



FULL SCOPE OF CONSTRUCTION MANAGEMENT SERVICES:

1. GENERAL

- a. Provide full project financial reporting and monitoring including budget and cost report development, and proposal and invoicing review, negotiation and recommendation for payment.
- b. Provide scheduling, providing key dates, and maintain and update the schedule, indicating items requiring attention, alternative courses of action and cause and effect relationships of decisions to be made.

2. TRADE MANAGEMENT

- a. Provide administration and management in determining the required trade partners for the project including but not limited to preparation of requests for proposals, bid packages, contract negotiation, determination of scope of services.
- b. Provide overall coordination of all trade partners' activities and progress and act as single point of contact for all trade partners.
- c. Schedule, coordinate, and manage all project meetings to keep pace with the progress of the project.
- d. If determined to be advantageous, implement a pre-purchase program. We will provide all administration including but not limited to preparation of requests for proposals, contract negotiation, determination of scope of services, bid and award.

3. DESIGN REVIEW & COORDINATION

- a. Coordinate, monitor and review the design documents during their development and through completion. Provide feasibility of construction methods, availability of materials, time requirements for procurement, installation and construction and factors related to construction cost.
- b. Provide information and assist in decision making of alternative choices and advise the Owner of the impact on schedule, constructability, general conditions and maintenance.
- c. Assist the Owner in the review of regulations (cost, function and schedule) as they relate to building codes, Landmark regulations and all other applicable AHJ's.
- d. Coordinate value-engineering efforts, if necessary, and coordinate with the project professionals and other consultants to determine the impact of design decisions as they relate to the budget and schedule.
- e. Monitor the design process and compare it to the project's objectives. If we determine the design decisions are not consistent with the project's objectives of time, cost and quality, we shall advise the Owner, project manager, architect and other applicable consultants and make recommendations to the Owner.



- f. Review the drawings and specifications with the architect and other project consultants to confirm that they have been properly coordinated between all of the Owner's design professionals responsible for architectural, engineering, code, voice and data communication etc.
- g. Endeavor to eliminate from the drawings potential construction ambiguities and uncertainties and any potential conflicts of trades.
- h. Oversee the bidding process, including analysis and clarification of bids, participate in interviews with contractors and/or trade contractors, and make recommendations to the Owner for decision.

4. CONSTRUCTION OVERSIGHT & MANAGEMENT

- a. Prepare construction schedule including all other Owner's vendors schedules and ask for modifications if necessary.
- b. Monitor progress against this schedule throughout the term of the Project.
- c. Monitor the work progress of the individual components to ensure they are progressing in tandem.
- d. Monitor the performance of all trade partners to ensure that the quality of the work remains at the required level.
- e. Manage safety program and maintain safety procedures according to local statutes, laws and codes.
- f. Ensure that all insurance documentations is maintained for all trade partners and suppliers (including materials stored offsite) throughout the entire duration of the construction project.
- g. Request changes in the work flow to ensure that the project stays on schedule and suggest measures to prevent delays or eliminate causes for delays.
- h. Monitor all other material suppliers contracted by the Owner (such as the communications system, and other vendors).
- i. Establish and implement change order procedures.
- j. Analyze and verify the need for change orders, negotiate their cost and verify any trade partners' claims of delays or conflicts arising from field conditions.
- k. Implement procedures for submission and verification of payment requisitions.
- l. Regulate the establishment of a rolling punch list and monitor punch list completion.
- m. Maintain communications between all parties involved in the project. Develop and administer written procedures for communication among the project parties to deal with administrative matters necessary for the proper and timely execution of the entire project by the project parties. Maintain a project file and distribution of all project information to the project parties as necessary.



- n. Develop, implement and administer procedures for the review and processing of applications for payment. Maintain copies of all such applications and a record of all payments and provide tracking of all payments made by Owner.
- o. Schedule, coordinate, conduct and supervise project meetings with project parties as appropriate for the orderly progress of the work and prepare and distribute minutes of all meetings and shall track the progress of all action on items outlined.
- p. Review, reconcile (including required back charges, withholdings, or other payment claims and disputes) and provide approvals to Owner.
- q. Advise Owner with respect to permits, variances, or approvals that are required for the Project and/or that Owner is obligated to obtain.
- r. Monitor and facilitate inspections, including any required special inspections.
- s. Assist in determining the dates of substantial and final completion, including walk-throughs and preparation of punch list.

5. POST CONSTRUCTION

- a. With the Owner's architect and engineer, we shall conduct final testing and start-up of utilities, operational systems and equipment and verify the delivery of instructions and manuals.
- b. At the end of the project, we shall submit to the Owner warranties and similar submittals required by the contract documents for the Project and monitor the delivery of all keys, manuals, record drawings and maintenance information to the Owner.
- c. At the completion of the construction elements that are approved by the Department of Buildings, we shall manage all activities to ensure all required sign-offs, Letter of Completions or Certificate of Occupancy are received.