



Brindle Development LLC

## **SCOPE OF SERVICES MENU:**

Every project is different and every client has different needs. The following is by no means intended to be an exhaustive list, the goal on every project is to identify and attend to those unique needs.

### **GENERAL – for all project Phases**

- Publish and maintain project directory
- Conduct project meetings and publish minutes
- Review consultant/vendor/contractor invoices, release of liens, and recommend payment
- Maintain project records
- Publish monthly project report
- Facilitate and direct project communications
- Coordinate with Owner, operator, consultants, utility companies, contractors and suppliers

### **Concept/Feasibility Phase**

- Review Owner's project goals and requirements
- Evaluate site and improvements
- Evaluate entitlements, permits, development restrictions and rights
- Develop project program
- Develop conceptual project and design schedule
- Identify, interview, and recommend design professionals
- Coordinate legal risk assessment
- Prepare design contracts in Owner's format
- Develop conceptual design
- Develop conceptual budget for "Total Project Cost"
- Identify and assist with general project administrative needs for project duration (office staffing, computing, insurance, accounting, communications, budget, schedule, scope, etc.)
- Develop project marketing and PR plan
- Develop project website, link to all consultants

## **DESIGN PHASE**

### **Schematics**

- Identify, interview and recommend additional design professionals as required
- Provide AIA professional coordination of individual component architects and designers
- Identify all Owner needs for non-architectural items such as environmental, audio-visual, security, computers, etc.
- Prepare contracts with design professionals
- Coordinate preparation of schematic design documents
- Review and manage design for quality and contract requirements
- Update design and project schedules
- Update project budget
- Prepare phasing schedule for individual components of the project
- Obtain Owner approval of Schematic Documents (SD), approve team to proceed to Design Development (DD) phase



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### **Design Development**

- Identify, interview and recommend additional design professionals as required
- Prepare contracts with design professionals
- Coordinate preparation of design development documents
- Review and manage design for quality and contract requirements
- Update design and project schedules
- Update project budget
- Obtain Owner approval of design development documents, approve team to proceed to Construction Document (CD) phase

### **Contract/Construction Documents**

- Identify, interview and recommend additional design professionals as required
- Prepare contracts with design professional
- Coordinate preparation of Construction Documents
- Review and manage design for quality and contract requirements
- Update design and project schedules
- Update project budget
- Prepare "Supplemental Conditions" for bid packages

### **ENTITLEMENT & PERMIT PHASE**

- Research and tabulate site constraints
- Investigate current land use designation and zoning
- Develop and suggest Planning Department options & strategy
- Research and solicit required application exhibits
- File relevant State, Regional, County or City Planning Departments
- Process Planning Department applications
- Represent Owner at hearings and public meetings
- Negotiate conditions of approval with agencies
- Process required applications with utility agencies
- Investigate optional plan check process, peer review
- Monitor plan check process to expedite plan review

### **PRE-CONSTRUCTION PHASE**

- Identify long lead items and prepare contracts
- Solicit bids and proposals from contractors and purchasing agents
- Prepare bid packages
- Prepare spreadsheet and bid analysis (quantitative and qualitative) for Owner's review
- Verify financial and technical background of potential vendor/contractors
- Review certificates of insurance for each contractor
- Prepare contracts for construction and purchasing
- Recommend testing and mock-up protocols
- Update design and project schedules
- Update project budget
- Direct value engineering efforts as required
- Coordinate all utility companies and service agreements



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## **CONSTRUCTION PHASE**

- Expedite approval of shop drawings and samples
- Respond to RFI and CO requests
- Monitor quality of construction and conformance with documents
- Maintain testing and inspector observation logs
- Maintain photographic and video logs
- Update project website
- Provide on-site Owner representative as required during construction
- Coordinate schedules of vendor/contractors with construction activities
- Update design and project schedules
- Update project budget
- Certify substantial-completion of individual project components
- Coordinate installation of Owner supplied items such as audio-visual, telecommunications, security systems, etc.

## **FF&E**

- Coordinate installation of all furniture, fixtures and equipment with Interior Designer/  
Purchasing Agent

## **PROJECT CLOSE-OUT PHASE**

- Monitor completion of punch lists and preparation of “record documents”
- Direct turnover of warranties and manuals to Owner
- Monitor equipment training as required by contract document
- Prepare final cost forecast
- Collect final releases of liens from contractors
- Recommend final payment to vendor/contractors
- Prepare project review, “lessons learned” for Owner
- Turnover of project records to Owner