment for works to comply with schedule.
9. Possess measure to precipitate/handle contractors in case of delays from contractor works such as issue report of problems or delays, possibly with solution, for the project to contractor's highest authority and hold meeting to solve the issue or to replace or add contractor due to incompetent and charge or fine the main contractor under contract.
10. Prepare planning and hold auction for works involved.

### Pre-Construction

1. Prepare preliminary estimate contract works value according to primary draft of designer.
2. Coordinate to get EIA report.
3. Consider, analyze and advise together with designer, coordinate in design and prepare meeting minutes.
4. Assist and coordinate in holding auctions for piling, structural and architectural works.
5. Assist and coordinate in holding auctions for systems engineering works as follow :
  - 5.1. Electrical system works
  - 5.2. Communication system works
  - 5.3. Sanitary system works
  - 5.4. Fire protection system works
  - 5.5. A/C and ventilation system works
  - 5.6. Utility, external and landscape works
6. Assist and coordinate in holding auctions for elevator system works
7. Assist and coordinate in holding auctions for goods purchase by client such as sanitary ware and supplements, kitchen ware and electrical appliances, interior decoration and landscape works.
8. Cooperating in quoting prices by :
  - 8.1. Primary assessment of contractors' compatibility
  - 8.2. Present contractors list
  - 8.3. Prepare conditions for auction
  - 8.4. Proceed with auction
  - 8.5. Prepare analysis report of the auction
  - 8.6. Partake in price negotiation
  - 8.7. Prepare draft for confirmation of commission
  - 8.8. Prepare for median price
9. Prepare Operation Plan by

- 9.1. Prepare Master Schedule
- 9.2. Prepare minor Operation Plan
- 9.3. Purchase equipments in advance
- 9.4. Employment of main contractor
- 9.5. Prepare Organization Plan
10. Manage and distribute all project works and create Organization Chart
11. Budget works
  - 11.1. Divide works from start to completion of project for Cost Control
  - 11.2. Prepare project cash flow
12. Advise client at all times within project duration.
13. Designate coordination protocol between main contractor and other contractors hired directly by the project.
14. Specify conditions in the contract or devise measure to control and precipitate progress of work in accordance with the plan.
15. Examine scope of work not included in the contract and notify the project before signing.
16. Prepare minutes of all auctions and provide to whom it may concerns.
17. Record explanation of auction form including all questions and answers during explanation and provide it to auction attendees.

## Construction

1. Manage and control of :
  - 1.1. Architectural works
  - 1.2. Structural engineering works
  - 1.3. Electrical and communication system works
  - 1.4. Sanitary system engineering works
  - 1.5. Fire protection system works
  - 1.6. A/C and ventilation engineering works
  - 1.7. Utility, external and landscape works
  - 1.8. Interior decoration, sanitary ware and equipments, kitchen ware and electrical appliances
  - 1.9. Other items procured directly by client
2. Planning and verification (details as per 1.)
3. Manage works (details as per 1.) to follow master plan and in accordance with construction plan.
4. Coordinate and follow up on works (details as per 1.) between project, designer and contractors and report contractor works to the project for verification and meeting minutes.
5. Verify and approve building materials, shop drawing, as-built drawing (details as per 1.) by :
  - 5.1. Determine examination procedure
  - 5.2. Verify installation examination result
  - 5.3. Manage to acquire Performance Certificate
  - 5.4. Manage to acquire guarantee for all works
6. Consider payment in order to issue certificate of payment to employees (details as per 1.) of the project on monthly basis.
7. For any changes in construction (details as per 1.) employee must consider and calculate for work load and working hours and negotiate on price/condition after receive quotation and details and report for client's approval.
8. Consider extension of contract works period between client and contractors and advise client about remuneration from contractors.
9. Advise, improve or change construction method to proceed quickly and economically.
10. Perform final examination and testing (details as per 1.) before delivery of the project and prepare for delivery of the project.
11. Provide staffs for coordination (details as per 1.) during installation of machinery and equipments until finish.
12. Advise construction plan (details as per 1.) that does not comply to objective or difficult to maintain.
13. Advise client about keys system and acquire master key (if any).
14. Checking quality, quantity and condition of materials supplied through direct purchase by client.

15. Designate coordination protocol between main contractor and other contractors including responsibility of expenses incurred.
16. Arrange meetings to encourage smooth cooperation such as :
  - 16.1. Weekly technical and shop drawing meeting with designer
  - 16.2. Weekly on-site meeting
  - 16.3. Monthly project meeting
17. Provide meeting minutes copy during construction to all concerned parties.
18. Speculate on safety plan and accident prevention of employee emphasizing on legality and safety.
19. Examine final payment, guarantee deposit and letter of guarantee and present to client for approval.
20. Prepare financial summary of the project from the beginning up to present for comparison with allotted budget.
21. Check all items/spare parts list which employee prepared under contract and coordinate delivery to juristic person for servicing by participating in drills, training and compile manuals and/or video, spare parts etc.

### **Post- Construction**

1. Compile and categorize all documents and present to project owner for keeping, checking or any future improvement including starting a new project.
2. We shall prepare documents involved in delivery and examination and notify contractor to prepare guarantee documents as appeared in contract.
3. Prepare list of delivery of area and items for project development division.

### **Transfer Phase Services**

1. Designate transfer amount within agreed timeframe
2. Planning for room delivery
3. Documents involved in ownership transfer
4. Designate costs for ownership transfer
5. Prepare pre-approved bank loans in advance
6. Categorize clients
7. Scheduling for room examination
8. Issue letter to clients calling for room examination
9. Accompany clients for examination
10. Ownership transfer process at Department of Lands