

Owner's Representative **Services**

VERTEX's Owner's Representation/Owner's Project Management and Program Management services have assisted hundreds of municipalities, developers, and public authorities in the properly administrated construction of building projects such as office buildings, hotels, schools, universities, fire stations, police stations, libraries, and town halls. We differentiate ourselves because of our construction, forensic, engineering, environmental, and architectural resources, so we can add value on all phases of a construction project.

Pre-Construction Phase

- Project scope development
- Strategic planning
- Third party coordination
- Site selection assistance
- Preliminary feasibility analysis
- Budget cost estimating
- Design team selection support
- Project delivery method selection
- Risk evaluation
- Project website development
- Project controls development

Design/Development Phase

- Project design and planning coordination
- Project delivery system analysis
- Architect and engineer team management
- Value engineering
- Life cycle cost analysis
- Constructability reviews
- Project schedule development
- Divisional budget development
- Site plan approval acquisition
- General and supplementary general conditions preparation

Procurement Phase

- Project delivery selection
- Bid preparation
- Bidder pre-qualification
- Bid analysis and recommendations
- Permitting assistance
- Insurance and bonding support
- Construction team interviews
- Owner-supplied materials and surveying procurement

Construction Phase

- Project team coordination
- Owner/architect/contractor meeting attendance
- Project progress monitoring
- Construction quality monitoring
- Contract fulfillment monitoring
- Safety compliance monitoring
- RFI process monitoring
- FF&E coordination
- Payment requisition administration
- Change order proposal review
- Contingency plan preparation
- Financial reporting

Construction Closeout Phase

- Punchlist development support
- Warranty submission support
- O&M manual submission
- Training coordination
- As-built drawing review
- Project closeout support
- Certificate of occupancy procurement

Dispute Resolution Services

- Affirmative claims review
- Affirmative claims defense preparation
- Negative claims
- Issue avoidance
- Damage claim preparation
- Mediation, arbitration and litigation administration



SERVICE AREA
CONSTRUCTION
CONSULTING

