APPENDIX A
REQUEST FOR PROPOSAL
FOR PROJECT MANAGEMENT AND LEAD CONSULTANT SERVICES

FOR GOVERNMENT PROJECT

Prepared by:



ABH Global Management & Services Sdn Bhd

15th October 2021

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1.0 INTRODUCTION

ABH Global Management & Services are pleased to submit Technical and Financial Proposal (Request for Proposal) as Lead Consultant for the proposed Government Project.

CORPORATE PROFILE

ABH Global Management & Services was founded in 2009, the firm is a wholly-owned Bumiputra company and managed by a group of professionals of wealth experiences locally and with international exposures. Under personal capacities, our professionals have involved and served in delivering wide ranges of project values and high profile as well as typical pocket development. We walk thru the visions and translate them into realities.

Our Vision is to unlock opportunities of relevant industry.

Our Strengths are in providing advises and solutions to balance today obligations for future needs thru understanding stakeholders' visions and mission, economy perspectives and reality check of the existing via our collective skills and experiences. Having the capacity to develop business module and through smart-partnership formed with clients, fellow professional staff and business partners, we aim and promote sustainable relationship with our clients; built on Trust, Respect and Responsible.

2.0 SCOPE OF SERVICES

The rendered scope of services to be undertaken will be performed by a consortium of professional teams and subject experts. Leverage on consortium combined experiences in land feasibility, master planning, statutory approvals and project management, the Consortium leads by ABH Global Management & Services Sdn Bhd.

Append herewith are our comprehensive technical and financial proposals which are divided into parts:

3.0 Part 1: Technical Proposal
3.1.1 Stage 1: Project Initiation
3.1.2 Stage 2: Pre-Construction
3.1.3 Stage 3: Construction
3.1.4 Stage 4: Project Closure

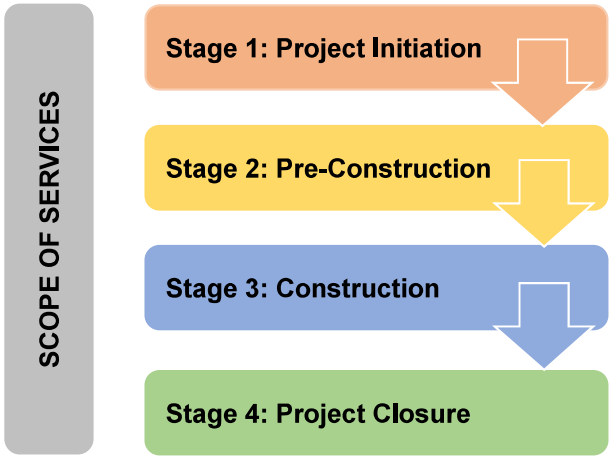
4.0 Project Relationship

5.0 Project Consortium

6.0 Project Timeline

7.0 Part 2: Project Professional Fee
- Stage 1a: Site Selection
- Stage 1b: Land Procurement (if necessary)
- Stage 2 : Pre-Construction
- Stage 3 : Construction
- Stage 4 : Project Closure

6.0 Part 2: Financial Proposal
- Based on scope of services offered, professional fees are submitted.



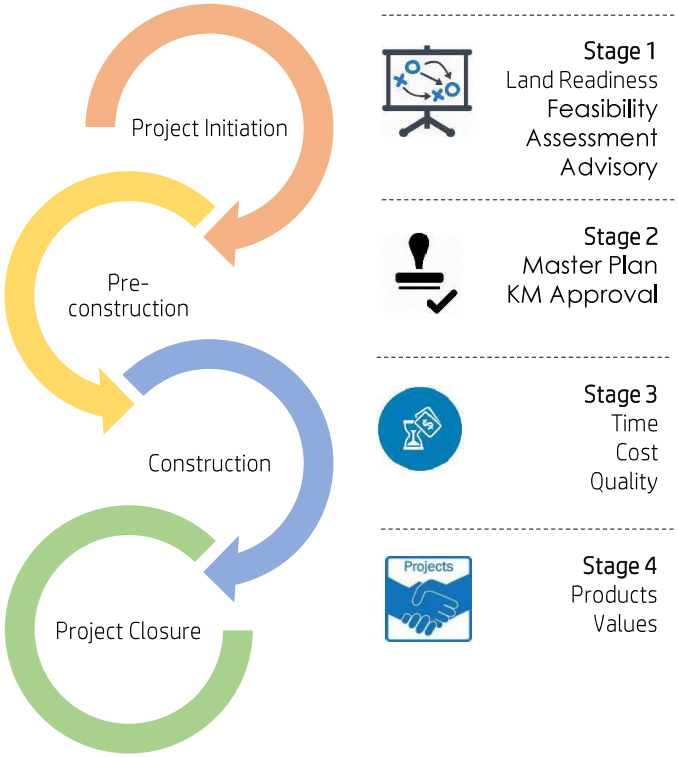
3.0 PART 1: TECHNICAL PROPOSAL

Our proposal submission covers comprehensive services involved land feasibility and selection, statutory approval, pre-construction activities, construction management, project handing over and project closure. The rendered services will be performed in stages:

Stage 1: Project Initiation
- Land Selection
- Land Feasibility
- Land Procurement

