



because of their effect on design documents, work-place and on the critical path schedule. Communicate to your contractor your expectations for tracking and reporting the budget vs actual costs. This tool will empower you to make early decisions so you end up with the best product at the best value within your desired timeframe.

### **3. Phasing/Scheduling**

Phasing of work should be discussed as early as design development with discussions continued into preconstruction services. Your contractor can enhance the good advice already received from your designers. Key milestones and dates should be developed early and should be based on consideration of planned campus activities (daily routines, planned events, testing days, known busy periods, known slack periods, etc.). Plan more invasive construction activities and material deliveries to occur during periods when your campus is less active. Inform the contractor if your campus activities sometimes include unplanned events and ask for preliminary contingency ideas. Be sure the contractor has a method for tracking the critical path schedule that works for you and clearly communicate your expectations for ensuring the project remains on track.

### **4. Site Constraints**

It is important to take into consideration what is underground as well as above ground. There may be electrical lines, fiber optic lines, water mains, or any number of other unforeseens in the soils where you wish to build. Learning this in advance of construction start will minimize disruptions, cost, and negative impact to the schedule. Work with your contractor to develop a plan for the site office, storage of materials, parking for workers, and how large equipment can access the construction area. The contractor should visit the campus to inspect existing conditions and should work closely with the facilities staff during development of the project management plan. Advance planning supports your schedule and can overcome even the most difficult site constraint.

### **5. Partnership**

Financial strength, experience, cost and transparency are all components to look for when choosing your contractor. You want to work with a company whose personnel have the expertise to plan safety and quality into every aspect of the job. An equally

