



Civil Rights Division

Small Business Development Program
DBE Supportive Services

T Y L E R
Construction Engineers, P.C.

Session 17

Pre & Post Award and Contract Close-out Preparation

Guest Presenter

Gerry George, Relevant Workforce, Inc

Gerry George is the Executive Consultant for Relevant Workforce, Inc. He is a military veteran who has over 20 years of program and project management experience and 17 years of Diversity and Inclusion experience. He was worked on public and private projects throughout Middle Tennessee.

2/13/2024

Tyler Construction Engineers, P.C. 2024



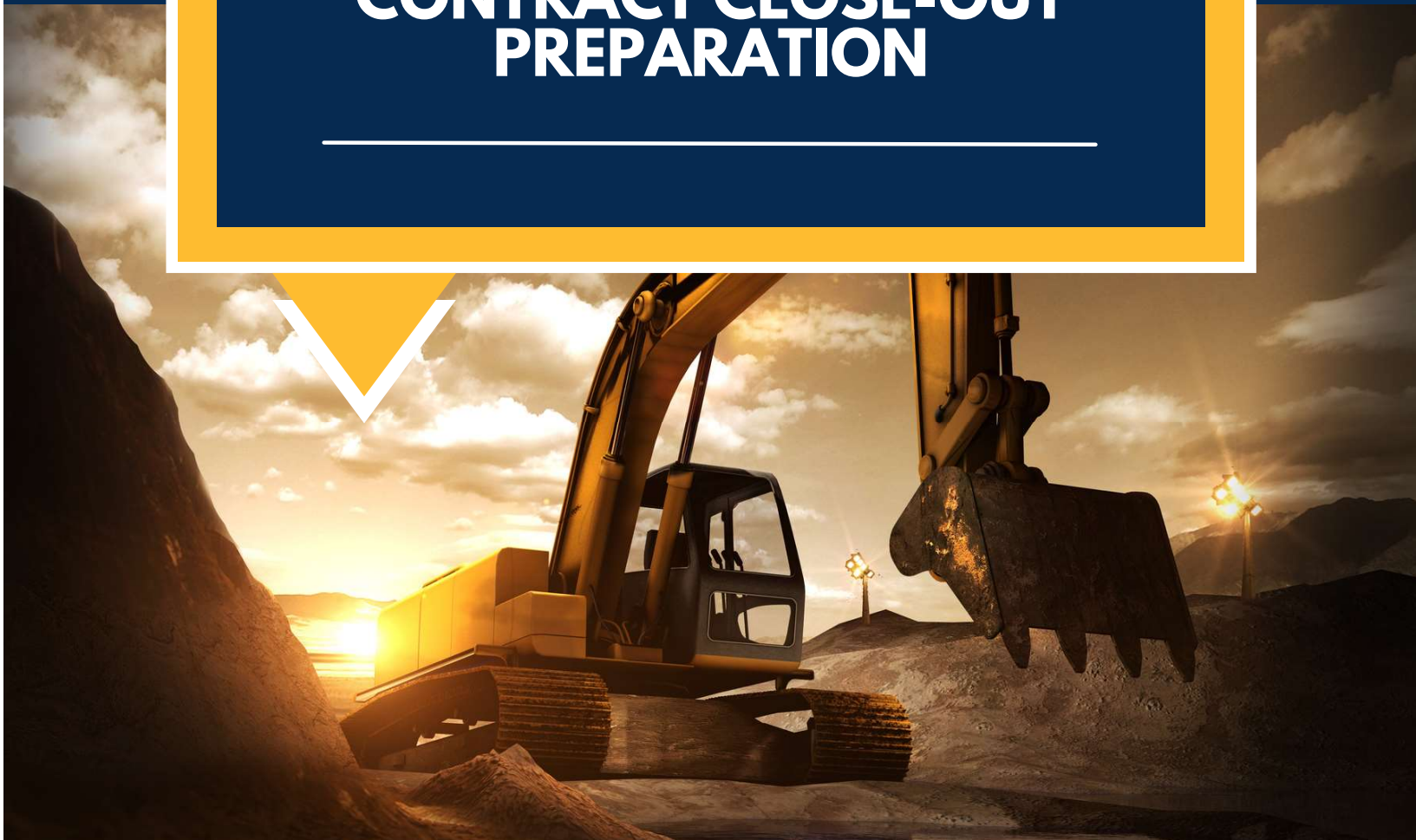
Relevant Workforce

Providing Essential Solutions to Achieve Success



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PRE & POST AWARD AND CONTRACT CLOSE-OUT PREPARATION



PROJECT PLANNING

PRE AWARD

- PROJECT PLANNING
- BUDGETING
- RISK ASSESSMENT
- PROCUREMENT STRATEGY
- RFP/BID PROCESS
- CONTRACT NEGOTIATION
- LEGAL REVIEW
- APPROVAL
- AWARD



