



by BEYZA KASAPROĞLU



# ALAN Architecture

Design & Engineering  
Solutions



by BEYZA KASAPÖĐLU

# Services



1

**Design Integrated  
Procurement Support**



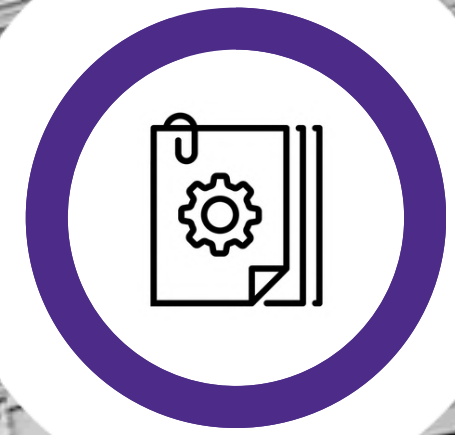
2

**Value Engineering**



3

**Design Based Claim  
Management**



4

**Material Engineering -  
Prequalification  
Documentation Support**

# 1 DESIGN INTEGRATED PROCUREMENT SUPPORT

We provide a seamless bridge between design and procurement, ensuring accuracy, efficiency, and cost control from the earliest stages of a project.

## QUANTITY TAKE-OFF (QTO) STUDIES

---

Conducted using both traditional methods and advanced **BIM tools**, our **QTO** studies deliver accurate, scalable quantity extractions tailored to the specific needs of each project.

## BILL OF QUANTITIES (BOQ) PREPARATION & COST ANALYSIS

---

We develop comprehensive **BOQs** that support transparent budgeting and cost control. Our **cost analysis** service identifies potential risks and value opportunities early in the design process.

## TENDERING SUPPORT & OPTIONAL BID STUDIES

---

We support clients and contractors through the tendering phase by **preparing detailed documentation, analyzing bids, and offering optional design** alternatives to optimize both cost and functionality.

