



SERVICES

The following outlines a sampling of the many services we provide at each phase of the construction project. We at Contegrity Group, Inc. pride ourselves in being flexible and will refine, vary and arrange these listed services to best meet the needs and expectations of the owner.

PRE-CONSTRUCTION PHASE

- A. Review program furnished by owner
 - Develop overall project schedule
 - Develop overall organizational chart and design team directory
 - Establish a project budget
- B. Schematic Design
 - Prepare preliminary conceptual estimate
 - Provide cost evaluations with alternative materials
 - Review design documents
- C. Schematic Design / Design Development
 - Update estimates with increasing detail and refinement
 - Advise whenever details adversely affect constructability
 - Assist owner in selecting Surveyors, Consultants, Testing agencies
- D. Construction Documents
 - Develop bid categories
 - Develop construction schedule including owner occupancy
 - Submit final construction estimate
- E. Bidding / Bid Award
 - Establish bidding schedule and bid list
 - Conduct bid opening, bid review and bid analysis
 - Issue bidding documents
 - Prepare contracts
 - Assist owner in obtaining permits

CONSTRUCTION PHASE – CONTRACT ADMINISTRATION

- Administer contracts
- Develop cash flow forecasts, accounting record and procedures
- Receive, validate and process certificates of insurance
- Review and process shop drawings, product data and samples
- Schedule and coordinate sequence of construction
- Conduct jobsite meetings and distribute meeting minutes



- Process, review and certify pay requests
- Maintain daily progress logs
- Monitor and update project budget
- Ensure work is in accordance with construction documents
- Review requests for changes and issue change orders
- Coordinate, obtain and review punch list, closeout documentation, warranties, equipment training, operations and maintenance manuals, drawings, extra stock

POST CONSTRUCTION

- Coordinate all corrective work during warranty period
- Arrange for eleven month walkthrough with owner and architect
- Maintain accessibility to owner

