

This listing is only a model checklist for Schedule 7 of the services to be provided by the Cost Consultant. If a Cost Consultant is not appointed and those services are to be provided by the Construction Manager the services required should be included in Schedule 5 and Schedule 7 may be marked as not used.

In either case the provisions need to be considered in conjunction with paragraphs 1.4 and 3.5 of Model Schedule 5.

### **Part 1: Cost Planning**

- 1.1 Consider with the Employer, the Construction Manager and the Consultant Team, as relevant, the Preliminary Project Cost Plan and in conjunction with the Construction Manager:
  - .1 obtain budget costs of system assemblies, equipment and materials;
  - .2 evaluate the cost of alternative materials, construction techniques and installation methods;
  - .3 advise on current pricing levels and trends in the area of the Project.
- 1.2 Prepare the Project Cost Plan in conjunction with the Employer, the Construction Manager and the Consultant Team and append his own signature to the Project Cost Plan.
- 1.3 Prepare a cash flow forecast for the Project based on the Project Programme.

### **Part 2: Procurement**

- 2.1 Assist the Construction Manager in allocating the Project Cost Plan into Trade Contracts.
- 2.2 Assist the Construction Manager in consultation with the Consultant Team in preparing lists of suitable tenderers for the Trade Contracts and advise on the form of contract to be used third party rights, collateral warranties, bonds and guarantees.
- 2.3 In conjunction with the Construction Manager, advise the Employer of the most effective tendering procedures to be followed having regard to time, quality and cost.
- 2.4 Review tendering documents prior to invitation to tender to ensure that they are complete and reflect the budget cost approved for the Trade Contract.
- 2.5 Prepare and complete documents for Trade Contracts, as required by the Construction Manager.
- 2.6 Attend pre-tender and tender interviews as required by the Employer and the Construction Manager.
- 2.7 Initiate and subsequently endorse the tender reports and recommendations prepared by the Construction Manager and the Consultant Team.
- 2.8 Assist the Construction Manager in negotiations with tenderers, as appropriate, to finalise the Trade Contract tenders.
- 2.9 Assist, as required by the Construction Manager, in collating the Trade Contract documentation for execution by the Employer.

### **Part 3: Cost Control**

- 3.1 Assist and co-ordinate with the Construction Manager and the Consultant Team in reviewing and reporting to the Employer on proposed design changes and advise on associated costs and time implications on the Trade Contracts and on the progress of the Project.

- 3.2 Verify the decisions to be made by the Construction Manager and the Consultant Team Leader on payments to Trade Contractors including for on-site and off-site materials to be certified by the Construction Manager and the Consultant Team Leader.
- 3.3 Monitor actual expenditure on Trade Contracts against the Project Cost Plan and advise the Employer, the Construction Manager and the Consultant Team Leader of any deviations therefrom. Assist the Construction Manager in determining and/or agreeing any additional costs.
- 3.4 Monitor actual and anticipated expenditure by the Construction Manager on items of Reimbursable Cost incurred against the Project Cost Plan; advise the Employer and the Consultant Team Leader, with a copy to the Construction Manager, of any deviation.
- 3.5 Adjust, in consultation with the Employer, the Project Cost Plan to take into account all amendments necessary in respect of the foregoing.
- 3.6 Adapt and update the cash flow forecast for each element of the Project.
- 3.7 Verify Trade Contract final accounts prior to their agreement by the Construction Manager and the Consultant Team Leader.
- 3.8 Assist, as required by the Construction Manager, in settlement of claims for loss and/or expense by Trade Contractors.
- 3.9 Prepare monthly cost and progress reports and submit to the Employer. Arrange meetings at monthly intervals, and as necessary, with the Employer, the Construction Manager and the Consultant Team Leader to discuss the monthly cost and progress reports and deviations from the Project Cost Plan. Prepare and circulate minutes of each meeting.