

Project Management Service

Main Tasks include; but are not limited to

1. Preliminaries:

- Organizing & Co-coordinating the design (with designer, fire engineers, mechanical services, engineers etc) and reporting back to committee to ensure all rules and regulations are met.
- Communication meetings with clients (boards / committees / insurance companies)

2. Organising Tender and Employing Sub-contractors

- Asking selected builders and/or subcontractors for prices or tenders to do the work.
- Selecting the form of contract that best suits your needs.

3. Consents:

- Getting building consents (and resource consents if necessary).

4. Managing construction:

- Arranging for subcontractors to be available when needed.
- Dealing with suppliers and making sure materials are ordered and delivered on time.
- Monitoring progress once work starts to make sure everything complies with the contract and consent documentation (including plans and specifications).
- Arranging for inspections by your own professionals, for example, the designer or architect.
- Arranging for inspections by the building inspectors at the end of each stage.
- Answering questions that arise during building, and clarifying anything in the construction documents with the contractors.
- Knowing when progress payments are due and checking claims for payment.
- Negotiating with the builder and subcontractors to come back and fix any work not completed or done properly.
- Processing variations and anything else that crops up along the way.
- Arranging amendments to the building consent where necessary.
- Arranging the final inspection for the code compliance certificate.

5. Fee Structure

- I will only charge for time spent on your project, and will provide you with a detailed breakdown with each monthly invoice
- \$45 + gst per hour,
- Plus disbursements (ie travel at 80c a km, printing, consent fees etc)