

A. Project Management Activities

1. Schedule Control

Assistance on planning the clients master time-schedule.

Examination of the general contractors time schedule and coordination with the clients demands.

Permanent supervising of the general contractors time-schedule.

Supervising of design and execution activities of engaged companies.

2. Quality Assurance

2.1 for design activities:

Preparing of drawings / documents rootings, coordination of checking cycles, checking of legal regulations in connection with the construction permit and other provisions.

Supervision and logging of design meetings and if necessary activation of external specialists.

Supervision of design activities and coordination with the Construction Control Authority "Inspectia de stat in Constructii".

2.2 for construction works:

Defining and observation of the „ faze de executie determinate ” required by the construction authorities for construction acceptance.

Monitoring of the construction works in compliance with the requirements of the building permits and other legal construction requirements towards a successful final acceptance.

Monitoring of the construction works for foundations, structure, building services, landscaping and service connections.

Monitoring the construction works with regard to the contractual specifications.

Quality Assurance: monitoring of the construction works, notices of defects, checkups of the documentation for defects repairing works.

Exerting the position as authorized QA Agent ("Inspector de santier") liable for legal construction acceptance of hidden works and for editing the documentation called "cartea tehnica a constructiei".

Supervision and logging of the regular construction meetings and monitoring the implementation of appointed resolutions.

3. Cost control

3.1 Activities of the contractor:

Checkup of the contractors payment chart and tradeoff between the clients and the contractors demands.

Checkup of the contractors performance situation.

Bills checkup on conformity with contractual regulations.

Claims:

Price reduction due to dispensed contractual works.

Incremental Costs: checkup of the eligibility of claims and of the clients amendments.

3.2 Special services of involved companies, authorities, consulting firms:

Final acceptance of the construction works.

Checkup and bill approval

4. Coordination and consulting activities

Technical coordination of the engaged project parties: client, architect, authorities, special consultants.

Coordination the scheduling between contractor, architect, structural engineer, special consultants, furnishing firms, tenants and authorities.

Assistance for clients / authorities take-over.

5. Daily site report, documentation activities

Receiving and confirmation by signing of daily site reports from the contractor and other involved companies.

Record of an own daily report.

Checkup on completeness and verisimilitude of the contractors as build drawings and handover to the client.

Checkup of the monthly construction reports, (digital) picture documentation included.

B: Client Representation Activities

Assistance for finalising the general contractors agreement, appendices included.

Assistance for finalising supplementary agreements with the general contractor.

Assistance for employing special consultants for supplementary design activities and supplementary works.

Tender procedures, bid evaluation, recommendation for bid acceptance.

Preparing of the contract documents, contract negotiation, assistance on contract finalisation.

Checkup of the design activity in connection with cost-effectiveness and the clients demands.

Assistance in negotiations and finalisation of contracts for supplying, water energy, media a.s.o. and maintenance agreements.

Assistance on setting the boundaries for tenants construction demands and coordination of these works with the general premises.