

SCOPE OF SERVICES

www.olpcostconsultants.co.uk

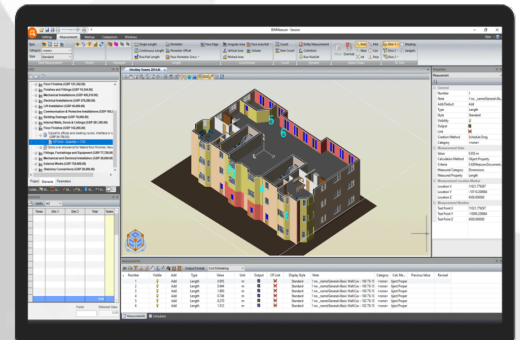


FEASIBILITY

Order of Cost Estimates
Cost Planning
Cash Flow Forecasting

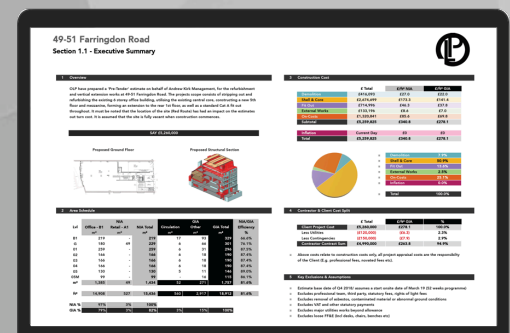
- Liaise with Client and professional team to determine 'Project Brief'
- Production of high level initial costs to assist with 'Project Budget'
- Cost advice on potential early alternative design options
- Advise the Client on alternative suitable Procurement options
- Visit site to advise on any factors likely to affect cost, programme or the proposed construction methods
- Prepare initial Order of Cost Estimates to test feasibility
- Prepare detailed Elemental Cost Plans and Cash Flow Forecasts

- Measure GIA's, NIA's & GEA's using Causeway cost planning and estimating CAD software in accordance with the RICS Code of Measuring Practice
- Extensive in-house library of construction rates
- Benchmarking proposed schemes against other internal projects of a similar size and nature



- Build project specific cost model to assist Client with key design metric decisions, the model can be manipulated to test different areas, shapes, heights, wall to floor ratios
- Prepare reconciliation exercises that clearly identify all cost and area movements throughout design development
- Propose value engineering solutions to ensure the early project design remains within 'Project Budget'

- Prepare inflation analysis to forecast the future outturn cost of the project, should the works not commence immediately
- Peer review existing budgets received from previous consultants, and compare against new OLP cost estimate
- Provide Client with assessment of existing and forecast market conditions to assist with development viability



Address: 35-37 Ludgate Hill, London, EC4M 7JN
Email: info@olpcostconsultants.co.uk
Tel: 020 7971 1253



RICS

the mark of
property
professionalism
worldwide



SCOPE OF SERVICES



Cost Consultants

www.olpcostconsultants.co.uk

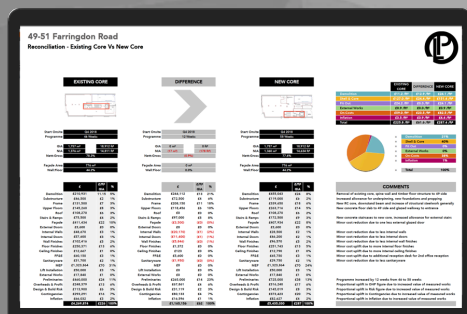
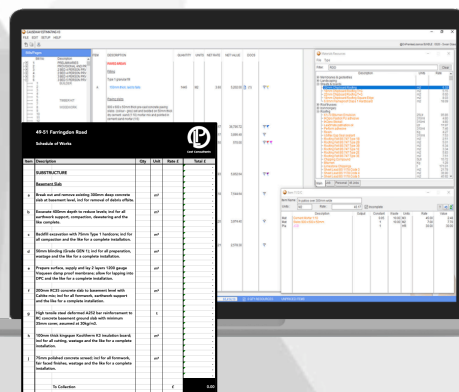


