

## Preconstruction Services

- Serve as Owner's Representative with regard to management of the project
- Develop / review facility master plan
- Determine project delivery method—Design/Bid/Build; Design/Build; or CMGC
- Assist with selection of architectural/engineering consultants and general contractor via a request for qualifications and interview process
- Facilitate in fee negotiation and contract review
- Assist with developing sustainability goals
- Support with developing a technology plan
- Develop a total project budget - hard costs and soft costs
- Develop a project cost sheet for tracking expenditures
- Develop a detailed master schedule
- Attend meetings with regard to programming, design, material selection, schedule and budget
- Solicit input from maintenance personnel to standardize equipment and construction materials
- Maintain design team accountability
- Participate in value engineering and make recommendations to the owner
- Review plans and specifications for suitability of school use such as student and staff safety, building code compliance, fire code compliance and quality
- Report to the leadership team regarding progress of the design
- Maintain project records
- Assist in marketing the project to qualified bidders
- Maintain communications with appropriate governing agencies
- Ensure all permits are procured and that the project is in compliance with local and state regulations

## Construction Services

- Participate in receipt and tabulation of bids
- Assist the contractor and owner in the evaluation of bids
- Coordinate wet and dry utilities
- Coordinate moving and storage of furnishings and equipment as needed
- Assist with placement of staging areas and construction trailers
- Assist with development of a site specific safety plan

- Coordinate independent construction observation/material testing services
- Advise owner on issues regarding construction costs and schedule
- Attend weekly OAC (Owner/Architect/Contractor) meetings
- Make periodic site visits to observe progress
- Provide regular progress reports to the owner regarding status of project
- Evaluate and advise owner regarding change order requests
- Coordinate FF&E procurement process
- Assist with executing a technology plan within the project
- Assist the architect and owner in developing punch lists at project completion
- Ensure all final inspections are fulfilled per building / fire department permit requirements
- Coordinate receipt of certificate of occupancy

## **Post-Construction Services**

- Coordinate installation of owner supplied FF&E
- Advise the owner with respect to substantial completion, project acceptance and final payment
- Ensure compliance with close out requirements per the contract documents
- Coordinate receipt of as built documents, O&Ms and warranties
- Develop warranty protocol with owner and contractor
- Coordinate transfer of attic stock as required by contract documents
- Coordinate operation and maintenance training with owner's employees
- Advise the project of contractor settlement
- Assist the owner with dispute and claims resolution
- Finalize project cost sheet to include a record of all expenditures