

# Construction Services

## Project Purchasing

Immediately upon award of contract prioritize all scopes

### Project Management

Monitor the work of the trade contractors and coordinate the work with the activities and responsibilities of the Owner, Architect/Engineer, and H. T. Paul Company, Inc. to complete the project in accordance with the Owner's objectives of cost, time, and quality.

Determine the adequacy of the trade contractors' personal and equipment and the availability of materials and supplies to meet the schedule. Take necessary courses of action if the requirements of a subcontractor are not being met.

### Quality Control

Implement the quality control program using a series of inspections and check lists. Constantly monitor this program with the Owner and Architect/Engineer to ensure the desired results are achieved.

### Equal Employment Opportunity

Implement and monitor the MBE/WBE participation program to ensure that pre-established goals are met.

### Project Site Staff

Maintain a competent full-time staff at the project site to coordinate and provide general direction of the work and progress of the subcontractors on the project. Establish on-site organization and line of authority in order to carry out the overall plans of the construction team.

### Coordination

Establish procedures for coordination among the Owner, Architect/Engineer, and H. T. Paul Company, Inc. with respect to all aspects of the project and implement such procedures.

### Project Meetings

Schedule and conduct progress meetings with the Owner and Architect/Engineer to review such matters as procedures, progress, problems, and scheduling.

### Scheduling

Provide regular management of the schedule as construction progresses. Revise and update the schedule as required to accurately reflect job progress and changes in the approach.

### Physical Construction

Provide all supervision, labor, materials, construction equipment, tools, and subcontract items which are necessary for the completion of the project and are not provided by either the subcontractors or the Owner.

### Cost Control

Develop and monitor an effective system of project cost control. Revise and refine the initially approved project construction budget, incorporate approved changes as they occur, and develop cash flow reports and forecasts as needed. Identify variances between actual and budgeted or estimated costs.

### Cost Accounting

Maintain cost accounting records on authorized work performed under unit costs, actual costs for labor and material, or other basis requiring accounting records. Afford the Owner access to these records and preserve them for a period of three (3) years after final payment.

### Change Orders

Develop and implement a system for the preparation, review, and processing of change orders. Recommend necessary or desirable changes to the Owner and Architect/Engineer. Review requests for changes and provide pricing and schedule impact information when applicable. Negotiate and value engineer changes to minimize the cost and schedule impacts.

### Progress Payments

Submit and review with the Owner and Architect progress payments monthly. Review percentage complete billings that accurately reflect work in place and stored materials.

### Permits and Fees

Assist the Owner and Architect/Engineer in obtaining all building permits and special permits for permanent improvements excluding permits for inspection or temporary facilities required to be obtained directly by the various subcontractors. Obtain approvals from all authorities having jurisdiction.

### Owner's Consultants

If required, assist the Owner in selecting and retaining the professional services of surveyors, testing laboratories, and special consultants. Coordinate these services.

### Inspection

Inspect the work of the subcontractors for defects and deficiencies in the work without assuming any of the Architect/Engineer's responsibilities for inspection.

### Safety

Implement the H. T. Paul, Inc. safety program to exceed all federal, state, and local regulations including our drug testing program. Review the safety programs of each of the subcontractors, make appropriate recommendations, and enforce all applicable laws and codes.

### Document Interpretation

Refer all questions for interpretation of the documents prepared by the Architect/Engineer to the Architect/Engineer.

### Shop Drawings and Samples

In collaboration with the Architect/Engineer, establish and implement procedures for expediting the processing and approval of shop drawings and samples.

### Reports and Project Site Documents

Records the progress of the project. Submit written progress reports to the Owner and Architect/Engineer including information on the subcontractors' work and the percentage of completion. Keep a daily log available to the Owner and Architect/Engineer.

### Records

Maintain at the project site current records of all necessary contracts, drawings, samples, purchases materials, equipment, maintenance and operating manuals and instructions, and other construction related documents including all revisions. Obtain data from the subcontractors and maintain and current set of record drawings, specifications, and operating manuals. At the completion of the project, deliver all such records to the Owner.

### Substantial Completion

Determine substantial completion of the work or designated portions thereof and prepare a list of incomplete or unsatisfactory items and a schedule for their completion for the Architect/Engineer.

### Start-Up

With the Owner's maintenance personnel, direct the checkout of utilities, operations, systems, and equipment for readiness, and assist in the initial start-up and testing by the trade contractors.

### Final Completion

Determine final completion and provide written notice to the Owner and Architect/Engineer that the work is ready for final inspection. Secure and transmit to the Architect/Engineer required guarantees, affidavits, releases, bonds, and waivers. Turn over to the Owner all keys, manuals, record drawings, and maintenance stocks.

### Warranty

We will warrant that all materials and equipment included in such work will be new, unless otherwise specified, and that such work will be of good quality, free from improper workmanship and defective materials, and in conformance with the drawings and specifications. With respect to the same work, we will correct all work defective in material and workmanship for a period of one (1) year from the date of substantial completion or for such longer periods of time as may be set forth with respect to specific warranties contained in the trade sections of the specifications. We will collect and deliver to the Owner any specific written warranties give by others.