

## **Process**

The pre-construction phase involves the interaction with the owner, architect, engineering consultants, subcontractors, and ourselves. This group, considered "the team", interacts from the first preliminary design through approved working drawings. The following provides a general list of services that are typical during the pre-construction phase of a project.

### **Preliminary Design Phase**

**Design Team Meeting:** After contract award, we will initiate a design team meeting to create a schedule for design development.

**Initial Design:** Along with the architect and consultants, we will develop design drawings for both building design and site layout.

**Schedule:** Pre-construction and construction schedules will be developed for construction activities and time related issues. The schedule may have to be adjusted based on developments from team members.

**Budget:** With input from the owner and design team, a detailed budget will be produced by Cambridge. Budget updates will be provided as design progresses to enable the team to track and maintain budget constraints.

**Scheduled Team Meetings:** After the first design team meeting, scheduled meetings will provide good communication and quality of design through the completion of working drawings. Working together as a team, challenges are met and dealt with for timely solutions.

**Permits:** All required permits will be identified and attention given to time and costs involved with each.

**Estimating:** At the completion of the working drawing phase, a formal bid process will begin.

### **Estimating Phase**

**Estimator:** The assigned Project Manager handles the estimating phase and will remain with the project throughout construction.

**Subcontractor Bid List:** We establish a list of qualified subcontractors based on previous work relationships, design team input and the owner input.

**Invitation to Bid:** After finalizing the bid list, a formal Invitation to Bid is faxed to all identified subcontractors and suppliers.

**Bid Analysis:** After receiving all the bids, each is reviewed for completeness and compliance with the plans and specifications.

**Subcontractor Selection:** After reviewing all bids, selection of the subcontractors is made based on owner preference, price, quality of work, and the ability to perform the work in a timely manner.

### **Construction Phase**

#### **Team member responsibilities during construction:**

##### **Project Manager:**

- Estimates Project
- Supervises Subcontracts
- Conducts Weekly Job-site Meetings
- Handles Transmittals and Submittals
- Coordinates Project Schedule
- Creates Daily Reports

##### **Project Superintendent:**

- Supervises Subcontractors
- Follows Weekly Job Schedule
- Provides Quality Control
- Insures Job-Site Safety
- Attends Weekly Job Meetings

**Change Orders:** Changes requested by the owner or required by the governing body or architect, will be handled through the use of change orders. We will identify their cost impact and track each against the established budget.

**Close Out:** All "as built" drawings, operating manuals, guarantees and any compliance certificates will be provided to the owner as early as possible. Warranty issues, should they occur, will receive a quick and professional response from our team.

### **Post-Construction Phase**

We feel the project is not over after the building is constructed and the owner has occupied the space. After 1 to 3 years, we like to revisit the project to see how everything is working (both with the structure and the design concept) and to keep a good relationship with our clients.