

DESIGN / BUILD

THEORETICAL PROJECT DELIVERY STRATEGY



1. Project Management Team will be assigned to the project to administer the project
2. Promote and encourage partnership philosophy throughout the project
3. Prepare conceptual drawings based on client's requirements
4. Prepare preliminary budget
5. Prepare working drawings using most economical methods and materials to reduce construction time while maintaining quality
6. Regular meetings with Client reviewing design, schedule, and construction budget
7. Apply for site plan approval and building permits
8. Co-ordination meetings with the design team and the owner as required
9. Prepare preliminary cost estimate based on latest drawings and specifications
10. Source alternate building materials for cost savings if required
11. Meeting with the design team to establish construction budget
12. Prepare preliminary detailed construction schedule identifying the tender periods and award dates for remaining subcontractors
13. Printing drawings and specifications as required
14. Prepare tender packages for the remaining sub-trades with their scope of work
15. Tender call for sub-trades
16. Receive and review all tender submissions
17. Meeting with low bid subcontractors and review their bid, scope of work and construction schedule
18. Award contracts to sub-trades
19. Issue contracts to sub-trades and provide them with construction set drawings and specifications
20. Expedite issuance of Building Permit
21. Provide a Job Site Superintendent
22. Provide of site office trailer
23. Provide of site telephone and facsimile
24. Provide of Temporary washrooms
25. Co-ordinate Document Printing (Plans, Misc.)
26. Promote and enforce Construction Safety at the job site
27. Co-ordinate the services of the Inspection and Testing Companies
28. Maintain daily clean up of the construction site and enforcing clean up by sub-trades

continued...

DESIGN / BUILD

THEORETICAL PROJECT DELIVERY STRATEGY



29. Bi-weekly site meetings (or as required) and prepare minutes of site meeting
30. Bi-weekly sub-trades site meetings to co-ordinate their work and solve any issues
31. Update Construction Schedule
32. Enforce quality control by preparation of ongoing deficiency lists
33. Co-ordinate and control the work of all consultants and trade contractors
34. Expedite all shop drawings and review by in house engineer
35. Prepare shop drawing and submittals schedule
36. Project progress review meetings as required by owner
37. Submit all samples for approval by the design team and the owner
38. Prepare all communications in the form of RFI, Change Notices, Quotations, Change Orders, Site Instructions
39. Provide monthly job costing
40. Update construction budget
41. Expedite progress draws and issue cheque to suppliers and sub-trades
42. Prepare deficiency list and forward to sub-trades at time of substantial performance
43. Follow up with sub-trades to rectify all deficiencies within one week
44. All warranties and manuals to be supplied to owner
45. Building turnover, systems operating meeting, and staff training for operation of building equipment
46. Prepare deficiency list and forward to sub-trades at the time of total completion of the project to be rectified within one week
47. Prepare one year warranty check