

# CPSQ

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## Feasibility Studies Project Management Quantity Surveying Cost Planning Construction Industry Training Construction Research Studies

Residential /Housing Developments,  
Shopping Centres, Office Parks, Industrial  
Warehousing, Township Planning,  
Infrastructure, Public Projects



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## Feasibility Studies

- The aim of Feasibility Studies is to take the pain out of deciding whether or not to proceed with the proposed project
- Preparation of accurate and timely reports on the viability of a project, including details of various project scenarios, project risk assessments, cash flows and the likely return on investment.
- Preparation of accurate project costs prior to applying for planning permission and paying an architect, to provide confidence that a project will from the onset be adequately funded

## Construction Industry Training and Research Studies

- Training course content and material preparation
- Training course delivery with emphasis on candidate participation
- Health and Safety Awareness and First Aid at Work trained
- Courses on understanding basic quantities and costing for simple building projects

## Quantity Surveying and Cost Planning

### Pre Contract Advice

Preliminary budget advice  
Preparation of Bills of Quantities and schedules of materials  
Cost Planning, estimation and cash flows  
Cost advice on alternative materials, construction methods and contract procedures  
Procurement & form of contract advice  
Preparation of tender documents  
Tender evaluations, Tender Reports  
Contract negotiations & preparation of construction contracts

### Contract Management

Interim valuations and progress payments  
Change control & evaluations of variation orders and updating final cost

### Post Contract

Final accounts preparation, negotiation and agreement with the contractor  
Research/advice/preparation of claims and technical report

## Project Management

Employers Agent / Contract Administration Services

- Review of Project Business Case
- Preparation of Project Execution Plan (PEP)
- Preparation of Procurement Strategy
- Preparation of Briefs to Engage Design Consultants
- Facilitation of Design Team Meetings
- Input into Risk & Opportunities Register
- Advice on Novation / transfer of Design
- Responsibility for Preparation of:-
  - Employers Requirements (JCT)
  - Works Information (NEC)
  - Tender Documentation
  - Compliance Audit of Tender Return
  - Change Control Management
  - Reports of progress against programme;
  - Ensuring compliance with timescales for payment
- Review of Testing and Commissioning Plans;
  - Certifying project completion;
  - Input into Staff training plan for new assets
- Input into Asset Register / FM team handover

## Projects Range

- Residential and gated housing developments
- High rise mixed use residential towers
- Shopping centre developments
- Business parks
- Town centre regeneration
- Industrial warehouses
- Township layout and development including road, water and sewerage systems
- Public sector projects

## Principal: Columbus Pritchard

BSc, PhD, MRICS, SACQSP registered

*Over 25 years quantity surveying and project management experience within academic/teaching, consultancy, contractor and client / developer environments. Extensive knowledge on contracts, preparation of submissions for project funding, tendering and management of sub-contractors and the supply chain. Experience working with developers, architects and engineers to ensure designs and specifications provide value for money and that project budgets are accurate and sustained during the construction phase.*

## Contact Details

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## **MISSION STATEMENT**

Our mission is to provide a level of service that is completely professional and tailored to suit the specific needs of the client and the project. This is achieved through the use of the highest professional standards, ethical behaviour, continuous professional development and ongoing research to ensure the client and project benefit from the latest market conditions, technological innovations and environmental considerations. We are driven by our passion and commitment to obtain solutions rather than focusing on problems.

CPSQ will provide freelance and fixed fee quantity surveying, project management and construction industry training services across all sectors of the property and construction industry to developers, funders, architects, main contractors, sub-contractors, self-builders and training institutions including schools and colleges.

## **QUANTITY SURVEYING AND COST PLANNING SERVICES**

Cost management is vital to the commercial viability and success of a construction project. We provide expert cost management and chartered quantity surveying throughout the project process, ensuring the client has complete confidence and financial control.

We take great care from the onset to understand the financial and commercial drivers and objectives. It's not just about efficient, professional quantity surveying. It's about delivering a robust, coherent and comprehensive cost consultancy service.

From drawing up detailed cost plans and all-inclusive budget estimates, through tender action, cost management, negotiating and agreeing variations to final account, we can provide reliable expertise and meticulous attention to detail.

### **Our services include:**

- Preparation of tender documents
- Preparation of Bills of Quantities
- Preparation of Employer's Requirements
- Management and procurement of the tender action
- Receipt of tenders, interviews and tender reporting and recommendation
- Procurement advice and selection
- Advice and drawing up of construction contracts and letters of intent
- Appointment of contractor
- Contract administration
- Agreement of variations
- Agreement and settlement of final accounts
- Financial reporting
- Post-contract cost analysis

We offer a comprehensive consultancy service for residential property development, including site appraisal, acquisition, planning permissions, design, build, sales, marketing, disposal and handover. Drawing on a wealth of expertise and experience in quantity surveying and cost consultancy, we can help you achieve maximum return on investment.

