



Professional Construction Management Services

Pre-construction Phase Services:

- o Establish Phased Bid and Construction Schedule
- o Estimate Alternate Building Systems
- o Provide Cost Estimates
- o Conduct Constructability Reviews
- o Identify Long-lead Delivery Items for Early Purchasing
- o Recommend Contract Provisions
- o Provide a Schedule for Construction for Contractor
- o Review Plans and Specifications for Technical Accuracy and Coordination
- o Establish Bid Packages

Bidding and Procurement Phase Services:

- o Identify Interested Contractors and Suppliers
- o Establish Final Bid Packages
- o Establish Bidding Procedures
- o Conduct Pre-bid Conferences
- o Receive and Evaluate Bids
- o Prepare Construction Contracts
- o Conduct Pre-construction Conference

Construction Phase Services:

- o Maintain On-site Staff
- o Prepare Detailed Construction Schedule
- o Monitor Progress of the Work
- o Construction Quality Assurance
- o Maintain Job Site Records
- o Process Payment Requests
- o Maintain Project Accounting System
- o Conduct Regular Job Meetings
- o Prepare Field Reports
- o Process Change Orders
- o Recommend Changes in the Work
- o Arrange for Photographic Record of the Project

Close-Out Phase Services:

- o Develop a Close-out Schedule
- o Assemble Operating Manuals and Warranties
- o Coordinate Final Inspections
- o Close-out Construction Contracts
- o Coordinate Occupancy