



**BUREAU XAVIER GODDE**

ECONOMIE DE LA CONSTRUCTION  
COST CONSULTING



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The following is a definition of Standard Services :

### **DIA • Stage 1**

Site suitability, briefing and site report.

Attend meeting to establish Clients requirements, phasing, reporting format, etc...

Visit proposed site, examine site reports and report on the cost implications of the development site.

Agree programme for stage of work.

Liaise with the Design Team on all the above.

### **ESQ • Stage 2**

Outline Sketch Scheme.

Examine general design concept.

Advise on economics of alternative designs or techniques of construction.

Prepare a budget estimate of cost.

Agree budget with Client.

Liaise with the Design Team on all the above.

### **APS • Stage 3**

Developed Sketch Scheme.

Prepare cost checks as scheme is developed and advise on alternatives to maintain project within budget.

Prepare a detailed Cost Plan.

Advise on future anticipated inflation.

Prepare expenditure cash flow forecast.

Liaise with the Design Team on all the above.

### **APD • Stage 4**

Detail Design.

Prepare cost checks as scheme is developed and advise on alternatives to maintain project within budget.

Revise as appropriate detailed Cost Plan.

Update inflation prediction.

Revise cash flow forecast as appropriate.

Liaise with the Design Team on all the above.



## PRO • Stage 5

Tender Documentation.  
Advise on tendering procedures.  
Advise on contract arrangements.  
Advise on selection of tenderers.  
Prepare Bill of Quantities for Main Contract or alternative Tender Documentation.  
Prepare Tender Forms.  
Advise on completion of standard Form of Contract.  
Prepare Tender Documents for Nominated Sub-Contractors ( other than Mechanical and Electrical installations ) and Nominated Suppliers where appropriate.  
Liaise with the Design Team on all the above.

## ACT • Stage 6

Tender Action and Report.  
Obtain Tenders.  
Examine Lowest tender and report thereon.  
Update expenditure cash flow forecast based on tender.  
Negotiate fixed price with Contractor and incorporate proposed Contract sum.  
Report on the formula fluctuation percentage clause.  
Liaise with the Design Team on all the above.

## DET • Stage 7

Construction Stage.  
Check progress applications and recommend payment.  
Monitor and report on costs of variations.  
Prepare quarterly cost forecast of the Final Account.  
Update cash flow forecast quarterly.  
Prepare Final Account including adjustment for variations, measured work.  
Negotiate with contractor.  
Report on final account.  
Carry out preliminary examination and report on delay/disruption and other claims under the contract.  
Liaise with the Design Team on all the above.

