





Pre-Lease



**Pre-Construction** 



Construction



Post-Construction



#### PRE-CONSTRUCTION PROCESS

Pre-construction is a critical component of any construction project as it allows for an alignment of all project participants around project expectations and goals, project budget, project schedule, project risks and exposures, and actions expected from each party throughout the pre-construction, construction and post-construction phases of the project. The pre-construction process will vary by project, however a general framework of Teamwrkx' pre-construction services are as set out below.



TXC walks the site to perform a detailed site assessment to identify any existing site conditions or constraints that could impact on the design or that need to be considered in the design and communicate this information back to the design team via photographs, videos or assessment narratives.

TXC evaluates existing site logistics such as required protection of existing finishes, access to freight elevator, material loading of the site, site staging, site access, constraints on crane picks, etc.

TXC evaluates any adjacent usages and/or occupancies that would have to be considered in the design.

TXC evaluates Landlord Rules and Regulations that could impact on design, construction, budget and/or schedule. STAGE 2

PROJECT
BUDGETING

TXC will complete various project budgets depending on the project and design progress:

- Conceptual/Schematic Budgeting: At the onset of an assignment, TXC shall produce a Rough Order of Magnitude (ROM) budget at either the conceptual or schematic design phase of the project. This allows an initial "budget validation" and determination of alignment with client budget expectations, before significant design time is expended.
- Design Progress Budgeting: As the design progresses into preparation of the Construction Documents ("CD's"), TXC would prepare an updated ROM budget at the 50% design milestone (or 30%/60%/90% CD's on major projects). The 50% ROM would be compared to the Conceptual / Schematic Design ROM and any variances noted, ensuring all parties will be aware of any design changes that have occurred with budget impact(s). This will lead to an informed decision regarding scope and budget alignment with initial project goals. In both the Conceptual/Schematic ROM and Design Progress ROM, TXC would include budget and assumptions for items not shown on documents validating these assumptions with the design team.
- Final Budgeting: Upon completion of the CD's and bidding out of the scopes by TXC, TXC shall prepare a final budget. The Final budget would be compared to the prior progress ROM and any variances identified and quantified in a detailed narrative.

STAGE 3
CONSTRUCTABILITY
REVIEWS/VALUE
ENGINEERING

#### Constructability Review:

Throughout the production of the CD's. TXC will review the documents from a constructability perspective. The intent of the constructability (or buildability) review is to review the construction processes during the preconstruction phase and identify potential obstacles and implementation risks before construction commences. Doing this can prevent errors, safety issues. schedule delays, or cost overruns during construction. TXC believes that the way a project starts is a good indicator as to how a project will finish. Thus, planning a project's beginning will ensure a greater probability of the project finishing on-time and on-budget.

- Value Engineering: Value engineering is a disciplined approach to providing the necessary functions on a project at the lowest cost. TXC would provide value engineering analyses and collaborate with the Owner and design team throughout the design and construction phases to examine:
- Materials and equipment lead times.
- > Alternate materials and equipment.
- > Alternate construction approaches to reduce cost and/or schedule.
- Site Logistics: Review of Landlord & City work hours; staging areas; site office; noise mitigation; dust mitigation; materials handling; debris removal; etc.

STAGE 4

PROJECT
SCHEDULING

TXC would provide and update a preliminary project schedule at key stages throughout the pre-construction phase as additional information becomes available. TXC would provide detailed narratives whenever there are changes to this schedule.

The project schedule would include all elements pertinent to the project, including, but not limited to the following:

- Design milestones.
- · Permitting.
- · Key decision activities.
- Phasing.
- Material and equipment procurement.
- Construction activities and sequencing.
- · Owner vendor activities.
- · Inspections.
- Temporary Certificates of Occupancies and Final Certificates of Occupancies.
- · Equipment start-up/commissioning
- Move-in.
- · Project close-out.

STAGE 5
PERMITTING

Coordination with the City and appropriate Jurisdictional Authorities early in the preconstruction phase, will ensure city requirements and city considerations wil be addressed in the CD's to facilitate an expeditious permit review and approval process.

Coordination of permit documents, phased permit submissions (i.e. demolition, core & shell, tenant improvement, site improvements, etc.) if applicable, and monitoring of permit status.





#### CONSTRUCTION PROCESS

Throughout construction, TXC shall assign a dedicated group of project management, field staff and project support personnel to construct the work in alignment with the initial objectives of the project as established in the preconstruction phase of the project, as well as the compliance with the team's goals relating to budget, schedule, communications, project team coordination and collaboration, quality, safety and other elements necessary for a successful project. The construction process will vary by project, however a general framework of Teamwrkx' construction services are as set out below.





