

trundley

PROJECT CONSTRUCTION MANAGEMENT



SCOPE OF SERVICES

PROJECT CONSTRUCTION MANAGEMENT

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ABOUT TRUNDLEY

Trundley is a multi discipline company offering all aspects of construction design and design co-ordination ranging from all aspects of project design to construction project management.

We at Trundley have worked extremely hard from our conception to provide a totally committed service to the design and management of construction developments for a wide variety of demanding and discerning Clients.

By acting solely in the interests of the client we can ensure that your interests are safeguarded in every respect from project inception to completion, whilst delivering a customer focused and quality service throughout.

Our Director-lead teams effectively manage the three essentials of any construction development, namely:

time, cost and quality

The company was originally formed in 1992 by David Trundley after over 25 years of service to R G Carter Builder operating as design manager. Ian Trundley joined the business in 1994 after the completion of studies and working self employed for local architectural practices.

Since the inception During which time both David and Ian have been the driving forces behind the company growth with the implementation of the company ethos. The company remains a family run business to this day.

The main company hub is situated in the village of Tilney All Saints near King's Lynn, Norfolk and is located in a converted agricultural barn with spacious accommodation for expansion. The conversion project was nominated for the local Mayor's Award for exceptional design and construction within the local area.

We operate a BS EN ISO 9001: 2001 Quality Administration System.

The business also benefits from BS EN ISO 14001 and 18001 accreditation.

The company are members of the Chartered Institute of Architectural Technologists, The Chartered Institute of Building, The Association for Project Safety and Government registered energy assessors.



PROJECT CONSTRUCTION MANAGEMENT

David Trundley Design Services Ltd have been appointed as Construction Project Managers/ Designers for commercial projects throughout the UK.

For a project to be managed correctly there are specific roles required to supplement the architectural role, these are:

- Construction Management
- Quantity Surveyor
- CDM Co-ordinator

The specific discipline will be responsible for essential roles within the project and these will be:-

CONSTRUCTION MANAGEMENT

- Site selection
- Consultant appointments
- Reporting and meetings
- Local authority and planning approvals
- Contract management
- Analysis
- Brief, design and quality control
- Project Programming
- Contract procedures
- Building management, commissioning and maintenance

QUANTITY SURVEYOR

- Pre-construction services
- Construction period services
- Post-construction services

