

RELIABLE COMPETENT EXPERIENCED

Successful projects don't come in on schedule and within budget by chance. Good Project & Construction Management is an expertise. It is seamless when performed effectively, and protects you and your money from inception through completion.

Here are some Project Best Practices & Tips from the Professionals at JCI International, Inc.

1. Collaboration between the Project Manager and Design Consultants during the project's design phase will help weed out costly design errors and omissions.
2. Guidance on effective construction techniques can have a significant impact on reducing the overall cost of your project.
3. A *Dry Run Review* by the local permitting authority can reduce permit processing times and provide code compliance feedback that will be useful in avoiding costly change orders down the road.
4. The use of *Project Bid Forms* will facilitate subcontractor proposal evaluations.
5. *RFI's (Requests for Information)* and their responses should be in writing, and distributed to all project participants. *RFI's* clarify the project's intent and become part of the *Project Record*.
6. The use of *Detailed Estimates* will improve budget development and cost control.
7. The lowest bid may not be the best value for your project when quality of construction is a priority, and Market Conditions are tight.
8. Do not begin work without requisite approvals of *Submittals and Shop Drawings*.
9. Use *CPM (Critical Path Method)* Construction Schedules and update them frequently to keep your project on track. Your construction schedule should be cost loaded and include activities for long lead items, shop drawing's, punch lists, and warranty's.
10. Define detailed *Scopes of Work* in all Subcontracts.
11. Require trade, credit, & banking references of all prospective bidders, and verify licenses & insurances.
12. Do not start a project without a well maintained *Document Control System*. These documents form the basis of your *Project Record* and are invaluable in settling contractor disputes.
13. The foundation of *Quality Assurance* is your *Quality Control Plan*. Stick to it.
14. Require the use of standardized forms for *Progress Payment Requisitions*.
15. Assure compliance with statutory requirements for bond and lien waivers with all subcontractors, laborers, and suppliers furnishing goods or services on the project.
16. Obtain and preserve all *Warranties and Maintenance Schedules* for the goods or services furnished on the project. These documents form the foundation of your *Facilities Maintenance Plan*.