



# MANSELL5K

M5K provides turnkey services in the following sectors:



Hotels/Motels



Hospitality/  
Gaming/Casinos



Design Build/  
Design Assist



Advanced  
Technologies



Corporate/  
Commercial Offices



Healthcare /  
Medical Office  
Buildings



Life Sciences



Tilt Up Construction



Structural Steel  
Moment Frame Construction



Commercial land  
Development/  
Residential  
Development



High-End  
Residential



Sports Park &  
Recreational  
Facilities



Fitness Centers

## SERVICES PROVIDED:

- Construction Management
- Project Management
- Project Controls
- Pre-Construction and Construction Cost Controls
- Preconstruction and Construction Scheduling
- Estimating
- Cost Savings Study (Value Engineering)
- Constructability Review
- Procurement
- Change Management
- Request for Information (RFI)
- Submittals
- Site Logistics
- Communication
- Photographic Documentation



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## PRECONSTRUCTION SERVICES

M5K's preconstruction services are key to successful project management and are designed to work in the best interest of the owner. These services typically include:



Estimating



Constructability Review



Cost Savings Study  
(Value Engineering)



Procurement



Scheduling

These services are specifically designed to make each job more cost effective by minimizing delays and completing the project on or ahead of schedule. Working with owners and designers, we help plan an efficient and cost-effective approach to building, which includes, overlapping subcontractor scopes wherever possible to shorten the schedule. Our early analysis of how different project elements will affect the overall schedule generates more efficient advance planning. At the same time, we clearly communicate goals and objectives to all parties involved in the project.

### ESTIMATING

Estimating is a primary step in effective cost management. Our experience shows that the earlier our estimators are involved in the project the better we can assist the Owner and Architects in making decisions consistent with the project goals. The project cost can most readily be influenced in the earliest phase of the project which is the conceptual planning. As the project progresses changes become more difficult and expensive to implement.

Our pre-construction effort will consist of a Constructability Review, Cost Savings Study, GMP (Guaranteed Maximum Price) Generation, Procurement and Construction Schedule. All of our estimates are prepared in a multi-level summary that includes an Executive Summary, Systems Summary and Detailed Backup.

Once construction begins our estimating team will stay involved with the project to ensure that the estimated budgets are tracking correctly, to maintain control of subcontractor scope and appropriateness of change orders.

### CONSTRUCTABILITY REVIEW

The Constructability Review is the use of our combined experience and knowledge in planning, design, procurement, and field operations to achieve overall project success. Specifically, this process is put in place to minimize cost, shorten schedules, and make the project flow with the fewest amount of interruptions.

We initiate our reviews as early as possible to confirm that the intended designed can be constructed properly. The constructability reviews are focused on areas that have the potential for causing project delays. M5K will then provide solutions and suggestions to rectify any conflicts.



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## COST SAVINGS STUDY

This process is comprehensive, proactive, and progressive. The sooner our estimators begin studying each project's specific requirements, the sooner cost saving options can be generated.

M5K's value analysis is more than simply suggesting lower priced materials and equipment. Instead it is a process of identifying the goals for each Owner and the means to provide the highest value without compromising the quality of the final product. Working directly with the owner and design team M5K will present concepts that improve a project's overall value.

## PROCUREMENT

A key element of the pre-construction effort is the timely procurement of all vendors, material, equipment, and specifically long lead items. Detailed and responsible procurement is critical to the success of the project's overall schedule.

A successful project requires the selection of capable and experienced subcontractors. Once all project requirements are defined, M5K will prepare a list of subcontractors for each trade. All subcontractors considered by M5K are pre-qualified.

The Owner and designer are considered a vital part of this selection process and are strongly encouraged to participate. The subcontractor selection process primarily follows three steps: pre-qualifying subcontractors; preparing bid packages; and bidding and awarding the work.

The selection of qualified subcontractors to bid on the project is handled directly by the M5K project team.

M5K maintains a subcontractor data base of qualified subcontractors throughout Southern California. In pre-qualifying we base our evaluation in part on the following:

- Contractor is appropriate for the job, in experience, size and ability.
- Demonstrates experience in the specific type of project, including design/build where applicable.
- Financial status and work history are above reproach, minimizing the possibility of non-performance during a project.
- Current workload compared to the subcontractors stated capacity, with respect to the available labor and management resources.
- Proven work skills and record of completing jobs on schedule, demonstrated ability to be innovative.
- Complies with all insurance and safety requirements.



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## PRECONSTRUCTION SCHEDULING

Accurate preconstruction scheduling is extremely important to the success of a project both physically and monetarily. M5K thoroughly builds a complete master schedule which includes all tasks specific to each project.

Preconstruction schedule integrates the followings processes:

- Bid process tracking
- Awarding of each subcontract
- Architect review of subcontractor submittal packages including shop drawings
- Procurement of equipment and materials, especially long lead items
- Site delivery of equipment and materials
- Specific task start, finish, and duration dates
- Task Implementation
- Task Predecessors and Successors
- Overlapping Tasks
- Project completion dates
- Closeout

M5K organizes the master schedule through a careful and thoughtful process which allows us to build the entire project mentally before we begin construction. This practice along with the thorough examination of the drawings will produce a scheduling blueprint for success



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## CONSTRUCTION SERVICES

M5K's construction services are essential to a smooth-running project and are integrated with the preconstruction services to ensure a cohesive program which maximizes benefits to the owner. These services typically include:



Project Management



Project Controls



Cost Controls



Change Management



Request For Information



Submittals



Site Logistics



Scheduling



Communication



Photo-Documentation

These construction services have been developed over years of experience and application. These practices have proved to be invaluable to the successful execution of each phase of construction. M5K's onsite team members monitor field operations and modify them if necessary, to implement immediate action to eliminate schedule deviation. Our persistent examination of the processes and communication with the project team ensures a well-organized and cost-effective completion of construction.

