

# Construction management

## Description

Encompasses construction management services provided for Hennepin County facility projects through vendors which are not licensed to provide architectural or engineering services.

## Typical services

Project deliverables may include the following:

- Assist in developing the nature, scope, and objectives of proposed projects
- Cost estimating
- Establish project schedules, including coordination of work
- Assist the architect, contractors, and county staff in evaluating the costs of the designs, material options, and schedule considering the various time and budget constraints of the County
- Review the various documents related to projects, making suggestions as to how the documents relate to the County's objectives (i.e., time, budget, and other related matters)
- Assist county in structuring work agreements
- Assist in selecting general contractors, subcontractors, and other professionals needed for work
- Assist in the bidding process
- Assist in obtaining required insurance certificates and bonds prior to a company proceeding with work
- Assisting in securing the necessary governmental or quasi-governmental approvals
- Meeting minutes & Reports
- Construction and site review meeting
- General construction administration
- Serving as the lead contact point to outside service providers
- Assist the county in evaluating requests for progress payments
- Coordinating with the county, and others designated by the county, in the substantial completion inspection and final inspection of projects and preparing a punch list of deficiencies
- Coordinating with the county in evaluating the requests for final payment from the contractors

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