

Development Monitoring and Management Services Framework

Project and Cost Management Scope of Services

Provide a broad range of project, cost management and investment advice in relation to site investment, disposal of land for development, construction, housing, regeneration, new build and refurbishment projects to include:-

Project Management

1. Define project objectives and outcomes with the client and stakeholders.
2. Work with the client to establish the governance, management and decision-making structure for projects.
3. Assemble and coordinate the project team, arrange meetings and reporting structure.
4. Manage other consultants directly appointed by the client, as appropriate.
5. Prepare life-cycle cost studies.
6. Advise on availability of funding and investment.
7. Advise on project insurances, warranties and bonds.
8. Prepare tender and contract documentation in conjunction with the Client and members of the design team.
9. Manage, advise on, contribute to, participate in the tender process.
10. Provide a contract administration and contract management role at all stages of a project.
11. Set up and manage change control processes on a project.
12. Set up and manage project risk management processes to ensure risks are actively managed and mitigated
13. Review any development, strategies or programmes to ensure that the client's objectives and financial targets are achieved.
14. Prepare, monitor and manage a project programme.
15. Advise on programmes for development, refurbishment and construction projects prepared by others.
16. Assist the client in preparing evidence and reports necessary for achieving approvals for projects, to include approvals from MHCLG, Treasury etc.,
17. Assist in the preparation of draft Development Briefs in respect of individual sites / joint venture opportunities.

Cost Management

1. Project cost estimates, cost plans and cost advice, cost management reports and information.

2. Preparation of costed options for development projects and programmes.
3. Review and verify cost information prepared by others.
4. Research, gather, collate and report financial and other data to enable budgetary control of projects, programmes and individual contracts.
5. Research, gather, collate and report financial and other data drawn from market sources on a national, regional and local basis.
6. Prepare and assess all financial aspects of development appraisals, including effects of capital and revenue expenditure, project cost calculations and cash-flow projections.
7. Detailed financial cash flow review to including sensitivity analysis to consider variables for example market and economic factors.
8. Review and report on development appraisals prepared by others.