

Design Build

Once the pre-construction phase has successfully been completed, the following steps will be taken to ensure that the construction of the project is a success for the entire Team:

- Develop a Comprehensive Bidders List
- Develop a Comprehensive Bid Tabulation Sheet
- Review all Bids and make Awards
- Write Subcontracts and Collect all Insurance Information
- Conduct Coordination Meetings
- Evaluate Monthly Draw Requests

A. Develop Comprehensive Bidders List: Developing Bid Packages that best fit the Subcontractor Market is a method to ensure that the Owner gets the best coverage possible. In most markets there are very competent subcontractors that will perform well on smaller packages but do not have the manpower to excel on a project of this size. Tailoring the Bid Packages and allowing Combination Bids allows for the best possible coverage.

B. Develop a Comprehensive Bid Tabulation: Once the Bid Packages are generated and are detailed to ensure that all facets of the Project are covered, a Bid Tabulation Sheet must be generated that coincides with the Packages. This allows for the bid reviews to be thorough and protects from “holes” or double coverage between Subcontracts.

C. Review all Bids and make Awards: Once the Bid Tabulations are complete and the Scope Reviews are completed, we will sit with the Owner and give our recommendations of which are the lowest responsive bids and make awards to Subcontractors/Suppliers.

D. Write Subcontracts and Collect Insurance Information: Once the Construction Manager and Owner have selected the most competitive bids and have met the Project Budget, comprehensive subcontracts will be written to the selected bidders and the proper Insurance Documents will be collected.

E. Conduct Coordination Meetings: The Construction Manager along with the Site Superintendent will conduct weekly Coordination Meetings with all of the Subcontractors that are currently on site. These meetings will address the Schedule, Material Procurement, Manpower Requirements, Issues and Subcontractor Coordination. The Construction Manager will generate Meeting Minutes and distribute them to all involved including the Design Team and the Owner.

F. Evaluate Monthly Draw Requests: Subcontractors will be required to submit a copy of their Draw Request by the 25th day of the month. The Construction Manager will review these Requests against the progress in the Field and approve them before forwarding them on to the Owner for Payment.

G. Track Schedule and Manage Construction: The Construction Manager along with the Full Time Job Superintendent will manage the day to day construction in the Field to ensure that it is being complete on time, per the Contract Documents and per all State and Local Codes. A Project Schedule will be generated and tracked weekly. An updated schedule will be generated as needed but no less often than monthly and distributed to the Owner, Design Team and all Subcontractors.

