

OUR SCOPE OF SERVICES
AS A PROJECT MANAGEMENT CONSULTANTS FOR
REDEVELOPMENT.

(I) Pre-tendering Stage (Phase I) :-

1. Ascertaining measurement of typical flats and finalizing the carpet area of each member.
2. Preparing feasibility report with respect to present government policy about utilization of T.D.R.
3. Recommending the list of amenities, extra area, corpus fund etc and Preparing draft tender documents and discussing the same with the committee and finally obtaining a go ahead from the committee for floating the same.
4. Inviting the tenders (Technical & Commercial) from various Builders/Developers, doing the technical evaluation, preparing comparison statement and submitting the same to the committee members for their perusal.
5. Conducting joint meetings with the short listed Builders/Developers along with the committee members and finalizing the most suitable Developer.

(II) Pre-Construction Stage (Phase II) :-

1. Drafting Letter of Intent based on terms negotiated with the selected Developer.
2. Listing down the requirement of each member and coordinating with the design architect for the final drawings.
3. Ascertaining of detail Plane Table survey in order to determine and work out the area of entire plot precisely and accurately.
4. Assisting the society in approving the plans prepared by the Developers keeping in mind the interest of the society.
5. Assisting the society in selecting upon Solicitors and Tax Consultants.
6. Preparing Bar charts/CPM- PERT Networks so as to ensure timely completion.
7. Ascertaining Preparation of all detailed Electrical and Plumbing layouts.
8. Ascertaining Preparation of all Working drawings and Structural drawings
9. Ascertaining conducting of various Soil Investigation so as to decide and select the required material or construction techniques at the time of actual foundation work

(III) Construction stage (Phase II)

1. Overall co-ordination with the society on technical and financial matters and
Co-ordination with Builders/Developers as may be required by and between various engineering disciplines.
2. Maintaining complete co-ordination on entire project.
3. Preparation and issue of a project co-ordination procedure documents.
4. Programming the overall project and following progress of all aspects of the work. Updating Bar charts and expediting and preparation and issue of monthly Project Reports to the Society indicating the status and progress of work.
5. Overall liaison with the Society on technical and financial matters and co-ordinating with the sub-contractors and indigenous vendors as may be required and also project coordination with various engineering disciplines.
6. Preparation and issue of change notices, indicating any change in project which will affect costs, planning etc.
7. To have overall coordination with the Society, Design Architect, Developers with respect to the Municipal Drawings so as to ensure smooth progress of the Municipal department follow up.
8. Monitoring the work Progress as per the agreed Construction Schedule.

The above is further explained in detail as under :-

a) Material Management

This will include the following:-

1. Ensuring of quality control and adherence to the specifications.
2. Carrying our periodical test of various construction materials received prior and/or during its use.
3. Conducting laboratory test of the materials used as well as that of the final product and certifying the work carried out by the Builders/ Developers.

b) Site Supervision & Quality Control

This includes: -

1. Supervision by our Engineers/ Supervisors.
2. Periodical site visits in connection with the works by our Project Engineers and providing Corrective Supervision & Monthly reports.
3. Giving instructions regarding method of carrying out the construction from the workmanship and materials considerations
4. Issue written orders for rectification of defective works (if any).

c) Controlling the overall work progress

This includes:-

1. Preparation of bar charts/PERT/CPM Networks and strictly implementing the same. Updating the activities in case of delay in order to meet the target completion time.
2. Periodical meetings with the concerned contractors so as to have a first hand report about their practical difficulties if any, and suggesting them alternative procedures to solve the same in the best interests of the society.
3. Incorporating a penalty clause in the works contract with each contractor.

d) Overall coordination with other agencies involved such as

1. Builders/ Developers/ Solicitors/ Contractors.
2. Piling contractors and Geo Technical Consultants.
3. R.C.C. Consultants/ Electrical Consultants/ Plumbing Consultant.
4. Lift Agency/ Swimming Pool specialist/ Landscaping Consultants.
And any other agencies related to the said project.

(III) End of Construction stage (Phase II)

1. To ascertain obtaining of various Completion Certificates as per BMC.
2. To ascertain obtaining of occupation certificate, completion certificate, Permanent water connection and finally Building Completion Certificate
3. Preparation of 'As Built' drawings.
4. Preparing and submission of completion report at the end of the project.