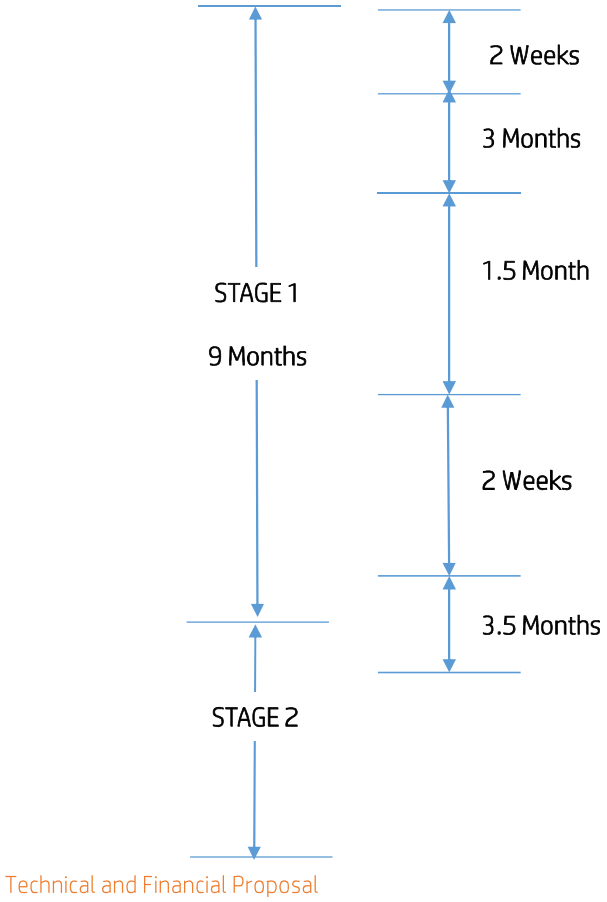
Stage 2: Pre-Construction
- Environmental Impact Assessment
- Traffic Impact Assessment
- Preliminary Infrastructure Services and Utilities
- Kebenaran Merancang "KM"
- Design Management
- Tender and Award
- Progress and Compliance

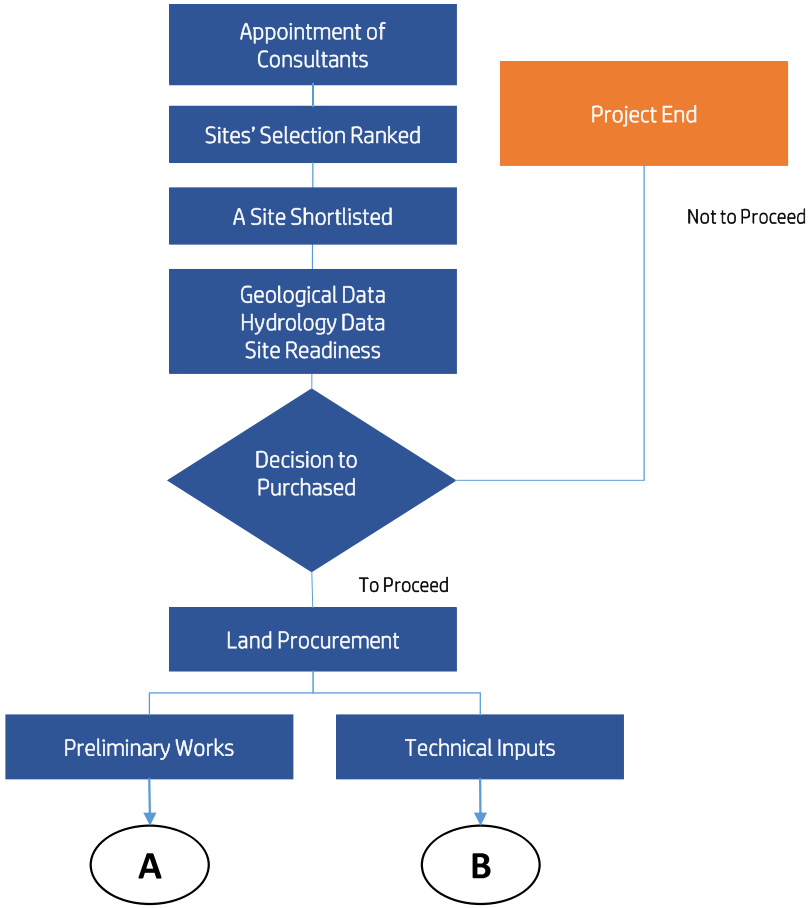
Stage 4: Project Closure
- Defect
- Testing Commissioning
- Documentations



3.1 STAGE 1: PROJECT INITIATION

To demonstrate the overview of overall work stages and their process flow and time duration, we are pleased to share them as follows (typical):





3.1 STAGE 1: PROJECT INITIATION

Key scope covers **Land Selection** for the proposed Project. Land size required for purpose of development. Typical requirement:

- Physical Location

i. Within seaport/airport
ii. Close to natural stream or river
iii. Close to existing amenities

In addition to Physical Location, Site Readiness also plays vital factor in site selecting. Amongst key criteria predetermined:

- Land Ownership and Land Tenure
- Environmental Site Assessment (Preliminary)
- Planning Regulatory Frameworks
- Land Regulatory Frameworks
- Infrastructure and Accessibility
- State Policies and Incentives on Foreign Investment (if any)
- Geological Data
- Hydrological Data
- Infrastructure Readiness

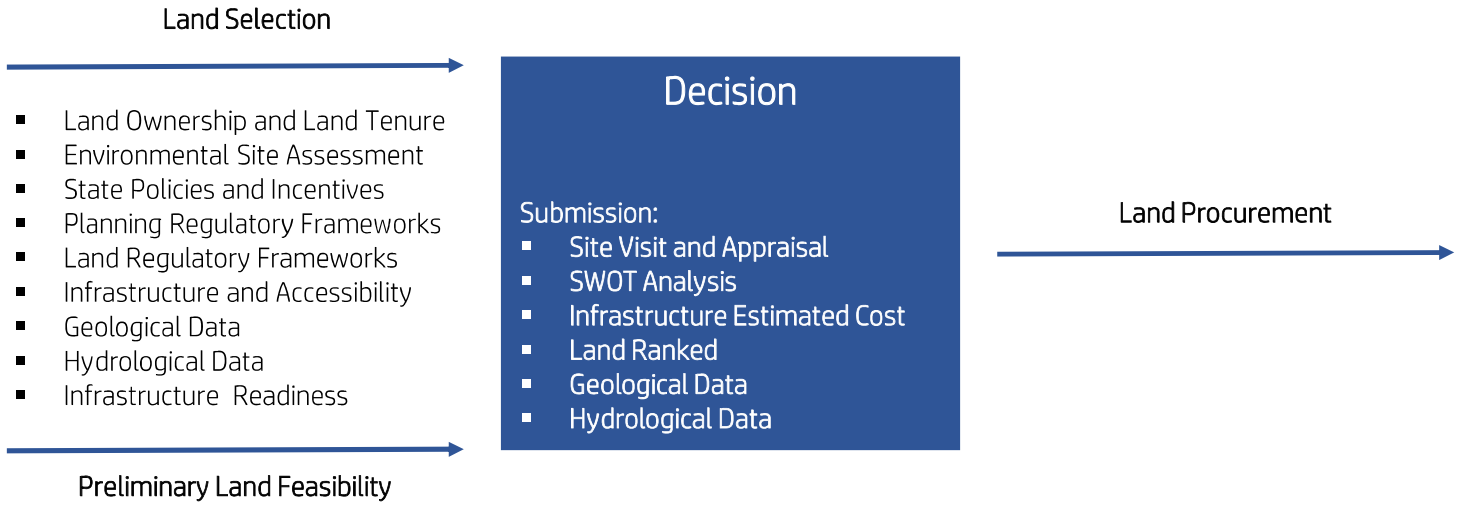
A maximum **3 (sites)** sites will be identified and evaluated.

