

Preconstruction Services

Consultation During Project Development

Schedule and attend regular meetings with the Architect/Engineer during systems and equipment studies. Provide recommendations on construction feasibility, availability of materials and labor, time requirements for installation and construction, and factors related to cost including costs of alternative designs or materials, preliminary budgets, and possible economies.

Scheduling

Develop a project time schedule that coordinates and integrates the Architect/Engineer's design efforts with construction schedules. Update the project time schedule incorporating a detailed schedule for the construction operations of the project including realistic activity sequences and durations, allocation of labor and materials, processing of shop drawings and samples, and delivery of products requiring long lead-time procurement. Include the Owner's occupancy requirements showing those portions of the project having occupancy priority.

Project Construction Budget

Prepare a project budget as soon as major project requirements have been identified and update periodically for the Owner's approval. Prepare an estimate based on a quantity survey of drawings and specifications at the end of the schematic design phase for approval by the Owner as the project construction budget. Update and refine this estimate for the Owner's approval as the development of the drawings and specifications proceed, and advise the Owner and the Architect/Engineer if it appears that the budget will not be met. Offer value engineering recommendations to assist the budget.

Quality Control

Formulate a program which ensures that the desired product is achieved and surpassed. This involves the Owner, Architect/Engineer, and H. T. Paul Company, Inc. constantly monitoring the design process to assess the constructability and feasibility of the design.

Coordinator of Contract Documents

Review the drawings and specifications as they are being developed. Assist the Architect/Engineer with alternative solutions whenever design details affect construction feasibility or schedules without assuming any of the Architect/Engineer's responsibilities for design.

Construction Planning

Recommend for purchase and expedite the procurement of long-lead items (material and equipment) to ensure their delivery by the required dates.

Equal Employment Opportunity

Formulate and implement an equal employment opportunity program which promotes minority and women business enterprises. This is accomplished by joint ventures, professional associations, and supplier and subcontractor relationships. Provide creative solutions by the Owner to assist with financing and bonding, if required.

Bid Packages

Make recommendations to the Owner and Architect/Engineer regarding the division of work in the drawings and specifications to facilitate the bidding and awarding of the trade contracts. Allow for phased construction and take into consideration such factors as time of performance, availability of labor, overlapping trade jurisdictions, and provisions for temporary facilities.

Bidder Prequalification

Review the drawings and specifications with the Architect/Engineer to eliminate areas of conflict and overlap in the work to be performed by the various trade contractors. Prepare prequalification criteria for bidders and/or prepare a selected bidders list in conjunction with the Owner and Architect/Engineer.

Competitive Bidding

Assuming an open bid format, develop trade contractor interest in the project. As working drawings and specifications are completed, take competitive bids on the work of the various trade contractors. After analyzing the bids, either award contracts or recommend to the Owner that such contracts be awarded.