

Preconstruction Work Plan

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A.) Design Budget & Estimates

- 1.) Estimate #1– 1%
- 2.) Estimate #2– 30%
- 3.) Estimate #3- 75%
- 4.) Estimate #4– 100%

A.) Design Budget/Estimates

Mouw Associates, Inc. will provide ongoing budget/estimate information, materials/systems pricing and value engineering analysis throughout the design phase of the project. Formal budget/estimates and GMP estimates shall be provided as designated below:

1.) Conceptual Estimate No. 1: Mouw Associates, Inc. will initially submit a comprehensive Preliminary Project Estimate based on the space program and conceptual intent. This initial estimate will accurately reflect the scope of work indicated in the space program and conceptual drawings. To supplement the design intent of the conceptual design documents, for pricing purposes, Mouw Associates, Inc. will produce a checklist of potential cost items for the project and review with the Project Delivery Team for input to establish the most comprehensive design data and design assumptions possible. This Preliminary Project Estimate is to include a complete price breakdown and a detailed listing of qualifications and assumptions.

2.) Schematic Estimate No. 2: Mouw Associates, Inc. will submit a comprehensive estimate for construction based on completed Schematic drawings and specifications and a completed checklist, with design assumptions resulting from direct input from the Project Delivery Team. This estimate will be prepared by performing a detailed quantity survey and specification review. This budget should clarify many of the qualifications and assumptions presented in the preliminary conceptual estimate and further focus on the specifics as well as the overall scope of the Project. This budget will be submitted with a complete price breakdown and detailed listing of qualifications and assumptions.

3.) Design Development Estimate No. 3: At approximately 75% completion of the Contract Documents, Mouw Associates, Inc. will update the previous Schematic Estimate. This update will also include a brief written review following the 16 specification sections format addressing the development of the specifications in relation to the drawings, and noting design progress and any major changes or inconsistencies with regard to previous assumptions, budget parameters and schedule constraints. Mouw Associates, Inc. will submit a summary listing of problem areas, potential budget overruns, etc. for consideration by the balance of the Project Delivery Team.

4.) Guarantee Maximum Price (GMP): Upon completion of the Contract Documents, Mouw Associates, Inc. will take final bids and prepare a final GMP estimate. This estimate will be submitted with a complete cost breakdown and a construction schedule. Upon review and approval by the Project Delivery Team the Amendment No. 1 shall be signed.

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B.) Meetings, Information Management, Document Review

- 1.) Review Meetings
- 2.) CM Logs
- 3.) Consulting
- 4.) Outsourcing
- 5.) User Group Meetings

C.) Schedule Development

- 1.) Overall Scope
- 2.) Milestones
- 3.) Updates

B.) Meetings, Information Management, Document Review

1.) Design/Preconstruction Services review meetings should be held once every two weeks during the contract document development phase. It should be assumed that these meetings will be held in Delray Beach, Florida. Mouw Associates, Inc. will attend and participate in all meetings.

2.) Mouw Associates, Inc. will develop and maintain a Request for Information (RFI) Log and/or an Action Item Agenda Log to aid in the prompt transfer of information between all members of the Project Design Team. The log will be monitored and updated on a continual basis and addressed at the review meetings. Unresolved issues should be identified in each review meeting with follow-up responsibilities and response data being assigned to the appropriate team members.

3.) Mouw Associates, Inc. will provide the Architect/Engineer continual input addressing constructability, availability of materials and qualified trades for specialized systems, comparative cost/benefit analysis for various building systems and budget/schedule impact as specified phases of the overall design are developed in order to avoid the development and completion of the Contract Documents that exceed budget and schedule limitations.

4.) If necessary, Mouw Associates, Inc. will involve the services of outside consultants and/or subcontractors in the review and budgeting of specialized systems such as structural, skin/curtain wall, equipment, elevators, furnishings, plumbing, mechanical, electrical, life safety. Mouw Associates, Inc. will utilize input from outside subcontractors to measure the degree of completion as it relates to the current workload in the marketplace and, also, to verify the accuracy of our historical costing data.

5.) As Requested, Mouw will attend user group meetings to help with the space programming, departmental requirements, and specific construction related questions

C.) Schedule Development

1.) As the overall project goals and priorities are determined, Mouw Associates, Inc. will develop and maintain a Preconstruction Schedule for the project. Other team members along with Mouw Associates, Inc. shall provide data to be incorporated into the schedule.

2.) The Preconstruction Schedule will identify the responsibilities among the members of the Project Delivery Team. Key milestones such as budget delivery dates, state submission and review dates, release of documents for bidding and tentative bid dates will need to be identified. Additionally, the schedule should identify long lead items that may require special procurement during the Preconstruction Phase of the project.

3.) Mouw Associates, Inc. will develop the schedule so that realistic dates can be set and achieved. The Preconstruction Services Schedule will be distributed to all members of the Project Delivery Team and updated on a regular basis during the Design Preconstruction Services review meetings. The importance of this schedule will be continually emphasized to all members of the Project Delivery Team as the key element in ensuring a timely construction start.

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D.) Subcontractor Vendor Pre-Qualification and Solicitation

- 1.) Master Bid List
- 2.) Prequalification

E.) Construction Staging and Site Management Planning

- 1.) Site Utilization Plan

F.) Equipment Review and Coordination Of Direct Owner Contracts

- 1.) Owner Furnished Equipment
- 2.) Coordination

G.) Cash Flow Analysis

- 1.) Graphs/Charts

D.) Subcontractor/Vendor Pre-qualification and Solicitation

1.) Mouw Associates, Inc. will generate interest of the local and regional subcontractors and vendors and develop a master list of bidders qualified for the work under consideration and which have shown interest in submitting bids for the project. This list will include subcontractors and vendors for all major categories of work included in the total project.

2.) This list will include only pre-qualified companies that are professionally capable of managing and performing. They will be pre-qualified on the basis of (a) experience on projects of the size and complexity, (b) Owner/Architect/Contractor references, (c) financial stability, (d) quality of work, (e) qualified project and field management personnel and (f) will be prepared to submit a Contractor's Qualification Statement for their final approval and placement on the pre-qualified subcontractor's bidders list.

E.) Construction Staging and Site Management Planning

1.) Mouw Associates, Inc. will develop a proposed site Management Plan for the purpose of staging construction operations. This plan will include such particulars as primary access to and from the construction site, construction parking, on-site entrances, construction personnel entrances and traffic patterns within the existing facility, location of temporary facilities, location of hoist crane, and other stationary equipment, locations of barricades and construction fences, locations of pedestrian tunnels and/or bridges, site security, signage, etc.

F.) Equipment Review and Coordination of Direct Owner Contracts

1.) If required, Mouw Associates, Inc. will assist the Owner in reviewing and budgeting the Owner Furnished Equipment and Furnishings, and shall include these budgets or allowances as a line item in the GMP to ensure that all project costs are accounted for.

2.) Also, if required, Mouw Associates, Inc. will work with the Owner's Representative to assist the Owner in receiving bids and placing purchase orders for long lead construction related equipment during the preconstruction phase of the project.

G.) Cash Flow Analysis

1.) Concurrent with the submission of the GMP and the Construction Phase Schedule, Mouw Associates, Inc. will work with the owner representative to establish a cash flow analysis for the overall construction duration of the Project.