Preliminary Land Feasibility will be carried out based on the secondary data and estimated infrastructure cost for all **3 (sites)** site locations.

3.1 STAGE 1: PROJECT INITIATION

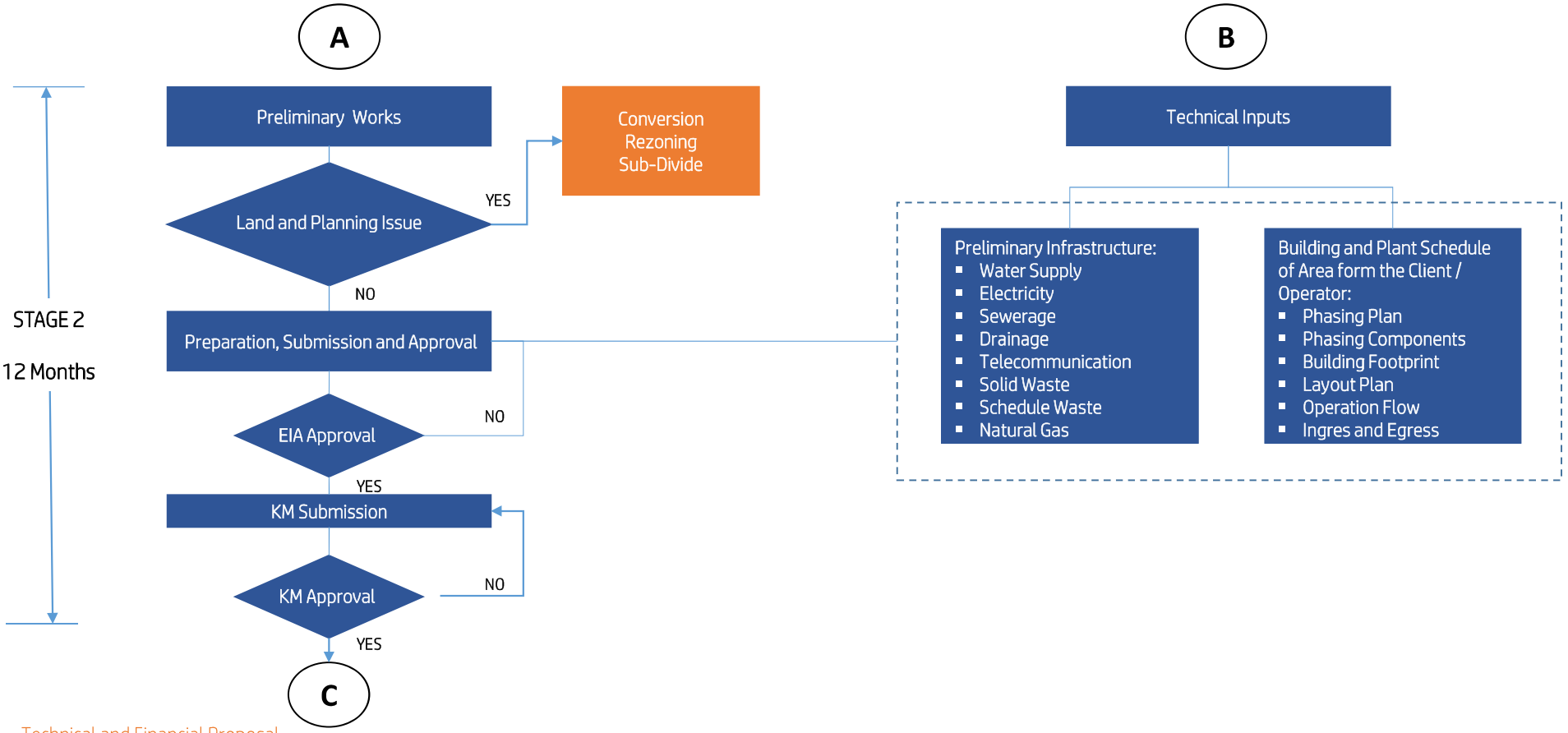
Once main land selection criteria being assessed and preliminary land feasibility exercise completed, we will submit our analysis and land rank to guide the Client in considering **Land Procurement**. The submission will comprise of:

- Site identification based on primary and secondary data
- Site visit and appraisal
- SWOT analysis
- Preliminary Land Feasibility
- EIA Preliminary Assessment
- Ranked will be given to site based on SWOT scores and infrastructure cost



3.2 STAGE 2: PRE-CONSTRUCTION

To demonstrate the overview of overall work stages and their process flow and time duration, we are pleased to share them as follows:



3.2 STAGE 2: PRE-CONSTRUCTION

Consortium team will cover scope of services:

Planning Regulatory and Land Regulatory Framework (if any)

It would depend much on the status of the land procured whether it has any restriction in relation to:

- **Planning Regulatory,** the site land zoning must fall under Industrial zone to accept the intended development.
- **Land Regulatory Frameworks** prescribes permissible activity to be carried out at the identified site.

Both Planning Regulatory and Land Regulatory Frameworks have great influenced on the application process and approval, i.e. timeline.

