

IIT Construction Engineering and Management Program – Chicago, Illinois

Please indicate below the construction management services expected in the Pre-Design Phase of the typical construction projects undertaken by your company.

Pre-Design Phase	Always Expected	Often Expected	Sometimes Expected	Seldom Expected	Never Expected
1. Develop scope of project and areas of use					
2. Conduct market research					
3. Collect typical operating costs, tax information, etc.					
4. Establish models for optimizing return on investment					
5. Develop broad outline schedule					
6. Develop conceptual budget					
7. Evaluate financing sources and alternatives					
8. Develop target design fees					
9. Develop feasibility study report					
10. Establish cash flow projections					
11. Determine organization and staffing to administer project					
12. Outline responsibilities of the project team					
13. Establish basic communication procedures					
14. Prepare contractual agreements					
15. Prepare the procedures for claim avoidance					
16. Prepare BIM execution plan					
17. Establish reporting and accounting procedures					
18. Interview and select architects, engineers, estimators, land surveyor, and other consultants					
19. Conduct site evaluation					
20. Plan for logistics including temporary construction requirements					
21. Overview of LEED green building strategies and set the LEED goals					
22. Select project delivery system (traditional, D/B, multiple primes, etc.)					
23. Explore partnering possibilities between parties					
24. Plan for risk management steps with regard to such duties					

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Please indicate below the construction management services expected in the Design Phase of the typical construction projects undertaken by your company.

Design Phase	Always Expected	Often Expected	Sometimes Expected	Seldom Expected	Never Expected
1. Assist designer in preparing detailed design schedule					
2. Oversee LEED goals during design to assure they are addressed					
3. Develop energy efficiency implementation plan					
4. Prepare project management plan for environmental/archaeological considerations					
5. Interview and select special consultants					
6. Assist owner in preparation of necessary documents to secure funding for the overall project					
7. Develop security loss prevention program					
8. Arrange survey monitoring of adjacent properties					
9. Liaise with owner's legal counsel					
10. Develop bid package formats					
11. Identify and purchase long-lead items					
12. Develop phased construction schedule					
13. Integrate LEED green building systems into the construction schedule					
14. Initiate preliminary insurance review					
15. Arrange and chair design coordination meetings					
16. Oversee the production of schematic drawings					
17. Interface with IT manager to provide proper hardware and software for the project					
18. Create discipline specific BIM content					
19. Oversee the development of BIM in accordance with BIM execution plan					
20. Prepare outline specifications					
21. Identify, review, and recommend special areas of study					
22. Prepare and analyze alternate design schemes					
23. Conduct constructability reviews					
24. Conduct value engineering analysis					
25. Coordinate engineering designs					
26. Develop safety management plan					
27. Arrange for models, mock-ups, renderings, etc. of key design elements					
28. Conduct public consultations					
29. Review operating and maintenance costs					
30. Establish general conditions of contract					
31. Evaluate labor and trade contractor markets					

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Design Phase	Always Expected	Often Expected	Sometimes Expected	Seldom Expected	Never Expected
32. Prepare general or trade contractor bid lists					
33. Monitor cost estimates as details develop					
34. Update cash flow requirements					
35. Establish insurance program					
36. Assemble tender documentation for owner's confirmation					
37. Finalize selection of architectural components and systems					
38. Liaise with jurisdictional authorities over design details					
39. Review working drawings and specifications					

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Please indicate below the construction management services expected in the Bidding Phase of the typical construction projects undertaken by your company.

Bidding Phase	Always Expected	Often Expected	Sometimes Expected	Seldom Expected	Never Expected
1. Review and evaluate owner's proposed procurement methods					
2. Recommend method of selecting contractors					
3. Establish bidding schedules					
4. Recommend breakdown of bid packages to be let					
5. Prepare forms of contracts and proposals					
6. Issue invitation to bidders					
7. Conduct campaign to increase bidder interest					
8. Prepare sets of bid documents (general and special conditions, contract forms)					
9. Establish prequalification criteria for bidders and prequalify bidders					
10. Prepare documents for alternative bids					
11. Evaluate requests for substitutions during bid phase					
12. Prepare, review, and distribute addenda					
13. Maintain a log of bidders					
14. Organize and conduct pre-bid meetings					
15. Organize and conduct bid openings					
16. Receive, evaluate, and analyze bids for responsiveness and price					
17. Conduct post-bid conferences					
18. Notify bidders of bid results					
19. Negotiate with bidders					
20. Assist owner in contractor selection					
21. Organize and conduct pre-award meetings					
22. Assemble, deliver, and execute contract documents					
23. Assist owner in the award of contracts					
24. Approve subcontractors and suppliers					
25. Issue notice to award					

