

Client's procedure for Change of Consultant-Contractor Procedures
--

1.0 Purpose:

The purpose is to attend the client request to change their consultant/contractor whether the change reason is normal or due to dispute. The service is aiming to ensure smooth progress in the construction process in case of conflicts between parties.

2.0 Scope:

All Clients/Business Units operating within the Trakhees jurisdiction area.

3.0 Responsibility:

Trakhees/CED engineers' reviews submitted document in coordination with Site Inspection with no legal responsibility and / or liability is imposed on the authority. The consultant shall remain entirely responsible for any legal obligations which may occur due to invalid / tampered documents being submitted along with Consultant Registration Process.

4.0 References:

Submission Requirements and Document Checklist as attached and Client's may refer to the Trakhees-CED procedure for Change of Consultant-Contractor Procedures

5.0 Definitions:

Authority-Trakhees
CED-Civil Engineering Division
NOC- No objection Certificate
SVR-Site Visit Report
BU-Business Unit

6.0 Procedure:

There are two types of Suspension of Change of Consultant-Contractor Procedures: New suspension of on-going work application and resubmission of application to comply with Trakhees-CED concern.

The submission process is shared with three sections (namely Structural, Architectural and Site Inspection).

Trakhees-CED is committed to complete the review process within ten working days, but does strive to try to complete it within 5 working days. Delays can occur due to the following:



CIVIL ENGINEERING DIVISION

- Missing drawings.
- Details clarification.
- Meetings with parties in case of change due to dispute.
- Internal sections clarification.
- Special approval from higher management.

7.0 Front Desk Registration & Acknowledgement Process:

- 7.1 The Trakhees-CED Front Desk receives the application for S Change of Consultant-Contractor indicating the submission type (i.e. new or resubmission)
- 7.2 The CED Front Desk has the right to accept/reject the submission if the CD is not complete as per checklist requirement.
- 7.3 If the submission is complete the CED Front Desk shall accept the submission and forward a mail notification with the submission serial number to the consultant within maximum one working day
- 7.4 Incomplete submissions are rejected and are to be resubmitted.

8.0 Distribution of Documentation to Respective Sections.

- 8.1 Submissions are assigned to individual Structural Engineers by the Engineer In-charge with define period. The Structural Engineer undertakes review of structural drawings, technical reports and method statement.
- 8.2 Submissions are directed to the Site Inspection Section (SIS) to visit the site and provide the current site status in (SVR) to the Structural Section.
- 8.3 Submissions are directed to the Architectural section to double check required information for B.P/NOC amendment, such as, plot NO., Built up area (BUA), Owner name, etc.

9.0 Feedback & Compile Summary

- 9.1 Upon completion the Site Inspection and Quality Control Sections their reports, the Structural Engineer receives the Site Visit Report (SVR) by email from (SIS) & (QCS) as well as receives Architectural section feedback.
- 9.2 In the event that the change is normal, CED will proceed with issuing the required change by amending the BP/NOC indicating all the conditions or/and any restriction that may be associated with the change approval.
- 9.3 In the event that the change is due to dispute, first and final invitation for meeting will be sent to the involved parties. If the dispute is due to technical matters, then CED shall advise the proper solution. If the dispute is due to financial/contractual matters, the formed committee has to conclude the final decision.



CIVIL ENGINEERING DIVISION

- 9.4 In case that the dispute is a financial (contractual) dispute, CED will issue the Consultant / Contractor Change by amending the BP/NOC on condition that the client is responsible for any legal obligations in which may be occurred with the involved parties due to this change.
- 9.5 Permit admin to prepare payment notification as per finance code to be sent to the consultant. The notification is forwarded once the amended BP/NOC is ready for collection.

10.0 Prepare the amended BP/NOC

If the submission is complete and complies with all the Regulations and Guidelines set by CED, the Structural Engineer sent the accumulated reply to permit admin to prepare the amended BP/NOC with the payment advice as per finance code. Conditions are attached to the amended BP/NOC.

11.0 Notify Consultant

Once the NOC has been signed by the Structural Manager, the permit admin shall send signed NOC to the CED document controller who is in charge to notify the consultant by email to settle the fee payments and collect the CD containing the NOC.