Submission and Approval

The works shall look on the overall land and shall have detailed focus on the initial phase (if any) depending on the phasing plan. Works comprise the development of brief Master Concept Plan and the preparation of detailed master plan for KM approval. Planning approval to be obtained shall permit the Client to launching Green Paper Industry Park birth as well as commencing first phase development (if any).

Under this item, it encompasses several tasks which are to be coordinated and They are identified:
Task 1: Preparation, Submission and Approval of Environmental Impact Assessment
Task 2: Preparation, Submission and Approval of Traffic Impact Assessment
Task 3: Preparation, Submission and Approval of Infrastructure covering Services and Utilities
Task 4: Preparation, Submission and Approval of Kebenaran Merancang "KM"

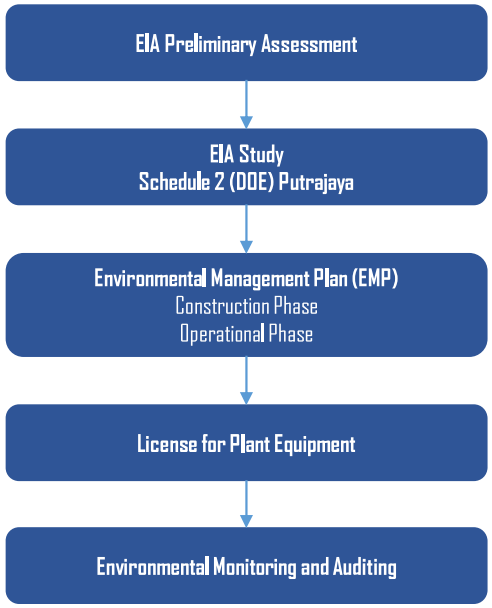
Stage 2: Pre-Construction



3.2 STAGE 2: PRE-CONSTRUCTION

Task 1: Environmental Impact Assessment

Environmental Impact Assessment will be prepared to be submitted to Department of Environmental (DOE). The intended manufacturing activities fall under Schedule 2 of which all submissions, engagements and approval shall be obtained from DOE Federal instead of DOE State.



At this stage, EIA team will use Preliminary EIA Assessment report and data to prepare documents fit for EIA Schedule 2 submission. This is a one-off Report to cover all phases of development which must include:

- Earthwork Plan
- Tentative Layout Plan (if not finalized)
- Identify major environmental impacts that may result form the development; Air Quality, Noise, Water Quality, Schedule Waste Management and Soil Erosion
- Suggest mitigation or ameliorating measures that can eliminate or minimize deleterious impacts of project development, and propose plans for surveillance and monitoring of environmental effects.
- Environmental significance of potential residual impacts

The environmental services will continue after obtaining EIA approval to ensure the measures prescribed are implemented and they must be monitored during construction and operational phase. The scopes are:

- Environmental Management Plan (EMP)
- Environmental Monitoring and Auditing.

In addition to EMP and monitoring services, the environmental team also will assist the Client to obtain licenses for plant equipment such as:

i. Fuel Burning Equipment (Gen Set, Air Compressor, Diesel Fire Engine etc.)
ii. Air Pollution Control (Bag Filter, Fume Scrubber, Cyclone, Setting Chamber etc.)
iii. Sewerage Treatment Plant
iv. Wastewater Treatment Plant

3.2 STAGE 2: PRE-CONSTRUCTION

Task 2: Traffic Impact Assessment

The scope is divided into 3 main deliverables:

- Transportation planning input to facilitate project scheme formulation and layout design stage
- Preparation of a Traffic Impact Assessment (TIA) report
- TIA submission to relevant authority for Kebenaran Merancang (KM) application

Traffic surveys will be carried out during the study to establish existing road and traffic supply demand patter. The survey will cover road inventory, vehicular count at main roads and junction.

Based on the survey and data established, traffic engineer next inputs:

i. Comment on layout design and optimize the accessibility and traffic dispersal capabilities.
ii. Evaluate the layout design to ensure the internal road/junction capacity is adequate and it is integrated with external road system.

Working on the preferred scheme, traffic engineer will carry out comprehensive traffic analysis on the potential traffic impact of the development of the surrounding roads. These include:

i. Determine the existing and future road links utilization patterns and their Level of Services (LOS).
ii. Carry out existing and future junction analysis, determine LOS and V/C ratio to full the technical requirements.
iii. Propose improvement measures in minimizing potential external traffic impact to the development.
iv. Several engagements with authorities in obtaining approval

3.2 STAGE 2: PRE-CONSTRUCTION

Task 3: Preliminary Infrastructure covering Services and Utilities

- **Earthworks**
  Based on the data gathered, topographical survey obtained and infrastructure site appraisal conducted, the following inputs will be furnished:
  i. Earthwork strategy
  ii. Preliminary platform
  iii. Estimated cut and fills volume and analysis

- **Drainage**
  Guided by the hydrological data and MSMA, overall drainage plan will be developed adopting best practices and sustainable elements where possible such integrated water management looking at all types of water sources such as from natural stream (if exist), industrial activities, surface run-offs, grey water, black water and alternative sources.

- **Sewerage**
  Treatment plant capacity will be derived based on population equivalent (PE) of the proposed development. While the plant location only to be decided after engagement with authorities are completed, i.e. allow for tapping to existing sewerage main or to cater within project site. Other ancillary system components such as pumping station will be captured in design.

- **Water Supply**
  Portable water will be supplied by respective state water provider. Estimated total demand will be a combined quantity requirement by intended industrial usage, population and other development components. It is envisaged water consumption for industrial usage will be supplied from nearby water stream or alternative water resources with estimated volume at 910m^3/h. Final proposal will formulate water sources and their percentages.

3.2 STAGE 2: PRE-CONSTRUCTION

Task 4: Kebenaran Merancang (KM)

This work of stage is currently performed with Task 1, 2 and 3. The required steps of works to be carried out.

Detail Site Analysis

Site appraisal exercise shall be undertaken by visiting the site and using available secondary data for source of information. These include;

- Analysing the site and its surroundings, its existing use, land profile and site condition:
- Analysing the site's potentials and constraints through observations and feedbacks from the land surveyor;
- Analysing physical committed elements (roads, drains, utility reserves) on site and its surrounding areas; and
- Analysing the land profile and sensitivity of site.

