

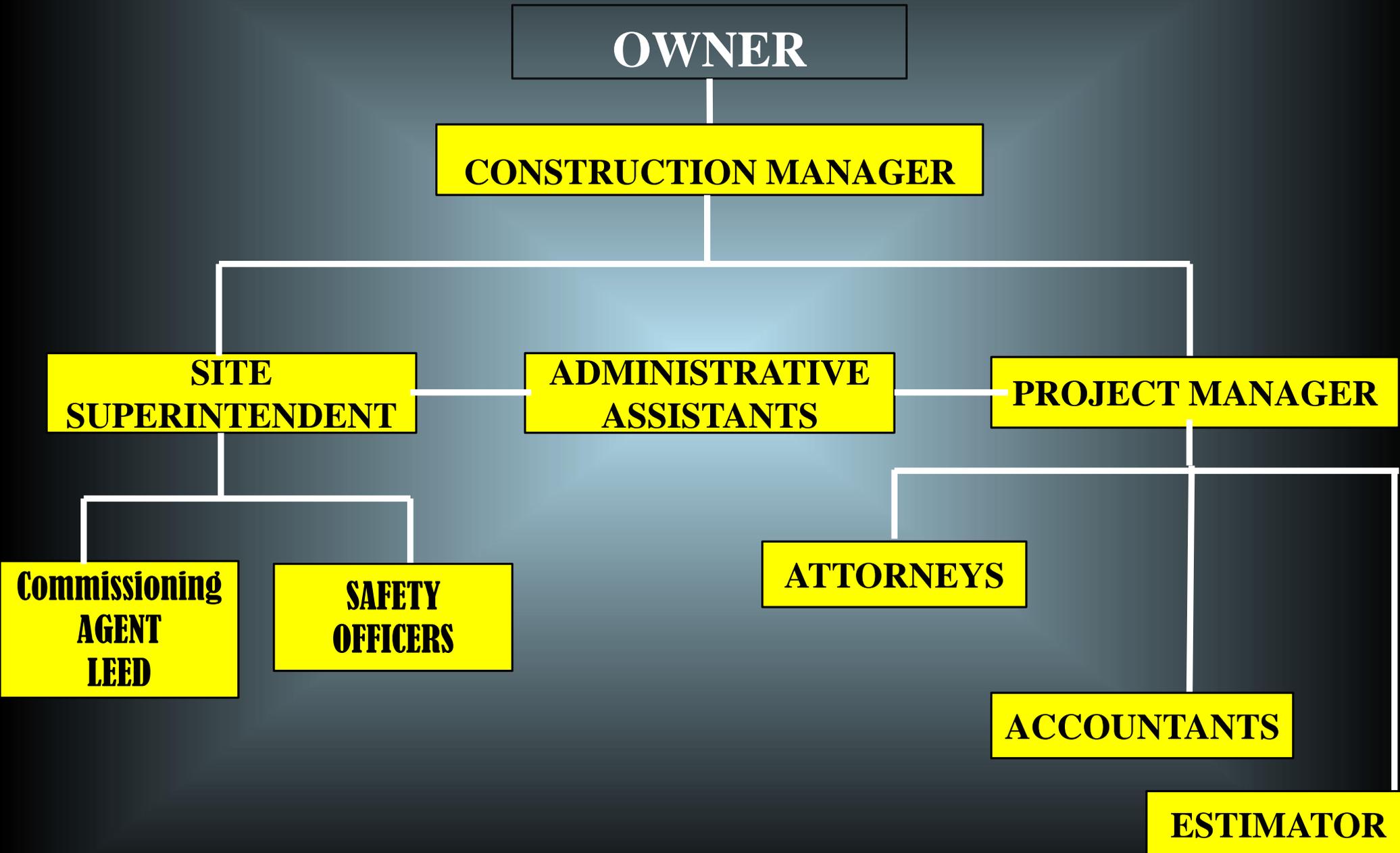


**CONDOR
CONSTRUCTION
PROJECT
MANAGEMENT
RANDELL EVANS**

CONSTRUCTION TEAM



ORGANIZATIONAL CHART



BIDDING



- A. The project manager will oversee the bid process and hire an estimator to coordinate with the architect and engineer to create the bid documents. This person will also check the architect's estimate.



- B. The project manager and the administrative assistant will host the bid meeting where the lowest bidder will be awarded the contract.



MANAGING TIME & COST



**How long (approximately)
do you anticipate for
construction? Why?**

**Construction time will take three years in order to complete the project.
See below:**



I. Project has weak soil so the foundation needs to be inspected and have piles driven into the ground. The process may need extra time because of inspections by the Department of Buildings. The project will also need extra time to find the bedrock underneath the soil.



