

TOTAL COST MANAGEMENT

We provide our clients with total cost management services from initial planning through project completion. Our timely, detailed and accurate work products enable owners undertaking design and construction projects to control costs and meet budget objectives.

At the outset of project planning, we develop cost models to assure that the project can be achieved within the client's budget limit. Our database of project costs is kept current through our ongoing work in construction cost estimating and project management. This enables us to provide clients with realistic projections of likely cost even before the design team begins work.

Once the project is launched, we prepare a comprehensive budget that includes all anticipated costs, including construction, direct purchase contracts, fees and expenses. While construction is typically the single largest category of project cost, the Owner will also be responsible for direct purchase contracts in areas such as furniture, telephones, computer equipment, and security systems; professional fees to architects, engineer, attorneys and other consultants; and expenses for items such as permits, testing, and moving. We set up our budgets in categories that anticipate actual vendor contracts in order to facilitate tracking budget versus actual expense.

At each phase of the design process, we develop detailed estimates of construction cost. All of our estimates are based on quantity survey, and are arrayed at a level of detail consistent with the design documents. Our many years of estimating experience, moreover, enable us to anticipate construction cost items that are not necessarily shown on early design drawings. As the project advances, we inform the project team of the impact of design decisions that affect cost at the earliest possible time. Our simple, legible and understandable estimating format makes clear where costs are and facilitates evaluation of design alternatives.

Throughout the planning, design, bidding and construction phase, we provide detailed cost tracking reports. We include summary sheets by category, matching the organization of the project budget, along with detailed backup by contract showing every invoice and payment. We provide the client with an accurate total picture of project cost at any point, including all amounts spent to date, amounts remaining per the contract, and, most important of all, a projection of the cost required to complete the work. Our cost report is thus an important management tool, providing the client with timely information needed to anticipate and correct problems before it is too late.