Initial Ideas and Concept Plan

Visions are to be shared and ideas are to be developed in establishing development plan directions. These will be translated into concept and development strategies to optimize land utilization, site opportunities and optimizing development potential. The Master Concept Plan is a process to be undertaken as part of the master plan formulation. The services rendered during the stage shall involve various activities of various experts from multi-disciplinary fields in providing holistic planning solutions and practical layout plan.

The preparation of the Master Concept Plan shall involve two key deliverables that encompass several tasks and shall be undertaken in an integrated manner by the appointed consultants. The coordination of works and engagement are necessary during the conceptual stage in providing clear development direction and allowing finalization of work plan.

3.2 STAGE 2: PRE-CONSTRUCTION

Task 4: Kebenaran Merancang (KM)

Schematic Design on Building Form

Schematic design shall further be developed to a level that records both the design intent and verifies land use, public spaces and linkages strategies. It also gives an indication to the massing of buildings in order to create a coherent built environment that is socially, economically and environmentally responsive. It takes care:

- Typology, density and sustainable elements in relation to spatial types and morphologies related to intensity of use, consumption of resources and production of waste
- Ingress and egress of the site as well as to provide safe movement within the site
- Curving shape and boundaries that would fit to the function and purpose in supporting intended uses for common area and public open space.
- Development Built Form by developing massing and block configuration.
- Strategies for land plot development strategy thru identifying need for block or any sub-division required or other beneficial strategies.

Infrastructure

It calls to identify supply and demand of services and utilities which resources must be secured. The availability of tapping points and getting technical agencies/utility providers commitments and statutory approvals are compulsory prior to development taking off. Based on Understanding the hydrology patterns help to identify catchment area and sizing.

3.2 STAGE 2: PRE-CONSTRUCTION

Task 4: Kebenaran Merancang (KM)

KM Preparation, Submission and Approval

The preparation of a Detail Layout Plan for will cover scope of works:

- The plan will indicate the detail layout of the proposed development as per envisaged and phasing plan. It shall illustrate detailed subdivision (if any) including areas designated for, car park, open space, green areas and other details required for submission.
- It will also indicate the various dimensions of roads reserves.
- Inputs from others are required for the projects such as from Engineers, Traffic and Environmental, Land Surveyor.
- Preparation of plans for planning permission submission and preparation of all necessary documents for submission to the Local Planning Authority.
- The preparation of a Development Proposal Report as a supporting document for the submission of **Kebenaran Merancang "KM".** The report will contain:-
  i. The concept and justification for development.
  ii. Detail and description pertaining to the site, i.e. location, ownership and any relevant detail to the said land.
  iii. The physical condition of site, i.e. its physical topography, natural landscape, geology, contour, drainage, any natural environmental elements on site.
  iv. Vegetation type and to specify any trees with a circumference of more than 0.8 metre.
  v. Any structure or building on site or surrounding to site that would be affected by the development.
  vi. The proposed layout plan, its land use and impact towards the surrounding areas.
  vii. The structure plan/local plan and its impact towards the development.
  viii. The ingress and egress and proposed traffic circulation in the proposed development.
- Liaise with all relevant planning and technical authorities for the approval of the plan.
- The master layout plan prepared shall also enable other consultants to commence next stage of work at Stage 3: **Building Plan "BP"** .

3.3 STAGE 3: CONSTRUCTION

We offer customized project implementation management solutions covering all phases commencing from schematic design, detail design, tendering exercise, cost and budget controls, scheduling, estimating, expediting, inspection, contract administration, management of consultants and contractors.

In providing services at construction work stage, we identified 3 key tasks:
Task 1: Design Management
Task 2: Tender and Award
Task 3: Progress and Compliance

In addition to the above services, our environmental team will continue with **Environmental Management Plan (EMP)** and **Environmental Monitoring and Auditing**.

General

- Administer, co-ordinate, program and monitor all activities associated with the approvals Building Plan "BP", design, procurement, construction, testing, commissioning, completion and initial operation, i.e. **Construction Permit Approval**.
- Promptly inform the Client in writing of anything the likely effect of which would be either; to vary the Project; or
- to increase the cost of the Project or change its quality or function; or to increase the time taken to complete the Project; and provide advice and recommendations in respect thereto.
- Establish communication, reporting and authorization procedures to operate between the Client, Project Manager and all project related team members.
- Through all stages, report regularly to the Client on the status of the Project and advise on and obtain decisions and approvals required.
- Verify that the approved safety, security and quality assurance/control and environmental policies and responsibilities required for the Project are properly implemented.
- Attend, chair and record all progress, design and construction meetings and produce minutes.



3.3 STAGE 3: CONSTRUCTION

Task 1: Design Management

Schematic Design Stage

- Monitor the development of the design with reference to Client's requirements and relevant codes of practice and the requirements and approvals of the relevant authorities and all other statutory bodies.
- Schedule the submission of the design, in stages if appropriate, to the Client and obtain his and Authority approvals thereto. Advise the Client in the event that the design indicates that compromises are necessary between particular objectives and requirements of the Client and provide the Client with all relevant information necessary for the Client to make informed decisions
- Monitor the performance of the other consultants in respect of the production of any deliverables necessary to meet the Master Schedule, to immediately advise the Client of any matter which is likely to impact on any milestone date or overall completion and recommended remedial action
- Facilitate the timely production by the other consultants of relevant design information to allow the procurement and construction programme to be maintained
- Co-ordinate the output of the third parties (if any) employed by the Client to carry out design quality reviews, (including the checking of drawings and specifications and the monitoring of standards of workmanship and materials).
- Establish guidelines for the testing and commissioning or occupancy of the whole or parts of the Project.
- Investigate and recommend procurement options for temporary facilities for the Project, to include offices and associated office equipment for other consultants and contractors, canteens, access roads and temporary utilities to enable the continuous operation throughout the life of the Project.
- Coordinate the output of the third parties employed by the Client or the statutory body of the development to carry our quality reviews (including the checking of drawings and specifications, design guidelines and the monitoring of standards of workmanship and materials)
- Detailed Masterplan Stage - the Project Manager shall primarily coordinate the work of the Project Consultants and specialists in an efficient manner to allow sufficient interchange of ideas between the Client and the project team.

