



Dean Consulting Group PLLC

The following is an outline of our Project Management services expected to be provided by DCG.

Design Phase

During the design phase the focus is on the Architect and Engineer (A/E) to complete the Schematic Design (SD) and Design Development (DD) portions of their work product. DCG will interact as follows:

- Attend project meetings and issue meeting notes
- Attend design review meetings
- Attend workshops, committee meetings
- Attend council meetings
- Review SD and DD submittals
- Prepare a "global" overall project schedule
- Compare A/E submittals to actual completeness per schedule
- Assist with due diligence tasks assigned to Owner
- Review all site utility services to site edge.
- Prepare "Master" project budget based on SF costs
- Review Statements of Probable Cost from A/E
- Review any Value Engineering alternates
- Review draw requests from A/E
- Issue a Monthly Project Status Report
- Issue a Monthly Action Plan matrix report

Construction Documents Phase

During the Construction Document phase the focus continues with the Architect and Engineer to produce the Construction Documents and Specifications (CD).

- Attend project meetings and issue meeting notes
- Attend CD progress set review meetings
- Attend workshops, committee meetings
- Attend council meetings
- Review CD submittals at 50%, 90% and final issue
- Update the "global" overall project schedule
- Compare A/E progress sets to actual completeness per schedule
- Assist with due diligence tasks assigned to Owner
- Confirm all site utility services to site edge are managed.
- Update "Master" project budget based on SOP's from A/E



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- Review Statements of Probable Cost from A/E
- Review any Value Engineering alternates
- Review draw requests from A/E
- Issue a Monthly Project Status Report
- Develop bid alternates choices and logistics
- Assist with selection of Construction Manager (CM)
- Assist with development of Owner-CM contract
- Assist with development of General Conditions of Contract.
- Assist and attend meetings with Code reviewers
- Facilitate third party testing service company proposals
- Develop FFE oversight logistics plan
- Develop IT staging logistics concept plan
- Continue Monthly Action Plan matrix report

CM Selection Phase

During this phase DCG will work with both the City and A/E to select a Construction Manager (CM)

- Assist with RFQ development for CM
- Issue RFQ's and receive submittals
- Review CM submittals and develop short list
- Conduct CM interviews with review committee
- Prepare a tabulation evaluation and recommendation
- Attend council meeting to present findings

Bidding and/or Buy Out Phase

During this phase DCG will work with both the CM and A/E to provide oversight, documentation and review of cost related aspects. (At this point, CM is now on team.)

- Attend pre bidding sub-contractor meetings
- Attend council meetings and/or committee meetings for updates
- Review CM bid package submittals
- Update the "global" overall project schedule
- Update "Master" project budget based on CM bid packages
- Review any Value Engineering alternates
- Review draw requests from A/E
- Issue a Monthly Project Status Report
- Issue a Monthly Action Plan matrix report
- Consult and coordinate CM staging plan and mobilization
- Review all site edge protection and SWPPP plans in place



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Construction Phase

During the construction phase, DCG will provide support services for administration, oversight and management of both A/E and CM. DCG will provide daily, on site observation and documentation of progress. DCG will assist Owner (City) in tasks assigned to Owner to accomplish.

- Attend project meetings and issue meeting notes
- Attend committee meetings
- Attend council meetings
- Monitor CM submittals and reviews of shop drawings by A/E
- Update the "global" overall project schedule
- Confirm all site utility services in place per schedule.
- Update "Master" project budget with forecast/actual comparison
- Review and track any CM cost proposals
- Assist with issuance of approved Change Orders
- Prepare and issue a DCG daily field report with photos
- Issue a DCG weekly field progress report summary
- Review any Requests for Information (RFI's)
- Review draw requests from A/E
- Review pencil copy draft and final issue of CM payment requests
- Issue a Monthly Project Status Report
- Attend and monitor Code inspections
- Facilitate third party testing services and review reports
- Monitor FFE procurement and logistics
- Monitor IT staging logistics
- Continue to issue Monthly Action Plan matrix report
- Monitor and review all punch list reviews
- Assist with issuance of substantial completion milestones

Completion and Move in Phase

During this phase DCG will assist with transition to completed building use.

- Monitor and assist with FFE installations
- Facilitate final code inspections and certificate of occupancy
- Review CM as built documents, O&M's, and warranties
- Monitor IT installations
- Monitor turnover of MEP systems, start-ups and training
- Assist with issuance of final completion documents
- Monitor de mobilization of CM and move out

The flow of process of design and construction



Involves many team members involved in the project



Results in working relationship organization to manage project