Pre-Award Construction Contract Management

PROJECT PLANNING

POST AWARD

- CONTRACT ADMINISTRATION
- PERFORMANCE MONITORING
- COMMUNICATION
- CHANGE MANAGEMENT
- QUALITY CONTROL
- PAYMENT AND INVOICING
- REPORTING
- DISPUTE RESOLUTION
- CLOSEOUT
- LESSONS LEARNED



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PROJECT PLANNING

**DEFINE PROJECT SCOPE, OBJECTIVES,
AND REQUIREMENTS.**

**DEVELOP A DETAILED PROJECT PLAN
THAT INCLUDES TIMELINES,
MILESTONES, AND RESOURCE
REQUIREMENTS.**



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BUDGETING

ESTABLISH A COMPREHENSIVE BUDGET THAT COVERS ALL ASPECTS OF THE CONSTRUCTION PROJECT, INCLUDING MATERIALS, LABOR, EQUIPMENT, AND OVERHEAD COSTS.



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RISK

ASSESSMENT

IDENTIFY POTENTIAL RISKS RELATED TO THE CONSTRUCTION PROJECT AND DEVELOP MITIGATION STRATEGIES.

EVALUATE THE FINANCIAL STABILITY AND REPUTATION OF POTENTIAL CONTRACTORS.



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PROCUREMENT STRATEGY

**DETERMINE THE APPROPRIATE
PROCUREMENT METHOD (E.G.,
COMPETITIVE BIDDING, NEGOTIATION,
DESIGN-BUILD).**

**DEVELOP A PROCUREMENT STRATEGY
THAT ALIGNS WITH PROJECT GOALS.**



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REQUEST FOR PROPOSAL (RFP) OR BID PROCESS

**PREPARE AND ISSUE A CLEAR AND
DETAILED RFP OR BID DOCUMENT.**

**EVALUATE BIDS, CONSIDERING
FACTORS SUCH AS COST, EXPERIENCE,
AND PROPOSED APPROACH.**



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CONTRACT NEGOTIATION

**NEGOTIATE CONTRACT TERMS,
INCLUDING SCOPE, SCHEDULE, PRICING,
AND ANY SPECIAL CONDITIONS.**

**ADDRESS POTENTIAL ISSUES AND
AMBIGUITIES BEFORE FINALIZING THE
CONTRACT.**



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LEGAL REVIEW

ENSURE THAT THE CONTRACT UNDERGOES A LEGAL REVIEW TO CONFIRM COMPLIANCE WITH LAWS AND REGULATIONS.

RESOLVE ANY LEGAL CONCERNS BEFORE FINALIZING THE CONTRACT

A construction site at sunset. A tracked excavator is in the foreground, and a large bucket is visible. The scene is illuminated by the warm light of the setting sun, with mountains in the background and construction lights.

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APPROVAL

**OBTAIN NECESSARY APPROVALS FROM
STAKEHOLDERS, INCLUDING PROJECT
SPONSORS, LEGAL, AND FINANCE
DEPARTMENTS.**



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AWARD

**NOTIFICATION OF CONTRACT AWARD
TO THE SELECTED CONTRACTOR**

**COMMUNICATE THE DECISION TO ALL
RELEVANT PARTIES.**



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CONTRACT ADMINISTRATION

**DESIGNATE A CONTRACT
ADMINISTRATOR RESPONSIBLE FOR
OVERSEEING THE IMPLEMENTATION OF
THE CONSTRUCTION CONTRACT**



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PERFORMANCE MONITORING

**MONITOR CONSTRUCTION PROGRESS
AGAINST THE PROJECT PLAN AND
SPECIFICATIONS.**

**CONDUCT REGULAR SITE VISITS AND
INSPECTIONS TO ENSURE COMPLIANCE
WITH CONTRACT REQUIREMENTS.**



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COMMUNICATION

**MAINTAIN OPEN AND REGULAR
COMMUNICATION WITH THE
CONTRACTOR, PROJECT TEAM, AND
OTHER STAKEHOLDERS.**

**ADDRESS ANY ISSUES OR CONCERNS
PROMPTLY TO AVOID DELAYS OR
DISPUTES**

A construction site at sunset. A tracked excavator is in the foreground, and a large bucket is visible to the right. The scene is illuminated by the warm light of the setting sun, with mountains in the background and construction lights visible.

