



A complete service providing the owner with a completed construction project while meeting the requirements with timely delivery within the proposed budget

PREPLANNING PHASE:

- Identify project's goals
- Assist in selection of professionals
- Establish operational relationships between primary professionals
- Establish construction management team
- Establish project organization chart

DECISION PHASE:

- Establish lines of communication
- Construction cost input on feasibility studies
- Develop financial and special models
- Establish project criteria
- Analyze alternate construction methods based on cost and schedule
- Develop overall project schedule

DESIGN PHASE:

- Contribute to preliminary design
- Work closely with the architect and engineer
- Maintain control to insure on time delivery within budget
- Suggest appropriate building systems, standardized components and construction methods
- Supply up-to-date local information on costs and availability of labor and material
- Provide preliminary estimates
- Develop work flow schedule to accommodate design/construction overlap
- Assist design team in preparing bid packages for earliest release
- Develop cash flow schedule
- Develop project procedure manual

BIDDING PHASE:

- Contribute local construction knowledge
- Pre-qualify bidders
- Evaluate specialty bidders i.e., previous commitments, performance records, financial strength, etc.
- Review and compare bids
- Recommend vendor selection
- Assist in preparation of contract documents
- Obtain approval from governmental agencies
- Secure required building permits

CONSTRUCTION PHASE:

- Form on-site construction team
- Establish lines of communication between owner, architect/engineer, construction manager with subcontractors and suppliers
- Facilitate on-site communication
- Familiarize all concerned with schedule requirements, correspondence, shop drawings, quality control tests, job safety, site security and payment
- Insure that needed materials will be available
- Mesh drawing/design with
- procurement/contracting
- Maintain a full-time representative on site
- Compare results with time/cost projections
- Inspect work quality, continually
- Insure materials meet quality called for in contracts
- Ongoing update of construction schedule
- Provide complete monthly reports
- Provide liaison with local and state
- building authorities
- Establish appropriate safety programs
- Consult on labor issues
- Become involved in public relations