

Introduction to the Built Environment

Study Notes

16468

CHAPTER 1 - PLANNING

TOPIC	EXPLANATION
Tender documents	<ul style="list-style-type: none"> - Project manager must obtain all documents (full tender documentation, tender drawings, full tender submission, post-tender correspondence, quotes required from suppliers and contractors). - The project manager should make a hard copy to mark and highlight key facts. - This documentation is the basis of the project. - File documents correctly so it is clear what is sent/received from the client (sort in date order - most recent first).
Scope of works	<ul style="list-style-type: none"> - Scope includes what is going to be built, the project's location and client's requirements. Only then can the project manager decide how to build the project, what resources are used and subcontractors and materials required. - Scope of the works is usually contained in the tender contract documents. This gives a broad outline of what is expected to be build. - Important to read the tender submission to understand the scope, including its covering letter, as some sections may be excluded or incomplete (tender drawings). - Bill of quantities - issues with the tender documents. This bill should agree with the scope of the works, however this isn't always the case. - If the tender qualities include a structure, and the tender has priced that structure, assume the structure is in the scope (even if the structure isn't included). However, if the structure isn't in the bill of quantities, but is in the scope, the structure may not form part of the contract work (ask client for clarification). - Important as details what materials/equipment is required for the project, can cause added costs and delays if it is ignored.
Reading through contract documents	<ul style="list-style-type: none"> - Notes should be made as contract is read, as well as questions to be noted to ask the estimating team, other notes being for queries for the client. - Make note of the client deliverables and their due dates. - Put together a list of thoughts on the construction process and requirements needed to get construction underway. - Important information: <ul style="list-style-type: none"> - Client's name. - Contact person. - Project insurance details. - Requirements for the submission of the monthly valuations. - Requirements for the submission of variations. - Key dates. - Liquidated damages or penalties. - Consider preparing a standard template to be readily available for each project
Tender drawings	<ul style="list-style-type: none"> - As soon as the contract is awarded, the client will start issuing construction drawings. It is essential the construction drawings are not confused with tender drawings. - Tender drawings should be referred to first. - Most important drawing = 'Overall Layout'. This should be filed and kept at the top of all drawings for easy reference (highlight all structures included in the project scope of work).