

Basic Quantity Surveying Services

We provide the following basic services as defined in the six stages below by the South African Council for the Quantity Surveying Profession 2015 Tariff of Professional Fees.

Stage 1

The inception stage, which is to establish the client requirements and preferences, assess user needs and options, appointment of necessary consultants, establish the project brief including project objectives, priorities, constraints, assumptions, aspirations and strategies, which in broad terms include the following services:

1. Assisting in developing a clear project brief
2. Attending project initiation meetings
3. Advising on the procurement policy for the project
4. Advising on other professional consultants and services required
5. Defining the quantity surveyor's scope of work and services
6. Concluding the terms of the client/quantity surveyor professional services agreement with the client
7. Advising on economic factors affecting the project
8. Advising on appropriate financial design criteria
9. Providing necessary information within the agreed scope of the project to the other professional consultants

and for which the following deliverables are applicable:

1. Agreed scope of work
2. Agreed services
3. Signed client/quantity surveyor professional services agreement

Stage 2

The concept and viability stage, which is to prepare and finalise the project concept in accordance with the brief including the scope, scale, character, form, function and preliminary programme and viability of the project, which in broad terms include the following services:

1. Agreeing on the documentation programme with the principal consultant and other professional consultants
2. Attending design and consultants' meetings
3. Reviewing and evaluating design concepts and advising on viability in conjunction with the other professional consultants
4. Receiving relevant data and cost estimates from the other professional consultants
5. Preparing preliminary and elemental or equivalent estimates of construction cost
6. Assisting the client in preparing a financial viability report
7. Auditing space allocation against the initial brief
8. Liaising, co-operating and providing necessary information to the client, principal consultant and other professional consultants

and for which the following deliverables are applicable:

1. Preliminary estimate(s) of construction cost
2. Elemental or equivalent estimate(s) of construction cost
3. Space allocation audit for the project

Stage 3

The design development stage, which is to develop the approved concept to finalise the design, outline specifications, cost plan, financial viability and programme for the project, which in broad terms include the following services:

1. Reviewing the documentation programme with the principal consultant and other professional consultants
2. Attending design and consultants' meetings
3. Reviewing and evaluating design and outline specifications and exercising cost control in conjunction with the other professional consultants
4. Receiving relevant data and cost estimates from the other professional consultants
5. Preparing detailed estimates of construction cost
6. Assisting the client in reviewing the financial viability report
7. Commenting on space and accommodation allowances and preparing an area schedule
8. Liaising, co-operating and providing necessary information to the client, principal consultant and other professional consultants

and for which the following deliverables are applicable:

1. Detailed estimate(s) of construction cost
2. Area schedule

Stage 4

The documentation and procurement stage, which is to prepare the construction and procurement documentation, confirm and implement the procurement strategies and procedures for effective and timeous procurement of necessary resources for the execution of the project, which in broad terms include the following services:

1. Attending design and consultants' meetings
2. Assisting the principal consultant in the formulation of the procurement strategy for contractors, subcontractors and suppliers
3. Reviewing working drawings for compliance with the approved budget of construction cost and/or financial viability
4. Preparing documentation for both principal and subcontract procurement
5. Assisting the principal consultant with calling of tenders and/or negotiation of prices
6. Assisting with financial evaluation of tenders
7. Assisting with preparation of contract documentation for signature

and for which the following deliverables are applicable:

1. Budget of construction cost
2. Tender documentation
3. Financial evaluation of tenders
4. Priced contract documentation

Stage 5

The construction stage, which is to manage, administer and monitor the construction contracts and processes, including the preparation and co-ordination of the procedures and documentation to facilitate practical completion of the works, which in broad terms include the following services:

1. Attending the site handover
2. Preparing schedules of predicted cash flow
3. Preparing pro-active estimates for proposed variations for client decision-making
4. Attending regular site, technical and progress meetings
5. Adjudicating and resolving financial claims by the contractor(s)
6. Assisting in the resolution of contractual claims by the contractor(s)
7. Establishing and maintaining a financial control system
8. Preparing valuations for payment certificates to be issued by the principal agent
9. Preparing final account(s) for the works on a progressive basis

and for which the following deliverables are applicable:

1. Schedule(s) of predicted cash flow
2. Estimates for proposed variations
3. Financial control reports
4. Valuations for payment certificates
5. Progressive and draft final account(s)

Stage 6

The close-out stage, which is to fulfil and complete the project close-out including the preparation of the necessary documentation to facilitate effective completion, handover and operation of the project, which in broad terms include the following services:

1. Preparing valuations for payment certificates to be issued by the principal agent
2. Concluding final account(s)

and for which the following deliverables are applicable:

1. Valuations for payment certificates
2. Final account