## **PROJECT MANAGEMENT**

Expertise in managing construction projects from inception, obtaining client requirements and objectives, identifying and managing risk, gaining planning permission, discharging of conditions, assembling a suitable team of professionals and consultants, detailed design, engagement of contractors, management and procurement of the construction process to successful completion and handover.

We have extremely high standards of quality and attention to detail and are commercially focused, risk aware and tenacious.

We ensure that projects are procured on time, to budget and to high standards of quality by promoting a collaborative management style focused on transparency and clear lines of responsibilities and reporting

We are capable and experienced in effectively liaising and communicating with a diverse range of construction and project personnel and stakeholders from 'bricklayers to bankers'. All of this is underpinned by a sound commercial and Chartered Quantity Surveying background.

From our experience and expertise we can provide Project Management Services that include:

- Establishing client brief, requirements and constraints, project scope, time and cost and quality
- Taking responsibility as the overall manager of the project and produce a clear plan and programme including objectives for successful delivery
- Identify and manage key project enablers and risks
- Identify, evaluate, report and appoint key consultants and other team members
- Facilitate Value Engineering
- Establish clear lines of communication, co-ordinate, lead and manage the team, chairing meetings
- Procure a suitable, sustainable and economic design to meet the client brief
- Provide and co-ordinate comprehensive information to enable suitable tender documentation and cost plan information to be produced

What our project management service can do for you...

- **Cost Planning** – We look at the costs of the project and analyse them against the market potential to see if the project is feasible and look for improvements.
- **Project Plan** – We look at the entire project including the planning stages to give you an idea of the entire process and how long the project will take from conception through to completion.
- **Value Engineering** – Assessing the viability of the project after the cost plan has been produced in order to ensure that the client is achieving the best value for money. Closely evaluating the clients design and operational requirements and making suggestions for potential cost savings. All the items within the cost plan are carefully evaluated to establish areas where savings can be made.
- **Contractors** – We advise on contractors and sub-contractors to see how they will slot into the build and whether they will be required within the construction phase.
- **Contractor Vetting** – Although we have a vast range of contractors who we work with on a continual basis; if we are in need of employing any new sub-contractors we will do all our necessary checks in terms of previous works, competency and quality.
- **Contractor Packages** – Liaise with contractors to arrange work packages and manage the project from conception through to completion.
- **Material Procurement** – We have a vast list of suppliers for materials which allows us to ensure we are getting the best deal. We will procure all the materials and try to make more savings at this stage.
- **Contract Documents** – We produce contract documents so that all the contractors and subcontractors working on the project all understand the terms and conditions of their engagement.
- **Construction Programme** – We will produce an actual construction programme to evaluate the length of the project. This can be used to organise sub-contractor packages and for the purpose of ordering materials.
- **Method Statements** – For complicated works we produce method statements to ensure that the methods used are the most efficient and economical. We work closely with all our subcontractors to ensure we stick to our construction programme.
- **Material Order Forms** – We manage all materials ordered to site and we will then check these off against materials delivered to ensure all materials are the correct type and quantity.
- **Cost Trackers** – We track all payments made for both labour and materials; this is an open book process and will always be accessible to our clients. We will bring these to all progress meetings and our clients will get a copy of the cost tracker.
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- **Monitor Contractors** – We closely monitor all site personnel and keep daily diaries on site so we know exactly what is happening on the site. This includes monitoring the weather on a day to day basis so that we can back track at any point and check anything we need to.
- **Meetings** – Regular site visits to ensure the work is being carried out to the required specification and to ensure that the client is kept up to date with everything that is going on.
- **Quality Inspections** – Regular site visits to ensure the best quality of workmanship is being produced, we will be snagging at every stage to ensure that the project is good quality all the way through.
- **Valuations and Reports** – Regular reporting to clients regarding project progress and any issues that have arisen. This is to enable the client to have peace of mind about the advancement of their project.
- **Handover and Snagging** – Final handover and snagging list to ensure the entire project is to the satisfaction of the client. This includes handing over any operations manuals and explaining how everything works.

## **CONSTRUCTION INDUSTRY TRAINING AND RESEARCH STUDIES**

### **Training in**

- Site Health and Safety
- Basic Construction
- Project Planning
- Estimation

Training is tailored to meet the needs of candidates whether on construction sites, training institutions such as colleges and schools. Management of training includes preparation of course content, material and methods of course delivery as well as securing venues and centres of training.

### **Research Studies**

- Impact assessments of proposed new project or development
- Commercial viability and footfall
- Housing needs assessments

Research studies undertaken on behalf of developers, local authorities, community groups.