

CONSTRUCTION MANAGEMENT SERVICES

PRE-CONSTRUCTION

- Master scheduling
- Code compliance review
- Maximize avoidance of delays, changes and claims
- Overall project budgeting management
- Consider material, systems and process alternatives
- Bid evaluation/negotiation
- Attendance to all project meetings

Cost Estimating of Architectural drawings available at an additional cost for schematic, design or construction documents.

CONSTRUCTION

- Acts as immediate liaison to owner
- Manages the daily communication and directives with Architect, General Contractor and all direct purchase vendors
- Field inspection and onsite confirmation of material delivery
- Code compliance review
- Coordination of all project meetings and distribution of meeting minutes
- Responsible for all weekly progress reports
- Continuous schedule enforcement
- Contract Administration and monitoring compliance with contract documents
- Payment application review
- Submittal coordination and management
- RFI coordination and management
- Change order review and negotiations
- Schedule updating and analysis
- Maximize avoidance of delays, changes and claims
- As-built records
- Cost Management – Continuous tracking of budget

CLOSE OUT

- Assistance in substantial and final completion
- Assistance in punch list creation and review with Architect
- Owner move-in management
- Operations and maintenance manuals
- Guaranties and warranties organization
- Release and final payment