



# Core Competencies

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Development Management Services can be generally categorized under the following headings:

- Project concept
- Concept development
- Feasibility Studies and
- Financial modelling
- Financing arrangements
- Marketing
- Sales
- Legal resource co-ordination
- Principal Liaison
- Appointment of Consultants (including Project Manager).

Projects Can Be divided into any number of PHASES but generally;

- Project Evaluation
- Design Phase
- Project Construction Phase
- Post Completion Phase

Detailed below are specific tasks for each stage.

## **PROJECT EVALUATION**

- Establishment of preliminary budgets and budget allocations
- Liaison with marketing representatives on project composition and pricing to ensure product acceptance
  - Relative to standards,
  - Pricing
  - Market expectation
- Project
  - Identification,
  - Preliminary feasibilities
  - Confirmation of feasibilities in conjunction with Valuer and Quantity Surveyor
  - Concept planning for pre-lodgement purposes
- Selection of consultants and establishing consultants' scope of responsibilities.
- Check consultant PI insurances
- Structuring of the Project Control and Management team.
- Investor/developer liaison to green light & deal structuring and "sign off" by investors (steps 1 – 7)
- Discussion with Client on progress of design/costing process and ramifications thereof.

- Developing project theme and image
- Identify services that may need relocation
- Arrange prelodgement meetings with relevant authorities
- Think- tank solutions with principal
- Engage consultants (if not already provided) for initial
  - Surveys
  - Traffic for driveway and other location
  - Geotechnical soil testing
  - Acid sulphate implications
  - Town Planning for preliminary advice , check registers and to note and attend prelodgement meetings
  - Valuation advice as to current lender requirements and pricing
  - Quantity surveying costing advice and rates

## **DESIGN**

- Refinement of design concept, setting and directing objectives of consultants and Project Manager,
- Instructing and managing Project Manager's project responsibilities.
- Attending consultants and other meetings as appropriate.
- Making selections of final finishes and products as required
- Think-tank solutions with Client.
- Reporting to Client as agreed and/or as necessary.
- Co-ordination of consultants meetings and advancing the Client's or Projects design and viability objectives.

## **VALUE MANAGEMENT**

- Assist the Client and Design team with value management input related to building techniques, systems, material selection, general buildability and the likely on-going maintenance considerations.
- Overview of costing and cost review process.
- Management of costing and cost review process and providing reporting on costing, recommendation for design modifications with cost reduction potential.
- Development of final project profile and feasibilities supported by appropriate evidence and/or data.
- Co-ordination of cost and value data and all other information to enable a decision to be made as to viability or non-viability within budget and time objectives.
- Together with the Project team, prepare trade budgets including preliminary items.
- Complete an overall programme for the project..
- Calling competitive tenders for all trade contractors and suppliers in conjunction with the Architect and other consultants.
- Prepare the comparative analysis of the tenders and make recommendations to the Client
- Discussion with Client on progress of design/costing process and ramifications thereof

## **FINANCE, SALES, MARKETING**

- Negotiation of Sales arrangements, staffing, sales office management, stationery, other requisite, commission structures and payment systems.
- Establishment of sales strategy and sales approval process.
- Strategy implementation on purchase negotiations, structuring of purchase contract terms and conditions and financing.
- Meeting contract conditions as required.
- Developing the marketing strategy.
- Establishing basic project accounting structures
- Legal briefings and co-ordination of legal services

## **PROJECT CONSTRUCTION PHASE.**

- Monitoring Project Consultants activities and responsibilities.
- Attend site meetings as required to monitor progress.
- Strategy, implementation and review of marketing plan.
- Continuous liaison with sales staff and marketing consultants.
- Planning and implementing sales strategy approach.
- Reporting to Client and financier.
- Co-ordination of progress claim.
- Appointing and supervising other consultants and service providers as necessary.
- Negotiating individual sales and ensuring sales documentation is processed.
- Ensuring conformance with all government (local, state, and federal) and other authority requirements and regulations.
- Acting in all respects as Principal's representative within agreed parameters and authorities.

## **POST COMPLETION PHASE.**

- Monitoring Project Managers activities and responsibilities.
- Co-ordination of titling process.
- Co-ordination of the settlement finance facilities and other settlement costs and disbursements.
- Project cost wrap up.
- Project finalisation.

## **PROJECT CONSTRUCTION PHASE.**

- Assisting in finalisation of tender or contract award process.
- Coordinating contract preparation and execution.
- Attending site meetings on behalf of Client.
- Overview design and construction works, ensuring that the works are progressing to programme and raising and managing any associated problems.
- Client liaison with builder on site.
- Client liaison with marketing personnel on site.

- Attention to issues relating to marketing/design/construction co-ordination.
- Managing paper work and the approval process in relation to variations (for purchaser/tenants works or otherwise).
- Liaison as required with local and statutory authorities.
- Generally acting as the Client's representative, referring contentious matters or matters that may have cost or quality effect to the project.
- Supervising quality standards relative to principal's expectations.
- Co-ordination of the finished product handover to the Client, including all warranties, manuals, keys etc. and forwarding this material as requested to the Client/body corporate, marketing personnel, purchasers.
- Co-ordination of consultants and authorities in titling process.

## **POST COMPLETION PHASE**

- Facilitating purchaser/ tenants "extras" not included in purchase contract.
- Assisting purchasers to extent necessary in relation to physical settling-in and trouble-shooting product-related problems.
- Supervising/co-ordination of defects inspections and defects list.
- Assisting in co-ordination of furniture package installation (if included in price).
- Negotiating the final contract sum.

## **PROJECT EVALUATION & DESIGN PHASE**

### **CONSTRUCTION PHASE.**

- Pre-construction phase responsibilities will continue throughout this construction phase.
- Assist the Client and Design team, with co-ordination of all drawings and specifications necessary to construct the works, including shop drawings as necessary.
- Control the issue of all instructions and correspondence for the due completion of the project.
- Project cost reporting in conjunction with the Client and Design team.
- Assist the Client and Design team with value management input relating to building techniques, systems, material selection, general buildability and likely on-going maintenance considerations.
- Advise on the form of project delivery and contractual conditions.
- Calling of competitive tenders, analysing and making recommendations.
- Assist the Client with local government approvals, dilapidation survey of adjoining properties.
- Calling of tenders for P.C. Items.
- Organising the construction start.
- Convene, chair and minute regular site meetings.
- Report on progress, quality and contractual matters on a monthly basis.
- Prepare and monitor defects list (in conjunction with other consultants).
- Advise on practical completion of the project.
- Co-ordinate all local and government approvals.

## **POST COMPLETION PHASE**

- Arrange for "as built": drawings, operational manuals, warranties, etc.
- Provide hand-over assistance to building operator and/or owners.
- Arrange for tax appreciation schedule.
- Report on defects rectification during the defects period.
- Recommend the Building Contractors final account.
- Advise on release of retention.
- Advise on Final Completion.

For further information please contact;

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