



HUEBER BREUER

DIVISION OF FIRE PROTECTION SERVICES

HUEBER-BREUER PROVEN DELIVERY METHOD – “CONCEPT TO COMPLETION”

*The Construction Management services outlined below
is a partial representation of some of the unique services we provide during
Pre- Construction and Construction Phases of your project.*

1. Determine proposed project scope and timeline
2. Develop concise design RFP – encourage qualified responses
3. Design development – budget control
4. Critical Path – concept to completion
5. Specification review – front end. Summary of multiple contracts
6. Consult Client on insurances, liquidated damages, bond language
7. Budget/constructability review at 60% to 90% design documents
8. Develop phasing/bid alternates to protect Client on bid day
9. Owner’s consumables – prepare site related support services RFP to eliminate contractor markup (fencing, dumpsters, port-a-potties, project signage, utilities)
10. Owner FFE (fixtures, furnishings, equipment). Coordinate bids and purchasing of all Owner equipment. Create budget driven by priority allowing contingency funding if available. (FOBS, epoxy coatings, IT, gear lockers, shore lines, vehicle exhaust, security cameras, etc.)
11. Budget Controls: Hueber-Breuer manages all project costs including design, permitting, construction, consumables, inspections, FFE, to guarantee budget conformance
12. Monthly reporting to Client on Project
13. Maintain meeting minutes of all meetings
14. Organize and manage the following meetings:
 - Weekly contractor meetings on site
 - Bi-weekly project meetings with Owners and contractors
 - Monthly project meeting with design professionals
 - Review of change order requests to Client as needed
15. Change management. Review and make recommendations for all proposed change orders
16. Prepare all monthly pay requisitions for Client approval. Maintain all required D.O.L./OSHA files
17. Prepare quality control documents when project is 90% complete to minimize punchlist and owner inconvenience
18. Organize all Owner’s manuals for Client review
19. Maintain and supervise all warranty request for a period of one year (included in our fee)
20. Facilitate Owner training, provide video and manuals at completion
21. Organize Owner Warranty Manuals/Preventive Maintenance logs for Owner use
22. Final budget analysis / project closeout
23. Promote bidder participation pre-bid and during construction
24. Perform site safety review monthly by Josh Zona, Hueber-Breuer Safety Manager and Certified OSHA Instructor.