## PROJECT MANAGEMENT

At M5K we believe in and support the concept of shared leadership. We encourage our employees to lead regardless of their assigned role on a project or their perceived position within our company. What this means is that every person is of equal importance to the success of our company. Every person's contribution is critical to our success and everyone must take responsibility for and share in leading the efforts in which they are involved.

## PROJECT CONTROLS

M5K will become a valued member of the construction team through our implementation of project controls. Cost Management, Change Management, RFI's, Submittals, Site Logistics, Detailed Scheduling, Communications, Documentation, and project Close Out.



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## COST CONTROL

M5K uses a fully integrated accounting and cost control system, which provides information on any project's current and projected costs. Using this system operation can track project current costs, commitments and change orders.

This system enables M5K to manage the control estimate with the construction and projected cost. Reports for the weekly Owner/Architect/Contractor, (OAC), meetings can be prepared in several formats based upon the owner's preference.

To increase the efficiency and accuracy of progress billings, the control estimate is integrated with and mapped to the approved Schedule of Values. The Schedule of Values identifies the current value for each item including approved change orders and subcontracts.

The project accountant assigned to the project will handle lien waiver requirements. M5K project accountants are diligent in working with subcontractors to ensure they comply with the lien waiver documentation.

## CHANGE MANAGEMENT

Upon receiving a revision to the contract documents, or knowledge of potential changes in scope, M5K will assign a M5K change quotation number to the issue. When M5K feels that there is not sufficient time to obtain hard subcontractor pricing prior to needing to proceed with the change, M5K will identify a potential cost of the revision and forward to the owner for authorization. This process provides an initial cost estimate for the revision. At the same time M5K will forward a Quotation Request to the affected subcontractors. Once M5K thoroughly reviews and agrees with the subcontractor's price change, we will forward a M5K Change Order Request (COR) to the Owner for approval.

M5K tracks all change orders in our cost management system so that all potential costs are tracked within our accounting system. The COR Log will be reviewed at each weekly OAC meeting. The COR log identifies and subtotals pending and approved change orders.

## REQUEST FOR INFORMATION (RFI)

Upon discovery of any unforeseen field condition or upon need for design clarification M5K will issue an RFI. Each RFI will be submitted with potential solutions. The RFI will identify the condition and propose solutions for consideration. The RFI will also point out any cost or scheduling impact the condition may cause and will designate specific resolution dates required to avoid any such impact. A log which tracks the status of all RFI's will be reviewed at each OAC meeting.



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## SUBMITTALS

Upon awarding subcontracts, the procurement schedules will be reviewed to ensure prompt processing of submittals. When received, each subcontractor submittal is checked for conformance to the contract documents. The proper number of samples, shop drawings and literature will be forwarded to the Owner and Architect for review. Each submittal has a M5K submittal tracking number which identifies the contents and requested return date. The submittal log will be reviewed at each OAC meeting.

## SITE LOGISTICS

Site logistics are critical to the success of any project. M5K's project team will evaluate the challenges of each project and create a logistical plan that will eliminate the potential for project delays that may occur due to the natural process of a construction site.

## SCHEDULING

M5K aggressively pursues all available options to keep projects on schedule throughout construction. We believe that each project completed on or ahead of schedule is profitable for all project team members.

Schedule Control at each project includes:

- Daily schedule tracking and Subcontractor communication to identify any potential conflicts.
- Weekly schedule review with key personnel to compare actual versus planned progress.
- Implementing recovery plans if a schedule delay is revealed or anticipated.
- Integrating updates into the construction and rolling schedule.
- Preparing specialty schedules as warranted.
- Updating and expanding equipment tracking matrix regularly.

To efficiently track progress of all construction phases M5K maintains control of the schedule at the project site. This also allows us to enter any modifications or updates promptly. We develop the master schedule and three week look ahead schedules all based on the Critical Path Method (CPM). Our on-site schedule development includes:



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## SCHEDULING

**Master Schedule:** We use a detailed representation of the projects phases to graphically communicate our construction plan to the project team. This schedule which is the baseline for all other schedules may be modified to accommodate plan changes. The plan incorporates a detailed CPM showing the duration and sequence of all primary activities. Any elements that may prolong the project are defined and every effort is made to not alter the project completion date.

**Three-Week Look Ahead Schedule:** This more detailed schedule extracted from the master schedule communicates M5K's expectations to each subcontractor. At the same time, we obtain each subcontractors commitment to this schedule. It provides the project manager and superintendent with an accurate tool to track subcontractor progress on a micro scale to look for early signs of schedule conflicts. This schedule is updated weekly and is the basis for tracking specific work progress at all levels. It also identifies required inspections and approvals to ensure they are not overlooked.

If it becomes apparent that significant schedule alterations will be required due to a change, we will promptly advise the Owner's team. M5K will provide the Owner with a list of alternative solutions and the potential costs, to allow the team to make a decision based on full and accurate information.

## PHOTOGRAPHIC DOCUMENTATION

We typically take progress photos on a weekly basis and as needed during other special events. M5K can also provide aerial photography and site web cam services linked to the site website or M5K's website.

## PROJECT CLOSE OUT

M5K's goal is to efficiently close out every project within 30 days of the date of substantial completion. The close out program is initiated at the beginning of the project and includes the preparation of a project close out plan which will be customized for each project. The documentation will be well organized in a manner which will aid with the future operations of the facility.