12.0 Issuance of the amended BP/NOC

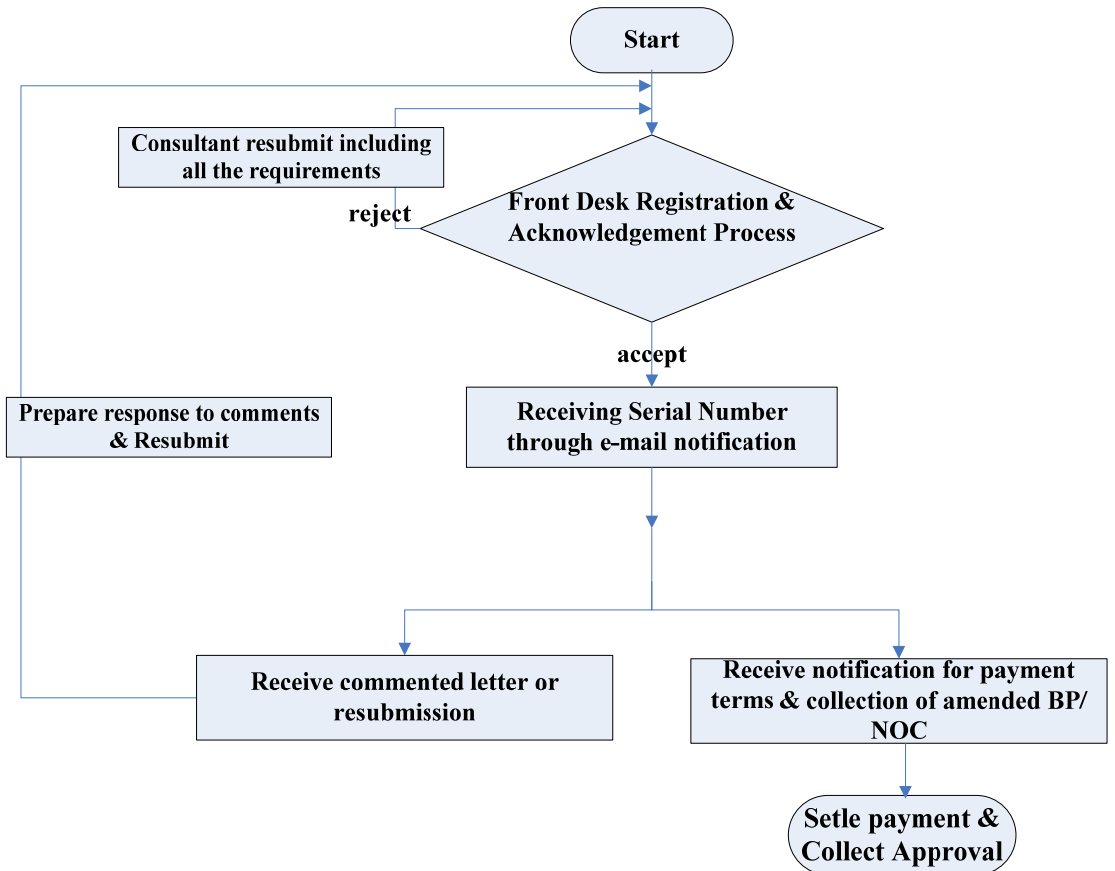
Once the fees amount have been settled to Trakhees Cashier at Dragon Mart (1st floor), CD containing Cover Letter and amended BP/NOC will be handed over to the Client/Consultant/Contractor Representative only.

13.0 Records

No	Record description	Retention Time
7.1	Change of Consultant/Contractor application form	2 years
	Amended BP/ NOC	Permanent
	Documentation Package	2 years
	Correspondence	2 years

14.0 Attachments

- 14.1 Client Work Flow
- 14.2 Application Form
- 14.3 NOC Template
- 14.4 NOC Checklist
- 14.5 Undertaking from new Consultant (for change of Consultant)

14.1 Client Work Flow



CIVIL ENGINEERING DIVISION

14.2 Application Form

Department of Planning & Development
Ports, Customs & Free Zone Corporation
Government of Dubai



دائرة التخطيط والموارد
مؤسسة الموانئ والجمارك والمنطقة الحرة
حكومة دبي

APPLICATION FORM FOR CHANGE OF CONSULTANT / CONTRACTOR			
Applicant Reference Number:		<input type="text"/>	
Submission Type			
<input type="radio"/> New <input type="radio"/> Resubmission (Specify Trakhees previous Reference No): <input type="text"/>			
Applicant Information			
Consultant (if applicable)			
Trade or Commercial Name	<input type="text"/>		
E-Mail	<input type="text"/>		
License No.	<input type="text"/>		
Trakhees CED Reg. No	<input type="text"/>		
Client			
Name	<input type="text"/>		
Telephone	<input type="text"/>		
E-Mail	<input type="text"/>		
Project Information			
Business Unit / Zone	<input type="text"/>		
Plot No.	<input type="text"/>		
Plot Area (Sq. M)	<input type="text"/>		
Trakhees CED Project ID (if applicable)	<input type="text"/>		
Trakhees CED Building Permit ID (if applicable)	<input type="text"/>		
Party to be Changed		Reason for changing	
<input type="checkbox"/> Consultant	<input type="checkbox"/> Contractor	<input type="checkbox"/> Normal	<input type="checkbox"/> Dispute
Percentage of Construction Progress			
You are hereby advised to fill in the percentage of the work in progress, which is applicable to your project only.			
Type of Work	% of Work	Type of Work	% of Work
Mobilization	<input type="text"/>	HVAC Works	<input type="text"/>
Excavation	<input type="text"/>	Block Works	<input type="text"/>
Soil Improvement	<input type="text"/>	Electrical Works	<input type="text"/>
Shoring	<input type="text"/>	Plumbing Works	<input type="text"/>
Piling	<input type="text"/>	Fire Works	<input type="text"/>
Foundation (Substructure)	<input type="text"/>	Cladding Works	<input type="text"/>
Columns	<input type="text"/>	Finishing Works	<input type="text"/>
Shear Walls	<input type="text"/>	Landscaping	<input type="text"/>
Slabs	<input type="text"/>		
Other work (Please specify):			
<input type="text"/>			



