

# **Our scope of services as a Consultant for Repairs**

## **(A) DIAGNOSIS OF BUILDING (STRUCTURAL AUDIT REPORT & DETAILED RECONNAISSANCE SURVEY)**

### Purpose of Survey

- Ascertaining present External structural condition, Leakages/ Seepages etc
- Detailed Observations of the building pertaining to the condition of external facades, terrace floors, over head water tank, internal staircase areas, lift machine rooms, staircase roof areas, condition of g.i. terrace looping/delivery /down take/ wheel valves and condition of vertical drain pipes & rain water pipes including underground water tank, pump room. Underground drainage & allied site development works.
- Detailed premises wise/ room wise internal inspection from the insides to ascertain the internal structural deteriorations/ damages along with Leakages/ Seepages.
- Identifying Additions/Alterations carried out in the Premises (if any) with our suggestions.
- Carrying out hammer tappings on distressed RCC elements with a view to Identify the nature of structural damages, extent of structural damages and its severity.
- Analyzing the various defects & deteriorations observed during our Survey.
- To identify the likely causes of all such damages.
- **Suggest Most Cost effective, economical and durable Solutions.** to **restore the Structural Health and to improve aesthetics.**
- Submitting **Structural Audit Report** in accordance with the format suggested by **ISSE**.
- **Submit a Detailed Survey Report** containing our **observations, suggestions, recommendations (priority wise) and Item wise Cost Estimates along with photographic log.**

The broad estimate mainly forms a **base of fund accumulation**

**(B) PRIORITIES AND PHASE WISE REPAIR :-**

**Priorities to be decided keeping in view the safety and stability of the structure and considering the Budgetary constraints (if any).**

**(C) TENDER PREPARATIONS:-**

Preparing & Submitting **Draft Tender** for Society's Approval.

Basic essentials of an **Ideal Tender**

- **General terms and conditions of contract,**
- **Special conditions,**
- **Specification of materials /Workmanships / Methodologies,**
- **Safety codes**
- **Technical and pre-qualifying criteria of contractors,**
- **Bill of quantities (B.O.Q.),**
- **Clauses for Retention, Performance Guarantee**
- **Penalties,**
- **Defects Liability period including Guarantees**

**Floating Final Tender Documents**

Either by news paper Advertisement or issuing the Tenders to Selected Contractors

**(D) SELECTION OF CONTRACTORS:-**

- **Pre-qualifying the Contractors**
- **Evaluating financial bids and rationalizing the Item rates.**
- **Preparing a COST COMPARATIVE STATEMENT**
- **Joint interviews with Short listed Contractors**
- **Final evaluation, verifying site references and finally awarding the contract and issuing letter of intent and preparing agreement.**

## **(E) SUPERVISION, QUALITY CHECKS, TECHNICAL INSTRUCTIONS COST PLANNING AND REVIEW MEETINGS**

- Issuing Letter Of Intent, Issuing Work orders/ Agreement to the successful Contractors
- Preparing Construction schedules (in the form of Bar charts ) with cash flows
- Circulating a List of DO'S & DON'T'S to the members
- Taking Video CD'S and Photographs during Pre Repairs, Actual Repairs and Post Repairs.
- Preparing all required drawings including Structural details and ascertaining the provisions in the original structural design and identifying the areas for marginal/ deficient provisions.
- Pre inspection of various materials/ chemicals/ water etc prior to its use.
- Carrying out laboratory tests during actual Repairs
- Carrying out Non Destructive Tests (Where ever required)
- Corrective supervision and
- To give technical decisions & on site instructions in writing during our site visits.
- Giving Step by Step go ahead to the Contractor
- Advising economical Principal repair methodologies with a view to enhance its structural durability
- Assisting the Clients to obtain the principal materials viz Cement and various Construction Chemicals at the most reasonable price thereby cutting down the cost
- Maintaining up to date Project Procedures Documents
- Daily Progress Reports
- Maintaining Curing Registers
- Maintaining Material consumption formats
- Maintaining Material Testing Registers etc
- Submitting Monthly Progress Reports

- Maintaining joint Construction Chemicals records.
- Independent periodic checks by the Chemical manufacturer and obtaining Confidential Report along with Back to Back Guarantees.
- Issuing and monitoring rectification orders for defective works( if any)
- Maintaining proper co ordination and communication with the committee members
- Coordinating and follow up with various Sub Consultants viz, NDT Firms, Electrical Consultants, Landscaping Specialists.
- Conducting periodic review meeting with the Committee and Contractor.

**(F) CONTRACTOR BILL CHECKING, JOINT MEASUREMENT AND CERTIFICATON OF WORKS:-**

- Taking joint measurement ( strict tri-party measurements)
- Certify the contractor's work for quantity and quality
- Issuing Payment advice to the Society.

**(G) COMPLETION CERTIFICATE, OBTAINING WORKS GUARANTEES**

- Issuing Works completion certificate.
- Obtaining service guarantees including Back to back Guarantees from various Chemical / Material Manufacturer.
- Strict pursuance with the contractor during the guarantee period.