

APPENDIX A

SCOPE OF SERVICES

PROFESSIONAL ADVICE & SERVICES

The professional advice and services to be provided by the Consultant to the Client or on behalf of the Client, shall be as follows:-

- i) Advisory services
- ii) Basic Services

1.0 Advisory Services

The advisory services to be provided by the Consultant shall be as follows:

- (i) Ascertaining the objectives, brief and constraints for the project and advising on how to achieve the objectives;
- (ii) Advising on the selection and suitability of proposed sites, conducting or taking part in negotiations connected therewith, taking levels and preparing measured drawings, plans of the sites, sites and buildings or existing buildings;
- (iii) Preparing and refining the brief in consultation with the Client/Project Manager and interpreting the project objectives to arrive at an agreed brief for the project;
- (iv) Carrying out such studies as may be necessary for the project and reviewing with the Client/ Project Manager alternative designs and construction solutions, evaluating their respective advantages and disadvantages and advising on all relevant aspects of obtaining statutory approvals necessary for the implementation of the project; and
- (v) Preparing the outline project plan which may include a preliminary project planning and implementation schedule, and a resource plan.

2.0 Basic Services

The basic services to be provided by the Consultant shall be as follows:

(a) Schematic Design Phase

The services to be provided during this phase are -

- (i) Taking the Client's/ Project Manager's instructions and analyzing the project brief;
- (ii) Preparing preliminary conceptual sketch proposals to interpret the project brief;
- (iii) Developing the preliminary conceptual sketch proposals into sketch designs to a stage sufficient to enable an application to be made for planning approval or approval in principle to comply with the relevant by-laws;
- (iv) Preparing preliminary estimates of the probable construction cost based on current area, volume or other unit costs; and

- (v) Where applicable, preparing and submitting the drawings and other necessary documents to relevant approving authorities for either town planning approval or approval in principle.

(b) Design Development Phase

The services to be provided during this phase are:-

- (i) upon the approval of the proposals by either the relevant authority or the Client/ Project Manager, developing the schematic design drawings and commencing the detailed design work;
- (ii) preparing working drawings and submitting the same together with all necessary particulars to the Client/ Project Manager for his concurrence and to the relevant approving authorities to obtain statutory building approval;
- (iii) updating the preliminary estimates of construction costs as required by the Client/ Project Manager; and
- (iv) updating the project planning and implementation schedule.

(c) Contract Documentation Phase

The services to be provided during this phase are -

- (i) preparing and finalizing the detailed drawings and other particulars necessary to the stage of completion adequate for preparing bills of quantities;
- (ii) preparing tender documents and all documents necessary for obtaining competitive pricing for the work;
- (iii) evaluating the results of the tenders and submitting a report and recommendation to the Client/ Project Manager; and
- (iv) preparing the contract documents for the Project.

(d) Contract Implementation and Management Phase

The services to be provided during this phase are -

- (i) performing all the functions and duties of the Consultant under the terms and conditions of this Agreement or which may be required to carry out in any contract for the execution of the works of the Project;
- (ii) providing information and issuing instructions to the Client/Project Manager as required under the terms and conditions of this Agreement to ensure the Client conform to the contract ;
- (iii) examining the works program to be submitted to the Client/Project Manager and confirming that the works can reasonably be completed within the contract period;
- (iv) inspecting the works at periodic intervals so as to ensure that the works are being executed in general accordance with the building contract and to certify the completion of the various stages of the works required in support of an application for a certificate of fitness for occupation from the relevant approving authority;

- (v) Submitting the progress report every two (2) weeks to the Client/Project Manager commencing from the contract awarded until completion and providing the reasons and causes in the event the works are not being executed in the contract agreement.
- (vi) delivering to the Client/Project Manager the completion of the works such records and reports as are necessary to enable the Client/Project Manager to maintain the Project accordingly.
- (vii) applying for a certificate of fitness for occupation or its equivalent from the appropriate authority;
- (viii) certification of the works at various stages of completion;
- (ix) assessing and verifying the claim of works based on the completion of each Project stage and the Variation Order (if any) of the Project; and
- (x) issuing and endorsing the claim for the final payment by the issuance of the final payment certificate which shall include the release of the retention sum after the issuance of the certificate making good defect upon the completion of the defects liability period.