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Construction Management



Construction Project Management (CPM) is the overall planning, coordination and control of a construction project from inception to completion aimed at meeting a client's requirements in order to produce a functionally and financially viable project that will be completed on time within authorized cost and to the required quality standards.

General CPM activities include defining the responsibilities and management structure of the project management team, organizing and leading by implementing project controls, defining roles and responsibilities and developing communication protocols, and identifying elements of project design and construction likely to give rise to disputes and claims or to cause delays and/or cost overruns.

General CPM functions typically include the following:

- 1.) Specifying project objectives and plans including delineation of scope, budgeting, scheduling, setting performance requirements and benchmarks, and selecting project participants.
- 2.) Maximizing resource efficiency through procurement of labor, materials, and equipment.
- 3.) Implementing various operations through proper coordination and control of planning, design, estimating, contracting and construction in the entire process.
- 4.) Developing effective communications and mechanisms for resolving conflicts.



JBA's decades of Civil Engineering and Land Surveying experience has given us the opportunity to provide CPM and Design-Build services for dozens of projects, including recreational facilities in Lake Perris, CA, a 64-lot residential subdivision in Loma Linda, CA, a 300-unit mobile home park in Ventura, CA, a co-generation system in Fullerton, CA, a 24,000 square foot concrete tilt-up office building in San Bernardino, CA, a 54,000 square foot industrial building in Rancho Cucamonga, CA, a 100-unit apartment complex in San Bernardino, CA, a 30,000 square foot office building in Cerritos, CA, and a 10,000 square foot multi-use medical office in Palmdale, CA.. This cumulative experience prompted us in recent years to develop our own Construction Management Practice Manual (CMPM). Our CMPM has proven to be an invaluable resource for our construction management professionals throughout the life of development projects.

JBA routinely utilizes industry-standard CPM, scheduling, and project accounting tools such as Microsoft Sharepoint (for secure tracking, document control, file storage/versioning, and reporting), Microsoft Project, AutoDesk Vault (for PS&E distribution and versioning) and Quickbooks Accountant Pro.



The following sections identify the primary Construction Management project services offered by JBA and provide a select list of client references and examples of our Construction Management experience.

Primary Services

Design Review Phase

Design Review Phase services offered by JBA include (but are not limited to) the following:

- Setup and maintenance of all project files in accordance with applicable client and/or agency requirements.
- Conducting and/or attendance of meetings and design conferences to obtain information and to coordinate and/or resolve all design matters. Preparation of meeting minutes.
- Review of engineering data and performance of field investigations; oversight of geotechnical engineering, civil engineering, and special environmental studies.
- Preparation of all necessary reports and associated conclusions/recommendations..
- Preparation and/or review of detailed Plans, Specifications, and Estimates (PS&E). Review of engineering drawings and contract specifications.
- Preparation of detailed scheduling showing milestones and activities for the project. Monitoring and updating all scheduling to identify project status and potential project "slippage".
- Prior to bid advertisements, conducting reviews of all PS&E for clarity and compatibility, and providing changes in same for minimizing contractor change orders and extra work claims. Includes Value Engineering review of PS&E to identify changes that would benefit the project from a constructability standpoint, potential cost savings, and construction phasing.

Bidding Phase Services

Bidding Phase services offered by JBA include (but are not limited to) the following:

- Assist in advertising and securing construction bids.
- Provide analysis of all bid results, including recommendations on the award of contracts.
- Review of all contract documents.
- Assist in scheduling/management of all pre-bid conferences, job walks, contractor sign-in lists, etc.

Construction Phase Services

Construction Phase services offered by JBA include (but are not limited to) the following:

- Setup and maintenance of all project files in accordance with applicable client and/or agency requirements.
- Coordination and attendance of all construction meetings and agency inspections, and preparation of all meeting minutes.





