



## *Owners Representative*

## *Scope of Services*

### **PRE-CONSTRUCTION PHASE**

- ◆ Communication /Partnering Workshop
- ◆ Phase 1/Geotech reports
- ◆ Master Scheduling
- ◆ Project Estimating
- ◆ Value Analysis
- ◆ Government Approvals
- ◆ Cash Flow Analysis
- ◆ Design Review
- ◆ Long Lead Material Procurement
- ◆ Value Engineering and Constructability
- ◆ Trade Negotiations
- ◆ MBE/WBE Participation Programs

### **CONSTRUCTION PHASE**

- ✦ Scope Review
- ✦ Preconstruction Conferences
- ✦ Project Coordination
- ✦ Progress Meetings
- ✦ Monitor Schedule
- ✦ Cost Control
- ✦ Quality Control
- ✦ Safety
- ✦ Change Order Control
- ✦ User Group Training
- ✦ Submittal Review

### **POST CONSTRUCTION PHASE**

- ✦ Substantial Completion
- ✦ Checkout Operational Systems
- ✦ Final Inspection
- ✦ Close Out Documents
- ✦ Job Performance Review