Stage 3: Construction



3.3 STAGE 3: CONSTRUCTION

Task 1: Design Management

Building Plan "BP" Stage

During the stage, our scope of services to be delivered comprises of:

- Liaise and coordinate with the architects and designers in ensuring the proposed design conformed to planning regulations, uniform building by-laws and also street, drainage and building regulations;
- Liaise with relevant technical agencies in relation to design and site planning compliances;
- Advice the architects and other consultants pertaining to support planning lodge-in application;
- Prepare a Detail Layout plan showing building layout, the vehicular circulation, ingress and egress to the land parcel, provision of parking, and green areas;
- Prepare a Development Proposal Report to support the application for building erection.
- The report shall justify reasons in granting the permission and its shall describe:
- Detail and description pertaining to the site, i.e. location, ownership and any relevant detail to the said land;
- Vegetation type and to record trees 0.8 meters circumference or more;
- The physical condition of site, i.e. its physical topography, geology, contour, drainage;
- Any structure or building on site or surrounding area that would be affected by the development;
- Proposed layout plan, its proposed activities and impact towards the surrounding areas;
- Traffic ingress and egress of the development;
- Infrastructure requirements for the development, i.e. utilities and drainage.
- Proposed schedule of areas in terms of development built-up areas, parking provision, green area provisions.
- Attend meetings and engagements in obtaining authorities' approval;
- Coordinate documentation required and technical submission for Building Plan and Engineering Plan;
- Discussion and engagement with various technical authorities on the said plan and to liaise with them on the necessary requirements and approvals;
- Attend all Employer/Employer representative, Consultants meeting to coordinate on the progress of works as well attend meetings with local authority for the necessary approvals.

Stage 3: Construction



3.3 STAGE 3: CONSTRUCTION

Task 1: Design Management

Detailed Design Stage and Tender Documents Stage

The Draft Detailed Design Stage will involve intensive design activities. The Project Manager shall continue to monitor the progress of the designs produced. The Project Manager's activities during this Stage shall include:

- Review and approve Bills of Quantities
- Review and approve general and specific conditions of contract
- Produce Final Detailed Design Report
- No review or approvals will negate or otherwise affect the design responsibilities of any Design Consultant.

Value Engineering

Added value to our services, we will performed Value Engineering exercise from time to time to encounter any challenges raised during prior to issuance of tender document. In general, the services shall cover:

- Manage Value Engineering exercises on behalf of the Client, in conjunction with the Client's Consultants and recommend preferred options with a view to time, cost, maintenance and operational benefits.
- Carry out constructability studies, where appropriate, with the Consultants and recommend preferred options with a view to time, cost, maintenance and operational benefits.

Stage 3: Construction



3.3 STAGE 3: CONSTRUCTION

Task 2: Tender and Award

Develop and implement procurement strategy acceptable to and approved by the Client. Amongst other things direct and manage the following:

- Prepare strategy paper for Client approval (if required)
- Prepare tender documents and call tender based on approved strategy, i.e. selected bidders, direct nego, etc.
- Manage, coordinate and contribute to the preparation of the Tender Documents as may be necessary.
- Arrange the preparation of site visit by the tenderers.
- Assist the Client in the review of tenders proposal submissions in relation to commercial, technical matters, site logistics, constraints and compliance with the tendering procedure.
- Prepare tender evaluation report and put up tender recommendation
- Manage and attend post tender clarification meetings.
- Assist and advise the Client, in conjunction with the other consultants engaged on the Project, to establish a list of long lead items and advise on procurement strategies to meet the Project Master Program.
- Liaise with the Client to ensure that Letters of Intent or Letters of Acceptance (as applicable) are issued without delay. Review and confirm to the Client prior to issue that such Letters properly reflect the Client's requirements
- Manage and coordinate the preparation of the contract documents for execution by the Contractor and Client as soon as possible after issue of the Letter of Intent/Acceptance.
- Arrange site possession with the successful Contactor.

Stage 3: Construction



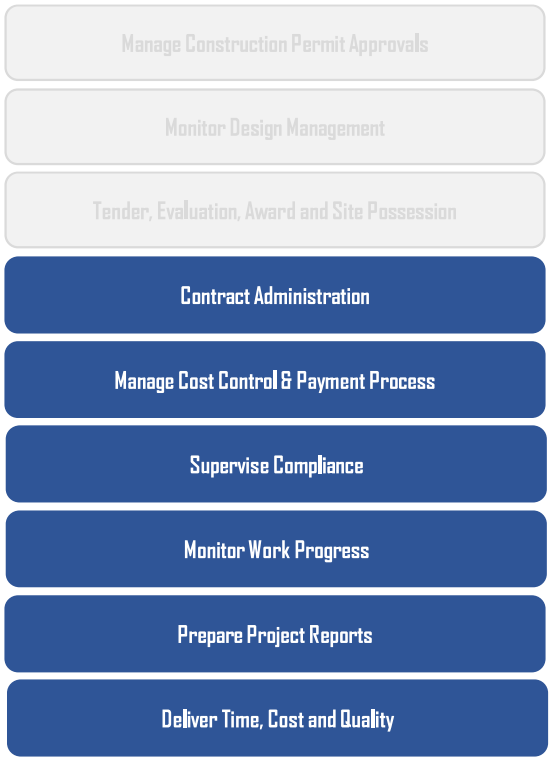
3.3 STAGE 3: CONSTRUCTION

Task 3: Progress and Compliance

Contract Administration task includes but is not limited the following:

