

experience:

owner's representative

PRE-CONSTRUCTION PHASE

- PROJECT SCOPE DEVELOPMENT
- STRATEGIC PLANNING
- THIRD PARTY COORDINATION
- SITE SELECTION ASSISTANCE
- PRELIMINARY FEASIBILITY ANALYSIS
- BUDGET COST ESTIMATING
- ASSISTANCE WITH SELECTION OF DESIGN TEAM
- ASSISTANCE WITH SELECTING PROJECT DELIVERY METHOD
- RISK EVALUATION
- PROJECT WEBSITE DEVELOPMENT
- PROJECT CONTROLS DEVELOPMENT

DESIGN/DEVELOPMENT PHASE

- PROJECT DESIGN AND PLANNING COORDINATION
- ANALYSIS OF ALTERNATIVE PROJECT DELIVERY SYSTEMS
- ARCHITECT / ENGINEER TEAM MANAGEMENT
- VALUE ENGINEERING
- LIFE-CYCLE COST ANALYSIS
- CONSTRUCTABILITY REVIEWS
- PROJECT SCHEDULE DEVELOPMENT
- DIVISIONAL BUDGET DEVELOPMENT
- ASSISTANCE IN OBTAINING SITE PLAN APPROVAL
- GENERAL AND SUPPLEMENTARY GENERAL CONDITIONS PREPARATION

PROCUREMENT PHASE

- PROJECT DELIVERY SELECTION
- PREPARATION OF BID PACKAGE
- PRE-QUALIFICATION OF BIDDERS
- BID ANALYSIS & RECOMMENDATIONS
- ASSISTANCE WITH PERMITTING
- ENSURE INSURANCE AND BONDING IS IN PLACE
- INTERVIEW PROPOSED CONSTRUCTION TEAM
- PROCUREMENT OF OWNER BOUGHT MATERIALS AND SURVEYING

CONSTRUCTION PHASE

- COORDINATION OF PROJECT TEAM MEMBERS
- ATTENDANCE AT OWNER/ARCHITECT/CONTRACTOR MEETINGS
- MONITOR PROGRESS OF THE PROJECT
- MONITOR QUALITY OF CONSTRUCTION
- MONITOR ADHERENCE TO THE CONTRACT DOCUMENTS
- MONITOR SAFETY COMPLIANCE
- MONITOR THE RFI PROCESS
- FF&E COORDINATION
- ADMINISTER PAYMENT REQUISITIONS TO ENSURE PROPER PERCENT COMPLETE
- REVIEW CHANGE ORDER PROPOSALS
- PREPARE CONTINGENCY PLANS
- FINANCIAL REPORTING

CONSTRUCTION CLOSEOUT PHASE

- ASSIST WITH PUNCHLIST DEVELOPMENT
- ENSURE ALL WARRANTIES ARE SUBMITTED PROPERLY
- ENSURE O&M MANUALS ARE SUBMITTED PROPERLY
- TRAINING COORDINATION
- REVIEW OF AS-BUILTS DRAWINGS
- PROJECT CLOSEOUT SUPPORT
- ASSIST IN PROCURING THE CERTIFICATE OF OCCUPANCY

DISPUTE RESOLUTION SERVICES

- REVIEW OF AFFIRMATIVE CLAIMS
- PREPARE DEFENSE FOR AFFIRMATIVE CLAIMS
- NEGATIVE CLAIMS
- ISSUE AVOIDANCE
- PREPARE ACTUAL DAMAGE CLAIMS
- ADMINISTER MEDIATION, ARBITRATION OR LITIGATION

