

HCS Project Management Levels Matrix

The matrix details the various levels of service we can provide to suit your requirements and budget; a bespoke service can also be provided, tailored to your requirements. Please call us to discuss your project and requirements (free of charge) to help build a suitable package for you.

What does it cover?	Level 1 OUTLINE	Level 2 - BASIC (without contract)	Level 3 - BASIC (with contract)	Level 4 INTERMEDIATE	Level 5 FULL
Initial site inspection (prior to commencement of construction works)		✓	✓	✓	✓
Preparation of an outline, itemised pricing document		✓	✓	✓	
Preparation of a prescriptive pricing document					✓
Preparation of preliminaries, materials and workmanship items forming part of a pricing document					✓
Preparation of a budget estimate					✓
Preparation of a full tender package					✓
Management of contractor pricing				✓	✓
Preparation of an outline tender review and report, based on prices obtained by client only		✓	✓		
Preparation of a detailed tender review, analysis report, based on prices obtained by client				✓	
Preparation of a detailed tender review, analysis report, based on prices obtained via HCS management					✓
HCS high level review of contractors programme (provided by contractor/client)		✓	✓		
HCS detailed review of contractors programme (provided by contractor as requested by HCS)				✓	✓
Preparation of a contract on behalf of the client (JCT Contract for Home Owners)			✓	✓	
Preparation of a contract on behalf of the client (JCT Minor Works/Intermediate Works (with/without contractors design, or other recognised) NOTEL Execution of JCT Minor Works/ Intermediate Contract provides more control upon the terms of the contract between client and contractor, including terms of payment, breaches, extensions of time (relating to programme) and damages associated with non-completion.					✓
Execution of the terms of the JCT Contract for Home Owners				✓	
Execution of the JCT Minor Works/ Intermediate Works, or other recognised contract					✓
Site progress inspections with follow up report (email)		✓	✓	✓	
Site progress inspection with formal site progress written report issued					✓
Chairing of pre-works commencement meeting with issue of minutes					✓
Site progress meetings with client team, with issue of minutes					✓
High level financial monitoring of the project - review of contractor adjustments, variations to work items and additional items etc to provide client comfort.			✓		
High level financial monitoring of the project - review of contractor adjustments, variations to work items and additional items etc to provide client comfort with issue of payment certificates and formal financial tracking in line with the JCT Contract for Home Owners.				✓	
Full cost management services in line with JCT Minor Works/Intermediate, or other recognised.					✓
Snagging prior to completion of works, with issue of snagging list.		✓	✓	✓	✓
Agreement of final account with contractor.					✓
Project close out - inspection upon end of contract.		✓	✓	✓	✓
General provision of technical/professional advice.	✓	✓	✓	✓	✓