

CONSTRUCTION SERVICES

OWNER'S REPRESENTATION – CONSTRUCTION MANAGEMENT

Construction Administration

- Construction Phase Services:
 - Represent the owner's interests and achieve defined project goals
 - Site visits and attendance at OAC meetings
 - Financial reporting (pay apps, cash-flow, change orders, claims)
 - Monitor progress (schedule, expediting, man-power projections)
 - Information management and record keeping, monthly report
- Provide assistance to client to provide leadership, direction and clear path of communication between general contractor and project team
- Attend project meetings, review agendas and meeting minutes, input into the open items list and coordinate follow-up until resolved
 - Attend periodic OAC meetings as required to maintain project delivery
 - Review OAC meeting minutes
 - Monitor construction progress and provide periodic reporting
 - Attend monthly pay application meetings
- Initiate, manage and report on project quality control issues through weekly construction site observation
- Monitor RFI and submittal process between general contractor, subcontractors, and project team, track issues and responses, review issues, etc.
- Evaluate RFI's and submittals and comment on completeness and suitability for review and approval
- Review and comment on key RFI's and submittals requiring client input
- Review and provide comment on monthly general contractor reports
- Assist construction and development with the management of all client provided services for timely delivery

Project Management Tracking

- Open items list: Coordinate closure of any ongoing open items with the responsible project team member
- Permit tracking list: Initiate, and report on status of permit activities during pre-construction and construction
- Change management list: Initiate, manage and report on change management activities
- Project status summary: Support construction management and development with the project status summary report of the project for the previous month's activities

Project Budget Support

- Advise development and construction with monthly assessment of contract cost continuing reconciliation and delivery/status of project
- Review and advise construction on management and reconciliation of contract allowances and alternates
- Review and advise construction on all changes to the contract cost
- Review and advise construction on general contractor contingency usage

Project Accounting Support

- Support for the following tasks with respect to monthly invoices
 - Review pay requests and pending change orders
 - Work with the client to obtain fully executed certificates of completion and payment certifications
 - Work with general contractor to obtain waivers of lien and sworn statements
- Review, comment and recommendation for general contractor change orders and work authorizations
- Review and provide comment on contract allowances and alternates
- Review and recommend client hard cost contingency usage
- Assist development with complete draw package

Subcontractor Bid Administration and Contracting Support

- Assist the general contractor to prepare pre-qualified bid list for subcontractors
- Support construction management with oversight to general contractor in their preparation of subcontractor bid packages
 - Instructions to bidders
 - Drawings and specifications
 - Proposed contract form
 - Value engineering alternates
 - Unit price schedules
 - General conditions
- Work with general contractor to schedule subcontractor presentations, evaluate and recommend firm best qualified to achieve project objectives
- Assist with preparation of bid evaluation matrices
- Participate in general contractor/subcontractor scope review meetings to assist with understanding of project requirements
- Support general contractor in subcontract negotiations and award

Project Team Monthly Billing

- Review and recommend monthly billing requests, including reimbursables and additional services requests
- Forecast and document expected additional expenditures and unforeseen costs

Project Schedule Support

- Review monthly updated construction schedule and provide comment on status
- Support the coordination of phased occupancy with general contractor, project team, and government agencies
- Review and comment on general contractor updated construction schedule reflecting tasks/activities, logic, durations and milestones that support contract documents
- Review and comment on construction schedule, recommend modifications to the master project schedule to incorporate revisions and modifications as may be required
- Based on construction progress and schedule, recommend modifications to the master project schedule to support on-time completion and occupancy

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- Assist with the development of a strategy and oversee program for early occupancy including marketing access

Utility Coordination Support

- Assist with establishing contacts, initiation of meetings, understanding of quality and capacity of services, development of options, understanding of installation schedule, coordination with project team and general contractor

Interior Design and Furnishings Consultants Support

- Review monthly billing, check requests and log of furnishings; Coordination with general contractor

Miscellaneous Client Construction Support

- Provide contract/budget management of all client furnished items
- Assist with procurement of vendors, review equipment, and coordinate installation with general contractor

POST-CONSTRUCTION ADMINISTRATION

Project Closeout Support

- Assist with financial review at project completion
- Closeout process as requested by client
- Establish commissioning and turnover plan for the project
- Manage and assist with client punch walks through completion and temporary certificate of occupancy/certificate of occupancy and substantial completion certificates
- Coordinate with client property management for building turnover and move-ins
- Assist with the 12-month warranty observation walk-thru with client's building manager, client internal departments, and general contractor; prepare summary report

Occupancy/Close-Out Support

- Confirm issuance certificate of substantial completion by project team with punch list attached
- Assist in orderly transition from construction site to operating residential property
- Assist in preparation of punch list format and oversee preparation and completion of punch list
- Confirm punch list completion and general contractor close-out prior to payment of retainage with last payment
- Monitor and coordinate general contractor issuance of shop drawings, as-builts, operation manuals and warranties as well as training of building management and operations staff
- Review electronic as-built and warranty documents and binders prepared by subcontractors and advise general contractor of acceptance; Coordinate with project team
- Coordinate and review certificate of use and occupancy documentation to confirm required inspections and approvals