- Develop, implement and manage a coding structure for contracts, phasing and construction of the works and communicate to all parties to the Project.
- Develop, implement and manage procedures for incoming and outgoing correspondence and distribution to and from the Project Team.
- Develop, implement and manage a Project filing system for hard copies of drawings, specifications, contractor's submittals and shop drawings, correspondence and all other data necessary to document and record the history of the Project. The filing system will correspond to the cost coding structure established for the Project and in turn will determine the structure of the electronic information and cost management system.
- Develop, implement and manage a procedure for the archiving of documentation during the course of the Project, to be agreed with the Client.
- Develop, in consultation with the Project Team, implement and manage systems and procedures for the management and issue of Design drawings, specifications and the like, Contractor's Shop Drawing submittals, Contractor's material, sample and prototype submittals and Requests for Information.
- Develop and implement an electronic management system for the transmittal of all project information to the Project Team.
- Develop a site logistic plan after a survey of the existing conditions and constrains and will address the following aspects:
  i. Access and Egress to and from the site.
  ii. Delivery of materials
  iii. Site office
  iv. Site fence and Site Security
  v. Temporary roads

Stage 3: Construction



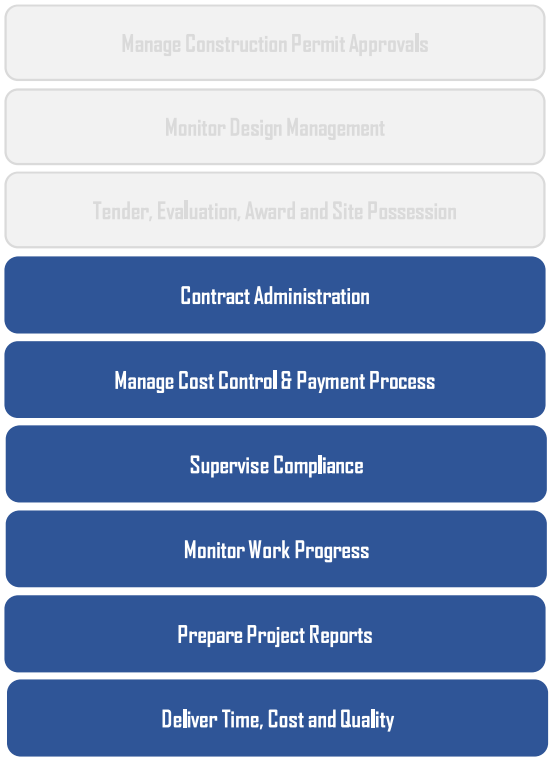
3.3 STAGE 3: CONSTRUCTION

Task 3: Progress and Compliance

Manage Cost Control and **Payment Process** task includes but is not limited the following:

- The Project Manager shall work closely throughout the design and tender documentation phases with in house QS Consultant and other consultants appointed that are directly by the Client to monitor the cost and ensure that the design is progressing at all times in line with the Budget/ Estimates approved by the Client.
- Review of any previous estimates already prepared by the Client with the view to ensuring their completeness.
- Preparation of a Budget Estimate and updates thereof for approval by the Client of construction costs. Monitoring projected expenditure against allowances made in the approved Budget Estimate.
- Provide cost guidance advise generally during the development of the design including carrying out cost comparisons of alternative design or construction solutions.
- Preparation of the Tender Documents for use in the Main Contracts comprising Instructions to Tenderers, Form of Tender, General and Particular Conditions of Contract, and Bills of Quantities, with Schedule of Rates and Day Work Schedule, covering all technical trades including the incorporation of any changes required as a result of the approval process.
- Evaluate the commercial aspects of Tenders received, including but not limited to rate analysis, and reporting to the Client thereon together with recommendations.
- Advise the Client on cost and contract matters generally including assistance in the preparation of estimates of the cost of proposed variations.
- Undertaking post contract services including preparation of monthly valuation, validation main contractor claim and submission to client for payment
- Preparation of Final Account upon completion of service according to the contract requirement
- Assist the Client on cost, payment claims and contractual matters.

Stage 3: Construction



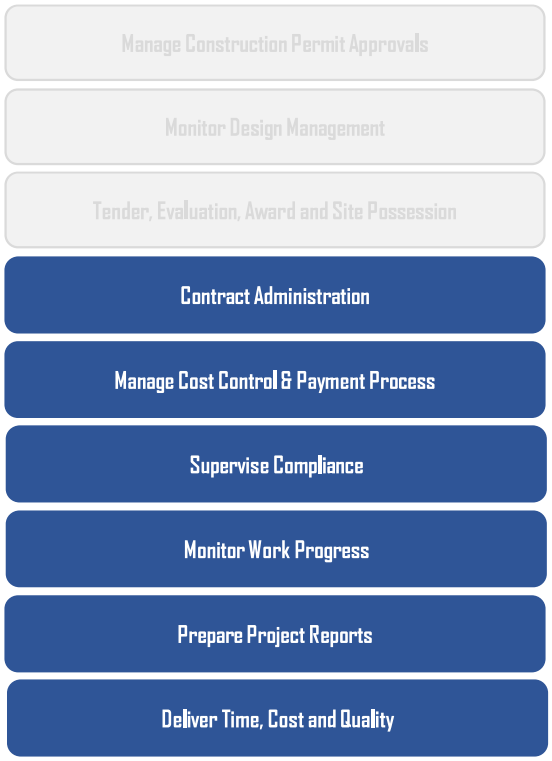
3.3 STAGE 3: CONSTRUCTION

Task 3: Progress and Compliance

Supervise Compliance and **Monitor Work Progress** task includes but is not limited the following:

- Evaluate and advise the Client on the logistics plan.
- Review and approve the schedule obtained from the contractor.
- Review and monitor the performance of the contractors.
- Monitor the performance of the contractor and / or the supervision team.
- Maintain complete project records and documents.
- Monitor the contractor's submittals and the other consultant's activities.
- Organize regular meeting and conferences to review progress and resolve outstanding issues.
- Review the safety requirements of the projects and make recommendations a comprehensive safety program.
- Monitor the inspection and quality control services of the Consultant(s).
- Establish a quality control program in order to ensure that the Contractor is inspecting his work to be in conformance with the contract documents.
- Co-ordinate the appointment of Specialists to perform tests of materials and equipment as required.
- Ensure through quality control procedures that deficiencies are noted in the Contractor's work, and corrective actions are implemented.
- Ensure that Contractors and other Consultants are submitting reports, drawings and technical documents in accordance with contractual obligations.
- Evaluate construction methods and procedures.
- Assist in liaising as required with relevant Statutory authorities and utility providers.
- Obtain warranties and guarantees from Contractors in favour of the Client and advise the Client of his rights under such warranties and guarantees including limitation periods.

