



SCOPE OF SERVICES

As a construction manager and general contractor, PM Contracting can provide each of the pre-construction and construction phase services described below.

Pre-Construction Phase

Cost Estimating and Scheduling

- Develop a conceptual cost estimate and update it as the design progresses and additional information becomes available.
- Develop a preliminary master schedule and modify it to incorporate detail provided by consultants and trades, information on owner-furnished equipment and critical milestones and decision dates.

Design Review and Value Engineering

- Evaluate the condition of existing building systems to determine their impact on both design requirements and capital and operating costs.
- Provide ongoing evaluations and recommendations with respect to the building systems, materials, equipment and improvements being proposed and identify opportunities for reducing costs and/or increasing value to the client without compromising design intent.
- Monitor the design documents for conformance with program, budget and schedule objectives and for overall constructability.
- Assist in the filing of applications with the Department of Buildings.

Procurement Services

- Work with the architect and engineer to define the optimal scope, size and number of bid packages for the project.
- Furnish scope clarifications and general requirements to bidders for inclusion in the bid documents.
- Assist the client in identifying and pre-purchasing long lead equipment and materials as appropriate.
- Coordinate all aspects of the bidding process: pre-qualify subcontractors and suppliers, issue the bid documents, conduct pre-bid meetings, analyze bids, interview subcontractors and make award recommendations to the client.

Construction Phase

Site Logistics and Mobilization

- Develop site logistics, building protection and mobilization plans designed to mitigate the impact of construction on pedestrians, vehicular traffic, building occupants and ongoing operations.

Management Control Systems

- Conduct regular project meetings, coordinate the activities of the team, identify outstanding issues and ensure appropriate follow-up.
- Develop and implement reporting and control systems, including procedures for shop drawings and submittals, change orders, subcontractor payments and cost control and issue regular reports to the client.



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Management Control Systems *(continued)*

- Oversee the submittal of coordination drawings, shop drawings and material samples and expedite their review by the architect and engineer.
- Review subcontractors' certificates of insurance, safety procedures, affirmative action plans and other required submissions to ensure conformance with contract specifications.
- Analyze change order requests, validate claims for additional costs or time delays arising from field conditions and negotiate a reasonable and fair settlement in a timely manner.

Construction Oversight

- Supervise the performance of subcontractors and vendors on site, ensuring that work is performed in a safe manner and in accordance with contract specifications, local laws and regulatory requirements.
- Meet weekly with subcontractors to review construction progress and coordination issues.
- Conduct regular meetings with the project team to coordinate the resolution of critical issues and facilitate the flow of information between design consultants and subcontractors.
- Monitor and update the schedule and identify steps to prevent deviation and/or mitigate the effect of delays.
- Coordinate the completion of punch list work.
- Oversee the final start-up and testing of all systems and equipment and ensure that facilities maintenance personnel have received required training.
- Advise the client when the project is ready for final inspection and assist in securing the Final Certificate of Occupancy.
- Coordinate the submission of operating maintenance manuals, warranties and guarantees, instruction manuals, training videotapes, as-built drawings, attic stock, keys and other items required to be turned over to the client.

Quality Control

- One of the first construction firms to establish a Quality Control Department.
- A team of mechanical and electrical engineers, architectural specialists, and officers of the firm reviews all construction documents, shop drawings and work installed to verify design conformance and quality of installations.
- Implement quality control in the daily workings of each project.
- Train field personnel to discern good workmanship from poor workmanship during the installation process and reject substandard work even before the task at hand has been completed by the subcontractor.
- Monitor all vendors to ensure their capabilities and availability to perform excellent work in a timely manner.
- Punchlist sites throughout the construction process to minimize the time and effort required to complete the formal punchlist at the end of the project.