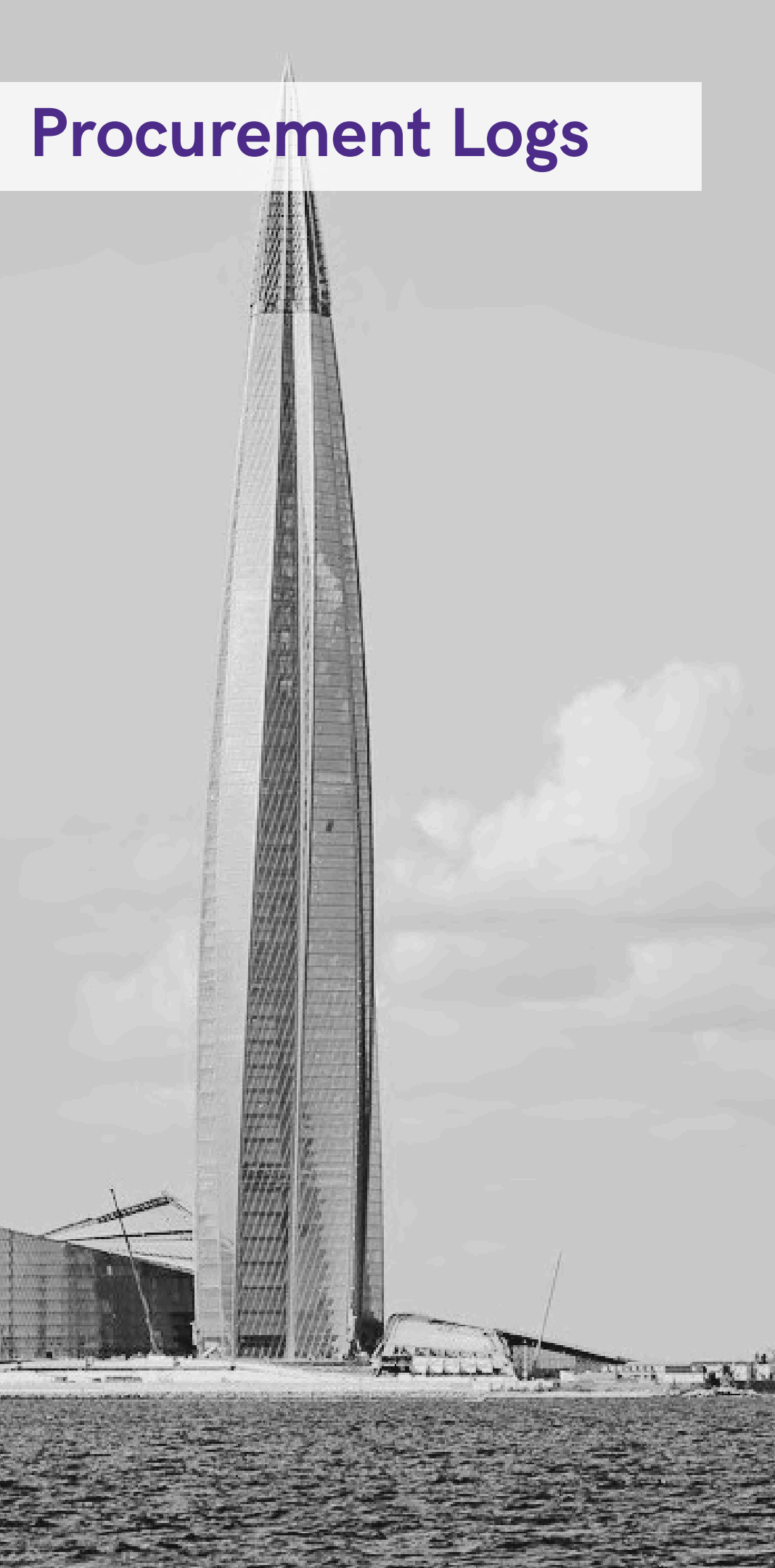
## PROCUREMENT LOGS

---

We assist in creating and managing structured procurement logs that **track material and equipment requirements, approvals, orders, and delivery timelines**—ensuring complete visibility across procurement stages.



# Procurement Logs


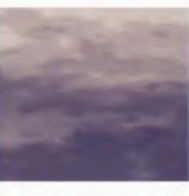
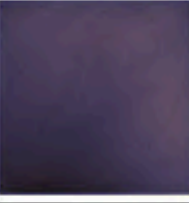

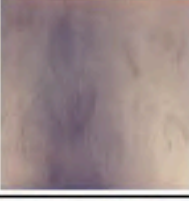





X	Submitted & Approved
X	Submitted & UR
X	TBS ( to be submitted)
X	To be resubmitted
X	Dur> 30 days




Sl No	Item	DRAWINGS	SAMPLES	MATERIALS	Tentative Dates							Remarks	
					Fab/Order Clearance	Fabrication Imp. Dur	End of Fabrication	Shipping Start	Shipping Dur	Arrival	CC		On Site
1	Precast Thresholds	X	N/A	X	07-Feb-	21		N/A	N/A	N/A	N/A		Engineering submission / Approval by
2	Pool System	X	N/A	X	07-Feb-	14		N/A	N/A	N/A	N/A		Engineering re-submission / Approval
3	Curved Door	X	N/A	X	TBA								Fabrication post approval of shop drawings
