

CM SERVICES - TEN STEPS

1. Site Planning:

- Access
- Demographics
- Topography
- Utilities research
- Building orientation

** Provide location information for prospective users.*

2. Architectural and Engineering Selection:

- Experience
- Staff
- Availability
- Expertise
- Cost

** Provide assistance in selection of the design team.*

3. Design Review:

- Site plan coordination
- User need evaluation
- Building dimensions
- Space planning
- Structural systems
- Cost considerations

** Evaluate the designed project for user need compliance.*

4. Construction Documents:

- Plan and specification review
- Quality control
- Cost savings

** Check all documents for accuracy, content and compliance.*

5. Contractor / Subcontractor Selection:

- Bidding
- Bid analysis
- Contractor approval
- Contract

** Participate in the entire bidding and awarding process.*

6. Permits / Codes:

City, State, County
Utilities
Signage

** Review all necessary requirements, including applicable fees.*

7. Construction Period:

Schedule
Construction observation
Quality control
Pay request evaluation

** Maintain control of the Contract Administration.*

8. Tenant Finish:

Schedule evaluation
Tenant equipment / furnishings
Move-in / start-up

** Monitor finish and move transition.*

9. Start-Up:

Monitor site and building
Mechanical / electrical systems
Change orders
Expansion plans

** Assist in the smooth opening operation.*

10. Common Area:

Maintenance

** Initiate the addition of the project to the maintenance schedule.*