

Millennium Services International- Construction Management Services

On behalf of the owner, MSI coordinates the architects and engineers design effort. We review design submittals for value engineering and quality control. We orchestrate the bidding process including contract execution. We prepare and maintain project schedules and budgets. We perform all cost controls, review pay applications and when applicable verify prevailing wage compliance. We conduct site inspections for validating compliance with contract documents and we monitor site safety.

Our service will save you money, enhance quality control, allow you to achieve your project schedule and free your staff to perform their regular duties. MSI offers professional project management services from planning, design, bidding and construction at extremely competitive rates and will ensure the highest integrity, funds stewardship and technical owner representation that you deserve and expect.

The following is a typical list of Construction Project Management services we provide to our clients:

- Project scope development
- Architect/Engineer selection RFQ Process
- Project design and planning coordination
- General and supplementary conditions preparation
- Project delivery selection
- Budget cost estimate coordination
- Project milestone scheduling
- Cost controls
- Ensure communication and coordination between Owner operations and construction related activities
- Ensure quality control and value engineered drawings and specifications
- Coordinate Owner, Designer and Contractor meetings
- Assistance in obtaining site plan approval and permitting
- Prepare and submit design and construction progress reports to Owner
- Prepare bid package, conduct pre-bid meeting, publishing addendums, and provide scopes of work for contractors
- Coordinate contract execution between owner and contractors
- Bid analysis and recommendation
- Ensure insurance and bonding as required
- Procurement of Owner supplied materials
- Coordinate surveying, soil analysis, and testing
- Monitor prevailing wage compliance, certified payrolls and daily construction logs
- Monitor adherence to construction schedule

- Monitor adherence to contract documents
- Monitor safety compliance (QC will act as safety officer to ensure on site presence)
- Coordinate and report requests for information (RFI) and submittals
- Furniture, fixtures and equipment layout and procurement assistance
- Process pay applications
- QC procedures and documentation
- Coordinate all inspections, provide documentation and punch list development
- Coordinate Owner Training, maintenance turnover and commissioning process
- Supervise warranty program
- Ensure project close out documents are submitted properly
- Prepare and submit project related correspondence such as notice to proceed, certificate of occupancy, etc.
- Coordinate dispute resolution
- Hold weekly progress meetings with owner and contractors

Including MSI on your team will improve your project quality control, reduce overall costs, sustain your schedule and reduce difficulties that many owners experience without proper technical representation.

Please consider calling Richard at 816.516.2949 or email at Richard.pember.msi@outlook.com to discuss your project needs.