4	Elec. DB's	X	N/A	X	Done	Done		N/A	N/A	N/A	N/A		
5	AC Grills	X	N/A	X	Done	Ongoing		N/A	N/A	N/A	N/A		
6	Cable Trays	X	N/A	X	07-Feb-	28		N/A	N/A	N/A	N/A		Under Engineering
7	Fixed TV Furniture	X	N/A	X	07-Feb-	28		N/A	N/A	N/A	N/A		Under Engineering
8	Bronze Cladding	X	X	X	31-Jan-	28		N/A	N/A	N/A	N/A		
9	Fire Extinguisher Cabinet	X	X	X	Done	Done		Done	Done	Done	Done		Delivered
10	Retro projection glass + frame	X	X	X	31-Jan-	28		N/A	N/A	N/A	N/A		Fabrication post approval of shop drawings
11	Wall Render	X	X	X	TBA								
12	Wall Studs	X	X	X	Done	Done		N/A	N/A	N/A	N/A		
13	Graphics	X	N/A	X	31-Jan-	28		N/A	N/A	N/A	N/A		
14	Wall Lighting	X	N/A	X	07-Feb-	60		15-Apr-25	30	15-May-25	7		
15	Ceiling Lighting Fixtures	X	X	X	Ongoing			N/A	N/A	N/A	N/A		
16	Faucets	X	X	X	31-Jan-	14		N/A	N/A	N/A	N/A		
17	Kitchen closets	X	N/A	X	31-Jan-	21		N/A	N/A	N/A	N/A		
18	Throws	X	X	X	07-Feb-								
19	Pillows	X	X	X	07-Feb-								
20	Movable Furniture	X	X	X	Done	Ongoing							
21		X	X	X								TBA	
22		X	X	X								TBA	

