

Project Management Duties

Project Related Services:

- Owner/Architect and Owner/Contractor Agreements
- Design/Construction Insurance Management
- Project Schedule Review and Management
- Program Development and Management
- Design/Construction Presentations to Clients/Owners/Public
- Design Team Review and Selection Process
- Design Team Invoice Review and Approval
- Prepare Site Reviews and Advise Building Location
- Orchestrate Design Team Meetings
- Design Reviews and Advise Solutions
- Prepare and Review Meeting Minutes/Project Status Reports
- Evaluate Design Alternatives
- Review Construction Cost Estimates
- Analyse First Cost Versus Life Cycle Costs
- Construction Document Technical Review
- Project Manual (Specification) Technical Review
- Construction Detail Review/Questions/Resolutions
- Code, Ordinance, and DRB Review and Verification
- Oversee the Bid Process and Make Contractor Recommendations
- Construction Schedule Review and Management
- Coordinate the Building Permit Process
- Construction Oversight
- Coordinate Architect/Consultant Construction Oversight
- Review Construction Draws/Project Budget Control
- Review Construction Progress Related to Percent Complete
- Review and Approve Change Orders and Construction Change Directives
- Coordinate Quality Assurance/Quality Control (QA/QC) Issues
- Review and Approve Final Owner's Manual

Public Relations:

- Home Builder Association Representative
- Attend Local Design/Construction Functions
- Maintain General Contractor and Subcontractor Relationships
- Owner Correspondence
- Keep Existing and Potential Owner Informed of Project Status