CIVIL ENGINEERING DIVISION

The following tables list documents that need to be submitted along with the application. All documents should be submitted in PDF format. Identify documents that are submitted by tick marking against each document. Documents should be submitted in a CD organized into folders as identified by folder code against each document title. Following is the list of folder codes and corresponding folder names: (GD) - General Documents

New Submission / Re-submission			
	Folder Code	Yes	N/A
Appointment letters of New Consultant / Contractor	(GD)	<input type="radio"/>	
Copies of valid Trade license of New Consultant / Contractor	(GD)	<input type="radio"/>	
Copy of Demarcation Certificate	(GD)	<input type="radio"/>	
Termination Letter of the current Consultant / Contractor	(GD)	<input type="radio"/>	
Clearance letter from the current Consultant / Contractor	(GD)	<input type="radio"/>	<input type="radio"/>
Technical report stating the construction progress on site	(GD)	<input type="radio"/>	
Undertaking letter from the client stating that he is responsible for any legal obligations which may occur with the involved parties due to this change.	(GD)	<input type="radio"/>	

Declaration	
<ul style="list-style-type: none"> We hereby confirm that all data provided in this application / documents comply with Trakhees CED Guidelines and Regulations. If any delay occurs due to incorrect information provided by us in the submitted application we hold ourselves solely responsible for the delay. We are liable for any legal obligations which may occur due to invalid / tampered documents being submitted along with this application. 	
<input type="text"/> Date	<input type="text"/> Stamp & Signature

For Trakhees Use Only		
<input type="text"/> Date	<input type="text"/> Received By	<input type="text"/> Signature
Application No.	<input type="text"/>	



XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Sr. Manager – Permit & Compliance

(XXXXXXXXXX)

Cc: M-File

Our Ref: XX
XXXXXXXXXXXXXXXXXXXX

Date:

M/s. XX
P.O. BOX XXXXXXXXX
Dubai
U.A.E.

Attention: XXXXXXXXXXXXXXXXXXXXXXX

E-Mail: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Reference: XX

Subject : NOC - Change of Contractor

Dear Sir,

We refer to your submission Ref: XX on XXXXXXXXXXXXXXX enclosed change of Contractor request letter for the above-mentioned project. Please note that we have "**NO OBJECTION**" to change the Contractor from XX to XX

. This NOC is issued to the client subject to the following conditions:

- The new contractor shall comply with all conditions listed on the NOC issued to the previous contractor ref: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX dated: XXXXXXXXXXXXXXXXXXXXXXX
- The new contractor shall execute all works as per the approved design drawings issued to the unit with regard to the modification works.
- The Client shall resolve all issues related to change of the contractor and CED will not be responsible for any Contractual Dispute due to this change. If Any.

Yours faithfully,

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Sr. Manager – Permit & Compliance

(XXXXXXXXXX)

Cc: M-file

9.4 NOC Checklist

Internal Checklist

Change of Consultant / Contractor

Ref No. (JP/Plot No /SNO)

Date

(DD/MM/YYYY)

Consultant Reference

CHECKLIST FOR CHANGE OF CONTRACTOR & CONSULTANT	YES	NO	N/A
Appointment letters of New Consultant / Contractor			
Copies of valid Trade license of New Consultant / Contractor			
Undertaking from the new consultant as per the attached template			
Termination Letter of the current Consultant / Contractor			
Clearance Letter of the current Consultant / Contractor (For normal change)			
Technical report stating the construction progress on site			
Undertaking letter from the client stating that he is responsible for any legal obligations which may occur with the involved parties due to this change.			
CED Inspection Section site Report			

(To be printed on Company Letterhead)

**UNDERTAKING LETTER FROM THE NEW
CONSULTANT**

Ref:

Date:

**To M/s Trakhees
Civil Engineering Division
P.O. Box 17000 - Dubai.**

Project Details:

Plot No.:

Business unit:

Client Name:

Dear Sir

Subject: **Letter of Undertaking.**

We hereby confirm that we are accepting to take full responsibility in regard to completion of the abovementioned project by maintaining the safety and the integrity requirements in terms of; but not limited to the following conditions:

1. We confirm that the approved drawings/documents and specifications prepared by the previous consultant have been received, checked and verified and found satisfactorily/adequate to complete the remaining work without compromising the safety and durability requirements.
2. To ensure that the work on site is proceeding as per the latest approved documents/drawings and all revisions have been considered in the construction process.
3. To ensure that all construction documents have fully coordinated and to resolve any conflict/defect may be detected whatsoever. CED-Trakhees shall be notified of any serious concern may be observed in the drawings or the constructed works. We undertake to obtain CED approval for any revision/rectification may be required.
4. To undertake full responsibility of any correctness measures and shall propose/approve the proper solution for design/construction problems in compliance with project documents/relevant standards/engineering code of practice.

Yours truly,

Sd-

Company Stamp