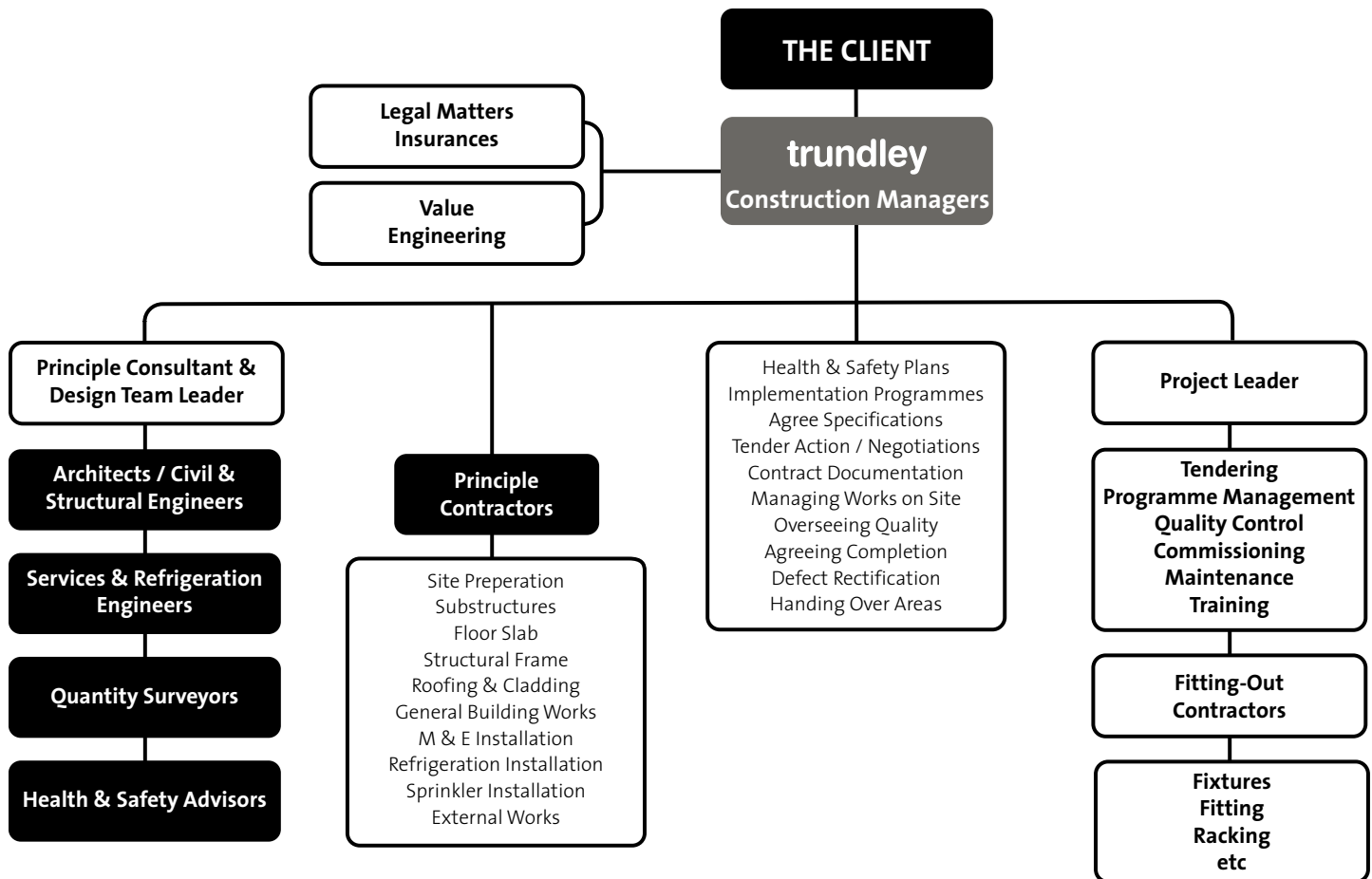
CDM CO-ORDINATOR

CDM Co-ordinator within the meaning of the Construction (Design and Management) Regulations 2007 or any amendment or re-enactment thereof. Comply with such Regulations, and use reasonable endeavours to ensure that such Regulations are complied with by all involved in the Project. If, in the opinion of the Construction Manager, any party involved in the Project is failing to comply with the Regulations, to advise the Client and advise on appropriate action:

KEY MANAGEMENT ELEMENTS

Team Structure

A Team Structure Chart that shows our proposed Team Structure for a typical commercial project:



A Director of Trundley will be involved with the project from inception to completion, acting as the Director Responsible, with an overall watching brief on all elements of the project. The director will probably be involved for at least one day per week, but this involvement will fluctuate, allowing him to be involved more during the complicated or busy parts of the project and less during other times.

The project will also have a Project Co-ordinator and Site Surveyor responsible for drawing and document administration and will provide measurement of the works.

The involvement within any project can vary dramatically however we ensure that from the initial brief obtained the level of manning if appropriate where Quality, Time and Cost Control is of prime importance.

QUALITY CONTROL

The Control of Quality on the site is the responsibility of whichever Consultant is named against that Contract Package. Usually the Architect oversees the quality of, for example, facing brickwork, plastering, joinery and glazing items, whilst the Services Consultant oversees the quality of the mechanical, electrical and similar installations.

It is, however, the Construction Manager who has overall responsibility for the quality of the workmanship on the project and this task is best undertaken by constant monitoring and supervising of the work as it is being installed.

All members of the project team are very experienced at undertaking this role and all members of the proposed team have expertise when it comes to commercial Projects.

Included in our Team Structure is a Site Surveyor and an M & E Co-ordinator, and both of these individuals will have a key role to play in overseeing Quality Control.

COST MANAGEMENT

CDM CO-ORDINATOR

- Feasibility studies
- Preparation of the Estimate of Prime Cost.
- Establishment of Work Packages and their cost budgets.
- Assessment of the feasibility and cost implications for all designs, including cost comparisons for alternative design solutions.
- Carry out detailed cost analysis and arithmetical checking of the tendering contractors priced documents and submit a report to the Employer.

