



Construction Management
Diversity Consulting

**COMPREHENSIVE
CONSTRUCTION MANAGEMENT
PROGRAM**

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For each assignment Bradford undertakes, we prepare a customized construction management plan that meets the specific constructability goals of our client. What follows below is a snapshot of our construction management services. It is just the first step in our work with our client to plan and manage each project.

PRELIMINARY SITE AND CONSTRUCTABILITY REVIEW

As our first step in our projects, we perform the following services, all directed to ensure the final constructability of a project and the feasibility of the preliminary budget and schedule:

- Complete analysis of the proposed site
- Assessment of existing conditions
- If multiple sites exist, assess cost variables as associated with different sites
- Review lease documents for construction-related issues.

PRE-CONSTRUCTION PHASE

At this phase, we create a preliminary Master Schedule that will signal a variety of dates that will signal milestones in the project. At this phase and throughout each subsequent phase, we apply Bradford's Preventive Management System to ensure careful review, stepping back and moving forward, of all construction issues that will affect the construction process and constructability.

Establishing Milestone Dates. This includes setting milestone dates for architectural drawings, budgets, owner approvals, consultant selections, furniture selections, building department submissions as well as numerous other project milestones.

Project Budget. The project budget is one of several key management control tools that we use to guide our work. We first develop a conceptual budget that will be refined as we proceed through the pre-construction phase of the project. We update the budget as well as perform value engineering to develop the right pricing (guaranteed maximum price) for the project. Our budget process is a continuous one throughout the project.

Construction Schedule. The construction schedule we establish for a project is yet another critical tool to guide the overall success of an assignment. As part of

our schedule development process, we identify and assess long lead items and site logistics. Our schedule is a phased strategy that will include the following components: a comprehensive site security plan, a manpower and material coordination plan, a trade sequencing plan, contingent on material availability.

Building Department and Permit Coordination. During the design phase, we work with the project expeditor review progress drawings for code compliance, monitor applications and final sealed drawings, ensure that all permits are issued on schedule. to D. Coordinate Building Department Filing Process

Reporting Systems. At Bradford, we recognize the importance of our communication with you. To facilitate effective communication, we develop communication procedures and forms that meet each client's requirements. Each project requires customized communication on shop drawing submittals, budget variances, changes orders, request for information, insurance information, among numerous other areas. We customize these forms to meet a project's needs.

Coordinating with Facility and Building Management. Working in occupied buildings requires coordination and tactful approaches. At Bradford Companies, we recognize the importance of your ongoing operations and how critical changes to work flow and service operations can affect your bottom line. To ensure minimal interruption of services during our work, we establish strict protocols for building management coordination. We work to create effective alternatives to building shutdowns, elevator options and general access issues. Of all of this is completed with the utmost attention to project safety and security issues.

BIDDING AND AWARDING CONTRACTS

This phase of construction is a critical one to ensure that budget and schedule is maintained from the onset of construction until completion. We prepare comprehensive bid packages that detailed specifications, schedules, building requirements, contract documents, work breakdown grids, labor rate requirements and other relevant information that will affect the feasibility of trade work on a project.

We pre-qualify all contractors and identify issues and challenges that may occur during subcontractor selection. There are many factors that affect the pre-qualification process including: financial capability, experi-

ence, manpower availability, current work load, prior work performance, claim history, among others. In addition, we work with diversity contractors to assess and identify challenges that may occur during work performance. For many projects, we apply mentoring programs that will assist subcontractors to grow and excel in their job performance. We fully understand the needs of a diverse trade marketplace and apply our strategic approaches to managing projects successfully.

Our services include scheduling bid conferences, reviewing and qualifying bids, negotiating the best pricing with full disclosure and developing final subcontract documents.

CONSTRUCTION PHASE

The start of construction is an exciting moment in a the construction process. It is the culmination of an intensive planning process that has built the job on paper. As we begin construction, we continue to apply our Preventive Management System principles with a keen eye on control budget, schedule, constructability, new challenges and of course the changes that normally occur in every project. Our process is a dynamic one stewarded by our senior leadership and project management team.

Continuous Meetings and Contact. We mobilize construction through our continuous oversight and client meetings. We review with our clients current schedule and budget status as well as change order request and other project concerns such as safety, new requisitions, progress payments, among others. Concomitantly, we conduct subcontractor meetings that focus on schedule, shop drawings, work performance, quality controls and potential project concerns. Our focus at these meetings is to identify challenges such as long lead material availability and trade work sequencing.

Project Completion Protocols. Once construction is substantially completed, we begin system start-up, testing and commissioning mechanical and electrical systems. Our services include full commissioning services including training personal in the operation of new systems, preparing final as-built documentation for all new building systems and installation to ensure successful operations and maintenance after construction is completed.

To ensure successful operations and maintenance following construction, we work with each client to finalize operation manuals and warranties for new equipment as well negotiate subcontractor maintenance agreements.

As we conclude a project, we closeout construction with the preparation of final project cost reports, obtain all subcontractor signoffs and reconcile billing and lien wavers. Our final steps in a project include job-site clean-up and preparation of comprehensive punch list with completion schedule to achieve complete client satisfaction.

POST CONSTRUCTION

Once construction is complete we prepare to turn over the site to client and work with our client to coordinate move-in. Final occupancy permits are secured and we prepare a final project report that summarizes all issues that will relate to the use of the final project.