IDEAL MANAGEMENT & SERVICES

PROPERTY DEVELOPMENT & CONSTRUCTION PROJECT MANAGEMENT CONSULTANT

COMPANY PROFILE

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INTRODUCTION:

IDEAL MANAGEMENT & SERVICES (IMS) is a Property Development & Construction Project Management consultancy offering project management services to an Client base. Our specialized expertise ensures successful completion of projects according to proposed and agreed programs, often reducing the duration of a traditional construction period. This results directly in savings on interest, escalation, resource costs and professional consultant fees leading to additional profit for the Client / Commercial & Residential Property Developer. Ideal Management & Services (IMS) office is located in Petaling Jaya.

The Project Management services we provide have been developed over many years to give the developer highest possible levels of certainty, and the full support of exceptional track record of delivering success for our clients.

PURPOSE

Our core purpose is to make a measurable difference to the value, cost and time of our clients’ project

VALUES

Our core values are integrity, innovation and collaboration. We create an environment that enables all people to take pride in acting with these values in the thing we do.

PASSION

We are passionate about recruiting and developing the best people, working with the best teams and delivering successful solution that respect the environment.
GOAL

To provide services that combine to produce the best project and cost management in the industry
Ong CK : MBA, Bsc (Hons) in Quantity Surveying. Pr. CPM Director

Ong CK has 16 years’ experience in the property development & construction industry, qualifying from University of Greenwich, UK in 1997 with an Bsc (Hons) in Quantity Surveying and heads up the professional practice. After working with a number of well known consultancy practices and construction companies, Ong CK started what is now formally known as IMS and has subsequently undertaken numerous prestigious projects as listed below. He has extensive experience in Property Development Management and Construction Project Management across a wide range of project types. A detailed C.V is available if required.
PROFESSIONAL SERVICES & SCOPE

Mr Ong CK is members of the ACPM and are also registered professional project managers in the United Stated of America for the Property Development and Construction Project Management Professions, and the practice subscribes to the council’s published scope of services and scale of fees. Services range from Client advisory and “Development briefs” to full Project Management Services and Project Coordination from project inception to commissioning and completion.

Development Management

Ideal Management & Services (IMS) ensures that all land development requirements are met preconstruction as well as the following:

- Feasibility Studies, scoping & initiation
- Due diligence reports
- Drafting of Appointment Contracts for the Professional Team
- Cost planning & Management
- Tenant coordination and installation
- Manage Town Planning processes
- Manage Environmental Impact processes

Project Management Services

Ideal Management & Services (IMS) offer services which are adapted to each individual project and client. We provide the following services:

- Development of Project brief / scenario planning
- Program Management
- Assist in procurement of appropriate consultants including a clear definition of their roles, responsibilities and liabilities.
- Coordination of all information and communication within the Project Team
- Health & Safety process
- Manage the integration of the prelim design for the initial viability of the project
- Agree the format and procedures for Cost Management
- Manage and record Site meetings & minutes
- Coordinate, monitor and issue Works Completion List by Consultants to the Contractors.
- Project closeout & handover
- Practical Completion Certification
- Final Completion Certification
- Full turnkey solutions

Construction Management

Ideal Management & Services (IMS) endeavors to provide both technical and administrative
management services in order to effectively plan and manage the project from its inception through to project handover. We provide the following services:

- Appoint Contractors on behalf of the Client
- Preparation & monitoring of the Construction programme
- Preparation & Monitoring of the Information Schedule
- Preparation & Monitoring of the Cash Flow
- Monitor all Contractors documentation
- Preparation of quality assurance plan & monitoring quality process
- Establish the Construction distribution process
- Snagging & facilitate handover
- Practical Completion certification
- Final completion certification
- Settling of final account
- Releasing of Retention and guarantees
THE PROJECT MANAGER RESPONSIBILITIES AND APPROACH

1. Relationship with The Client

The relationship that the Project Manager has with the Client or Owner, is the fundamental keystone in the structure of the project hierarchy. It is here where the Project Manager must play the strongest role.

The Client must be guided by the Project Manager through all stages of the development, ensuring that he is provided with appraisals and recommendations and assisting him in the evaluation of financial and technical data presented to him, constantly advising him of design time / cost implications.

