

MEDITERRANEAN TRANSPORT INFRASTRUCTURE NETWORK PROJECT (MTIN)

Construction Stage – Start Up

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MEDA Transport Infrastructure Network Project



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ARUP

COMPTON ASSOCIATES

RAND Europe

PROJECT MANAGER'S START-UP RESPONSIBILITIES

Ensure all Employers' start-up responsibilities are met, including availability of:

- construction permits
- access and possession of Site
- copies of Contract documentation
- relevant working drawings
- Engineer's site team and delegated authorities
- funding



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ENGINEER'S START-UP RESPONSIBILITIES

These include:

- advise Contractor of all authority delegated to members of Engineer's team
- give notice to commence works
- check guarantees provided by Contractor
- obtain Employer's approval of guarantees and insurances via P.M
- Provide reference survey points, etc



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CONTRACTOR'S START-UP RESPONSIBILITIES

Staff & Workforce

- advise Contractor's representative (CR)
- give notice of delegation of CR authority to Contractor's staff
- confirm working hours
- appoint administration officer
- appoint Accident Prevention Officer
- finalise contracts with staff and terms of engagement for workforce



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CONTRACTOR'S START-UP RESPONSIBILITIES

Sub-Contractor's (S/C) and Suppliers

- sign contracts with S/C and suppliers in Contract
- seek consent from Engineer for other S/C and supplies then sign their Contracts
- obtain guarantees & insurances where applicable from S/C's
- Give notice to Engineer of commencement of S/C work



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CONSTRUCTION PROCUREMENT SCHEDULE

Works Package or Sub Contract

ACTIVITY	DATE STARTED	DATE COMPLETE
1. Drawings & Specification for Tender		
2. Subcontractors shortlist & Interview		
3. Prepare Tender Documents		
4. Issue Tender Documents		
5. Tender Submissions Returned		
6. Tenders Analysed and Evaluated		
7. Interview lowest evaluated Tenderer		
8. Award Sub-Contract		
9. Fabrication of Materials Commence		
10. Start Date on Site	↓	↓

The above sheet to be prepared for each principal work package /sub contract and incorporated into Master Procurement Schedule



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SUB-CONTRACT TENDER PROCEDURES

Activities may include:

- Checking that various tender documents are prepared in accordance with the schedule for works to be carried out early
- Confirm that short-listed tenderers will tender
- Ensure tender documents clarify which site services are provided by main contractor
- Not always advisable to give sub-contract to lowest tenderer
- Sub contractors quality management system



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CONTRACTOR'S START-UP RESPONSIBILITIES (CONT)

Health & Safety Requirements

- comply with all legal requirements such as notices, facilities etc
- established first aid facility
- establish emergency accident procedures and responsibility
- ensure all workforce understand health & safety requirements & sign up to compliance



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CONTRACTOR'S REPRESENTATIVE (CR)

Start-Up Responsibilities

CR to be fully conversant with:

- Contract Documentation
- Particular & General Contract Conditions
- Contractual responsibilities of the Contractor
- Contractor's estimate
- Contractor's tender methodology & programming
- Cost controls for Labour, Plant. & Materials



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(CR) START-UP RESPONSIBILITIES (CONT)

CR responsible for management of Contractor's site team & setting the quality standards in compliance with Company Quality Assurance Systems for:

- Contractor's and Engineer's offices
- laboratory & technical contracts
- Storage of Permanent & temporary materials
- Plant yard facilities
- Supply of utilities & their adequacy
- Security
- Cleanliness of site
- welfare for workforce & including sanitation facilities, canteens & transport
- Internal communications systems



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START-UP MEETING

Recommended that Employer, probably via PM, convenes start-up meeting with Engineer & Contractor, & maybe Designer, to discuss:

- objectives of the project
- communications systems
- responsibilities of all Parties
- early warning systems relating to potential changes & problems
- Promote cooperation & “partnership approval”



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