CONSTRUCTION PHASE

- Monitor and control the activities of each Trade Contractor on site from a cost perspective.
- Total responsibility for the financial and contractual administration of the Trade Contracts, including the management of all changes and variations by issue of change documentation, instructions, notices and certificates.
- Carry out Interim Valuations for each Work Package. Raise Valuation Certificates for approval and payment by the Employer.
- Issue of financial statements to the Employer reporting on the anticipated final cost of each Trade Contract and the Project as a whole, comparing actual costs against the Estimate of Prime Cost.

POST CONSTRUCTION PHASE

- Prepare and agree final accounts with each Trade Contractor, issue of the Final Account Statement.
- Provision of a detailed statement of final cost to the Employer and make recommendations for final payment where appropriate.

PROGRESS REPORTING

The monitoring of progress on site is done by analyzing the overall Construction Programme, producing secondary Programmes for each element or area of the building and comparing these with the original target dates in the agreed Constraints Programme.

Once these Secondary Programmes are tabled, they will then be used as management tools for reporting progress to yourselves as the Client.

Examples of our use of these procedures will be explained to you during our presentation, using previous projects as examples.

We detail below the key meetings that are held, chaired and minuted by the Construction Manager as a key tool in ensuring that regular progress of the works is maintained throughout the Project:

Employer Meetings

The Construction Director will hold, chair and minute monthly Employer Meetings, in which details of progress, cost and quality will be discussed and comprehensively reported upon.

Design Team Meetings

The Construction Manager will hold, chair and minute regular Design Team meetings where the ongoing design development of the project will be discussed, together with Project costs and progress. The design proposals submitted by the Trade Contractors that have design responsibility will be reviewed at these meetings between the Design Team and the Employer.

Trade Contractor Pre-Start Meetings

The Construction Manager will hold, chair and minute a Pre-start Meeting with each of the Trade Contractors. This gives an opportunity for the Project Team to meet the Trade Contractors site team, advise the Trade Contractor of the current situation with the progress of the works and remind the Trade Contractor of the site rules contained within Contract Documentation and Health & Safety Plan.

Design Co-ordination Meetings

The Construction manager will hold, chair and minute regular Design Co-ordination meetings with the Trade Contractors that have a design responsibility. The design methods, proposals and installation procedures for their works will be discussed and reviewed.

Contractor Progress Meetings

The Construction Manager will hold, chair and minute regular Progress Meetings with each of the Contractors to review their performance on programme, quality and safety matters. These meetings are to be attended by the Contractors Site Manager together with his Contracts Manager so that the opportunity exists at regular intervals for any unsatisfactory issues to be brought to the attention of senior management.

CONTRACT ADMINISTRATION

Contracts

It is our philosophy to, whenever possible, produce Contract Documents for each Work Package and ensure that they are executed prior to each Contractor commencing on site.

Valuations

Interim Valuations are an important financial control tool that is implemented throughout the Construction and Post Contract phases.

The process is outlined below:

1. Applications for payment are to be received by the Construction Manager by the penultimate Wednesday of each month from the Trade Contractors, to include work carried out and materials on site up to and including that penultimate Wednesday of the month.
2. The Construction Manager will then analyse and verify the Trade Contractor's application as a true record of completed works and materials on site, making any substantiated adjustments that are required and agreeing the gross value to be certified with the Trade Contractors.
3. The Construction Manager will then request and obtain an original bona fide VAT invoice from each Trade Contractor in the agreed sum.
4. A Certificate for Payment will then be raised by the Construction Manager on the last Wednesday of the month to compliment the Trade Contractors invoice.
5. The Certificates and corresponding invoices are passed to the Employer on the date of the Construction Manager's Certificate.
6. The final date for payment by the Employer shall be within an agreed timescale of the Construction Managers Certificate.

Variation

Changes throughout the project are controlled by the use of Project Instruction forms.

Once a change is identified a Project Instruction Form is completed identifying the following:

- A. Description of the change
- B. The reason for change.
- C. Consideration and evaluation of cost implications
- D. Consideration and evaluation of time implications
- E. The Project Instruction Form is submitted to the Client for approval and issued to the relevant Work Package Contractor.

Practical Completion & Making Good Defects

Trundley as part of its contract administration role, will issue Practical Completion & Making Good Defects Certificates to the Trade Contractors; the award of these Certificates will be at the discretion of the Construction Manager.

This certification is recognized by the JCT Form of Contract and as such represents a contractual milestone.

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