**SCOPE OF WORK**

**PROJECT MANAGEMENT CONSULTANCY**

* **UNDERSTANDING OF THE SCOPE OF WORK UNDER PMC**

Onsite Project Management service for the proposed Interior fit out work as mentioned.

* **DURATION OF SERVICE: (Estimated)**

Pre-Execution Stage = 00.00 months

Execution Stage = 01.50 months

Post Execution Stage = 00.50 months

**Total Duration of Service = 02.00 Months.**

**1.**  **Feasibility:**

• Receive **KAPCO**’s requirements.

• Prepare & maintain master programme (Bar Chart) in consensus with the **KAPCO** & co-ordinate with programmes (Bar Chart) prepared by **Architect**, Consultants and Contractors.

**2. Design Development & Tender activities:**

• Coordinate with **Architect** of the project or other Service Consultants for issuing GFC (Good for Construction) drawings and BOQ along with specifications in accordance with the master programme. The Objective would be to co-ordinate release of drawings well in advance so as to ensure that work on the sites does not suffer.

**NOTE:**

**1 Preparation of Architectural / Structural and other Service related design, drawings & specifications and selection of materials shall not be under PMC scope.**

**2. GFC (Good for Construction) drawings should be based on the written approval from KAPCO.**

**3. Implementation & Construction Management:**

• Day to day monitor the construction process against the contracted programme and quality criteria approved by **KAPCO** and **Architect**.

• Provide weekly written reports along with Photographs to **KAPCO**/ **Architect** in terms of progress of the Project.

• Highlight to **KAPCO** / **Architect** any cause for concern in terms of work progress and meeting of timelines and provide solutions to address the same.

• Highlight and give warning signals on the quality of work executed by the Contractor in case the work is not consistently meeting quality standards.

• Clarify any technical requirement to the Contractor in Consensus with **Architect** / Service Consultant and **KAPCO**.

• Co-ordinate with **Architect** / Consultant and Contractors for any design related changes due to site conditions.

• Co-ordinate and approve any change of material or specifications between the Contractor and **Architect** and indicate the commercial impact to **KAPCO** / **Architect** for approvals.

• Maintaining Daily recording of progress with respect to start date and end date of each activity mentioned in the Bar Chart.

• Accepting Delivery Challan with respect to the delivery of material (by Contractors) if it is in line with approved make or as specified in the BOM. Maintaining record of the same

• Ensure that all the local statutory laws as informed by **KAPCO** to **PMC** are followed by the Contractors at site during execution.

• Bill Certification / Audit of the Contractor bills.

**4. Completion:**

• Monitor & Coordinate completion & handover procedures of as built drawing, operating and maintenance manuals of the equipment’s installed in the project.

• Issue snag list to Contractors and review the snag list before handover of site to **KAPCO**.

**C) Exclusions:**

• SRE will not be responsible for coordination and approval with any statutory government body.

• SRE will not be responsible to coordinate with local politicians, Police, Local residence etc.

• SRE will not work as labour contractor or sub-contractor’s supervisor at site. **KAPCO** is expected to deploy learned / experienced and resourceful executing agencies (Contractors) in order to get quality work on time.

• Out station travel expenses from Mumbai office (including travel, lodging & boarding) during Pre execution, Execution and Post execution stage shall be borne by **KAPCO** on actual as the same is not included in the **PMC** fees.

**D) SITE FACILITIES TO BE PROVIDE BY KAPCO:**

• Fully furnished site office for **PMC** staff along with work stations, meeting table, lockable file storage facility, A-3 size printer etc. complete.

• Dedicated material storage area at site for various vendors to stock their material at site well in advance so as to achieve target timelines.

• 24 x 7 dedicated security personnel at construction site to be deployed by **KAPCO**. All the materials delivered at site by various suppliers / vendors will have to be stamped and signed by Security person along with his names, date and time. This helps in controlling movement of material to and fro from site.

**E) RESOURCE ALLOCATION:**

**OPTION 1:** (**PMC** deployment during day time only)

The project will be coordinated and managed with following staff.

**F) Project Initiation and Planning**

* **Project Definition and Objectives**: Defining the scope, goals, and objectives of the project.
* **Feasibility Studies**: Conducting feasibility studies to assess project viability.
* **Project Charter**: Preparing the project charter, outlining project scope, objectives, stakeholders, and high-level deliverables.
* **Stakeholder Analysis**: Identifying and analysing project stakeholders and their requirements.

**G) Project Design and Development**

* **Value Engineering**: Conducting value engineering to optimize project cost and functionality.

**H) 4. Procurement Management**

* **Vendor Selection**: Assisting in the selection and evaluation of contractors, suppliers, and vendors.

**I) 4. Construction Management**

* **Progress Monitoring**: Tracking and reporting project progress against the schedule and budget.
* **Change Management**: Managing project changes and variations, ensuring proper documentation and approval.

**J) Cost Management**

* **Budget Preparation**: Preparing detailed project budgets and cost estimates.
* **Cost Control**: Monitoring and controlling project costs to prevent overruns.
* **Financial Reporting**: Providing regular financial reports and forecasts to stakeholders.
* **Value for Money**: Ensuring that the project delivers value for money and meets financial objectives.
* **K) Sustainability and Environmental Management**: Ensuring the project adheres to environmental regulations and sustainability practices.
* **Regulatory Compliance**: Ensuring compliance with local, state, and federal regulations.
* **Technical Support**: Providing technical support and expertise as needed.

**K) Measurement Check**

* Review project plans, contracts, and specifications to understand the scope and requirements.
* Develop an audit plan outlining the key areas for measurement check.

**L) On-Site Measurement Verification**

* + Conduct on-site inspections to verify the actual work against the planned work.
	+ Measure and document the completed work for accuracy and compliance with project specifications.
	+ Utilize appropriate tools and techniques to ensure precise measurement.
1. **Quality Assurance**
	* Compare on-site measurements with design documents and quality standards.
	* Identify discrepancies, deficiencies, or deviations from the original plans.
	* Recommend corrective actions and oversee their implementation.
2. **Documentation and Reporting**
	* Prepare detailed reports on measurement findings, including any discrepancies.
	* Maintain comprehensive records of all measurements and verification activities.
	* Communicate findings to project stakeholders and recommend corrective measures.

**M) Billing Process Closure**

1. **Invoice Review and Verification**
	* Review all contractor and supplier invoices against completed work and contractual agreements.
	* Verify that all billed items are accurately measured, documented, and comply with the contract terms.
	* Ensure that any variations or additional work are properly authorized and documented.
2. **Final Billing Documentation**
	* Compile all billing-related documents, including invoices, approvals, and payment records.
	* Prepare a comprehensive billing closure report, summarizing all financial transactions and statuses.
	* Archive all billing documents for future reference and audits.

 **N) Project Closeout**

* **Final Inspections and Acceptance**
	+ Conduct a final inspection to ensure all project work is completed to the required standards.
	+ Obtain client and stakeholder acceptance of the completed project.
	+ Address any remaining punch list items and ensure their resolution.
* **Handover and Documentation**
	+ Prepare as-built drawings and final project documentation.
	+ Handover all project documentation, including measurement records and billing reports, to the client.
	+ Conduct a project closeout meeting to review all final aspects and ensure client satisfaction.