

## **Annex B2 Service profile of buildings and interiors**

**in the**

**project Goethe-Institut Melbourne**

**general planning service CONTRACT**

**Goethe - Institut e.V.  
München/Germany**

### **Basic Services**

#### **SPH 5 Execution planning**

- a) Development of an execution planning with all the individual pieces of information (drawings and text) required for the execution of the draft and approval planning until a solution ready for execution has been developed as a basis for further service phases
- b) Execution, detail construction drawings depending on type and size of the project to the required extent and level of detail under consideration of all subject-specific requirements, for example at a scale of 1:50 to 1:1 for buildings, for example at a scale of 1:20 to 1:1 for interiors
- c) Provisioning of work results as a basis for the other specialists involved with the planning as well as the coordination and integration of their services
- d) Updating the time schedule
- e) Updating the execution planning due to the trade-oriented processing during the project execution
- f) Inspection of required assembly plans of the constructions and constructive installations planned by the project planner for compliance with the execution planning

#### **SPH 6 Preparation of the tendering/awarding process**

- a) Creation of a tendering/awarding time schedule
- b) Creation of service descriptions with service directories sorted by service areas, determination and compilation of quantities based on the execution planning using the contributions made by other specialists involved with the planning
- c) Adapting and coordinating the interfaces to the service descriptions of the other specialists involved in the planning
- d) Determination of costs based on the service directories priced by the planner
- e) Cost control by comparing the service directories priced by the planner with the cost calculation
- f) Compilation of tender documents for all service areas

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## **SPH 7 Assisting with the tendering/awarding process**

- a) Coordinating the tenders/awards of the professional planner
- b) Obtainment of offers
- c) Inspecting and evaluating of offers, including preparation of the price comparison list by individual positions, inspecting and evaluating of offers for additional or changed services of the executing companies and the adequacy of the price
- d) Performance of bidder discussions
- e) Creation of award/tender proposals, documentation of the award/tender procedure
- f) Compilation of tender documents for all service areas
- g) Comparison of award/tender results with the service directories priced by the planner and the cost calculation
- h) Assisting with the order placement

## **SPH 8 Project monitoring (construction monitoring/supervision and documentation)**

### **I. DESIGN MANAGEMENT**

#### Manage Quality of the Design

- Provide consultancy on construction method, finishing selection, equipment, and accessories;
- Provide consultancy on requirements for Contractor to furnish shop-drawings and to fabricate components in workshop.

### **II. SCHEDULE MANAGEMENT.**

1. Establish detailed construction schedule, update schedule frequently, report construction progress, and recommend activities to be carried out to meet targeted milestones.
  - Based on the Master Construction Plan that has approved and issued by Client, Consultant shall review, comment. and approve Contractor's Detailed Construction Schedule. Consultant shall update future activities according to the requirements in the Master construction plan.
  - Together with PMU, Consultant shall prepare reports and update regularly construction plan, propose activities to be carried out to meet targeted milestones.
2. Manage and supervise Contractors and Suppliers on site in compliance with the proposed schedule. Inform the Contractor about procedures and schedule requirements, ensure that Contractor meets schedule requirements, including:

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- Follow up design information and approval status by Client.
  - For material availability, suggest to Client to process orders for long list materials, equipment and machines.
  - Supervise closely all site activities;
  - Monitor progress of manufacturer (local) regarding design, fabrication and delivery.
3. Manage Contractor to identify difficulties, forecast obstacles, give warnings about potential delay and take actions to solve problems.
- Co-ordinate with Contractor and nominated sub-Contractor to identify difficulties of different Contractors and predict obstacles, at the same time apply necessary solutions to solve arising problems fairly. Problems which may cause potential delay should be warned.

### III. CONSTRUCTION SUPERVISION

1. Set up general site project management system; Organize and chair meetings with related parties for communication; review and timely settle all issues arising on site; issue site instructions.
- Ensure Construction Management in accordance with the Scope of Services in order to deliver the Project safely, to the satisfaction of the Client in Quality, Schedule, and within the agreed Budget;
  - The PMCS will establish procedures for Health and Safety, QA/QC, including monitoring progress of the Contractor(s) works according to the construction programme, quality, and to comply with materials and manpower correlate to the design drawings and specifications
  - The Consultant will review Contractor's proposals for prioritized activities, Contractor's design and specifications to ensure compliance with Client's and the Project requirements. Chief Supervisor and his team will comply with or establish procedures (if unavailable) for change control. Attend regular weekly review/progress meetings with the Contractor and project team. Report on a bi-weekly basis to Client on construction progress against construction programme and quality plan. Co-ordinate all contract related activities, including the checking/certifying of interim payment claims. Supervise construction works, progress, quality and performance via regular QA/QC inspections;

CONSULTANT's Chief Supervisor shall:

- Convene and chair all necessary team meetings.
- Report to the Client all issues affecting the project as they arise.
- Submit bi-weekly progress reports including:

- Construction progress focusing on quality, design compliance, adherence to construction programme.
  - Progress pictures.
  - Identification of potential delays in construction programmes.
  - Quality control.
2. Prepare, provide instruction on application of sample forms and procedures of construction supervision.

