

## **PROJECT MANAGEMENT AS THE OWNER'S REPRESENTATIVE**

**As Owner's Representative, we provide comprehensive management and coordination of all project activities.** Our primary job as Owner's Representative is to ensure that each member of the Owner's team of specialists discharges its responsibilities in a manner that serves the Owner's overall interest. Acting as an extension of the Owner's staff, we monitor and coordinate the efforts of all members of the Project Team in order to enable the Owner to achieve maximum value for each dollar expended.

**Design and Construction Projects typically require the services of a team of professional consultants and the work of construction contractors and other vendors.** Each member of the project team has responsibility only for its particular expertise. No architect, consultant, contractor or vendor shares the Owner's comprehensive scope of interest, with the exception of the Owner's Representative. This is the role provided by BECKER & FRONDORF.

**We apply our leadership skills to plan and direct the project team towards success.** Our proactive approach encourages designers, contractors and vendors to work together to achieve the Owner's quality, cost and schedule objectives. By building positive working relationships among the project team members, we facilitate timely resolution of the problems and conflicts that are intrinsic to the design and construction process.

**We focus particular attention on contracts and money.** While construction is typically the single largest line item in a project budget, owners enter into many other contracts for goods and services. We assist our clients to negotiate favorable business terms, and then oversee the administration of the contract and payment of monthly invoices.

**Our documentation system creates a thorough and complete project record.** Starting with an initial project plan that articulates the project scope, schedule and budget parameters, we create a series of clear and concise reports that monitor and track all project activities. We use these documents as management tools for the project team, as a means to communicate project progress and as components of the permanent project record.

**We apply our experience with technical, business and legal issues to minimize our clients' risk.** Design and construction projects entail lengthy, complex financial and legal transactions in which claims and disputes often arise. We deal with such issues every day, and we utilize this experience to minimize the Owner's risk by establishing appropriate business and legal relationships among the project team.

**We adapt the type and level of our services to fit the unique needs and requirements of each client.** Our Owner's Representative assignments range from comprehensive management services throughout all project phases to specific tasks of short duration.

The following is an outline of the types of Owner's Representative services we provide, individually or in any combination:

#### PRECONSTRUCTION

##### PROJECT PLANNING

- Prepare program summary document
- Develop comprehensive project budget
- General overall project master schedule
- Develop management plan for communications and approvals

##### DESIGN

- Conduct architect and consultant selection process
- Review drawings and specifications
- Analyze design team cost estimates
- Identify opportunities for cost savings
- Monitor schedule performance and identify long lead items
- Expedite coordination between architect and Owner's consultants
- Conduct and document project coordination meetings
- Assist with obtaining regulatory approvals
- Review and prepare payment recommendations for all invoices

##### PROCUREMENT and BIDDING

- Coordinate review of project delivery options
- Conduct contractor selection or bidding process
- Conduct direct purchase vendor selection or bidding
- Prepare comparative analysis of bids received

#### CONSTRUCTION

##### PROJECT START-UP

- Develop and apply project control systems
- Prepare cash flow projection
- Establish communication protocol

##### CONSTRUCTION and INSTALLATION

- Monitor on-site construction activities
- Review and prepare payment recommendations for all invoices
- Negotiate change order payment amounts
- Expedite development of schedule recovery strategies
- Coordinate activities of direct purchase vendors
- Conduct and document project coordination meetings
- Work to resolve disputes quickly and informally
- Coordinate formal dispute resolution actions with legal counsel
- Distribute monthly progress reports
- Maintain project documentation

##### PROJECT CLOSE-OUT

- Expedite substantial completion and final inspections
- Monitor correction of punch list items
- Review contractor and vendor submission of all required documents
- Coordinate transfer of property operation to Owner
- Schedule and assist with move-in activities

**Our fees for these services vary with the scope and type of Project.** Our preferred method of compensation is by lump sum fee based upon agreement with the client regarding the size of the project, the schedule, and the scope of our services. Other methods of compensation include monthly retainer and hourly billing. In those cases when the scope of services is defined in advance, not-to-exceed limits may be utilized.

**Regardless of the compensation method chosen, our fees are only a fraction of the amount of savings we produce through efficient management and coordination of all project activities.** We have a proven track record of assisting our clients to achieve substantial reductions in construction costs without sacrificing construction quality. We encourage contact with our references, because we know our past and current clients are our strongest advocates.