# Value Engineering

## ITEMS AS PER CLIENT'S SPECIFICATIONS

CODE	IMAGE	FINISHES & MATERIALS REF.	NOTE	QTY	RATE	AMOUNT
01		<b>CP01</b> Color: ICE 298 Style Name: Wall-To-Wall Carpet- IN DEVELOPMENT Notes: Source to provide high quality underpad WALL TO WALL CARPET Page 41(FFE Key Plan)	A	28.6 m2		
02		<b>CP-02</b> Style Name: Carpet- Wall-To-Wall Carpet-IN DEVELOPMENT Notes: Source to provide high quality underpad Floor finishes - Carpet <b>NEW</b>	By Contractor	53.9 m2		
03		<b>ML01</b> Product: Oil- Rubbed Copper / Non-Directional / Copper Substrate Color/Finish: Clear Top Coat / To match Designer's Sample Notes: Image is for quick reference.	By Contractor	155.0 m2		
04		<b>ML-02 S</b> Product: US32 / ANSI-IBMHA 629 / Bright Stainless Steel Color/Finish: Stainless Steel Substrate / To match Designer's Sample Notes: Image is for quick reference.	By Contractor	41.8 m2		
05		<b>ML03</b> Product: US15 / ANSI-IBMHA 619 / Satin Nickel Plated Color/Finish: Clear Coated / Steel Substrate / To match Designer's Sample Notes: Image is for quick reference.	By Contractor	269.8 m2		
06		<b>MT-00</b> Escalator landing plate - DEPARTURE <b>NEW</b>		2.0 m		
07		<b>SP02</b> Product: Gradient Plaster Color/Finish: To match Designer's sample	C	264.3 m2		

## PROPOSED VE

FINISHES & MATERIALS REF.	NOTE	QTY	RATE	AMOUNT
	T	28.6 m2		
	R	53.9 m2		
	Composite panel or HPL panel with metallic finish	155.0 m2		
	Delet curved out	41.8 m2		
	Composite panel or HPL panel with metallic finish	269.8 m2		
	DELETED	2.0 m2		
	Delet Special render	264.3 m2		

# 3 DESIGN - BASED CLAIM MANAGEMENT

We support clients and contractors in managing and mitigating design-related claims throughout the project lifecycle.

## RISK IDENTIFICATION & PREVENTION

---

Conduct **early-stage design reviews** to detect gaps, inconsistencies, and coordination issues that may lead to claims.

Recommend **preventive actions** and **documentation strategies** to minimize claim potential during execution.

## TECHNICAL SUPPORT FOR CLAIMS

---

Prepare structured technical documentation to support or respond to claims, including **timelines, marked-up drawings, and supporting narratives.**

Analyse **scope changes, design modifications, and sequencing issues** to provide clear technical insight into claim origins.