- Maintenance of Certified Payroll records (in compliance with Davis-Bacon or other prevailing wage requirements, if applicable).
- Daily on-site Construction Management and periodic progress inspections. Preparation of Inspector Daily Reports and a Weekly Report of all construction activities.
- Observation and/or review of all performance tests required by specifications.
- Construction survey and staking.
- Soils and physical testing, as necessary.
- Review of all contractor-submitted contract change orders and extras and preparation of recommendations. Negotiation of all contractor claims.
- Determine of amounts owed to contractors and preparation of payment requests for reimbursable amounts.
- Preparation of contractor "punch lists" for compliance with contract PS&E.
- Final project inspection(s).
- Coordination of project "close-out" and preparation of final report on the completed project, including the submittal of all pertinent files and backup documentation.

Client References (Partial List)

We invite you to contact the following clients, or others referenced in our project abstracts, regarding JBA’s capabilities and technical expertise in Construction Management:

Client/Address	Contact
<p>Lena Road Partners 215 North "D" Street, Suite 304 San Bernardino, CA 92401</p>	<p>Frank Schnetz Partner 909 / 889-0754</p>
<p>Trinity Church 1551 Reservoir Road Redlands, CA 92374</p>	<p>Tom Fort Pastor 909 / 335-7333</p>
<p>Jenco Productions 401 South "J" Street San Bernardino, CA 92410</p>	<p>John Imbriani President 909 / 381-9453</p>
<p>La Quinta Golf Estates H.O.A. 78-154 San Timoteo La Quinta, CA 92253</p>	<p>Peter Murphy President 760 / 564-2997</p>
<p>County of San Bernardino Special Districts Department 157 West 5th Street, 2nd Floor San Bernardino, CA 92415-0450</p>	<p>Greg Bacon Senior Project Manager 909 / 387-5940</p>
<p>American Team, LLC 434 East 6th Street San Bernardino, CA 92410</p>	<p>Jerry Jaeckels Partner 951 / 712-3298</p>



Project Experience (Partial List)

The select projects listed below are indicative of JBA's experience in **Construction Management**. Select example projects are also discussed in greater detail in the abstracts following this section.

Project Description*	Services	Project Location
Lena Road Partners Commercial Parking Lot Addition/Expansion	PS&E and Bid Package preparation, Bid Management, and Construction Management (also provided Construction Management for original commercial building/site construction).	San Bernardino, CA
Trinity Church Parking Lot Addition/Expansion	PS&E and Bid Package preparation, Bid Management, and Construction Management.	Redlands, CA
Jenco Productions Building Reconstruction & Commercial Site Addition/Expansion	PS&E and Bid Package preparation, Bid Management, and Construction Management.	San Bernardino, CA
La Quinta Golf Estates Streets & Drainage Improvements	PS&E and Bid Package preparation, Bid Management, and Construction Management	La Quinta, CA
On-Call Construction Management Services	Three-year contract with the County of San Bernardino Special Districts Department for On-Call Construction Management Services.	County of San Bernardino
Lake Perris Recreational Facilities	Construction Management	Perris, CA
300-Unit Mobile Home Park	Construction Management & Design	Ventura, CA
64-Lot Residential Subdivision	Construction Management & Design	Loma Linda, CA
Percolation Basins & Appurtenances	Construction Management & Design	Cadiz, CA
Lake Silverwood Recreational Facilities	Construction Management	County of San Bernardino
US Festivals – Glen Helen Regional Park	Construction Management & Design	County of San Bernardino
Restaurant Co-Generation System	Construction Management & Design	Fullerton, CA
54,000 s.f. Industrial Building	Construction Management & Design	Rancho Cucamonga, CA
100-Unit Apartment Complex	Construction Management & Design	San Bernardino, CA
30,000 s.f. Office/Commercial Building	Construction Management	Cerritos, CA
10,000 s.f. Medical Office Building	Construction Management	Palmdale, CA

**Note: Project Descriptions are summaries only and do not necessarily list all services provided.*

