

PRE-CONSTRUCTION SERVICES

PROJECT DEFINITION AND DUE DILIGENCE SUPPORT

Project Introduction

- Understanding of the project and the client's project goals and objectives
- Review available project information
 - Site evaluation
 - Program documentation
 - Meeting notes and correspondence
 - Plans and related documents prepared by the design team
 - Surveys and geotechnical reports
 - Current project schedule
 - Project budget and pro forma

Red3 Group Land Planning and Design Services

- Property evaluations, planning and zoning analysis
- Guidance and review of project team master planning, massing studies, and conceptual design
- Preparation of test and fit/yield massing studies and master planning alternatives
- Preparation of associated data analysis for massing studies and planning alternatives
- Market research
- Renovation/adaptive reuse projects
 - Building condition assessment and project general feasibility
 - Zoning analysis to identify conformance issues and development potential
 - Feasibility studies for adaptive re-use

Design Standards and Project Programming

- Creation or review of client design standards
- Guidance and support in the development of the project program

Entitlements Support

- Guidance and review of planning and entitlement design submittals
- Support in obtaining municipal approvals
- Project representation with agencies and community groups
- Support for environmental review

OWNER'S REPRESENTATION – DESIGN MANAGEMENT

Project Delivery Strategy

- Work with the client and project team to develop the appropriate project delivery strategy
- Establish project controls and procedures up to and through contractor selection

Project Team Selection

- Consultant pre-qualification
- Development and distribution of the scope of work and request for consultant proposals
- Review of consultant proposals

- Organize and participate in consultant interviews
- Recommendation of consultant selection and notification
- Support and guidance with consultant contracts, negotiations, and contract execution
- Project team and individual consultant management and guidance
- Support award and execution of client vendor contracts

Project Team Collaboration and Consultant Administration

- Act as the liaison between the client and the project team to ensure alignment between project objectives and design direction
- Provide contract administration of professional project team services
 - Monthly billing: Review for base services, reimbursables and additional services against both work complete to date and work defined in contract with recommendation to client to pay as submitted or as adjusted
 - Insurance coverage: Review insurance log to confirm that all consultants are current

Design Process Management

- Owner provided documentation review
- Project implementation planning team leadership/strategy and planning
 - Reaffirm project delivery strategy with project team to determine optimum design process for bidding and permit.
 - This may include a phased approach for design bidding packages, and a pre-determined, pre-approved list of additive and deductive alternates to maximize client flexibility regarding scope of work versus market volatility and to maintain schedule.
- Design deliverable management
- Unit planning design and deliverable management
- Support development with coordinating and leading project team meetings
- Monitor project team adherence to budget and schedule
- Initiate and monitor preparation of design and construction documents
- Prepare and manage open item list
- Design and documentation review management with coordination of reviews with client and project team
 - Ongoing review and comment on design and construction documents relative to project plan with continual consideration of value management and additive/deductive alternate strategy
 - Review and comment on design and construction document submittals
 - Coordinate third-party documentation review/peer review
- Interior design, FF&E, and signage design management assistance
- Support development with the management and oversight of soft cost contingency usage
- Review and provide comment on design add services

Project Team Coordination

- Review and monitor document development and coordinate general contractor responsibilities
- Review and monitor specification development and coordinate general contractor responsibilities

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

Red3 Group Design Services

- Establish quality level, product and systems standards
- Code analysis
- Unit planning design and review

Municipal Coordination Support

- Permitting support.
- Review all planning and permit submittal requirements to ensure that the occupancy strategy is clearly understood and incorporated into permitting and completion-turnover-occupancy process
- Entitlement completion and support for obtaining permit
- Initiate, and report on status of permit activities during pre-construction
- Permit management and monitoring

Project Budget Support

- Guidance and support for design cost estimating by general contractor
- Work closely with the general contractor to ensure that the construction component of the budget/proforma is proactively validated at each milestone or pre-determined intervals through the general contractor's development of a fully updated construction budget including additive/deductive alternates

Value Management Support

- In concert with the preparation of an updated cost estimate, work with the general contractor and project team to identify value management concepts
- Value management concepts will be presented and updated with each iteration of the design and its cost estimate
- Maintain the list of value management items to be reviewed by the client; Each item will be ranked
- Oversee the project team's creation of alternate scopes of work where appropriate
- Monitor the development of the design to ensure that the construction documents foster a competitive environment at the subcontractor, supplier and manufacturer levels
- Review and provide comment related to general contractor buyout

Project Schedule Support

- Review and comment on the master project schedule as required
 - Initial construction schedule: Review and comment on the general contractor's construction schedule with close scrutiny to tasks/activities, logic, durations, and milestones.
 - Master project schedule: Review and comment on the master project schedule incorporating all tasks/activities, logic, durations and milestones for pre-construction/design, construction, turnover and close-out

- Construction schedule: Review and comment on general contractor updated construction schedule reflecting tasks/activities, logic, durations, and milestones that support contract documents
- Recommend modifications to the master project schedule – Review and comment on updates to the construction schedule and master project schedule that incorporate revisions and modifications

Pre-Construction General Contractor Support

- Support for general contractor invitation, request for proposals, interview, and selection
- Value-engineering and constructability reviews.
- Assist in the procurement of a General Contractor and recommend a final contract format in conformance with all objectives and requirements.
- Review and comment on the contract for construction
- Assist with the negotiations of contract language and work to resolve disagreements relative to contractual language until such time the agreement is executed

Utility Coordination Support

- Support Establish contacts, initiate meetings, ensure that Project Team determines quality and capacity of services, develop options, determine scope at property line and off-site, as may be required, and coordinate with Project Team.
- Support integration of the installation schedule into master project schedule