The Project Manager’s initial prime objective is to commit the Client in establishing the basic brief for the project, approve the design concept and confirm the budget.

2. Professional Team Appointments

The Project Manager should attend to the contractual arrangements between the Client and all Professional Consultants thus ensuring that their respective responsibilities and roles are clearly defined and their professional fees or risk works structured and agreed prior to commencement.

3. Project Coordination

The Project Manager’s initial task is to prepare a detailed documentation program based on the construction program. This documentation program sets out the time-based objectives for the various consultants to achieve, in relation to the anticipated construction process. This documentation program will be related to the construction sequences, documentation priority following construction priority, all of which are based on a construction program prepared by the Project Manager.

The documentation program is prepared as a tool to maintain discipline amongst the professional consultants including the Client. Constant reference to this program will be made at the Client and Consultants Management meetings.

Management meetings are convened with the Client and it is at these meetings that the Client will take major policy decisions. In addition, at these meetings, the evolving designs will be considered, approved or amended, progress reports presented and financial matters dealt with. It is at these meetings that the decisions of the Client will be monitored to ensure that he complies with his decision-making obligations. Pressure on the Client at this early stage will ultimately avert expedient and possibly costly design decisions being made at a later stage.

Consultants meetings comprising Planning and Design Coordination meetings will ensure that the consultants are fully briefed as to the decisions of the Client. It is here that concentrated interaction between consultants takes place in order to resolve problems, discuss alternatives, answer queries and assess progress against the documentation program.

4. Technical Coordination

All meetings are held on a regular basis. From discussions held at these meetings, the Project Manager will then follow up, coordinate the efforts of all consultants and ensure that proper liaison takes place.

Information feedback to the Client is essential, and the Project Manager has to ensure that the Client takes timely decisions in regard to the various alternatives that confront him. It is imperative that the Client, at all times, be kept involved in the project. It is the duty of the Project Manager to ensure that this continued interaction takes place.
The emphasis is thus placed on the coordinating and cooperating efforts between Client and the design team, with the Project Manager acting as a catalyst in the process.

The reduction of the Architect’s role in management duties in a Project Management controlled environment is seen by many as an erosion of the Architects position and standing. This however, when viewed in a positive manner, releases the Architect from the shackles of management to proceed with his prime function of design and technical coordination.

5. Financial Control

The Project Manager must ensure that the Quantity Surveyor is fed a constant stream of information on the evolving project, from inception of the project through the design, documentation and construction phases. This enables the Quantity Surveyor to fulfill his task without having to extract bits of information. The Project Manager, in return, will require a constant flow of cost information from the Quantity Surveyor in order to guide the Client through the decision making process and enable him to fully understand the cost implications of the evolving project. An updated cost report will be presented at the Client meetings. No decisions will have to be taken by the Client at these meetings without placing before him, any cost implications of such decisions. He will not be confronted with choices without the costs of any alternatives.

The Project Manager must convene budget meetings with all Consultants prior to the presentation of cost reports to the Client. All financial matters will be discussed in full at these meetings so that the cost report reflects an up to date financial position on the project. In these cost reports, there may be items presented for consideration. These items reflect the cost of proposed alternatives and variations, the timely submission of which is vital to the Client.

6. Contractor Appointments

The appointment of parties to execute the work on site becomes a priority as design information starts crystallizing. The Project Manager and all consultants must coordinate in the early stages of the tender documentation program in order to reach consensus on the conditions of tender. Such interaction would create familiarity with and understanding of the tender and contract documentation by the entire professional team, an essential factor in the control of the project.

Prior to the tender documentation stage, the Project Manager will have investigated the local construction market to prequalify tenderers on the basis of their financial strength and their performance records, so as to establish which firms would be capable of handling the work in the allotted time. This investigation would have involved a study of:

a) Resources available  
b) Availability of management personnel for the project  
c) Record of fast track involvement  
d) Investigation into the workload of the firms under consideration

This type of investigation could lead to the necessity of appointing more than one Contractor or Sub-Contractor to carry out a particular element of work, particularly on larger projects.

The need for letting contracts at very early stages is sometimes necessary, particularly priority contracts, which could include demolitions, bulk earthworks, piling and structural steelwork.

