

PROJECT MANAGEMENT

A LA CARTE

CONCEPT & MENU DEVELOPMENT
SITE EVALUATION
SCOPE OF WORK DEFINITION
DRAWING & SPECIFICATION REVIEW

GC/TRADE BID COMPARISON
VALUE ENGINEERING COORDINATION
JOBSITE PROGRESS REVIEW
PRODUCE & MANAGE PUNCH LIST

HORS D'OEUVRES

PROJECT KICK OFF

Create Comprehensive Scope Of Work
Develop Initial Overall Project Budget
Build Overall Project Schedule
Assist In Establishing, Bidding & Defining Project Team

STARTERS

PLANNING & PERMITTING

Ensure Coordination Of Owner Programming For Architect & Engineer
Manage Design Team Communications & Hold Weekly Meetings
Hold Project Design Team Accountable To Permit Submission Schedule
Perform Review Of Permit Submission
Work With Interior Designer To Produce FFE Specifications

SMALL PLATES

PRE-CONSTRUCTION

Analyze & Level A Maximum Of Three General Contractor Bids
Solicit & Negotiate Bids From Owner Contractors (Kitchen, Signage, AV, Etc)
Coordinate FFE Budgeting & Purchasing With Procurement Agent
Preconstruction Meeting Coordination With GC, KEC, Architect & Owner

ENTREES

CONSTRUCTION ADMIN

Attend Weekly Owner/Architect/ Contractor (OAC) Meeting
Aid Operations Team Lead In Smallwares & Pre-Opening Purchasing, As Needed
Spearhead Owner Review of RFI's, Shop Drawings & Submittals
Review & Approve Change Orders
Distribute Bi-Weekly Budget, Jobsite & Schedule Updates
Manage FFE & Owner Provided Equipment Installation
Create & Manage Pre-Inspection Completion List
Build Punchlist & Ensure Completion

DESSERTS

PROJECT TURNOVER

Coordinate Equipment Startups
Arrange Owner Training On Equipment & Facility
Distribute GC's Emergency Contact List
Final Accounting Review With GC
Procure & Send Close-Out Documents