

## Owner's Representative

Because of Mark VII's vast experience with all phases of construction projects large and small, there is no one better suited to be your eyes and ears on the jobsite –protecting your interests! By adhering to strict controls Mark VII takes initiative on your behalf to ensure that the work you get is quality, the project is completed on-time and the project stays on-budget. You can rest easy knowing that Mark VII is looking out for your best interests freeing up time your valuable time. Whatever level of service you require Mark VII is prepared to accommodate your needs.

### Pre-Construction Phase

- Project Scope Development
- Strategic planning
- Third party consideration
- Site selection assistance
- Architect/Engineer selection
- Budget cost estimating
- Assistance with selection of the design team
- Risk evaluation
- Project controls development

### Design/Development Phase

- Project design and planning coordination
- Architect/Engineer team oversight
- Value engineering
- Constructability reviews
- Project schedule input & oversight
- Divisional budget input & oversight
- Assistance in obtaining site plan approval

### Procurement Phase

- Preparation of bid package
- Bid analysis & recommendations
- Assistance with permitting
- Ensure insurance and bonding is in place
- Interview proposed construction team
- Procurement of Owner bought materials and surveying

### Construction Phase

- Coordination of project team members
- Attendance at Owner/Architect/Contractor meetings
- Monitor progress of the project
- Monitor quality of the construction
- Monitor adherence to the construction
- Monitor adherence to the contract documents
- Monitor Safety Compliance
- Monitor RFI process
- FF&E coordination
- Reviews change orders proposals

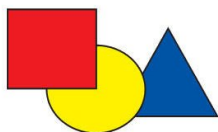
- Administer payment requisitions to ensure proper percent complete in accordance with schedule of values
- Prepare contingency plans

### Construction Closeout Phase

- Assist with punch list development
- Ensure all warranties are submitted properly
- Ensure O&M manuals are submitted properly
- Training coordination
- Review of As-Built drawings
- Project closeout support
- Assist in procuring the certificate of occupancy

### Dispute Resolution Services

- Review of affirmative claims
- Prepare defense for affirmative claims (non-legal)
- Negotiate claims
- Issue avoidance
- Prepare actual damage claims
- Administer mediation, arbitration or litigation



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