

MISSION STATEMENT

To bring innovation and provide the most customer-centric project management services for clients looking for proven experience in a small company.



Fast Response time | Personal Attention | Flexible to Client Needs | Creative Solutions | Community Connection | Cost Effective Professional Services | Direct Contact

SAGE Project Management is a **Certified Women-Owned Business Enterprise** located in Philadelphia, Pennsylvania, dedicated to providing first-rate **customer-centric Owner's Representative** professional services. SAGE is a certified Small Business in the Commonwealth of Pennsylvania. Owner, Jamie McDonald, began her career in the industry with an **Engineering** background and found her niche in the **Construction Management** sector. Utilizing over 10 years of experience and technical education, she is able to effectively execute each necessary step when working with a diverse set of partners and stakeholders. As a small company, SAGE is able to offer **cost-effective** professional services and recruit resources from the WBE community as needed on a job-to-job basis. Our team focuses on ensuring expedited response times and a commitment to exceeding partner expectations from onset through completion.

Having spent nearly 10 years in the Project Management field with large international and mid-level firms, my experience shows the demand for a more customized professional service improving client time management and job performance. Sage Project Management offers Owner's Representative services during Pre-Construction, Construction, and Post-Construction. Project specific scope can be customized for individual clients to best fit the needs of your organization.

~~For a customized scope of services from the below provided list, SAGE Project Managements professional fee is \$75/hour for the hire of Project Manager Jamie McDonald. Project specific monthly fees will be determined on a project by project basis. Please contact Jamie at jmcDonald@PMwithSAGE.com to discuss more details.~~



WHO WE ARE

SAGE Project Management
Jamie McDonald, Owner

CERTIFICATIONS

Asphalt Technology Certificate
10 Hour OSHA Certification
LEED Green Associate
Procore Certified

EDUCATION

DREXEL UNIVERSITY

Master of Science
Construction Management

DREXEL UNIVERSITY

Bachelor of Science
Architectural Engineering
Mechanical Concentration

SAGE SERVICES

Pre-Construction
Construction
Post-Construction

WHO WE SERVE

Academic
Commercial
Hospitality
Government
Residential
Non-profit organizations

CONNECT WITH SAGE



SERVICES

SAGE Project Management offers owner representative services during pre-construction, construction and post construction phases. **These three topics are under 1. Project Management & Owner's Representation.**

PRE-CONSTRUCTION

- ✓ ~~Review of Owner's Program Requirements~~
- ✓ ~~Consultation of site use and improvements~~
- ✓ ~~Review of material selection~~
- ✓ ~~Review of building systems and equipment~~
- ✓ ~~Consultation of Construction Feasibility~~
- ✓ ~~Site Constraint Analysis~~
- ✓ ~~Provide options for cost savings and Value Engineering~~
- ✓ ~~Architect/Engineer RFP Management~~
- ✓ Schematic design document review
- ✓ Design development document review
- ✓ Construction document review
- ✓ Preliminary scheduling for procurement, installation and construction
- ✓ Preliminary budgeting for construction costs, materials and alternatives
- ✓ Regularly scheduled review meetings with Owner, Architect and Contractor
- ✓ Recommendations on any long lead time procurement items
- ✓ Solicitation and award of contracts to direct purchase vendors
- ✓ ~~Assistance to Owner in obtaining required building or special permits~~
- ✓ Pre-Construction meeting coordination
- ✓ Organization & maintenance of project documentation

CONSTRUCTION

- ✓ Organization and management of direct purchase vendors schedule and budget
- ✓ Establish on site organization of all project team members
- ✓ Organization and administration of weekly project team meetings
- ✓ Creation and distribution meeting minutes
- ✓ Monitor onsite construction activity
- ✓ Review, evaluation and documentation control of any claims
- ✓ Coordination and implementation of RFI, Submittal and ASI review
- ✓ Budget control and maintenance
- ✓ Schedule control and maintenance
- ✓ Monthly invoice preparation, review and recommendation for approval
- ✓ On-site inspection confirming quality of work and consistency with construction documents
- ✓ Project documentation control and organization
- ✓ Review of safety programs
- ✓ Day to day issue resolution
- ✓ Coordination and management of Project Closeout

POST-CONSTRUCTION

- ✓ Substantial completion support
- ✓ Collaborate in creation of punch list with architect
- ✓ Monitor punch list to final completion
- ✓ Supervision of commissioning process for utilities and HVAC
- ✓ Final completion support
- ✓ ~~Certificate of Occupancy~~
- ✓ Coordination of end user move in
- ✓ Collection and distribution of warranties, O&M Manuals, releases, bonds and waivers from all parties
- ✓ Assistance in final product presentation to end users

2. Contract Administration

~~ADDITIONAL SERVICES~~

- ✓ Project Document Control & Management

3. Move Management



CONNECT WITH US:

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