

As a seasoned construction professional with experience in large private and publicly funded building projects, I can inform and direct the decisions of the Owner, as generally described in these AIA Documents: (1) A295-2008, General Conditions of the Contract for IPD; (2) B195-2008 Owner-Architect Agreement for IPD; and (3) A195-2008 Owner-Contractor Agreement for IPD. As an agent of the Owner, I can monitor all progress and stages of the building program.

#### General Duties During Design and Construction Phases

- Review project concept and budget to assure that the project is financially feasible within the overall context of the program.
- Validate project budgets and schedules prior to proceeding to next design phase.
- Attend IPD team meetings for the duration of the Project; review and comment on the minutes.
- Track all Project costs.
- Monitor and coordinate activities of Owner's personnel involved in the Project.
- Issue relevant reports to Owner, such as cost summaries, contingency reports, budget variance reports, and other reports relating to the Owner's budget and project schedule, and issues or concerns with the Project.
- Advise and assist Owner regarding any issues relating to the impact of any proposed changes to scope on the Project.
- Review documents at established intervals during Design and Construction Document phases for constructability, clarity, consistency, and completeness.
- Evaluate cost analyses and value engineering recommendations.
- Continuously review program and project budgets and recommend action, if needed, to maintain program and project budgets.
- Assist Owner in obtaining services such as surveying, geotechnical services, materials testing, inspections, etc. and assist as needed in evaluating proposals for services from the IPD team.
- Assist in the development of the plan and schedule for acceptance and occupancy of the Work that addresses timely procurements of furnishings, fixtures and equipment, and moving services. Incorporate these needs into the project schedule.
- Assist Owner in a review of the Contract Documents, identify potential cost savings, evaluate value engineering opportunities, and make recommendations for the same.

#### Construction Phase

Continue foregoing services as needed and:

- Maintain sufficient presence for the duration of the Construction Phase until substantial completion has been achieved.
- Participate in all job site meetings attended by the architect, general contractor and/or the Owner and other such meetings as required by the Owner.
- Evaluate quality of Work and ensure that construction conforms to the contract documents.
- Assist Owner with its responsibilities and rights in regard to submittals, claims, change orders, requests for information (RFI), pay requests, and related activities for both design and construction phases.

- Assist Owner with its responsibilities and rights in review of designer and contractor pay requests, coordinate corrections and advise Owner concerning certification for payment.
- Make observations and recommendations to the Owner regarding its responsibilities and right in cases of rejection and correction of sub-standard or non-complying work.
- Coordinate “special inspections” as set forth in the IBC Chapter 1 & Chapter 17 regulations with the design professional and general contractor, maintain and organize all Owner-side project inspection records
- Review and make recommendations regarding Owner responsibilities and rights in regard to contractor-submitted change orders and time extensions.
- Assist in negotiations as directed.
- Review claims submitted and make recommendations to the Owner in regard to the same.
- Perform periodic observations and make recommendations to the design professionals and general contractors.
- Assist as needed with obtaining the final certificates of occupancy and completion.
- Coordination of start-up and commissioning activities with Owner staff.
- Verify the collection, logging, and delivery of operations and maintenance manuals as directed.
- Review the Project schedule, closely monitor any changes or deviations from the schedule, and identify critical elements of the schedule, including Owner-required milestones;
- Assist Owner in selection and coordination of professional services by surveyors, special consultants, inspectors, and testing laboratories required for the Project, including verification of scope, cost, and schedule for completion.
- Report monthly on the status of Owner-furnished furniture, fixtures, equipment, signage, and information technology services.
- Monitor the status of the agreements with the Architect and General Contractor, including any pending changes, deviations, or additional service requests.

#### Post-Construction Phase

Continue foregoing services as required and:

- Verify delivery of as-built drawings, guarantees, warranties, and other record documents to the Owner.
- Assist in the implementation of the occupancy plan and schedule.
- Assist in final project cost reconciliations, obtain, and distribute closeout reports appropriately.
- For items or services provided by the Owner, coordinate all vendors, subcontractors, and suppliers as related to the project; i.e. furniture, fixtures, and equipment (FFE), security - surveillance equipment, information technology (IT) equipment, etc
- Coordinate technical/operations training of Owner’s maintenance and management personnel for building support systems.
- Assist with project close-out; coordinate and verify the completion of such items.