

EtC Panel Roles & Responsibilities Pre-contract / Procurement stage

- Deliverable required and party/parties responsible
(Select ● from cell dropdown)
 - Party/parties required to input, assist and coordinate
(Select □ from cell dropdown)
- (To clear cell, select and delete)

Principal
Principal's Legal Representative
Engineer to Contract (EtC)
Engineer's Representative (ER)
Project Manager
Quantity Surveyor (QS)
Lead Designer
Main Contractor

Scope of engagement items

General

6.2.1(a) – Adviser to the Principal

Chair PCG meeting (either PM or EtC)

Review of project procurement strategy

Form of contract selection

Development of contract special condition clauses

Main Contractor RFP submission tag and clarification clearance ('Apples for Apples' analysis)

Review tenderer's programme

Insurances, bonds, liquidated damages. Review details in tenders

Prepare contract documents for signing

Review and input to project risk register

Attendance at PCG meetings including site visit/walkover

Contract Award (formal letter)

Review of tenderer's price submission/schedule of quantities (if available)

Contract document execution and distribution

Develop and maintain project risk register

Manage PCG meeting action closure

Ensure stakeholders are informed of project activities

Health and safety

Contractor Safety in Design responsibility defined in Contract including transfer of responsibility

Ensure Principal & Consultant team review and identify site specific features, hazards, buildability/staging risks and transfer this information to the Contractor

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