The Consultant will prepare guidelines and standardizing construction contract supervision forms and procedures in agreement with the Client for use in this project. Forms fall into two categories: standard forms and reference forms. A list of forms and procedures will be reviewed in preparing these guidelines as listed below:

- Procedures for quality control
  - Guidelines for evaluating Contractors' work method
  - Checklists for the main work activities that site supervisors and Contractors' representative have to follow:
    - Confirm site measurements on site
    - Forms for construction records relating to HSE and materials
    - Forms for site constructions
    - Forms for variation (change) orders
    - Forms for the monthly progress reports
    - Format for the weekly/daily reports
    - Format for official correspondence and communications
    - Guidelines for project document keeping and filing
    - Guidelines for forms of acceptance of partial works and final hand-over inspections.
3. Supervise construction quality
- Issue progress reports and Non-conformance Reports (NCRs) together with corrective actions;
  - Provide on-going construction advice to all parties;
  - Liaise with Client's and other Consultants representatives;
  - Co-ordinate information flow among all parties;
  - Quality Control and Management: Monitor and control site quality standards; inspecting the works; monitoring and recording progress of the works which compares the Contractor's Plan against the Actual. Arranged inspection of quality for work items. Ensure implementation of protection measures where applicable.
  - Site supervision of all construction works from the commencement of site preparation to the date of completion;

- Monitor, review, and report to Client on Contractor's conformity to Quality and Schedule.

The Consultant will:

- Carry out on-site technical supervision and contract administration of all construction activities, safety and environmental monitoring.
- Ensure Contractor complies with the requirements to use employ quality materials, safe construction method, and proper manpower in order to achieve a good quality output.
- Review all construction layout carried by Contractor, to be confirmed by Surveyor for accuracy. The lines, levels, and lay out of construction work will be checked to ensure conformity with the detailed drawings.
- The final construction drawings and shop-drawings furnished by Contractor will be reviewed and checked; Improper detail in the design is identified, if any, will be sent to the Contractor for correction/ amendment under an instruction from the Construction Supervisor. Official request will be issued to Contractor by Chief Supervisor in Instruction form.
- Recommend to Client solution to correct defects identified during construction and commissioning.

#### 4. Supervise work Safety

- Establish Safety and Health procedures and quality control procedures including monitor of Contractor's construction progress with respect to the approved schedule, cost and quality program, and conformity of materials and manpower to the design and technical specifications. Review Contractor's proposal for prioritized activities, design, and specifications for compliance with Client's requirements.
- Supervise and manage site safety, security, health;
- Manage Contractors and other related parties to prepare, implement and maintain HSE plans in accordance with the guidelines contained within international standard requirements and with local regulations;
- Verify Contractor's Safety Plans;
- Supervise Contractor's execution of work according to local regulations and provide guidelines when necessary;
- Liaise with relevant Authorities in updating of regulations;
- Provide support in environmental issues, if any.

#### 5. Approve construction methods and supervise the Contractor's compliance with the construction methods

Supervise the Contractor to prepare and submit construction programme in accordance with his contractual obligations. Consultant will review Contractor's

construction programme to confirm compliance with the overall Schedule. Consultant will review the Contractor with the followings:

- Activity, duration, signage boards, and designation of responsibilities and manpower;
- Milestone related to the testing and commissioning and handover activities.
- Mobilization programme to ensure that labor, equipment, and materials required for construction phase are available;
- Analyze any Contractor's request for Extension of Time;
- Review and comment on Contractor's Testing and Commissioning Program and seek approval from Client for the request for any commissioning and insurance of the relevant completion certificates to be provided in the Construction documents on handover and acceptance of work.

The Consultant will:

- Review interim payment billings submitted by Contractor and suppliers.
- Each bi-weekly payment certificate will be signed by Consultant's Project Director and Project manager (as being "The Consultant" appointed according the Contract's actual requirements); confirm and record all works performed, including materials, in order to counter check with the Contractor's report;
- Attend site meetings and Consultant team meetings as required during construction period;

6. Arrange, organize all activities on site

- Consult on construction methods, physical facilities as well as different applicable method statements.
- Check and approve all temporary works and access relating to the construction activities;
- Monitor site resources and ensure adequate staffing and manpower;
- Manage construction works including supervision of staffs such as on-site engineers, supervisors
- Manage submissions/approvals of construction drawings, shop drawings, and other issued documents;
- Establish document control system for Consultant's correspondence, shop-drawings, submittals, etc.;
- Monitor implementation of site mobilization/logistics;
- Assist in setting up procedures for work area;
- Provide input, monitor and control the construction schedules of Contractor;

- Manage, administer, co-ordinate, prepare programme and monitor all activities including the activities of the consultants, contractors, sub-contractors, main suppliers related to construction;
- Manage and monitor all site construction activities including the compliance to the programme / schedule approved for construction;
- Manage all construction stages from planning, execution through to completion of the works;

Site records acknowledged by the Consultant and/ or main Contractor will consist of the following documents:

- A site diary constituting a detailed history of works on two-work day basis and important events occur on site. Events include particularly delays or other issues which may affect the date of project completion;
- Records of original drawings issued to Contractor and all revisions;
- Record of drawings received;
- Equipment and machines deployed;
- Contractor's staff and manpower;
- Construction sequences;
- Records of measurements of quantities;
- Progress photographs and any additional photographs that may be required;
- Daily reports based on record on daily basis by the Supervisor;
- "As-built" drawings of work exactly as constructed;
- All incoming and outgoing correspondence;
- Any injuries to persons or damage to property;
- Copies of all instruction issued to the Contractor;
- Copies of daywork orders, variation orders and provisional sum orders;
- Copies of all site calculations;
- Copies of Contractor's complaint;
- Register and document of third party complaint;

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