

PROJECT
MANAGEMENT

ARGO PROJECT MANAGEMENT: OUR GOAL

Every capital project requires exceptional planning, and a hands-on approach that focuses on an understanding of the complexities and nuances of each particular project. Our goal is to work hand in hand with our clients, from inception to completion, to ensure that every project is completed successfully, within budget and with minimum disruption to residents' daily lives. We take pride in providing dedicated and upscale service to our clients by utilizing the exceptional leadership and technical skills of our seasoned project managers.

OUR PROCESS



1. Project Assessment & Consultant* Selection:

- Review the proposed project at the site with Ownership and analyze existing conditions.
- Collaborate with Ownership in the development of a preliminary budget for the Project.
- Prepare and issue a Request for Proposal ("RFP") for potential Project Consultant(s).
- Review the returned proposals and prepare a bid analysis to present to Ownership.
- Assist Ownership's counsel with preparing the agreements with all Consultants.

2. Bidding & Contractor Selection:

- Oversee Consultants in preparing plans and specifications for the project.
- Collaborate with consultants to prepare RFP for Contractors based on the plans & specifications issued by the Consultant and supervise the bid leveling process.
- Arrange Contractor interviews, as required, after disseminating and evaluating all leveled bids.
- Initiate negotiations of agreement terms with the selected Contractor in accordance with Ownership's goals and budget.
- Obtain and review required insurance documentation, contract breakdowns, unit costs for extras and credits, and labor rates.
- Argo's risk consultant to review Contractor's all insurance documents.
- Assist Owner's counsel with preparing the construction agreement.

3. Construction:

Over the course of the project, Argo Project Management will provide the administrative and management services needed to coordinate the Project between the Owner, all Consultants, and the Contractor, so that the Project is completed in accordance with the approved costs, time, and quality objectives. Your dedicated project manager will be available throughout the duration of the Project to clarify any questions or concerns Ownership may have. Below is an outline of the services we offer during the construction phase.

a. Getting Started

Permitting and Compliance

ARGO Project Management will assist Owner, Consultant, and contractor in obtaining all necessary permits and approvals by interfacing with all governmental and city agencies and utilities, as required. This may require the need to work with an expeditor at Owner's expense. Additionally, if required, we will work with Owner and Owner's counsel to obtain license (access) agreements with neighboring properties.

Environmental Testing

ARGO Project Management will assist Owner, Consultant, and contractor in obtaining all necessary permits and approvals by interfacing with all governmental and city agencies and utilities, as required. This may require the need to work with an expeditor at Owner's expense. Additionally, if required, we will work with Owner and Owner's counsel to obtain license (access) agreements with neighboring properties.

b. Site Visits & Coordination, Change Orders, and Payment Requisitions

Site Visits & Coordination

- Attend pre-construction, construction, and progress meetings throughout the course of the Project to discuss procedures, existing conditions, and scheduling.
- Monitor the Contractor's progress on the project to ensure timely performance as set forth in the agreement, and update the project schedule as needed.
- Coordinate with the building manager and building engineer regarding deliveries, access, etc.

Change Orders

- Advise Ownership regarding change orders and construction change directives.

Payment Requisitions & Tracking Financials

- Consult with Ownership regarding the processing of applications for payment pending review and approval by the applicable Project Consultant.
- Regularly update a payment log and provide periodic reports to the client.

3. Construction continued:

c. Project Closeout

Shop Drawings

- Request from the Contractor all shop drawings, cut sheets, samples and other literature as outlined in the construction agreement for the Project for review by the designated consultant. Our team will also work with the Consultant to establish and implement procedures for expediting the shop drawing review process.

Waiver of Liens

- Review waivers of lien, warranties, and all other items required to be delivered by the Contractor as required by the agreement and advise Owner regarding the same.

Punch List

- Work with Consultant and Owner to facilitate the issuance of a final punch list for all portions of the project that are substantially complete.

Financial Closeout

- Provide project closeout services including obtaining final signoffs by governmental agencies, guaranties and warranties, and final release of liens.

Services & Experience

Our team has extensive experience working with professionals on the following projects:

Exterior Construction Projects

- Cogeneration
- Cooling towers
- Courtyard enhancement projects: landscaping and hardscaping
- Façade restorations
- Roofing & waterproofing
- Sidewalks & Vaults
- Fountain wall repair & negative side waterproofing

Cosmetic Construction Projects

- Apartment renovations
- Common spaces renovation and enhancements
- Interior commercial, professional & residential buildouts
- Roof amenity areas & gardens

Mechanical and Electrical Projects

- Boiler replacements and upgrades
- Security & access systems
- Chiller conversions and replacements
- Building management systems
- Electrical capacity upgrades
- Elevator modernizations & conveyance systems
- Fiber optic & telecom systems
- Building wide HVAC installations
- Mechanical & plumbing
- Oil & natural gas conversions
- Sub-metering

Compliance Specific Projects

- Garage repairs
- Façade restorations
- Violation and Certificate of Occupancy resolution, etc.
- Laundry room legalization
- Life Safety Systems

Environmental Projects

- Asbestos remediation
- Mold remediation
- Lead paint remediation

MEET OUR TEAM



Steve Kramberg
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of AMS, a division of
Argo Management



Chris Isles
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Pricing

Prices vary by project

For more information:

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We'd love to
work with you.