

## *Bid and Award Services*

- Determine trades and services to be handled by general contractor vs. limited multi-prime;
- Prepare a bid package including drawing and specs for distribution for general contractor;
- Prepare bid packages for site contractors;
- Prepare bid packages for landscape and irrigation contractors;
- Prepare bid packages for other trades and services not provided by the general contractor;
- Manage bid process and coordinate information flow with all bidding contractors;
- Review and analyze all bids in regards to the budget and schedule and award contracts.

## *Budget Management*

- Cost vs. Budget Analysis;
- Draw Reviews;
- Value engineer problem areas;
- Administer contractor payment and other payables;
- Monitor cash flow.

## *Schedule Management*

- Develop overall schedule and monitor it on weekly basis;
- Analyze any cost impacts from schedule delays and changes;
- Develop and coordinate solutions to schedule issues impacting project;
- Identifying and tracking factors that cause schedule delays.

## *Change Order Management*

- Manage the system to process all change orders;
- Analyze change orders to determine responsible party;
- Track changes on overall project budget;
- Negotiate changes when necessary.

## *Reporting*

- Provide bi-weekly progress report to owner;
- Bi-weekly actual cost vs. budget reporting;
- Maintain a project log recording progress, issues and delays.

## *Management of Construction Activities*

- Coordinate and monitor activity of general contractor and other site activity;
- Operate as main point of contact as owner representative;
- Update the owner as required about the progress of construction;
- Coordinate progress meetings with contractor;
- Operate as a liaison between owner/tenant, contractor, and City/County officials.