



Project Management

Objective – to ensure competitive, reasonable, and responsive bids followed by competent, complete, economical, and timely delivery of a quality product, by providing effective, thorough bid and construction phase management services.

Bid Phase –

- Planning and design review
- Bid form review/development
- Effective pre-bid conference
- Solicit and receive bids or negotiated proposals
- Bid opening
- Detailed bid review (for reasonableness and responsiveness), including assessment for potential front-end loading, unbalancing, bid irregularities, etc.
- Award recommendation and notice
- Preparation of contract documents (agreement)

Construction Phase – Administration

- Quality and cost control
- Pre-construction conference
- Review of preliminary schedule
- Issue Notice to Proceed
- Submittals review
- Observation services (periodic site visits)
- General correspondence
- Testing and inspection administration
- Problem resolution and claims management
- Progress and schedule monitoring
- Process contractor invoices
- Change order negotiation and preparation
- Substantial completion/final acceptance
- Startup services
- Record drawings
- Warranty phase services
- Inspection services