

PROJECT TEAM SUMMARY

CLIENT INFORMATION

The owner of the project is the town of Warrenton. Because the owner is not a single entity and does not have a large amount of construction experience, they hired a construction management agency to represent their best interests in the project.

The town decided to construct this project for multiple reasons. The first is because it is part of a plan to provide recreation facilities to the town of Warrenton. The facility fits in perfect with the surrounding baseball and soccer fields as well as the skateboard park and bike riding/hiking paths. The next reason is that the mayor and town councilmen wanted to provide the town of Warrenton with one of the best recreational facilities in the area. This is necessary because the town is primarily a rural area, so a development of this type will provide an entertaining venue for the town. The last reason for construction is to attract potential citizens to the area. The Washington D.C. area is continuously growing and Warrenton will use this building to help attract future citizens.

The expectations of the owner are high considering the amount of financial resources they are putting into the project. With regards to the budget, the public works department feels that the project will go over the \$22 million budget because of a few change orders. However, the project should stay well below the industry average of 6-8%. The public works department feels that the construction will finish early and turnover should be possible before July. The owner points out that the early completion will not sacrifice quality, however, they mentioned that they are very pleased with how the construction is progressing. The last expectation that the town has is that safety should be the first priority and no injuries or accidents should take place on the site. To make sure safety comes first, Forrester Construction (GC) has hired an independent safety inspector to perform random inspections as well as having their own OSHA certified employees and CM-agent employees inspect the site on a daily basis.

Finally, the owner mentioned the one key issue for a successful and satisfactory completion of the project. That is that they want to receive the highest value for the amount of money they have invested. To guarantee that this happens, Forrester

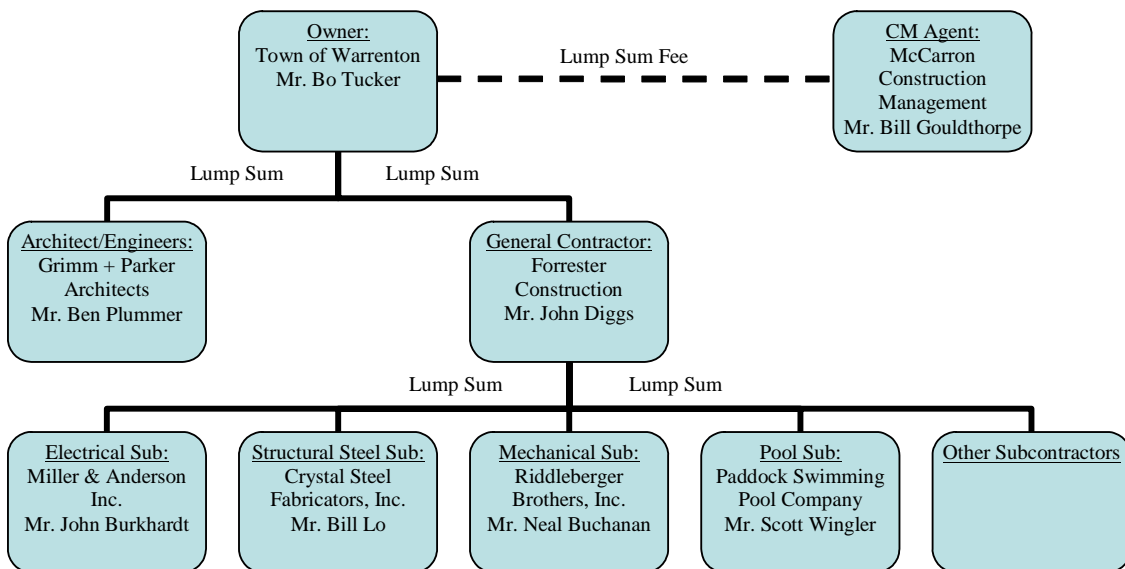
Construction has hired some of the areas finest subcontractors to ensure that the quality of work is of award winning craftsmanship. If a sub is not performing to the owners or their own high standards, Forrester has and will replace the subcontractor to make sure that the end product is well above the owner’s satisfaction level.

PROJECT DELIVERY SYSTEM

The Warrenton Aquatic and Recreation Facility is being delivered as a Design-Bid-Build job. The owner, the town of Warrenton, is holding Lump Sum contracts with the architect/engineers, general contractor, and also with a construction management agent. Forrester Construction Company was the low bidder and therefore became the general contractor.

The contracts through Forrester construction were also handled in a similar fashion. Bid packs were created to split up the work and the purchasing department sent out bid invitations to the local contractors. The bids were then awarded based on the bid price and qualifications of the subcontractor. After the appropriate subcontractors were selected they signed a master subcontract agreement with Forrester as well as a Lump Sum project contract.

PROJECT DELIVERY CHART



PROJECT STAFFING PLAN

The staff on the Warrenton Aquatic and Recreation Center was organized by the general contractor into three groups based on their company structure. These departments are the purchasing group, accounting group, and the operations group, with an administrative assistant to help process paperwork.

The purchasing group consisted of one cost engineer who was responsible for contacting subcontractors with different bid packages. The cost engineer would then compare bids and based on the companies system for selecting subcontractors, would award the appropriate subcontractor the contract. This process started after the general contractor was selected and has continued through the first eight months of the schedule. The cost engineer also worked with the project manager (PM) and assistant project manager (APM) to try and make sure all work and materials were accounted for.

The accounting group consists of one accountant who devotes a portion of time to processing the financials of the project. These responsibilities include tracking payments and work-in-place, processing payments to subcontractors and suppliers, and logging losses and gains compared to the estimate. The PM also works with the accountant to help keep the numbers as realistic and up to date as possible as well as to keep the cash flow moving and positive.

The largest part of the project staff is the operations group. At the head of the group is the project executive. This person is responsible for general project oversight and project troubleshooting while providing communication between the client and the rest of the project team. The next level in the staff is the PM and superintendent. The superintendent's primary responsibilities are project safety, the project schedule, construction coordination, and quality control of work being done. The project manager's responsibilities include negotiating contracts and change orders, subcontractor correspondence, material delivery log, and the aforementioned accounting and purchasing work. The APM assists the PM in all his duties as well as maintains meeting minutes and monthly project reports, submittal logs, and quality control. Finally, the field engineer and intern keep track of the site deliveries, conduct coordination and safety meetings, process RFI's, update drawings, and complete the misc. project tasks.

PROJECT STAFFING CHART

