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Third Edition

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MACMILLAN

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PREFACE

The aim of the book is to provide a systematic appraisal of the planning procedures and management decisions undertaken during the pre-tender stage, pre-contract and contract planning stage. This includes considerations relating to the decision to tender and the tender adjudication. Procedures outlined follow the recommendations of the Code of Estimating Practice as set out by the Chartered Institute of Building.

Examples of the various stages of tender preparation are outlined from procedures utilised by both medium and large-sized contracting organisations. The format of the pre-tender meeting, site visit report and examples of method statements are illustrated. Sources of estimating information are outlined together with procedures for obtaining quotations. A check list for contract preliminaries is indicated and the points to be considered at tender adjudication outlined. The controversial matter of bidding strategy is outlined in principle and a method of analysing tender performance presented.

The planning considerations prior to convening a contract are outlined and a number of examples are presented on site layout planning. Examples are shown of various requirement schedules which form an important part of the planning process and assist in calling information forward from both the architect and other consultants. Budgetary control forms an essential part of the pre-contract planning procedures. Examples of various types of budgets are discussed together with a cash flow assessment for a contract and considerations for improving the cash flow situation.

The various types of planning techniques available to the contractor are illustrated together with examples of sequence studies for individual trade gangs. Network and precedence diagrams are outlined in principle together with examples showing the application of lead and lag terminology and crash costing techniques. The application of monthly planning and weekly planning techniques are shown together with their relationship to site meetings. The importance of progress recording and the preparation of accurate weekly reports as an aid to control are discussed. An example is presented of a weekly pre-target based cost system together with the basic principles of a planning orientated materials control system.

The reference will provide prospective site management personnel with an insight to all stages in the planning cycle. The requirements of the Chartered Institute of Building - Final Part II building production paper syllabus are covered together with

Contract management papers in the Institute of Quantity Surveyors examinations. Undergraduates on building degree courses will also find the reference useful as an insight into contractual procedures.

The third edition of this book has been updated to include changes in the approach to the assessment of contract preliminaries - consideration for time and fixed related costs in relation to site requirements, plant and employers' requirements. A new chapter has been added in relation to the planning and feasibility requirements of speculative building projects.

B. COOKE

Stockport,
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