

- e) SubContractor Agreements
- f) Tender/Contract Conditions
- g) Tender Packages
- h) Purchase Orders
- i) Participation in the whole tender process and provide the support required by the *Employer*

2.4 Task Order 3 – Level 4 Construction Monitoring And Close Out

The *Consultant* is required to provide a **Level 4** construction monitoring service as defined within section 3.3.2(6)(d) of the ECSA Guideline Scope of Service and Tariff of Fees for Registered Persons, 2010. The *Consultant* shall, manage, administer and monitor the construction contracts and processes including preparation and coordination of procedures and documentation to facilitate practical completion of the works. As a minimum requirement, the scope for Task Order 3 shall include but not be limited to the following:

- a) Attending and chairing the site handover meeting inclusive of issuing of the site access certificate
- b) Issue construction documentation in accordance with the documentation schedule including, in the case of structural engineering, reinforcing bending schedules and detailing, and specifications of structural steel sections and connections.
- c) Carry out contract administration procedures in terms of the contract.
- d) Prepare schedules of predicted cash flow.
- e) Prepare pro-active estimates of proposed variations for client decision-making.
- f) Attend, chair regular site, technical and progress meetings.
- g) Inspect the works for conformity to contract documentation
- h) Review the outputs of quality assurance procedures and advise the Contractor and the *Employer* on adequacy and need for additional controls, inspections and testing.
- i) Adjudicate and resolve financial claims by Contractors, inclusive of compensation events
- j) Assist in the resolution of contractual claims by the Contractor inclusive of any adjudication process.