



INTRODUCTION TO CORNERSTONE CBS (Pty) Ltd

Our Typical Services as a Cost Consultant and Project Manager:

Background

Cornerstone CBS (Pty) Ltd as a newly formed practice with over 21 years of professional quantity surveying expertise. Our skill set complies with all work stages of quantity surveying as shown below in stages 1 through 6. Many of our clients require us to perform principle agent duties, which works hand in hand with project management and cost consulting with registered professionals. We can tailor make each client's work stages according to their needs.

Stage 1

- Assisting in developing a clear project brief
- Attending project initiation meetings
- Advising on the procurement policy for the project
- Advising on other professional consultants and services required
- Defining the professional agreement / scope of work and services
- Concluding the terms of the client/ professional agreement
- Services agreement with the client
- Advising on economic factors affecting the project
- Advising on appropriate financial design criteria
- Providing necessary information within the agreed scope of the project to the other professional consultants
 - Agreed scope of work, Agreed services, Signed client professional services agreement

Stage 2

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



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- For which the following deliverables are applicable: Preliminary design / estimate(s) of construction cost; Elemental or equivalent estimate(s) of construction cost based on more refined design criteria.
- Prepare and submit the site development plan to the local authority for approval where applicable
- Space allocation audit for the project

Stage 3

- Preparing, co-ordinating, agreeing and monitoring a detailed design and documentation programme and for which the following deliverables are applicable:
 - Documentation programme

Stage 4

- Recommending and agreeing procurement strategy for contractors, subcontractors and suppliers with the client and the other professional consultants
- Preparing and agreeing the procurement programme
- Advising the client, in conjunction with the other professional consultants on the appropriate insurances
- Managing procurement process and recommending contractors for approval by the client
- Agreeing the format and procedures for monitoring and control by the quantity surveyor of the cost of the works.
- Co-ordinating the assembly of the contract documentation for signature and for which the following deliverables are applicable:
 - Procurement programme
 - Tender/contract conditions
 - Record of all meetings
 - Obtaining approval by the client of tender recommendation(s)
 - Contract documentation for signature

Stage 5

- Arranging site handover to the contractor
- Establishing the construction documentation issue process
- Agreeing and monitoring issue and distribution of construction documentation
- Instructing the contractor on behalf of the client to appoint subcontractors
- Conducting and recording regular site meetings
- Reviewing, approving and monitoring the preparation of the construction programme by the contractor
- Regularly monitoring performance of the contractor against the construction programme
- Adjudicating entitlements that arise from changes required to the construction programme
- Receiving, co-ordinating and monitoring approval of all contract documentation provided by the contractor(s)
- Agreeing quality assurance procedures and monitoring implementation thereof by the other professional consultants and the contractor(s)



- Monitoring preparation and auditing of the contractor's health and safety plan and approval thereof by the health and safety consultant
- Monitoring preparation of the environmental management plan by the environmental consultant
- Establishing procedures for monitoring scope and cost variations
- Monitoring, reviewing, approving and issuing payment certificates
- Receiving, reviewing and adjudicating any contractual claims
- Monitoring preparation of financial control reports by the other professional consultants
- Preparing and submitting progress reports
- Monitoring preparation of final account(s)
- Co-ordinating, monitoring and issuing practical completion lists and the certificate of practical completion
- Facilitating and expediting receipt of occupation certificates and for which the following deliverables are applicable:
 - Signed contracts
 - Approved construction programme
 - Construction documentation
 - Payment certificates
 - Progress reports
 - Record of all meetings
 - Certificate(s) of practical completion

Stage 6

- Co-ordinating and monitoring rectification of defects
- Managing procurement of operations and maintenance manuals, guarantees and warranties
- Managing preparation of as-built drawings and documentation.
- Managing procurement of outstanding statutory certificates
- Monitoring, reviewing, approving and issuing payment certificates
- Issuing completion certificates
- Managing agreement of final account(s)
- Preparing and presenting the project close-out report and for which the following deliverables are applicable:
 - Completion certificates
 - Record of necessary meetings
 - Project close-out report

