

Sydney, Date

Details of the Customer:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**REF: Site address for the Building Project.**

Dear Mr and Mrs \_\_\_\_\_,

After a brief overlooking about your property and the project plans provided we are pleased to submit our proposal for the Project Management on this project to be carried out at the above address as requested. Following are the descriptions and costing for your consideration:

**The Scope of Services for the Project management Job includes:**

1. Thoroughly review all components of the project according with Plans and Documentations provided by the Owner or Architect such as:
  - Architectural design by (Company or Professional) & date.
  - Structural Plans and details by (Company or Professional) & date.
  - Demolition /Bulk Earthworks Plans by (Company or Professional) & date.
  - Stormwater Management Plan by (Company or Professional) & date.
2. Provide the contract agreement between the Project Manager (Qualified Building Services - represented by Jose Rivas Alvarez) and the Principal (Owner(s) / Representative), including:
  - Condition of Agreement;
  - Agreement Information;
  - Project Description;
  - The Services;
  - Drawings and Documents;
  - Letter of consent from the Principal to the Project Manager.
3. Organise all plans and documentation for Construction Certificate (CC) Submission if necessary, including advice and guide to get Owner Builder Licence if required. CC Submission will be through a Private Certifier Office to carry out the Building Project in one or two stages depending of the requirements from the Principal.
4. Provide the Project Management Plan and the Building Quantity Project Budget, including:
  - Project timing and other relevant information contained in the Project Description.
  - Key Project activities and resource requirements.
  - Identifies all activities, including approvals and clearances and inputs required from the Principal and others, and highlights the critical milestones for each phase of the Project.
  - Covers all Service Providers and any other relevant participants.
  - Shows dissected estimates of the building costs of key construction activities.
  - Develop estimates of cost for the current phase, future phases and the Project as a whole consistent with the Approved Project Budget, and update these estimates as the need arises for a progressive estimate of final Project Cost.

- Develop cash flow predictions consistent with the Approved Project Program and Approved Project Budget for the duration of the Project, and update the predictions at monthly intervals;
  - Not allow the Approved Project Budget to be exceeded without prior approval of the Principal.
5. Manage the Building Project on the Principal's behalf. Manage, coordinate and deliver the Building Project to meet the Principal's strategic needs and Project objectives, any constraints or special needs, performance requirements, requirements for approvals and acceptable levels of service, the Project Budget and Project Program.
  6. Prepare and implement a Work Health and Safety - WHS Management Plan for the Construction, complying with the current NSW Government Work Health and Safety Management Systems and Auditing Guidelines.
  7. Prepare a risk management plan, identify at the start of each phase risks to the Project which require more detailed analysis, analyse and act on moderate risks, analyse and make recommendations to the Principal on major risks, and act on the Principal's direction; monitor and report on the management and impacts of moderate and major risks.
  8. Select and provide to the Principal for approval the most appropriate contract packages to be used with contractor or sub-contractors and obtain approval from the Principal to every proposed Contract, its scope, and estimates of cost and time for completion unless otherwise directed by the Principal.
  9. Implement and manage contracts with contractor and sub-contractors for completion of specified activity or activities agreed with the Principal and production of specified deliverables within the agreed period and cost, following procedures in applicable documents listed.
  10. Take all necessary action to maintain overall progress in accordance with approved programs and budgets and report in advance for any possible variation.
  11. Have all services under the Agreement, including services by contractor or subcontractors, carried out under a management system including Occupational Health and Safety (OHS) Certification and Work Cover Compensation Insurance for work site activities and complying with all requirements for licences and certification from Fair and Trading Department NSW.
  12. Check that insurances are in place and maintained during the construction as required in the contracts with contractor and subcontractors.
  13. Manage all preliminary site activities, dilapidation report on Council and/or Private properties, demolition, services relocations, set-out survey, excavation and any other activities prior to construction of the Contract Works. Advise on materials tests and results, if required.
  14. Provide daily supervision on site after commence the construction work, progressively check construction documents, working drawings, specifications and schedules; provide a progress inspection and report after each stage required for inspection from the Principal Certifier Authority and after each mayor progress payment. The report will be used to check compliances with contracts, management plan and project budget. If any issue is detected, implement any necessary rectification with contractor or subcontractors to upgrade condition of the building before the next progress payment.

15. Assistant from our Interior designer team to help in the selection of finishing details including floor and wall finishing and colour, fittings and tilings.
16. Management finalisation of the Project, ensuring that all necessary performance tests and demonstrations on and commissioning of plant and equipment are carried out in preparation for handover to the Principal at Completion.
17. Forward to the Principal, prior to occupation or handover of the Contract Works, all documentation such as build drawings, operating & maintenance manuals and building certificates. Also forward to the Principal Authority Certifier relevant certificates including AS and BCA compliance at the Completion of the Job.

**We will supply to the Principal:**

Relevant Documentation as per the above-mentioned scope of work to check and follow all the process during the construction job until getting the Completion Certificate.

**Project Management program:**

The estimation for the time will depend of the size of the Building job and the Project Management Plan.

Our Professional fee for the General Project Management on the project will be between 10% and 12.5 % including GST, from the construction costs according with the Description in the Agreement for the Project Management. Two Thousand Five Hundred Dollars (\$ 2,500.00), including GST, will be charged in advance to carry out the Project Management Plan and the Building Quantity Project Budget. This payment will be part of the Professional fee for the General Project management.

Please do not hesitate to contact me should you discuss and/or clarify any matter with this proposal. We are also pleased to assist you in any suggested change to the above upon your consideration.

Kind Regards,

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Jose L Rivas Alvarez  
Director / BA (Architecture) UCV  
BL: 122464C  
Mob: 0433 164 915  
QBS Group Pty Ltd  
T/A Qualified Building Services

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APPROVAL CUSTOMER