

Professional Services Retainer Packages

Your Projects. Our Expertise. Delivered With Precision.

Executive Summary: Your Vision, Our Commitment

At Lujajo Holdings, we understand that great projects don't happen by chance — they are crafted by experienced hands, powered by strategy, and executed with unrelenting precision. Our Professional Services Retainer Packages are designed to provide you with elite, end-to-end support at every phase of your project, backed by predictable costs, seamless continuity, and unwavering dedication. This is not just a service — this is partnership redefined.

Why Leading Developers Choose Lujajo Holdings

- **A Powerhouse Team:** Engineers. Architects. Planners. Managers. All under one roof. Our multidisciplinary experts don't just deliver solutions — they deliver *outcomes*.
- **Tailored Excellence:** Every client is unique. Every engagement is customized. No cookie-cutter approaches — only sharp, results-driven strategies.
- **Risk Eliminated, Success Engineered:** Proactive risk mitigation, regulatory compliance mastery, and world-class project governance are our everyday standards.
- **Technology at Work:** We leverage cutting-edge tools and platforms to streamline execution, monitor performance, and keep you always in control.
- **Measurable Results:** Our success is measured where it matters — on your balance sheet, your timelines, and your peace of mind.

Scope of Services Covered

Project Management

- Kickoff meetings & stakeholder alignment
- Project schedules and timelines
- Risk assessment & mitigation
- Coordination of teams & consultants
- Progress monitoring & reporting
- Budget tracking & cost control
- Site meetings & minutes
- Variations and claims management
- Project close-out & handover

Civil Engineering

- Site investigations & surveys
- Earthworks and platform design
- Stormwater drainage planning
- Water & sewage system design
- Road and pavement layouts
- Bulk earthworks calculations
- Municipal compliance
- Site inspections
- As-built documentation

Structural Engineering

- Structural analysis & design
- Foundations, columns, beams, slabs
- Structural detailing (steel/concrete)
- Method statement reviews
- Site structural inspections
- Certification & compliance
- Coordination with teams
- Snagging & sign-off

Mechanical Engineering

- HVAC design
- Plumbing & drainage layouts
- Fire protection system design
- Energy efficiency assessments
- MEP drawings & specifications
- National code compliance
- Site supervision & testing
- Commissioning & handover

Architectural Services

- Concept design & 3D visuals
- Municipal submission drawings
- Building plan approvals
- Construction drawings
- Material & finishes schedules
- Coordination with teams
- Design compliance inspections
- Occupation certificate assistance

Urban Planning Consulting

- Land use feasibility studies
- Zoning & subdivision applications
- Public participation processes
- Municipal liaison
- Site Development Plans (SDPs)
- Compliance with frameworks
- Tribunal hearings attendance
- Planning approvals

Quantity Surveying

- Bills of Quantities (BOQ)
- Cost planning & budgeting
- Tender management
- Contractor bid evaluation
- Payment certificates
- Cost reports
- Variations & claims assessment
- Final accounts

Quality Control

- Quality assurance planning
- Routine site inspections
- Defect rectification
- Materials compliance review
- Testing & commissioning oversight
- Quality control reports
- Snagging inspections
- Completion certificates

Project Administration

- Document control
- Correspondence management
- Meeting scheduling & minutes
- Tracking RFIs
- Project logs maintenance
- Submissions handling
- Client progress reports
- Handover documentation

Fee Structure

Service Category	Package 1: Foundation <i>For Small Projects (Up to R5 Million)</i>		Package 2: Growth <i>For Medium Projects (R5M – R15M)</i>		Package 3: Enterprise <i>For Large Projects (R15M – R30M)</i>	
	Hours Per Month	Monthly Fee	Hours Per Month	Monthly Fee	Hours Per Month	Monthly Fee
Project Management	15	R 9,500.00	25	R 17,000.00	35	R 22,000.00
Civil Engineering	10	R 8,000.00	30	R 15,000.00	40	R 19,000.00
Structural Engineering	10	R 8,000.00	30	R 15,000.00	40	R 19,000.00
Urban Planning Consulting	10	R 8,000.00	30	R 15,000.00	40	R 19,000.00
Mechanical Engineering	10	R 8,000.00	30	R 15,000.00	40	R 19,000.00
Architectural Services	10	R 7,000.00	30	R 13,000.00	40	R 17,000.00
Quantity Surveying	5	R 3,800.00	15	R 9,000.00	25	R 16,000.00
Quality Control	5	R 3,500.00	15	R 8,000.00	30	R 12,000.00
Project Administration	10	R 3,000.00	25	R 7,000.00	30	R 12,000.00

Every Package Includes Exclusive Value-Adds:

- ✓ **Fast-Track Permitting Support** — we cut red tape to keep your project moving.
- ✓ **Bi-Weekly Performance Reports** — you're always informed, always in control.
- ✓ **Secure Digital Dashboard Access** — track progress, access reports, and collaborate in real time.
- ✓ **Annual Compliance & Quality Audit** — peace of mind guaranteed.

Your project deserves the best. Let's tailor a retainer package that fits like a glove and delivers beyond expectations.

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Terms & Conditions:

- Billing is monthly in advance.
- Packages cover defined services; additional hours billed separately.
- 30 days' written notice required for termination.
- A detailed SLA provided upon engagement.