

SCOPE OF CONSTRUCTION MANAGER'S BASIC SERVICES

- Constructability Review
- Allocation of Construction Activities among the Multiple Prime Contractors

PRE-CONSTRUCTION PHASE

- The Construction Manager shall prepare, and deliver to the Owner a written Construction Management Plan which will be periodically updated that includes, at a minimum, the following:
 1. Preliminary evaluation of the Owner's program, Schedule and Construction Budget requirements
 2. A Project Schedule
 3. Cost estimates
 4. Recommendations for project delivery method
 5. Contractors' scopes of work
- Determine availability of materials
- Life cycle data
- Management of temporary project facilities for common use by the contractors
- Coordinate the ordering and delivery of materials, including those that must be ordered well in advance of construction
- Coordinate the professional services of surveyors, special consultants and testing laboratories
- Obtain building permits and special permits for permanent improvements
- Verify that the Owner has paid applicable fees and assessments

CONSTRUCTION PHASE

- Provide a staffing plan to include one or more representatives who shall be in attendance at the project site whenever the work is being performed
- Contract administration
- Schedule and conduct meetings related to project
- Promptly distribute Meeting Minutes to Owner, Architect and multiple prime contractors

- Recommend courses of action to the Owner when requirements of a contract are not being fulfilled
- Develop Cash Flow reports and forecasts for the project
- Keep a daily record of work on site
- Submit written progress reports to the Owner and Architect showing percentages of work
- Prior to the expiration of one year of substantial completion, the Construction Manager shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance

CONSTRUCTION PHASE: ADDITIONAL SERVICES

Additional Services are not included in Construction Phase basic services, but they may be included in a Construction Manager's Agreement per the Owner's request:

- LEED certification
- Measured drawings
- Architectural interior design
- Tenant related services
- Commissioning
- Furniture, furnishings and equipment design