#### **CALM DHW Activity Consultant Contractor Project Initiation** CALM Project Local rep Manager makes discusses project •CALM officer approaches DHW representative to discuss contact with with Client possibility of doing work DHW Manager representative •DHW representative discusses project with Client Manager and advises CALM regarding issues and recommended course of action. •CALM prepares project brief and forwards to DHW Advises CALM Prepares brief •DHW prepares preliminary project program and budget and fee proposal for CALM •CALM accepts offer Submits brief Prepares project program, budget and request to DHW and fee proposal Submits offer Accepts Offer to CALM Scheme and Estimate Commissions Prepares scheme •DHW engages Consultant to prepare scheme and estimate. and briefs and estimate consultant •DHW briefs Consultant •Consultant prepares scheme and estimate and submits to DHW

#### **CALM DHW Activity Consultant Contractor Scheme and Estimate** Checks and •DHW checks scheme and estimate and forwards to CALM with forwards with Submits scheme Considerers comments and recommendation. recommendation and estimate to recommendations DHW and project •CALM approves scheme and estimate status update Approves scheme and estimate **Design Development** Instructs Develops design consultant •DHW instructs consultant to proceed to design development. and revises to proceed construction costs •Consultant develops design based upon approved scheme and estimate and submits to DHW •DHW reviews design and forwards to CALM along with project Checks and Submits design status report. Considers forwards design and costing design and •CALM considers design and approves project to proceed with project update for revised costing status update approval Approves design

#### **CALM DHW** Consultant Contractor **Activity Contract Documentation** Instructs Produces contract •DHW instructs consultant to proceed to contract documentation consultant to documentation and pre-tender proceed •Consultant develops contract documentation based upon approved estimate design and submits to DHW wit pre-tender estimate •DHW reviews documents and estimates and forwards to CALM along with updated project status report. Checks and Submits Considers forwards documentation •CALM considers documentation and project report approves project documentation documentation and estimate for to proceed and estimate with project approval status update Approves documentation and funding **Tendering** Calls tenders •DHW calls tenders and manages tender process including advertising, addendums, tender enquiries and close of tender •Consultant assists with tender enquiries •DHW opens tenders and evaluates submissions Manages tender Assists with tender enquiries process

## Activity

## CALM

### DHW

### Consultant

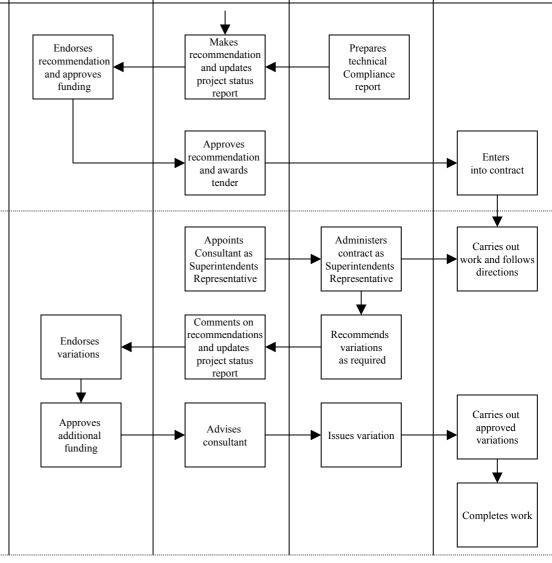
# Contractor

### Tendering

- •Consultant provides technical compliance report and makes recommendation.
- •DHW makes recommendation
- •CALM endorses recommendation and approves funding.
- •DHW Works Tender Committee endorses tender recommendation
- •DHW awards contract and advises CALM

### **Contract Administration**

- •DHW appoints Consultant as Superintendents Representative.
- •Consultant administers contract
- •Contractor carries out work and follows instructions from Consultant.
- •DHW provide CALM with periodic progress status reports
- •CALM endorses changes and approves additional funding as required.



#### **CALM DHW** Consultant **Activity Contractor Payments and Invoicing** •Contractor submits invoice to Consultant Makes progress Pays Contractor Assess claim claim and •Consultant assess claim and makes recommendation to DHW submits invoice •DHW pays Contractor Consultant submits invoice to DHW Assess claim Submits invoice and pays •DHW assesses claim and pays Consultant for services Consultant •DHW determines charges and invoices CALM •CALM assess invoice and pays DHW Determines Assess claim charges and pays DHW and invoices **CALM Practical Completion** •Contractor advises completion of works. Arranges Advises practical Practical •Consultant arranges Practical Completion Inspection. Completion completion inspection •DHW and CALM attend Practical Completion Inspection •Consultant issues defects list Facilitates •Contractor rectifies defects Attends Attends Attends inspection and completion completion completion prepares defects •Consultant issues Practical Completion Certificate and CALM take inspection inspection inspection list possession of the works •DHW update the Project Status Report. Advises and Issues Practical updates Project Takes possession Completion Rectifies defects of the works Status Report Certificate to contractor

