

## OUR SERVICES:

### STRATEGIC PLANNING

- Feasibility Analysis
- Pro-forma Analysis
- Private/Public funding analysis
- Permitting Strategy
- Risk Analysis

### PROJECT MANAGEMENT – PRE-CONSTRUCTION

- Project Management Controls
- Drawing/Document Review
- Cost Estimating services at critical milestones (conceptual, schematic, design development, construction documents)
- Project Implementation Strategy
- Risk Analysis
- Establish master budget
- Establish master schedule; phasing if required
- Procurement of Design and Engineering professionals
- Design Management
- Coordination of permitting process
- Selection of appropriate contract methodology
- RFP development and issuance
- CM/GC procurement

### PROJECT MANAGEMENT – CONSTRUCTION

- Identification of early procurement equipment/materials
- Cash flow and manpower studies
- Management of Owner's testing programs
- Coordination of value engineering ideas
- Schedule Management; target appropriate scopes of work to accelerate
- Change order management/negotiation
- Payment Application review
- Cash flow analysis
- Coordination of commissioning process
- Coordination of LEED process
- Coordinate client's health and safety requirements
- Procurement and Coordination of Owner furnished items: furniture (FFE), tel-data, security, and signage
- Manage Owner contingency
- Claim review and settlement
- Project close-out

## PROJECT MANAGEMENT – PUBLIC CONSTRUCTION

- Coordinate subcontractor pre-qualification process
- Coordinate procurement of publicly bid scopes
- MBE/WBE compliance monitoring
- Certified payroll verification and wage rate compliance monitoring
- Written evaluations of the design professionals, contractors, and sub-contractors

## PROJECT AUDITS

- Review of Design contracts
- Review of Design invoices
- Review of Leases
- Review of Construction Manager contract
- Review of Construction Manager payment application
  - Review of subcontractor application for payments
  - Review of general condition and general requirement costs
  - Review of small tools
  - Review of fees and mark-ups
  - Review of insurance and bonding requirements
  - Review of contingency use
- Review of Subcontractor payment application
- Review of allowances (including tenant allowances)
- Review of change orders

## COST REPORTING

- Develop project budget; including hard and soft costs
- Cash flow analysis
- Develop cost forecast
- Track all commitments
- Track all invoices
- Track all anticipated costs
- Compare current forecast with previous forecast; establish variances.
- Report to Ownership on origins of variances on a month to month basis
- Develop plan to re-establish proper forecast

## CONSTRUCTION ADMINISTRATION

- Initiate/negotiate/develop design contract
- Initiate/negotiate/develop CM/GC contract
- Process invoices; including proper cost coding
- Process all purchase orders and proposals
- Maintain and control project files
- Establish orderly close-out process

### CLERK OF THE WORKS SERVICES

- Maintain project records at the site on a current basis; including all contracts, drawings, specifications and other Contract Documents, addenda, change orders and other modifications, written interpretations, correspondence, shop drawings, product data, samples, submittals, maintenance and operating manuals.
- Extensively review the drawings and specifications for the job.
- Review the Architect's submittals and shop drawings as they are issued.
- Observe construction. Notify the Architect, Owner and Construction Manager immediately of any noted deficiencies in workmanship or personnel, and recommend appropriate action.
- Maintain a daily log showing work accomplished, number of workers present, weather conditions, visitors to the site, oral instructions and interpretations given, problems encountered and issues raised, and other pertinent information.