

**PRE-DESIGN**



**DESIGN**



**BIDDING**



**CONSTRUCTION**



**CLOSE-OUT**



*Project Control*

- Analyze client needs and planning requirements.
- Expedite site and soil investigations.
- Establish project team strategy and communications.
- Assist in establishing parking criteria.

- Assist the design team and design process.
- Provide regular project control reports.
- Review budget, schedule and quality requirements.

- Establish prequalification criteria.
- Develop trade scopes.
- Prepare subcontractor list.
- Develop bid evaluation criteria.
- Monitor bid status, evaluate results.
- Develop document control and procedures.

- Establish communication procedures.
- Maintain project records.
- Prepare monthly reports.
- Establish and monitor schedule.
- Establish and monitor cost control.

- Coordinate project close-out.
- Establish warranties, operation and maintenance procedures.

*Project Cost*

- Prepare budget estimate.
- Define assumptions, qualifications, allowances, exclusions and contingencies.
- Evaluate alternative systems.
- Constructability review.
- Calculate project cash flow.

- Prepare detailed estimate at end of schematic documents stage.
- Conduct value engineering session.
- Control cost through design process.
- Establish and manage project contingency.

- Establish unit prices and alternates.
- Review bids and prepare bid comparisons.
- Negotiate contracts and prices with low bidders.
- Establish GMP at construction documents stage.

- Develop cost control procedures.
- Monitor budget and prepare cost reports.
- Establish procedure to evaluate and process change orders.
- Evaluate pay request applications.

- Prepare final payment and retainage.
- Prepare final cost report.
- Assemble historical cost data and reports.

*Project Schedule*

- Prepare master schedule and major milestones.
- Prepare strategic plan for all design activities.

- Develop and monitor master schedule.
- Prioritize owner's decisions.
- Verify all permit durations and approvals.
- Identify and coordinate all long lead purchases.

- Fabrication and manpower status.
- Schedule and conduct pre-bid conferences.
- Establish submittal schedule to expedite material orders.

- Review change orders for schedule impact.
- Review schedule for shop drawings, fabrication and deliveries.
- Schedule and conduct jobsite progress meetings.

- Coordinate and obtain final approval from other agencies.
- Prepare move-in program.
- Prepare final schedule status report.
- Prepare documents of major building equipment.

*Quality Control*

- Define project objectives.
- Define communications procedures.
- Define user input, review and approval process.
- Define design deliveries by phase.

- Establish design coordination procedures.
- Review project documents and verify documents for completeness.
- Review construction documents for details and clarity.

- Prequalify subcontractors and vendors, establish bid list.
- Prepare subtrade scopes and checklists.
- Verify shipping condition of all materials and equipment.

- Maintain quality control and control logs.
- Control mock-ups and review quality.
- Provide on-site supervision to monitor subs performance.
- Conduct scheduled jobsite safety meetings.

- Coordinate all final inspections, certificates.
- Prepare as-built documents.
- Assemble and compile record documentation.