# Design - Based Claim Management

DESIGN CHANGE TRACKER												
PROJECT												
CLIENT NAME												
DESIGN CONSULTANT												
CONSULTANT												
CONTRACTOR												
S.No.	Change ID	Description of Change	Reason For Change	Area/Location	Initiated By	Document type	Document Reference	Response Date	Approval Status	Impact	Client/Consultant confirmation	Remarks
1	DC - 001	Flooring changed from stone flooring to fixed carpet	Local Compliance	Prayer Rooms	A	RFI	RFI-ARC-000777	17-Apr-23	Approved			
2	DC - 002	Changes in the partition corners, Radius change to 400mm		Prayer Rooms	B	Mail Communication		17-Apr-24	Declined	45 Days	Rejected	Keep Radius
3	DC - 003	BOH Furniture requirements received	Information not available in project documentation	All BOH spaces	A	RFI	RFI-ARC-000754	23-Apr-23	Approved			
4	DC - 004	Toilet cubicle finish changed from Veneer finish to HPL(WD06)	For durability reason	Men & Woman's Washrooms	A	RFI	RFI-ARC-000823	20-Mar-23	Approved			
5	DC - 005	Spa ceiling height increased from 2700mm to 3200mm		Spas	B	RFI	RFI-ARC-000896	20-Mar-24	Approved			
6	DC - 006	Specifications of sanitary ware fixtures & accessories changed. Shower head, washbasin & pull handle specifications changed		Spas	B	RFI	RFI-ARC-000812	20-Mar-22	Approved with Comments	15 Days	Approved with Conditions	Bring samples
7	DC - 007	WC areas ceiling height increased from 2400mm to 2700mm. Cubicle doors, side, and intermediate panels updated to 2700mm. Front panel and fascia include 2700mm panel + 500mm fixed top panel.	Manufacturer Standards	Men & Woman's Washrooms	C	Workshop		21-Apr-24	Approved			
8	DC - 008	Cubicle back panel replaced with Stone cladding	Spatial constraint	Men & Woman's Washrooms	A	Mail Communication		01-May-22	Approved			
9	DC - 009	200mm wide & 150mm high perimeter bulkhead added in the Ceiling	For HVAC	Cellar	S	RFI	RFI-ARC-000955	25-Mar-23	Approved			

# 4 MATERIAL ENGINEERING & PREQUALIFICATION DOCUMENTATION

We provide technical support for selecting and approving materials in line with project specifications and authority regulations.

## PREQUALIFICATION DOCUMENTATION

---

We assist contractors and suppliers in preparing detailed **material submittals** and **prequalification packages**, aligned with project specifications and authority standards.

## MATERIAL TRACKING LOGS

---

We implement and manage detailed tracking logs to **document submittals, approval statuses, manufacturing stages, dispatch records, and site receipts**, offering teams a real-time overview of material flow.

## SUPPLIER COORDINATION

---

We communicate directly with suppliers to resolve **technical clarifications, streamline documentation, and align delivery with construction milestones.**

## ALTERNATIVE MATERIAL SOLUTIONS

---

We evaluate and recommend alternative materials—whether for **sustainability, cost-efficiency, or availability**—ensuring they meet design intent and performance requirements.



# Prequalification Documentation



## Vendor Qualification Form

Prequalification Form will NOT be accepted unless completed in its entirety.

### BUSINESS SECTION *(please print or type)*

Legal Business Name		Date:		
		Project, if applicable:		
		Type of Company <input type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier <input type="checkbox"/> Both		
Address #1 (Street Address)		Address #2 (Mailing Address)		
City	State	Zip	City	State    Zip
Principal Contact	Contact's Title	Yrs in Business (Current Name)	# of Employees	Fed. Tax ID #
Telephone Number	Toll Free Number	Business Type: <input type="checkbox"/> Corporation <input type="checkbox"/> LLC/LLP <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Other <input type="checkbox"/> Partnership		Labor Affiliation: <input type="checkbox"/> Union <input type="checkbox"/> Merit Shop
Fax Number	Cellular Phone Number			
Contact Email Address	Company Website Address	Is company a certified MBE, DBE or SDB? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, Type: <input type="checkbox"/> MBE <input type="checkbox"/> DBE <input type="checkbox"/> SDB <input type="checkbox"/> Other _____		
Design-Build Capabilities? <input type="checkbox"/> Yes <input type="checkbox"/> No		Have you failed to complete awarded work or been terminated for cause? Do you have any judgements, claims, arbitrations, suits, or liens currently against your organization, had any bankruptcies or reorganizations? (If yes, explain on a separate sheet and attach to this form) <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, is engineering staff: <input type="checkbox"/> Internal <input type="checkbox"/> External				
List the corporate officers, partners, or proprietors of your firm: (If additional space needed, list on a separate sheet and attach to this form)				
Name	Title	% Ownership		
Name	Title	% Ownership		
Name	Title	% Ownership		
Name	Title	% Ownership		
Have any of the above officers ever done business with Vanguard Construction through another company? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, explain on a separate sheet and attach to this form)				
<b>SAFETY SECTION</b>				
List your Experience Modification Rate (EMR) for the last three years:		Number of OSHA Recordable incidents over the prior 3 years:		
Year	Rate			
_____	_____			
_____	_____			
		( Data available at <a href="http://www.osha.com">www.osha.com</a> )		



