

# COMMERCIAL/INDUSTRIAL

## Construction Management Project Services Consultant

Owner's Advocate, a provider of project administration services, is distinctive for its uncommon commitment to the success of the owner. We offer professional Construction Management & Project Services from concept to completion. As an agent of the owner, we deliver projects by exploiting marketplace economies and by managing risk. Owner's Advocate is founded on the premise that the construction process, when properly managed, delivers a high quality product efficiently - cost effectively. Characteristic of our projects is an atmosphere of professionalism and a sense of urgency. We work to deliver a high quality product safely, with competitive pricing, on time and within budget. Our goal is to empower the owner to achieve its goals.

### Construction Management

#### Pre-Construction

- Plan Constructability Review
- Bid Document Examination
- Bidder Selection and Invitation
- Pre-bid Conferences
- Bid Analysis and Awards
- Contract Execution
- Confirm Master Schedule
- Final Project Budgets

#### Constructions

- Contractor Planning
- Safety Program Implementation
- Management / Administration
  1. RF I's
  2. Submittals
  3. Change Orders
  4. Cost Monitor & Forecast
  5. Project Documentation
- Conduct Project Meetings S.I.P Short Interval Planning Format
- Productivity Assessments
- Quality Review / Code Review
- Construction Status Reports
- Progress Payment Approvals
- Successful Completion Plan

#### Post Construction

- Incompletion & Punch Lists
- Systems Startup
- Occupancy Plan
- As Built Drawings
- O&M, Parts List Manuals
- Warranty/Guarantee Review
- Final Payment Approvals
- Post Mortem
- Documentation of Record

### Project Services

#### Concept Development

- Define The Problem
- Determine The Needs
- Explore Solutions
- Facilitate Group Meetings
- Develop Conceptual Drawings
- Preliminary Scope of Work
- Preliminary Cost Analysis

#### Design Phase

- A/E Qualifications
- Scope for A/E Bid
- Selection an A/E
- Prelim & Final Design Estimates
- The Design Plan
- Coordinate Design Meetings
- Effective Design Development
- Value Engineering/Analysis
- Bid Packages

#### Consultant

##### Contractual Services

- Risk Management
- Claim Resolution
- Contract Negotiations
- Insurance Patchwork

##### Other Project Services

- Existing Systems Analysis
- Process or HVAC Troubleshooting
- Refrigeration & Power plant
- Maintenance Programs
- Construction Psychology
- Auto CAD