Managing Your Construction Projects A-Z
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• Owners Representation
• Construction Administration
• Program Management
• Quality Assurance/Quality Control (QA/QC)
• Cost Estimating/ Budgeting
• Scheduling/ Safety
• On Site Supervision
• Staff Augmentation
• Real Estate and Land Development Consulting.
Bidding & Contractor Selection

1. Negotiated Contracting: The contract sum is negotiated between the owner and the general contractor

2. Competitive Bidding:
   a) RFP- Request for Proposal: Is a formal bid process that describes the evaluation criteria for the selection of the contractor. Low Bid. Best Bid.
   b) RFQ- Request for Qualification: Is a qualification-based process. The RFQ process can be narrowed down to lead to a negotiated contract. Narrows Qualified Bidders. Can lead to formal bid or negotiate.

3. Hybrid, RFQ and Purchase Order System: Client makes selection from a list of qualified vendors on project by project basis, based on predetermined prices through a purchase order system.
Overview

Roles:
• Section 2 - Owner
• Section 3 - Contractor
• Section 4 - Architect
• Section 5 - Sub-contractor

Responsibilities:
• Section 7 - Changes in The Work

Obligations:
• Section 8 - Time
• Section 9 - Payment & Completion
• Section 12 – Uncovering & Correction of Work
• Section 15 – Claims & Disputes
Most contracts that involve any assistance from The City of Philadelphia require an OEP (Equal Opportunity Plan). The City of Philadelphia has set a goal of 35% for M/W/DSBE contracts that are let by the City. In addition, OEO (Office of Economic Opportunity) has set negotiated goals of 25%-50% on construction in the private markets where there is any City assistance.
Vouchers & Payment- G702 & G703

Microsoft Excel Worksheet
A change order is work that is added to or deleted from the original scope of work of a contract, which alters the original scope of work. A Change order alters the original amount of the contract.

1. Is a Change Order Warranted?
2. Is this a No Change order Contract?
3. What are the Costs
   - Labor/Material/Subcontractor Costs
   - Profit and Overhead
4. Approval Must be Signed by Owner, GC, and Architect.
1. Quality organization and Management
   a. Who is on 1st/Communication

2. Document Standards and Specification
   a) The Spec Book is the Bible
   b) Do Specs and Drawings Match Up

3. Formal Qualification of Employees
   a) Certified/Trained in Division
   b) Safety/ Drug Testing
   c) Experience

4. Formal Qualifications of Subcontractors & Vendors/Suppliers

5. Field and Material Testing
   a) Document/Document
   b) Minutes, RFIs, Submittals, Cut Sheets

6. Project Controls/Prevention/Safety
   a) Substitution- Conformance
Get Into the Weeds

- Schedule
- Budget
- RFIs
- Submittals
In The Weeds II

- Difficult Contractors
- Punch Listing
- Project Closeout
- Warranties
Safety-OSHA

Focus Four Hazards

- Falls
- Struck-by
- Caught-in or -Between
- Electrocution