

Detailed breakdown of Owner's Representation Services

Leighton T. Allenby

www.leightonallenby.info

Email: LAllenby@gmail.com

Phone: 239.537.4563

Let's Build It Right, Together

Your project deserves an advocate who understands both the big picture and the fine details. I'd be glad to discuss how I can support your vision from planning through move-in.

Master Plan and Pre-Construction

- Assembling of team: architect, structural, electrical & HVAC engineer, landscape architect, interior designer (design team selection is equally as important as contractor selection)
- Identifying roles and responsibilities for each member of the project team
- Coordinating between architect, builder, consultants and owner
- Identifying/securing all applications, permits and approvals needed to start and complete the project
- Working with local and state agencies to expedite paperwork and compliance issues
- Resolution of local municipal and planning issues
- Coordinating with utility companies and city agencies for incoming utility services
- Attending all neighborhood, zoning and planning approval meetings
- Community relations support as needed
- Design Phase: review and oversight
- Value engineering during design process
- Reviewing of plans and specifications
- Providing constructibility reviews to owner
- Oversight of overall project coordination
- Comprehensive project budget review and approval
- Advising on potential project pitfalls and suggesting solutions
- Coordinating and running project kick-off meetings with team

Design and Budget Development

Design and budget are considered to be the most important phase. I can handle:

- Managing your budget

- Closely evaluating every item of the project and detect any deficiencies that are not cost effective

Contract Administration, Development and Review

- Handling contract negotiations and enforcement
- Bringing strong negotiating skills and document expertise to every step
- Development and oversight of budget
- Value Engineering and cost control
- Reviewing of changes submitted by the contractor with the architect's office; keeping owner informed
- Negotiating contracts with selected project team members on behalf of Client

Project oversight

- Guiding a project from owner's concept to move-in
- Providing written and verbal reports to the owner and other groups as directed
- Ensuring harmony between team

Budget Management

- Creating and managing budget
- Managing weekly meetings with entire team
- Representing the owner at regular project meetings - catching and resolving problems

Bid Management

- Handling contractor review for bidding and selection
- Managing the bid process
- Ensuring the entire scope of the design documents is covered
- Preparing bid packages & reviewing contract documents
- Evaluating insurance requirements and options and assist in procurement of coverage
- Evaluation of bids
- Assisting in general contractor selection & contract negotiation
- Scheduling review
- Mitigating schedule delays

Constructibility / Plan Review

- Reviewing the design documents for deficiencies to save wasted dollars in possible change orders

Value Engineering

- Value engineering without devaluing the value of the final project
- Most efficient before construction begins and during the design and bid phase

- Closely evaluating every item of the project and detect any deficiencies that are not cost effective

Construction Phase

- Representing the owner at regular project meetings
- Advocating on the part of the owner during disputes, disagreements, modifications, or change orders
- Project schedule review, management and oversight
- Monitoring construction schedule and alert the owner to conditions that may lead to delays in the completion of work
- Facilitating timely turnaround of shop drawings and submittals, by architects and vendors
- Receiving and logging samples as required at the site and communicate results with the architect and owner
- Conducting project meetings managing agendas, meeting minutes and action items
- On-site oversight and daily construction monitoring
- Providing daily or weekly documentation and written record as to the progress, problems and recommended solutions to owner and architect
- Monitoring status of inspections, change orders, construction changes, shop drawings, products, and color schedules
- Monitoring construction to make sure building for compliance with design and specifications
- Observing tests required by the contract documents and/or as part of systems operations
- Reviewing the contractor's record copy of drawings specifications

Change Order Management

- Ensuring cost control on change orders
- Advocating on the part of the owner for all change orders
- Ensuring costs are in-line with trade and material costs
- Reviewing and signing off on every change order

Payment Application Review

- Ensuring accurate payment documentation
- Reviewing and signing off on every payment application
- Authorizing release of retention monies held

Project Documentation and Photographs

- Electronic cataloging of photos and documents
- Handling change orders
- Producing shop drawings
- Overseeing plan revisions

- Managing permits documentation

Purchasing of Specialized Products

- Creating and managing tracking sheet for purchasing specialized products to minimize any schedule delays

Quality Control

- Daily inspection of all trades and materials

Post-Construction / Project Close Out

- Ensuring owner has occupancy permits
- Coordinating & managing architect, consultant and owner punch lists as construction nears completion
- Reviewing installed equipment and make sure that all operations and maintenance manuals are transferred to owner
- Providing warranty documentation to owner
- Managing the delivery, acceptance and install of owner furnished items
- Securing final acceptance by owner and architect before move-in
- Hiring of staff and service vendors
- Training of owner's staff on building systems

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