

CONSTRUCTION MANAGEMENT AGENCY SERVICES

1. PRE-CONSTRUCTION SERVICES

A. Review Owner's GOALS AND PRIORITIES

B. Review Owner's overall PROJECT BUDGET

C. Review Owner's TIME SCHEDULE

D. Develop an OVERALL MANAGEMENT PLAN AND CPM MANAGEMENT SCHEDULE of critical design and construction dates in order to accomplish the stated objective.

E. SCHEMATIC DESIGN

1. Monitor evolving design and make suggestions with regard to equipment, material and systems selections.
2. Consult with the Owner and Architect on means and methods of construction.
3. Review schematic design documents.
4. Submit input to the Owner and the Architect relative to time and cost control.
5. Identify certain areas of phased construction.
6. Prepare a critical data schedule.

F. DESIGN DEVELOPMENT

1. Review the design development documents.
2. Prepare a detailed estimate based on available design drawings in a Subcontractor bid format to insure that the project is within budget.
3. Analyze the project for potential alternative equipment, material and systems selections for cost savings.
4. Prepare "trade-off" studies relative to value engineering.
5. Review and update the critical data schedule.
6. Review project for constructability.
7. Discuss project with contractors and material suppliers to determine work loads, bonding capacity availability, worker/mechanic availability, etc., and to develop interest in project, intent in bidding the work, and fine tuning the time schedule to provide best possible time to receive bids and construct the project.
8. Prepare a site use study to be used for allocation of space for storage, parking and temporary facilities.
9. Prepare cash flow analysis for both the design and construction phases.

G. CONSTRUCTION DOCUMENT/BID PHASE

1. Prepare and update estimates in the sub-contractor format and recommend any changes necessary to stay within Owner's budget and time schedule.
2. Review the drawings and specifications and make comments and suggestions.
3. Develop a detailed CPM construction schedule.

H. PREPARE PRIME CONTRACTOR BID PACKAGES, including:

1. Project manual, outlining the requirements of the construction.
2. Schedule (by bid package interface).
3. Detailed scope of work.
4. Detailed document listing.

5. Bid forms for each bid package.
6. Form of Contract and Purchase Order forms.
7. Insurance requirements.
8. Bonding requirements.
9. Other special requirements.

I. CONDUCT PRE-BID MEETINGS addressing:

1. Project requirements.
2. Document review for specific questions.
3. Sequence/schedule review.
4. Site restrictions.
5. Owner and Architect comments.
6. Other questions raised during discussions.

J. RECEIVE BIDS

1. Assist Owner in advertising and soliciting bids.
2. Assist Owner in bid opening.
3. Prepare bid tabulations for each bid package.
4. Review bid for compliance with Contract Documents.
5. Review apparent low bidder's qualifications, past experience and liquidity.
6. Develop recommendations for awards.
7. Prepare all Prime Contractor Agreements and other paper work. Gather performance and payment bonds, insurance and other required items.

2. CONSTRUCTION PHASE SERVICES

A. PROVIDE PROJECT COORDINATION AND MANAGEMENT OF PRIME CONTRACTORS

1. Establish site organization, including work and storage areas.
2. Establish job site management organization and job site procedures.
3. Maintain daily log for job site record and maintain as-built drawings and records.
4. Coordinate general conditions work to meet project requirements.
5. Monitor and maintain quality control.
6. Shop drawing control.
7. Equipment and material control.
8. Provide and monitor overall progress and short interval scheduling.
9. Prepare billings and progress payments.
10. Conduct contractor Coordination Meetings.
11. Provide coordination between contractors.
12. Prepare and receive requests for information.
13. Monitor and maintain safety program and procedures.
14. Prepare agendas and conduct weekly safety and progress meetings.
15. Prepare and distribute weekly safety and progress meeting minutes.

B. PROJECT CLOSE-OUT/POST CONSTRUCTION

1. Provide operating and maintenance manuals.
2. Secure and assemble warranties or guarantees.
3. Provide check-out of equipment.
4. Instruct operating personnel in equipment operating and maintenance procedures.
5. Assist in actual start-up of equipment.
6. Coordinate completion of all punch list items.

7. Implement close-out procedures and ensure requirements are met including:
 - a. Contractors and vendor's final payment.
 - b. Resolution of claims.
 - c. Final change orders.
 - d. Lien releases.
 - e. Final lien waivers.
8. Receive warranty/guaranty work items from contractors and monitor work to insure satisfactory repairs in a timely manner.
9. Conduct walk-through with Owner and Architect at end of one-year operation.
10. Log all warranty items encountered during the first year of operation