Long lead items are, in addition, also placed at an early stage for later cession to the relevant specialist Sub-Contractors.
A factor which is often debated in the industry is whether to go out to tender or negotiate. Time constraints could preclude tendering in the early stages for certain elements of construction, but apart from this there are the secondary advantages of including a Contractor or Sub-Contractor at an early stage in order to derive the benefits of their practical experience and expertise. These secondary advantages, must be weighted against the possible cost advantage of tendering, particularly at a time when work is scarce and competitive tender bids abound.

Having controlled the negotiating and tendering procedures, the Project Manager would then be in the best position to and should implement the preparation of all contracts.

7. Programming and Control

7.1 Documentation Phase

This is the period preceding the appointment of the Main Contractor for the project. Here the main emphasis is placed on the programming and monitoring of the design and documentation aspects.

7.1.1 Preliminary Construction Program

A preliminary construction program should be developed after discussions with the professional team in order to determine the following aspects:

a) Proposed building design
b) Specific Client requirements, restrictions and constraints if any
c) Beneficial occupation dates
d) Method of construction
e) Local authority approvals
f) Intended subcontracts to be let

This indicative program should be broad but in sufficient detail to determine the major milestones and target dates that have to be achieved during the construction process. The indicative critical path for the construction phase of the project should also be highlighted within the program. The priorities contained in the documentation program should fall in line with this critical path.

The preliminary construction program will be included with the tender documentation for the Main Contract.

7.1.2 Preliminary Documentation Program

Based on the construction program, a documentation program is prepared, which will highlight all the various contracts and sub-contracts to be let. The program will take cognizance of the leading periods, to ensure timely mobilization and will also identify the procurement period required for the various major items of plant and equipment to be utilized on the project. This program will ultimately be agreed with the successful Main Contractor prior to his appointment.

The program should be updated and formally monitored, as obviously, if goals are not met at this stage, the Professional team would have to agree to the deployment of additional resources in order to achieve the agreed program.

7.2 Construction Phase

7.2.1 Contract Program

Once the successful tenderer accepts the documentation program as proposed, he then
sets out preparing a detailed construction program based on this. There are times however when he believes that the method of construction requires change, and he qualifies his tender to accommodate the alternative method. This has a major affect on the Professional team as in most cases, the documentation is directly affected by modifications to the indicative construction program. The Project Manager would then have to assess the implications of such qualification on a basis, which would be achievable to the Project team as a whole.

The construction program is prepared from a detailed critical path precedence network (PERT). Once this detailed network is agreed, a critical path for the construction project is determined, which is incorporated into the signed contract documents.

7.2.2 Documentation Schedule

A documentation schedule is prepared after the contract program is agreed with the main contractor, taking into account the full compliment of drawings to be prepared by the Professional Team (design, supply and installation drawings), relative to the lead in items identified in the contract program.

The purpose of this schedule is to provide the interface between the information required for contractual purposes and the Contract Program.

7.2.3 Updating Procedures

The Contract Program is monitored and updated on a regular basis (usually monthly). This exercise incorporates the review of current activities in relation to the original program by assessing that portion of completed work, the amount of time still estimated to complete the various tasks, as well as the utilization of any float time available (with reasons).

This updating procedure is executed jointly by the Contractors representative and the Project Manager’s appointed representative, in order to ensure a realistic and true assessment of the progress at that particular time.

a) Monthly Status Report

This report is the computer generated output from the data emanating from the update procedure. The report includes items in progress as well as those activities which are due to commence with an early start date within approximately a month of the latest update. The report is usually attached to the site minutes for record purposes.

b) Daily Bar Charts

There are times when a more detailed program of work is required to identify any potential delays to the contract as early as possible. This is usually prepared during the final stages of a project, when resources for finishing trades are at a maximum. At this stage, the interrelationship and coordination of the various sub-contractors to work within the Main Contractors time frame is fundamental to the successful completion of the project. The daily bar charts are a useful tool to ensure communication of the targets to middle and lower onsite management.

7.3 Program Evaluation

This is the final process of evaluating the overall management of a completed project in order to learn from those mistakes of the Contractor as well as the Project Manager, in order to improve preparations for future projects.

7.3.1 Itemize Errors in Duration’s
Reports may be generated in order to identify patterns or connections, which would probably realize the ‘weak’ areas where expectations were not met.