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CHANGE MANAGEMENT

**MANAGE ANY CHANGES TO THE SCOPE,
SCHEDULE, OR BUDGET THROUGH A
FORMAL CHANGE ORDER PROCESS.**

**DOCUMENT CHANGES AND OBTAIN
NECESSARY APPROVALS.**



Post-Award Construction Contract Management

CHANGE MANAGEMENT

**MANAGE ANY CHANGES TO THE SCOPE,
SCHEDULE, OR BUDGET THROUGH A
FORMAL CHANGE ORDER PROCESS.**

**DOCUMENT CHANGES AND OBTAIN
NECESSARY APPROVALS.**



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QUALITY CONTROL

IMPLEMENT A ROBUST QUALITY CONTROL PROCESS TO ENSURE THAT THE CONSTRUCTION WORK MEETS THE SPECIFIED STANDARDS.

CONDUCT INSPECTIONS AND TESTING AS NECESSARY.



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PAYMENT AND INVOICING

**ESTABLISH A CLEAR PAYMENT
SCHEDULE TIED TO PROJECT
MILESTONES**

**VERIFY THAT INVOICED AND PAYMENT
AMOUNTS ALIGN WITH COMPLETED
WORK AND CONTRACT TERMS.**



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REPORTING

**GENERATE REGULAR REPORTS ON
CONSTRUCTION PROGRESS,
EXPENDITURES, AND ANY DEVIATIONS
FROM THE PROJECT PLAN.**

**SHARE REPORTS WITH RELEVANT
STAKEHOLDERS.**



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DISPUTE RESOLUTION

ESTABLISH A PROCESS FOR RESOLVING DISPUTES, IF THEY ARISE, THROUGH MEDIATION, ARBITRATION, OR OTHER AGREED-UPON METHODS.



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CLOSEOUT

**REVIEW OF THE COMPLETED
CONSTRUCTION PROJECT AGAINST THE
CONTRACT TERMS**

**ENSURE THAT ALL DELIVERABLES ARE
ACCEPTED, AND DOCUMENTATION IS
COMPLETE.**



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LESSONS LEARNED

CONDUCT A POST-PROJECT REVIEW TO IDENTIFY LESSONS LEARNED AND AREAS FOR IMPROVEMENT IN FUTURE CONSTRUCTION CONTRACTS.



Post-Award Construction Contract Management

Managing The Profitable Business Webinar Series

~~Session 12: Markup, Overhead & Profit (*Bidding*)~~

~~Wednesday, January 10, 2024, 10 am (CT)~~

~~Session 13: Introduction to Developing Your Indirect Cost Rates for Consultants~~

~~Wednesday, January 17, 2024, 10 am (CT).~~

~~Session 14: Have You Completed Your Planning for the New Year~~

~~Wednesday, Wednesday, January 24, 2024, 10 am (CT)~~

~~Session 15: Developing A Strategic Business Action Plan~~

~~Wednesday, January 31, 2024, 10 am (CT)~~

~~Session 16: Dump Truck & Equipment Pricing (*Bidding*)~~

~~Wednesday, February 7, 2024, 10 am (CT)~~

~~Session 17: Pre & Post Award and Contract Close-out Preparation~~

~~Facilitator: Gerry George, Relevant Workforce, Inc~~

~~Wednesday, February 14, 2024, 10 am (CT)~~

Session 18: Small Business Taxes: What to Expect in 2024

Facilitator: Jay B Mercer, EA, J. Mercer & Associates, Inc.

Wednesday, February 21, 2024, 10 am (CT)

Session 19: Proven Steps to Increase Bonding Capacity for Government and Commercial Contracts

Facilitator: Chris Smith, Senior Surety Broker & Advisor

Anderson & Catania

Wednesday, February 28, 2023, 10 am (CT)

Session 20: Wrap Up: Ask the Experts Roundtable

Wednesday, March 6, 2024, 10 am (CT)

Please Complete Webinar Evaluation Form:

<https://www.surveymonkey.com/r/ZSZ73MS>

see Chat for link