


SCOPE OF SERVICES

Pre-Construction Service

- Review project requirements with Owner, Architect, Engineers and other consultants.
- Advise Owner and Architect of material availability and construction process feasibility.
- Review drawings throughout the design period for conformance with the Owner's requirements and schedule. Make recommendations consistent with these requirements and sound construction practices. Identify long lead items, material, and equipment to be pre-purchased.
- Assist Owner and Architect in reviewing the requirements of governmental agencies having jurisdiction. Advise on the cost impact of these requirements and suggest possible alternatives. Include code and safety requirements.
- Prepare a trade-by-trade cost estimate based on scope documents and update the estimate as the plans develop. Re-budget throughout the design development and working drawing preparation periods.
- Prepare a schedule for the entire project, analyze and update the schedule as required and as requested by the Architect, Project Management consultant, and Owner.
- Conduct a value engineering analysis including cost, construction feasibility, considerations relative to labor and material availability, and extent of off-site prefabrication.
- Develop a projected cash flow analysis in conjunction with the schedule and update as required by Owner.
- Meet with the Building Owner and/or his agent to ascertain regulations, procedures, construction standards, approval processes, approved construction lists and procedures for coordinating the construction work with the building staff.
- Recommend to Owner the most cost-effective subcontractor bidding procedures with consideration for schedule and cost.
- Develop bid packages, unit pricing, and alternatives for inclusion in trade contractors bid proposals.
- Develop a recommended bidders list for each component of the work and submit to owner and the Architect for review and approval.
- Review all plans and specifications before issuing invitations to bid and prepare an independent take-off of quantities and a detailed estimate for each unit of construction.



- Solicit trade bids, qualify, analyze and report in bid tabulation form the results of the bidding process. Make recommendations for each award. Upon receipt of Owner's approval, award such work.

- Assist in the procurement, scheduling, storage, and installation of pre-purchased and long lead items.

Construction Service

- Coordinate Activities

Coordinate the work of all trade contractors, suppliers/vendors, including those hired by client, to insure that the project is on schedule and is constructed in accordance with the documents.

- Schedule

Maintain a detailed schedule of all trade activities, including client's vendors, and review regularly to insure on-time project completion.

- Full-Time Supervision

Maintain a full-time superintendent at the job site with support staff, as required for the coordination and inspection of work.

- Communication

Establish and implement procedures for opening and maintaining a clear line of communication between Client, Architect, Consultants, Contractor and Sub-Trades.

- Documentation

Maintain a record-keeping system, which will be of sufficient detail to satisfy client and other team members. Such records shall include, but shall not be limited to, daily logs, progress schedules, manpower breakdowns (daily by trade), shop drawings log, documentation log, request for information log, etc.

- Construction Meetings

Conduct regularly scheduled and unscheduled job meetings throughout the construction process. Maintain job meeting minutes, RFI logs, submittal logs, schedule updates and change estimate logs.

- Systems Check

Develop a checking and testing procedure, which will insure that all systems are adequately tested and adjusted prior to their acceptance, and that accurate records of the testing are maintained.

- Submittals

Prepare a detailed submittal, R.F.I. and documentation schedule for use and approval by Architect. Receive and review all shop drawings, cuts, samples, delivery schedules, material lists, etc. for compliance with the contract documents.

Provide comments before submitting information to the Architect for concurring review and approval.

- Pay Requests

Prepare and submit all applications for payment in accordance with established procedures.

- Change Order Requests

Receive and review all change order requests. Make recommendations regarding the change order impact with respect to cost and/or schedule impact. Consult with the Architect and, after mutual agreement, submit recommendations to Owner. Verify that all change orders are satisfactorily carried out in the construction process.

Post-Construction Service

Upon Project Completion, HBC will:

- Coordinate completion of all punch list items.

- Receive, check and forward to client or client's designated representative, all releases of claims required prior to issuance of final certificate of completion and final payments to subcontractors.

- Assemble all guarantees, warranties, etc., as required by the contract documents and forward to the proper party.

- Coordinate and expedite the submission of operating manuals and similar instructions, obtain architect's approval to insure that they are complete and cover all items as required by the contract documents.

- Expedite the preparation of "as built" drawings of the entire project in accordance with the terms of the specifications. The complete "as-built" drawings shall be subject to the approval of the architect and then submitted to client for its records.

- Prepare certificates of substantial and final completion, if required.