CONTRACT MANAGEMENT

**Tender Preparation
Tender Management
Contract Preparation**

- Advise Client on potential suitable tendering methods such as single stage, two stage, negotiation or framework agreements
- Obtain tender drawings and specifications from design team
- Prepare bills of quantities, schedules of work & preliminaries
- Advise Client on suitable potential Contractors for selection
- Investigate prospective tenderers and advise on financial status
- Arrange and attend pre-mid-post tender Contractor interviews
- Prepare detailed 'Pre-Tender Estimate' based upon full coordinated tender documentation

- Analyse tender submissions for any exclusions, arithmetical errors, pricing errors, qualifications incl any inconsistencies
- Prepare tender report detailing all analysis undertaken before making professional recommendation
- Conduct negotiations with tenderers, prepare documentation to confirm adjustments to tender sum



- Propose value engineering opportunities if required
- Ensure required Contractor insurances are in place
- Advise Client on suitable forms of standardised contracts throughout the JCT Suite
- Advise Client on typical industry contract amendments so to minimise their contractual risk

- Advise Client's Solicitors on the drafting of particular Client contractual requirements
- Prepare contract documentation incl collateral warranties using online JCT software
- Oversee the execution of contract documents between both the Client and appointed Contractor
- Prepare letters of intent in lieu of full contract documents



Address: 35-37 Ludgate Hill, London, EC4M 7JN

Email: info@olpcostconsultants.co.uk

Tel: 020 7971 1253



RICS

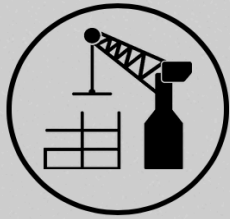
the mark of
property
professionalism
worldwide



SCOPE OF SERVICES



www.olpcostconsultants.co.uk

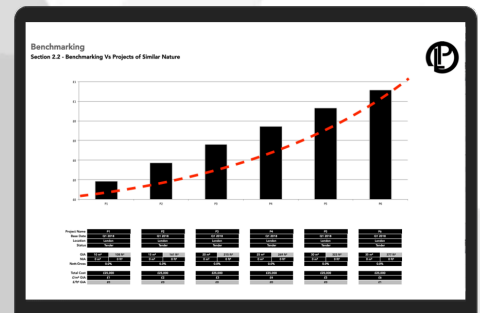


COST CONTROL

**Cost Reporting
Valuations
Final Accounting**

- Visit site periodically to assess the progress of construction works for interim payment purposes
- Formally issue interim valuations to ensure the Contractor is not over paid, thus limiting the Clients financial risk against Contractor liquidation
- Advise, negotiate and formally agree the cost of any variations
- Undertake inspections of any materials offsite located on Supplier premises, as well as issuing formal vesting certificates
- Advise Client on retention percentages, including the correct milestone dates for releasing these funds

- Prepare recommendations to the Client for payment of liquidated damages
- Issue monthly cost reports that detail all cost movement to date, so to provide a clear and concise current forecast of the anticipated final project cost
- Issue monthly updated cash flow forecasts detailing the incremental project payments due by the Client to the Contractor, including professional fees



- Negotiate on a monthly basis the on-going final account with the Contractor, to ensure any cost disputes are not left until the final hours of the contract
- Facilitate, set up and manage early warning and risk reduction meetings
- Advise on the cost and contractual consequences arising from an acceleration instruction

- Prepare documentation and/or provide advice to support ongoing Contractor disputes through adjudication, mediation, arbitration or litigation proceedings
- OLP pride themselves on their quick response times to any project emails, calls or even attending emergency project meetings



Address: 35-37 Ludgate Hill, London, EC4M 7JN

Email: info@olpcostconsultants.co.uk

Tel: 020 7971 1253



the mark of
property
professionalism
worldwide