by BEYZA KASAPÖĞLU

# Material Tracking Logs

## PROJECT PROCUREMENT FOLLOW-UP LIST

TECHNICAL INFORMATION				WHO	WHEN			PROCUREMENT DATA			SUBMITTAL STATUS			FAB / SHIP STATUS						
SPEC.	PARA.	BLDG	DESCRIPTION	WPM	TENDER STATUS	P6 MATERIAL ROSD (MM-DD-YY)	START (MM-DD-YY)	RFQ #	P.O. # / SC #	VENDOR	SUBMITTAL NO.	DESIGNER SUBMITTAL STATUS	CLIENT SUBMITTAL STATUS	ACTUAL RELEASE D FOR FAB (MM-DD-YY)	FAB DURATION (DAYS)	MATERIAL EXFACTORY (MM-DD-YY)	PLANNED SHIPPING DURATION (DAYS)	MATERIAL ETA TO SITE (MM-DD-YY)	SHIPPING NO	REMARKS (DATE: CONSTRAINTS, NEXT STEPS/ACTION)
05243		ALL	Non Load Bearing Walls		Received on Site			3	121	PP	05243-001-00	AS	ANF	08-Sep-23		04-Mar-19		16-May-19	3434	
05244			Non Load Bearing Walls - Additional Plates		Received on Site			4	5656	CC	05243-001-01	AS	AS	07-Nov-19		23-Dec-19		23-Jan-20	3434	
05245			Non Load Bearing Walls - Additional Anchors		In Transit			5	2322	HHH	05243-001-02	AS	AS	25-Nov-19					0748	
05246	2.17		Abrasive Metal Nosing		Received on Site	N/A	N/A	6	656	NNN	05243-001-03	AS	AN	04-Sep-19	28	02-Oct-19	108	18-Jan-20	5445	
05247			Bollards		Received on Site			7	7676	CCC	05243-001-04	AS	AS	05-Jun-19		12-Aug-19		28-Oct-19	454	
05248			Anti-Climb Bollards		Received on Site			8	484	CCC	05243-001-05	AS	ANF	05-Jun-19		12-Aug-19		12-Oct-19	0561	
05249			METAL LADDERS																	
05299			Decorative Metal Railing		Take-off In-progress					AAA	05243-001-05	AS	AS							
05300			Tower Curves		PO Issued			4	56756					13-Feb-20		01-Apr-20				
05301			Consular Roof		PO Issued			6	4646					13-Feb-20		01-Apr-20				
05302			GR-1		Received on Site			7	4646	AAA	057305-001-00	AN	AS	30-Jan-23		03-Mar-23		15-Mar-23	555	
05303			GR-2		Received on Site			8	4646	CC	057305-002-00	AN	AS	16-May-23		14-Jul-23		05-Sep-23	343	
05304	2.8		ELEVATOR LOBBYS - MILLWORK PACKAGE		Bid Tab Created	01-Jun-20	17-Sep-19	3		S										
DIV 06			DIVISION 06 - WOOD, PLASTICS, AND COMPOSITES																	
614646			ROUGH CARPENTRY																	
614646	2.5		WOOD BLOCKING		PO Issued	15-Jan-19	19-Sep-19	4	2424	LLL	061646-001-00	AS	AS	20-Nov-19	48	07-Jan-20	116	02-May-20	343	
614646	2.4		FIRE-RETARDANT PLYWOOD		Received on Site	21-Oct-19	24-Jul-19	8	545	LLL	061646-001-01	AS	AS	26-Aug-19	59	24-Oct-19	143	15-Mar-20	676	
614646	2.4		FIRE-RETARDANT PLYWOOD		Received on Site	21-Oct-19	24-Jul-19	1	5656	LLL	061646-001-02	AS	AS	26-Aug-19	59	24-Oct-19	141	13-Mar-20	455	
614646	2.4		FIRE-RETARDANT PLYWOOD		Received on Site	21-Oct-19	24-Jul-19	U	3434	LLL	061646-001-03	AS	AS	26-Aug-19	59	24-Oct-19	143	15-Mar-20	344	
614646	2.4		FIRE-RETARDANT PLYWOOD		Received on Site			7	2424	LLL	061646-001-04	AS	AS	25-Sep-19	29	24-Oct-19	143	15-Mar-20	232	
614646	2.4		FIRE-RETARDANT PLYWOOD REMAINING QTY		PO Issued	01-Apr-20	06-Dec-19	1	546	LLL	061646-001-05	AS	AS	28-Feb-20						
614646	2.5		WOOD BLOCKING FOR																	
0616322			SHEATHING																	
616322	2.3.A		Glass Mat Gypsum Sheating		PO Issued						0616322-001-00									
616322	2.3.A		Cement Board Sheating for UHPC SHED ROOF		Take-off In-progress	01-Sep-20	06-Oct-20				0616322-001-01	PENDING								
616322	2.3.A		Cement Board Sheating for UHPC SHED ROOF		Take-off Done	01-Sep-20	06-Oct-20				0616322-001-02	PENDING								
616322	2.4.B		Glass Mat Gypsum Sheating Screws		Take-off In-progress						0616322-001-03	AS	AS							

