

THE KALLIN SERVICE OFFER

1 Developing the Programme

- Participate with the client in preparing financial justification for delivery of the Programme
- Assemble and assess all information and documentation relating to the overall Programme
- Solicit the services of expert advice and other consultants
- Define the Programme
- Write the Provisional Outline Specification – detailing all of the technical deliverables relevant to the Programme
- Manage the interface between all consultants to ensure a seamless delivery of the Programme
- Budget and Scheduling development
- Risk Assessments

2 Defining the Projects

- Write Scope of Work for professionals – design work and drawings
- Write detailed Scope of Work for each discipline
- Tender Consulting Work
- Manage Planning Applications - Preparation and Submission
- Oversee appointment of professionals and consultants
- Preparation of documentation and drawings
- Monitor planning progress and Discharge of Planning Conditions

3 Procurement

- Interview and qualify contractors
- Tendering
- Tender evaluation and negotiating
- Appointment of contractors
- Prepare Contract Documentation
- Confirmation of final Project Budget Forecast

4 Project Implementation

- Approval of contractor submittals
- Daily monitoring of progress
- Approval of contractor payment applications
- Quality Control
- Fortnightly progress site meetings
- Proprietary monthly Control Meeting
- Provide Project leadership on site
- Manage and enforce Health & Safety Policies

5 Post Project - Close-Out

- Manage commissioning, training and handover
- Compilation and handover of Project O&M documentation
- Receive on behalf of the client all warranties and insurances
- Manage the defects liability period
- Reports of final accounts, payments and certificates