7.3.2 Evaluate Dependencies and Construction Activity Logic

The centres on the use or misuse of float time and the interdependency of various tasks.

7.3.3 Review Delays and Setbacks

This review focuses on the unexpected occurrences such as major design revisions, labour strikes and material shortages.

In the application of the above mentioned services and applying high ethical principles, IMS has secured and will continue securing and completing successful construction related projects.
## PAST PROJECTS

<table>
<thead>
<tr>
<th>Client</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mah Sing Group</td>
<td><strong>AMAN PERDANA, JALAN MERU, KLANG</strong></td>
</tr>
<tr>
<td></td>
<td>• 134 units Single Storey Semi-D (Parcel A)</td>
</tr>
<tr>
<td></td>
<td>• 108 units Double Storey Semi-D (Parcel B1)</td>
</tr>
<tr>
<td></td>
<td>• 198 units Double Storey Semi-D (Parcel B2)</td>
</tr>
<tr>
<td></td>
<td>• 56 unit Double/Three Storey Shop (Parcel S1)</td>
</tr>
<tr>
<td></td>
<td>• 92 units Double Storey Semi-D (Parcel B5)</td>
</tr>
<tr>
<td></td>
<td>• 204 units Double Storey Semi-D (Parcel B6)</td>
</tr>
<tr>
<td></td>
<td>• 276 units Double Storey Link Semi-D (Parcel Ca)</td>
</tr>
<tr>
<td></td>
<td>• 74 units Double Storey Semi-D (Parcel D3)</td>
</tr>
<tr>
<td></td>
<td>• 93 units Double Storey Bungalow (Parcel E)</td>
</tr>
<tr>
<td></td>
<td>• 97 units Double Storey Bungalow (Parcel F)</td>
</tr>
<tr>
<td></td>
<td>• 232 units Double Storey Semi-D (Parcel Ba)</td>
</tr>
<tr>
<td></td>
<td>• 218 units Double Storey Terrace Bungalow (Parcel Ea)</td>
</tr>
<tr>
<td></td>
<td>• 42 unit Double/Three Storey Shop (Parcel S1)</td>
</tr>
<tr>
<td></td>
<td>• 56 unit Single Storey Low Cost Shop (Parcel S3)</td>
</tr>
<tr>
<td></td>
<td>• 600 Unit Five Storey Low Cost Apartment</td>
</tr>
<tr>
<td></td>
<td><strong>KEMUNING RESIDENCE, KOTA KEMUNING</strong></td>
</tr>
<tr>
<td></td>
<td>• 144 units Double Storey Garden Bungalow</td>
</tr>
<tr>
<td>Sunrise Bhd</td>
<td><strong>Retail, Office &amp; Residential Mix Development, Solaris Mont Kiara &amp; Dutamas.</strong></td>
</tr>
<tr>
<td></td>
<td>• 2 Tower of 43 Storey 332 Units 6 Stars rating Condominium project (MK10) – CNBC Asia Pacific Property Competition Award - Best Architecture High-rise Development</td>
</tr>
<tr>
<td></td>
<td>• 5 Tower of 43 Storey 339 Units 6 Stars rating Condominium project (MK11) – CNBC Asia Pacific Property Competition Award - Best Residential High-Rise Development</td>
</tr>
<tr>
<td></td>
<td>• 3 Tower of 33 Storey 534 Units 5 Stars rating Condominium project (MK22)</td>
</tr>
<tr>
<td></td>
<td>• K24 &amp; K25 - 58 Acres Residential Development Land in Serdang, Kajang (next to Country Height Blue Water Estate).</td>
</tr>
</tbody>
</table>
## CURRENT & PENDING PROJECTS

<table>
<thead>
<tr>
<th>Client</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seri Meraga Properties</td>
<td>• Wangsa 118 – 18 Storey Mix Commercial (Retail &amp; Office Suite) Development in Wangsa Maju (next to Carrefour)</td>
</tr>
<tr>
<td></td>
<td>• 480 unit of Double link House Development at Salak Tinggi</td>
</tr>
</tbody>
</table>
PROJECT PHOTO (Con’t)
PROJECT PHOTO (Con’t)

Mont’ Kiara MK 27
Mont’ Kiara MK 22

WANGSA 118, Wangsa Maju KL