# Material Submittals

[Company Name]

[Your Address]  
[Your Contact Information]  
[Email]

YOUR LOGO

Submittal

Submittal Number: [Insert Submittal Number]  
Date: [Insert Date]  
Project Name: [Insert Project Name]  
Project Number: [Insert Project Number]  
Submitted By: [Name/Company]  
Recipient: [Name/Company]

**Submittal Details**

1. Specification Section: [Reference the relevant specification section]
2. Description of submittal: [Provide a brief description of what is being submitted]
3. Purpose of Submittal: [Select: For Review, For Approval, For Records, Other]

**Submittal Contents**

Item	Description	Reference
[Item 1]	[Description of Item 1]	[Document Number/Title]
[Item 2]	[Description of Item 2]	[Document Number/Title]
[Item 3]	[Description of Item 3]	[Document Number/Title]

**Comments/Notes**  
[Include any additional comments or relevant details regarding the submittal.]

SUBMITTAL REGISTER LOG													
DEPARTMENT	Specification Section	Para. No.	Submittal Type	Submittal Description	Submittal No.- Revision/Transmittal	Responsible	TO CLIENT Scheduled Subm. Date	TO CLIENT Actual Subm. Date	Response Needed By CLIENT	Actual CLIENT Resp. Date	CLIENT Submittal Code	RR Submission Planned Date	OPEN/CLOSED
ARC	567			PMMA WATERPROOFING MEMBRANE									
ARC	567	2.3.D/1.2.A	PD1	RESIN FOR FIELD MEMBRANE CONSTRUCTION - PRODUCT DATA	0567-001-00	ZZZ ZZZ	8/28/2023	10/5/2023	11/4/2023	10/26/2023	AN		CLOSED
ARC	567	2.3.E/1.2.A	PD1	FLEECE - PRODUCT DATA	0567-001-00	ZZZ ZZZ	8/28/2023	10/5/2023	11/4/2023	10/26/2023	AN		CLOSED
ARC	567	2.3.F/1.2.A	PD1	FLASHING - PRODUCT DATA	0567-001-00	ZZZ ZZZ	8/28/2023	10/5/2023	11/4/2023	10/26/2023	AN		CLOSED
ARC	567	2.3.G/1.2.A	PD1	INSULATION - PRODUCT DATA	0567-001-00	ZZZ ZZZ	8/28/2023	10/5/2023	11/4/2023	10/26/2023	AN		CLOSED
ARC	567	2.3.H/1.2.A	PD1	MISCELLANEOUS ACCESSORIES - PRODUCT DATA	0567-001-00	ZZZ ZZZ	8/28/2023	10/5/2023	11/4/2023	10/26/2023	AN		CLOSED
ARC	567	2.2.C/1.2.A	PD1	ROOFING MEMBRANE - PRODUCT DATA		XXX XXX	8/28/2023					12/13/2023	OPEN
ARC	567	1.2.B	SD2	NOB TOWER PMMA Waterproofing under UHPC - SHOP DRAWINGS		XXX XXX	6/30/2024					12/13/2023	OPEN
ARC	567	1.3.B	AD1	PMMA WATERPROOFING MEMBRANE - INSPECTION REPORT		YYY YYY	TBD						OPEN
ARC	567	1.4.A	CO3	PMMA WATERPROOFING MEMBRANE - WARRANTIES		XXX XXX	3/6/2027					12/13/2023	OPEN
ARC	567	2.2.F/1.2.C	SA1	FLASHING - SAMPLES		XXX XXX	8/15/2024					12/13/2023	OPEN
ARC	567	3.5.A	AD3	DAILY REPORTS - FIELD TEST REPORTS		YYY YYY	TBD						OPEN
ARC	567	3.5.B	AD3	FLOOD TESTING - FIELD TEST REPORTS		YYY YYY	TBD						OPEN
ARC	567	3.5.C	AD3	FINAL ROOF INSPECTION - FIELD TEST REPORTS		YYY YYY	TBD						OPEN
ARC	874			FLUID-APPLIED ROOFING									
ARC	874	1.3.A/2.3.A	PD1	ROOFING MEMBRANES PRODUCT DATA	0874-002-00	XXX XXX	9/25/2023	11/14/2023	12/13/2023		AS		OPEN
ARC	874	1.3.A/2.3.B	PD1	PRIMARY MEMBRANE PRODUCT DATA	0874-002-00	XXX XXX	9/25/2023	11/14/2023	12/13/2023		PENDING		OPEN
ARC	874	1.3.A/2.3.C	PD1	REINFORCING SHEETS PRODUCT DATA	0874-002-00	XXX XXX	9/25/2023	11/14/2023	12/13/2023		PENDING		OPEN
ARC	874	1.3.A/2.3.D	PD1	TOP PROTECTION SHEET AT CANOPIES	0874-002-00	XXX XXX	1/29/2024	11/14/2023	12/13/2023		PENDING		OPEN
ARC	874	1.3.A/2.3.E	PD1	SURFACE CONDITIONER FOR CONCRETE SURFACES	0874-002-00	XXX XXX	9/25/2023	11/14/2023	12/13/2023		PENDING		OPEN
ARC	874	1.3.A/2.3.F	PD1	FLASHING	0874-002-00	XXX XXX	1/29/2024	11/14/2023	12/13/2023		AS		OPEN
ARC	874	1.3.A/2.4.A	PD1	PRIMER	0874-002-00	XXX XXX	4/29/2024	11/14/2023	12/13/2023		AS		OPEN
ARC	874	1.3.A/2.4.B	PD1	ASPHALT PRIMER FOR MODIFIED BITUMEN FLASHINGS	0874-002-00	XXX XXX	1/29/2024	11/14/2023	12/13/2023		AS		OPEN
ARC	874	1.3.A/2.4.C	PD1	SEPARATION/PROTECTION COURSE	0874-002-00	XXX XXX	1/29/2024	11/14/2023	12/13/2023		AS		OPEN
ARC	874	1.3.A/2.4.D	PD1	DRAINAGE/WATER RETENTION COMPONENT	0874-002-00	XXX XXX	9/25/2023	11/14/2023	12/13/2023		AS		OPEN
ARC	874	1.3.A/2.4.E	PD1	PREFABRICATED DRAINAGE COURSE	0874-002-00	XXX XXX	1/29/2024	11/14/2023	12/13/2023		AS		OPEN
ARC	874	1.3.A/2.4.F	PD1	FILTER FABRIC SHEET	0874-002-00	XXX XXX	9/25/2023	11/14/2023	12/13/2023		AS		OPEN
ARC	874	1.3.A/2.4.H	PD1	RUBBERIZED ASPHALT MASTIC	0874-002-00	XXX XXX	1/29/2024	11/14/2023	12/13/2023		AS		OPEN



by BEYZA KASAPÖĐLU



[www.alanmimarlik.com](http://www.alanmimarlik.com)



[ALAN by BEYZA KASAPÖĐLU](#)



[alanmimarlik](#)



[ALANMIMARLIK](#)

For more references and information please contact with us