

## **ADDITIONAL SERVICES**

In addition to the standard Construction Management and Contract Administration activities, we have developed a concise checklist of ancillary topics to produce a successful project.

*These topics include:*

- Management Efficiency
- Constructability
- Program Master Planning

*Applying these to the following market categories:*

- Healthcare
- Real Estate Development
- Commercial
- Educational
- Industrial

This association can be applied to, virtually any institution, organization or corporation and will provide necessary information and direction for future success in the social and economic environment apparent today.

First we will outline the topics in general:

### **Management Efficiency**

1. Coordination of Field and Office Operations
2. Team Duties/Responsibilities
3. Departmental Cross-Reference
4. Resource Utilization
5. Sustainability

### **Constructability**

1. AEC Coordination
2. Design-Build Capability
3. Cost/Schedule
4. Alternative Material Selection
5. Sustainability

### **Program Master Planning**

1. Travel
2. Client Communication
3. Consultants
4. Marketing
5. Expansion/Relocation

*Expanding on the bullet points mentioned:*

**Management Efficiency** is essential today. No matter what the product or service provided, we must utilize our resources (Human, Material and Facility) to the maximum in order to compete in the marketplace.

### **1. Coordination of Field and Office operation**

Most organizations implement satellite locations, branch offices and field operatives. These must work in close cooperation with the headquarters and each other to provide the products and services that we represent.

### **2. Team Duties and Responsibilities**

Any activity within an operation involves the work of a Team. Each member of that team must be selected and utilized with their strengths and expertise emphasized. Coordination of a group such as this is necessary for the success of the whole.

### **3. Departmental Cross-Reference**

Each entity is divided into departments. This sub-division serves to specialize the various operational identities in an organization. For optimum efficiency, these divisions must interact. The interaction will streamline the end result and create a sense of participation for each group.

### **4. Resource Utilization**

There are two options for an organization to access the necessary resources...In-House and Out-Source. The efficiency of an operation depends on the best mix of these two. Analysis of the in-house talent and capability will serve to determine what is the most expeditious and cost effective solution.

### **5. Sustainability**

Any publication you pick up today refers to the future of our socio-economic system. In addition to the cost structure concern, there is a push toward sustainability. This movement has fast become a viable consideration for business planning.

**Constructability** is the term used to describe the most efficient assembly of the parts to create the desired result. During the planning stage of a project, all the team members must collaborate to assure the correct parts are assembled in a manner that will produce the desired goal.

### **1. AEC Coordination**

Selection of the Architect, Engineer and Contractor must be done with the project in mind. The cooperation of all entities is important and can be planned just as the design and delivery of the project is planned.

### **2. Design-Build Capability**

There are several types of contract negotiation. Utilizing a combination of Design-Build allows the interaction of the teams' members early in the planning process. This method in conjunction with owner representation can solve many issues prior to construction.

### **3. Cost and Schedule**

Every project today is driven by schedule and subsequently, cost. The preparation of a complete preliminary budget based on the client's goals will allow an important insight to the extent of the project.

### **4. Alternative Material Selection**

The location and size of a project will sometimes impact the selection of materials. Technology and new products can offer other construction methods that can reduce cost and improve schedule.

### **5. Sustainability**

Green Building has advanced to a point of economic sensibility. In addition to the marketing advantage for the client, there are substantial benefits to the utility bottom line and employee production.

**Program Master Planning** will ensure the project sets and meets the goals of the organization...short and long term. A comparison is made between the “wants” and “needs” of the client. The preliminary analysis of the costs and schedule can provide for the immediate task and future growth plans.

### **1. Travel**

Projects are reviewed relative to site location, corporate office, branch office and resource availability. Supply and distribution lines are studied and optimized. Employee travel distance and cost are a consideration.

### **2. Client Communication**

Meeting frequency, participation, location and mode are understood by all team members. Proximity to customers and suppliers is important. Chain of command and policy communications need to be outlined.

### **3. Consultants**

The most efficient collection of outside consultants must be assembled. This is based on availability, expertise, cost and benefit to the project. Comparison of the capability of all team members must be taken into consideration.

### **4. Marketing**

The development of a project will afford opportunity to the organization to expand and update their marketing presentation. With a large capital investment, the advantages of the new facility or system should be touted. There will be a vast amount of information made available...both technical and common.

### **5. Expansion and Relocation**

The conception, development and completion of a project are followed by the next project. During the master planning stage, consideration for that next project must be included. With the ever-changing technologies of business, the successful company will plan for the changes required. Three, Five and Seven year plans are still possible today.