



An extension of your team

Equally as important as onsite Construction Manager is their counterpart – Project Administrator. In this capacity, we are an extension of your team utilized to navigate and manage the contract(s) applicable to each contractor and consultant. This full-service effort entails everything from pre-construction through agency close out and project acceptance.

Our sole objective is to provide our clients with certainty for a very dynamic process. We act on behalf of our client and provide a level of efficiency and effectiveness that will ensure the project remains on time, on budget, and is administrated to the highest standard.

Pre-Construction

1. Coordination of pre-construction meeting with all related agencies, consultants and contractor(s)
2. Administration of up-front material submittals
3. Establish a process for paperwork processing & cloud based dissemination
4. Identify pertinent DIR wage determination by trade & classification

During Construction

1. Enforce compliance of the existing contract with the specifications of the bid and Greenbook (when applicable).
2. Review, process and obtain Engineer of Record approval of all Requests for Information (RFI)
3. Prevailing Wage Compliance – audit and maintain certified payroll reports throughout the duration of the project
4. Administration of change orders – review for validity, process internally and where appropriate, obtain agency approval to ensure reimbursable eligibility
5. Administrate monthly invoices – establish quantities, obtain lien releases – process for payment

Post Construction

1. Work with agency to establish punch list
2. Facilitate as-built plan approval and processing
3. Obtain unconditional final releases and final certified payroll reports
4. Reconcile final contract – project close out