Stage 3: Construction



3.3 STAGE 3: CONSTRUCTION

Task 3: Progress and Compliance

Supervise Compliance and **Monitor Work Progress** task includes but is not limited the following:

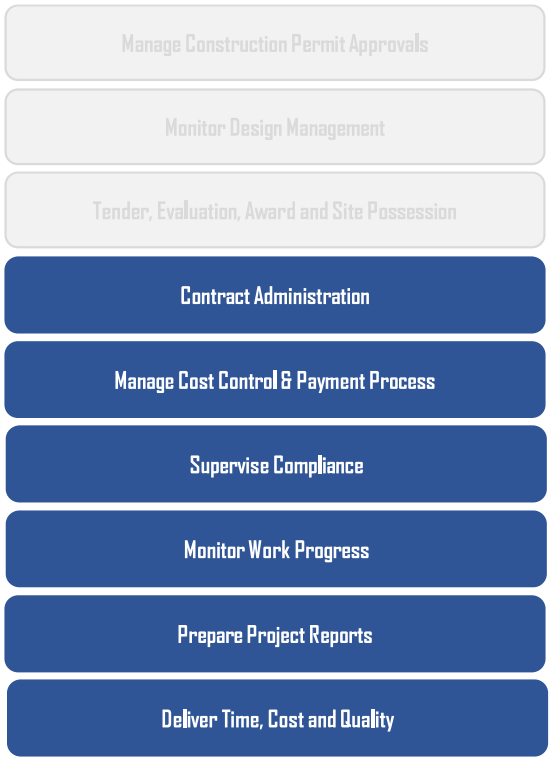
- Review the health, safety and environment requirements of construction contract documents and make recommendations for the inclusion of a comprehensive safety program in construction contract documents.
- During construction monitor compliance by the separate contractors with their contractual HSE program and report deficiencies to the Client.
- Monitor the preparation of As-Built Drawings and maintenance manuals by Contractors and/ or other Consultant. Ensure primary survey control records are maintained and surveying works performed by others are supervised by the Consultant.
- Monitor and supervise the designers' and constructors' implementation of the Quality Assurance and Quality Control Systems while they execute their work.
- Audit of the Quality Management System: The Project Manager shall plan, implement and report on audits of designers' and the constructors' quality systems. Any Corrective Action Requests (CAR), Non-Conformities Reports (NCR) or concession requests must be given in writing.

Prepare Project Reports ask includes but is not limited the following:

The Project Manager will convene and attend meetings which shall include but shall not be limited to:

- Weekly or Monthly Meeting - Chair and minute Design progress meetings to establish the progress of the design and to establish priority of design documentation for procurement purposes.
- Client's Reports – Provide a monthly Executive Report to the Client identifying major cost, quality and progress issues affecting the Project.
- Design Meetings - Chair and minute Design progress meetings to establish the progress of the design.
- Cost Meetings – Attend regular cost meetings to review all cost and contract issues arising on the Project and to ensure these are being dealt with effectively and in accordance with the agreed procedures.
- Contractors Weekly Progress Meeting - Chair and minute meetings to establish the progress of the design and to establish priority of design documentation for procurement purposes

Stage 3: Construction

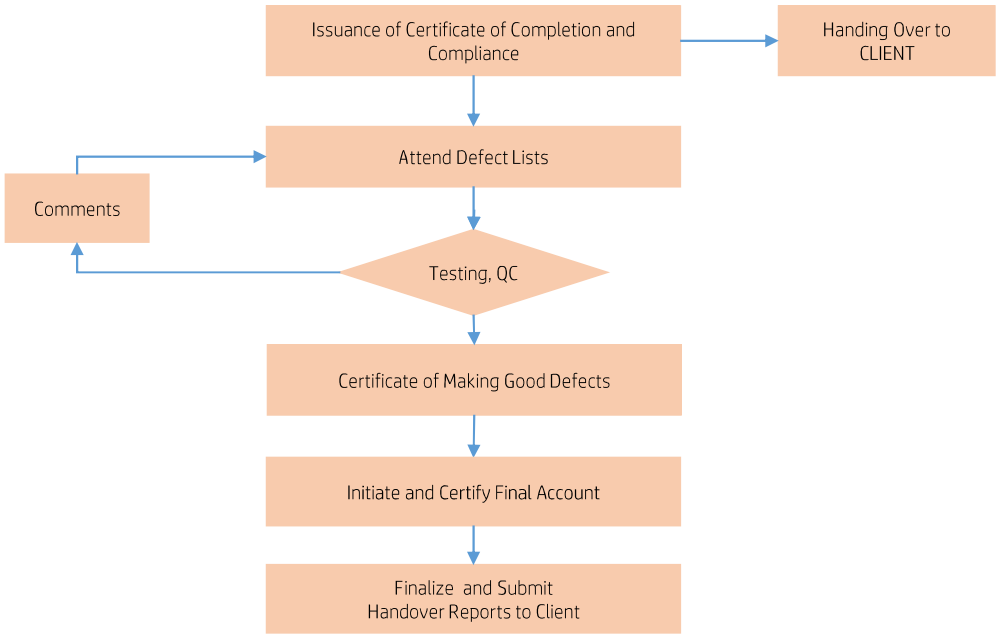


3.3 STAGE 4: PROJECT CLOSURE

Contractors Weekly Progress Meeting - Chair and minute meetings to establish the progress of the design and to establish priority of design documentation for procurement purposes

Stage 4: Project Closure

- Attend Defect Lists
- Manage Project Control
- Conduct Testing & Commissioning
- Obtain all Legal and Statutory Approvals
- Finalize As-Built Drawings + O&M
- Collation of O&M + As-Built
- Initiate and Certify Final Account
- Prepare Project Handover Reports



4.0 PROJECT RELATIONSHIP

