



SCOPE OF BASIC SERVICES

The services outlined below are an overview of those services that DMI Works is able to assist its Client with in managing a Project. Only those services listed in an agreement will be provided unless authorized otherwise in writing.

PRE-CONSTRUCTION PHASE

Review the program furnished by Client and arrive at a mutual understanding of the Client's Project Program.

Provide a preliminary evaluation of Client's Project Program, schedule and construction budget requirements.

Procure preliminary estimates of construction costs for program requirements, based on early schematic designs and other criteria prepared by Client's consultants.

Review design documents during their development and advise on proposed site use and improvements, selection of materials, building systems and equipment, and methods of project delivery.

Provide recommendations on relative feasibility of construction methods, availability of materials and labor, time requirements for procurement, installation and construction, and factors related to construction but not limited to, costs of alternative designs or materials, preliminary budgets, and possible economies.

Prepare and periodically update a milestone schedule indicating milestone dates consistent with the Project Program. Advise Client as and if it appears that the construction costs may exceed the latest budget and make recommendations for corrective action.

Update estimates of construction costs at appropriate intervals as the consultants progress with the design and documents.

Consult with Client and the consultants regarding the construction documents and make recommendation whenever design details adversely affect constructability, costs or schedule.

Provide recommendations and information to Client regarding the assignment of responsibilities for project facilities and equipment, materials and services for common use of the contractors, and ensure such requirements and assignment are included in the contract documents.

Advise on the division of the project into individual contracts for various work, including the method to be used for selecting the contractor and awarding the contract. If multiple contracts are to be awarded, review the construction documents and make recommendations as required to provide that (1) the work of the contractors is coordinated, and (2) proper coordination has been provided for phased construction.

Review the contractor's construction schedule to ensure it provides for the accomplishment of tasks within the constraints of the critical dates required by the contract for construction.

Oversee the contractor in expediting and coordination of the ordering and delivery of materials requiring long lead times.

Assist Client in selecting, retaining and coordinating the professional services of surveyors, special consultants and testing laboratories.

Submit a list of prospective bidders.

Develop bidders' interest in the project and establish bidding schedules. Assist the consultants in transmitting bid documents and conducting a pre-bid conference with prospective bidders.

Assist the Architect with regard to questions from bidders and with the issuance of addenda.

Receive bids, prepare bid analyses and make recommendations to Client for award.

Assist Client's consultant in preparing construction contract.

Assist Client in obtaining building permits and special permits for permanent improvements, of governmental authorities having jurisdiction over the project, except for permits required to be obtained directly by the various contractors.

Assist Client in connection with the Client's responsibility for filing documents required for the approvals.



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CONSTRUCTION PHASE - ADMINISTRATION OF THE CONSTRUCTION CONTRACT

Assist with the administration of the contracts.

Assist with administrative, management and related services to coordinate scheduled activities and responsibilities of the contractors with each other and with Client and consultants and assist with management of the project in accordance with the latest approved estimate of construction costs, the project schedule and the contract documents.

Regularly attend meetings to discuss such matters as procedures, progress and scheduling.

Regularly review the construction schedule to ensure compliance with the critical dates and recommend corrective action otherwise.

Coordinate the sequence of construction.

Endeavor to obtain satisfactory performance from each of the contractors and recommend courses of action when requirements of a contract are not being fulfilled.

Monitor the approved estimate of construction cost and actual costs for activities in progress and estimates for uncompleted tasks by way of comparison with such approved estimate.

Develop and implement procedures for the review and processing of applications by contractors for progress and final payments.

Determine in general that the work of each contractor is being performed in accordance with the requirements of the contract documents, endeavoring to guard Client against defects and deficiencies in the work.

Transmit to the Architect requests for interpretations of the meaning and intent of the drawings and specifications, and assist in the resolution of questions that may arise.

Review requests for changes, submit recommendations to the architect and Client, and assist in the preparation of change orders and change directives which incorporate the architect's modifications to the documents.

Assist the architect in the review, evaluation and documentation of claims.

In collaboration with the consultants, establish procedures for expediting the processing and approval of shop drawings, product data, samples and other submittals.

Record the progress of the project and submit written progress reports.

Coordinate the contractors' final testing and start-up of utilities, operational systems and equipment.

Jointly with the consultants and contractor, prepare a list of incomplete or unsatisfactory items and a schedule for their completion.

Assist the consultants in conducting inspections to determine whether the work or designated portion thereof is substantially complete.

Coordinate the correction and completion of the work.

Following issuance of a certificate of substantial completion, evaluate the completion of the work of the contractors and make recommendations to the architect when work is ready for final inspection and assist the Architect in conducting final inspections.

I appreciate the opportunity to present my company for your consideration and hope that you find our scope of services meets your needs.

Sincerely,



Bob Schecter

President

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