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Please indicate below the construction management services expected in the Construction Phase of the typical construction projects undertaken by your company.

Construction Phase	Always Expected	Often Expected	Sometimes Expected	Seldom Expected	Never Expected
1. Arrange and chair project team meetings					
2. Ensure all approvals, permits, and licenses are obtained					
3. Organize access to temporary facilities and services					
4. Interface with IT manager to ensure hardware and software is installed and functioning properly					
5. Establish system of cost control					
6. Administer monthly accounting review					
7. Update cash flow					
8. Establish shop drawing submittal procedures					
9. Expedite deliveries					
10. Coordinate scheduling, on-site delivery and storage and installation for owner purchased long-lead items					
11. Obtain schedule updates from trades and suppliers					
12. Evaluate progress and update schedule					
13. Establish payment procedures to contractors and suppliers					
14. Approve monthly progress billings					
15. Ensure adherence to BIM guidelines manual					
16. Manage and maintain the creation of all BIM content					
17. Coordinate BIM training as required					
18. Coordinate all BIM logistics (contracts, emails, file sharing, etc)					
19. Repair or arrange repair of BIM or project BIM					
20. Report to owner monthly progress, payments, costs, and trends					
21. Review submissions for design requirements compliance					
22. Monitor compliance with the established LEED goals					
23. Document and maintain all LEED documentation					
24. Receive, record, and schedule turnaround of submissions					
25. Review and approve change orders					
26. Coordinate distribution of change order information					
27. Facilitate settlement of contract disputes					
28. Administer safety and security programs					
29. Deal promptly with labor relations problems					
30. Arrange inspections by jurisdictional authorities					
31. Establish reasonable dates for substantial completion					
32. See that no liens exist for the work					
33. Verify all deficiencies and outstanding documents are completed					

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Please indicate below the construction management services expected in the Construction Phase of the typical construction projects undertaken by your company.

Construction Phase	Always Expected	Often Expected	Sometimes Expected	Seldom Expected	Never Expected
34. Establish reasonable dates for final completion					
35. Approve final payments to contractors					
36. Inspect and monitor conformance to design					
37. Select independent testing companies					
38. Administer quality assurance and control programs					
39. Verify monthly progress billings against actual work to date					
40. Issue certificate of substantial completion					
41. Issue punch list at substantial completion					
42. Issue certificate of final completion					
43. Review and evaluate documentation of claim by trade contractors					

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Please indicate below the construction management services expected in the Post-Construction Phase of the typical construction projects undertaken by your company.

Post-Construction Phase	Always Expected	Often Expected	Sometimes Expected	Seldom Expected	Never Expected
1. Advise owner of expected transfer date					
2. Liaise with operating staff manager to arrange training					
3. Obtain and verify guarantees					
4. Obtain and verify "as-built drawings"					
5. Coordinate commissioning, testing, balancing of all systems					
6. Complete and submit and obtain final LEED certification					
7. Complete punch list items not required for substantial completion					
8. Arrange acceptance and approval of completed facilities					
9. Transfer facility to owner's "care, custody, and control"					
10. Arrange final photographs and publicity releases					
11. Arrange opening ceremonies					
12. Perform final accounting					
13. Prompt contractors to rectify deficiencies					
14. Liaise with jurisdictional authorities for certificates and permits					
15. Verify all guarantees, manuals, and documentation are received					
16. Recommend holdback releases					
17. Assist in expediting guarantee items					
18. Conduct post-occupancy evaluation					
19. Compile contract BIM close out documentation					

*** THANK YOU FOR YOUR PARTICIPATION ***

If you are interested in receiving a copy of the results:

Name:

Email:

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