II. Project has to be a Gold LEED certified facility which takes longer to build because of higher quality materials being used on the project.



III. The subway station may get in the way during construction hours which will cause delays. During rush hour times construction may not be permitted which will delay the construction process.



Managing the construction
schedule to insure the
project is done on time

A. The project manager and the site superintendent will co-manage the schedule. They will have their administrative assistants coordinate the phone calls and meetings regarding the schedule.



a. The administrative assistants will help the superintendent create the various schedules being used to manage the projects.

b. The schedules being used are the Bid schedule, Bar chart and Critical Path Method schedule.



A. The superintendent will oversee the project on the field using the various schedules as a guide to monitor progress. He will relay all progress of the schedule to the Project Manager.



B. The superintendent hires an administrative assistant to coordinate project meetings with the Project Manager, General Contractor and architect during the construction process to discuss any issues that need to be taken care of.

Managing the money and payments



1. **The project manager will coordinate with the General Contractor to handle all payments.**
 - A. **Progress payments will be paid to the contractor monthly by check for work completed and materials delivered during that billing period.**
 - B. **Meetings will be held to discuss the contract that has details on submittal, review and payments are due to the architect. This covers all payments to architects, subs and any other specialists on the project.**



MANAGING THE CONSTRUCTION & QUALITY



Mechanisms that control communication



A. Issue the Notice to Proceed to start construction activities.

B. All communication will go through the Construction Manager. If any issues arise the construction manager is notified and passes on relaying information to the proper person.

C. The superintendent will be the middle man between the administrative side and the construction side of the project. He will work back and forth from the field to the TCU with a computer and cell phone to coordinate with contractors, vendors, safety personnel and delivery drivers. He/She will have an email address and an assistant to help coordinate these tasks.

a. The administrative assistant will be hired to coordinate information from the office (project manager) to the field (Site Superintendent) to coordinate meetings.

b. Progress meetings will be held at the end of the week and will be attended by the site superintendent. Reports are given to the Construction Manager/Project Manager.

D. The administrative assistant will also be the liaison to any consultants being used to help with the projects such as, lawyers, insurance companies, bonding agencies, vendors etc.

Mechanisms to control safety



The site superintendent will hire safety officers to monitor safety conditions, coordinate with the contractors and subcontractors to ensure that the project is run safely.



They will write up reports to the Superintendent who will relay those reports to the administrative staff of the project manager.

Establish various types of insurance specific for the project:



- a. General Liability Insurance - This will cover any injuries or accidents that occur, car accidents on company vehicles.**
- b. Builders Insurance – This will protect our company's insurable interest in materials, fixtures and/or equipment being used in the construction or renovation of a building or structure should those items sustain physical loss or damage from a covered cause.**
- c. Property damage – Since there will be deliveries to the job site with other peoples vehicles we will get this insurance to cover if there is damage to another property on our project.**
- d. Workers Compensation – Covers personal injuries by employees on the jobsite**



Establish various bonds in case something happens and the General Contractor cannot complete the job.

- a. Performance Bond
- b. Bid bond
- c. Payment Bond

The Key Aspects of Controlling the quality of construction.

The design team(Architect/Engineers) and the Owner determine standards for the project.



The team will put in place quality assurance procedures to prevent defects and deficiencies before and during the project.



Schedule field testing, inspections on the soil, and planning which materials will need submittals



Keep track of the commissioning agents reports to ensure that all systems are being built up to Gold LEED standards



**The key issues needed
to be for the site
logistics**

Blue colored plywood temporary fencing will have to go around the construction site before it is built for the excavation process



The trailers will be located next to the courtyard entrance to observe deliveries being made on the jobsite. The porta potty are located next to the trailers



There will be an opening near the storage area where all the deliveries will be made. This same entrance will be where large vehicles such as cranes, riggers and pulleys will be stored on the jobsite until needed

The contractor will have to designate an area on the jobsite for where all the deliveries are made. Deliveries will be made in the courtyard, where the materials will be stored.



Permits will be obtained to close the sidewalk on the days that deliveries have to be made on the site.

Mock up panels and blueprints will be stored in the trailer where the construction manager and project manager work out of



No on-site parking will be necessary for this project

Mobilization



- **Set-up preconstruction meetings to advise the contractor on his planning and organizing of the project.**
- **The contractor will report who he will use on the project for each task in the general conditions documentation.**
- **The contractor will provide the schedule and will describe the means and methods of the project through the plans and drawings**

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