#### Subcontractor Management:

- > Management of sub/vendor team members to align with TXC and Owner project goals.
- > Given our sub relationships, TXC is able to receive the strongest personnel to ensure efficient field activities.
- > Weekly Subcontractor
  Coordination Meetings are used to
  coordinate with sub field and office
  staff, ensuring project alignment
  throughout the construction phase of
  the project.
- > Owner Vendor Coordination: Coordination of Owner vendors (e.g. IT, security, FF&E) and equipment suppliers with project subs, and integration into the project team
- Owner Coordination: Weekly
   Owner-Architect-Contractor (OAC)
   Meetings to review project status,
   open/ upcoming actions, schedule, etc.
   from which detailed Minutes are
   produced.
- Design Team Coordination: Regular interaction with design team to ensure close coordination between design and construction activities.
- Landlord Coordination:
- Communication with Landlord and Building Engineer on issues affecting the building/site.
- Safety: Safety of site personnel and visitors is a core principle of TXC site administration. TXC utilizes their Safety Director to make regular site visits to ensure safety compliance by all site personnel. TXC's commitment to COVID safety is prevalent on all of its project sites.
- Quality: Administration of TXC's QA/QC program.

# STAGE 2 COST CONTROL

#### Cost Controls:

- > Transparent bidding process and competitive pricing of each trade package.
- > Encourage and qualify scope alternates and options to achieve cost savings.
- Identification of exposure holds and allowances for any items that could not be adequately identified in CD's.

#### Cost Reporting:

- > Regular budget updates.
- > Detailed reporting of project allowances.
- > Detailed reporting of Pending, Submitted and Approved Change Orders.

#### • Change Order Management:

Detailed vetting and substantiation of subcontractor change orders instead of simply acting as a "pass-through" between sub and Owner.

#### Billing Process:

- > Preparation and submission of preliminary draw requests for review with Owner in advance of Monthly billings.
- Accurate and timely submission of Monthly billings in compliance with Owner billing requirements.
- > Timely submission of Contractor conditional and unconditional lien releases.

## STAGE 3 SCHEDULE / MATERIAL PROCUREMENT

TXC would continue development and update on a weekly basis of the project schedule initially developed in the Preconstruction phase of the project. In addition, TXC project personnel would create a material and equipment tracking log in order to give visibility to the material and equipment procurement in order to mitigate the risk of material/equipment delays and schedule impacts.

#### Items tracked:

- Complete list of all items requiring shop drawings / submittals.
- Required date for receipt of shop drawings and submittals.
- Required date of approval of shop drawings and submittals.
- · Date of PO issue.
- · Fabrication duration.
- · Committed shipping date.
- Lead Time and anticipated date of receipt.

All of these items would be tracked with the specific subcontractor or Owner vendor/supplier throughout the construction phase of the project

### STAGE 4

PERMIT SIGN-OFF

- Inspections & Permit Sign-off:
- > Coordination and management of subs to ensure compliance with inspection milestones.
- > Coordination of all inspections with City and Jurisdictional authorities.
- > Obtain sign-off of all Job Cards to facilitate Temporary Certificate of Occupancy (TCO) and Certificate of Occupancy (CO).



#### POST-CONSTRUCTION PROCESS

TXC's involvement on the project does not end with final payment but rather, extends throughout the Warranty period and beyond. The post-construction process will vary by project, however a general framework of Teamwrky' post-construction services are as set out below.



STAGE 1 **PROJECT CLOSE-OUT** 

#### Punch List:

- > Coordination with Owner and Architect on the generation and timely address of a Project Punch List.
- > TXC implements a "Zero Punch List" program under which, TXC self-performs punch walks throughout the construction phase. TXC's team identifies Punch List items. communicates them to the appropriate subcontractor at the Weekly Subcontractor Coordination Meeting, and then ensures their address of these items throughout construction instead of waiting for the items to appear on an Architect Punch List at the end of the project.
- > Under this program, the goal is to minimize the number of Punch List items at the end of the project so that remediation of Punch List items can be addressed expeditiously.

#### As-Built Documents:

- > TXC ensures that their subs maintain "redlines" throughout the course of construction to permit a timely completion of accurate as-built drawings at the end of the project.
- > TXC works with the Owner and Design team to ensure that any design changes that arise through the construction phase are communicated to the construction team via formal Bulletins and Drawing amendments.
- Warranty: Assembly of all Warranty/Guarantee documents for transmission to Owner.
- Training: Coordination of training programs as required, for Owner and/or Building maintenance personnel.
- Operating & Maintenance Manuals: Assembly of Operating & Maintenance Manuals for Owner and/or Building maintenance personnel.

STAGE 2 POST-CONSTRUCTION

TXC's involvement in the project does not end with final payment.

Throughout the warranty period and thereafter, TXC personnel are available to assist the Owner with any issues that might arise with the tenant space.

TXC is a relationship-based contractor. and as such, TXC provides the following services upon completion of the project:

- Sends out a Client Satisfaction Survey to obtain honest feedback on the performance of TXC personnel and project team, project cost control, project schedule compliance, and overall client satisfaction with the project.
- Performs a Post Mortem Meeting with project team personnel and Owner personnel (if available to participate) with the goal being to identify what went well on the project so these items can be repeated on subsequent projects, as well as areas of improvements so that these items can also be addressed on future projects.

**OPTIONAL MAINTENANCE - TXF** (intro to optional services)



TEAMWRKX Facilities (TXF) provides end-to-end, best-in-class facility services for all types of commercial customers for multiple industries.

Not all buildings are the same and they all have unique needs.

TXF offers a menu of customized service plans from on-call T&M to monthly preventive maintenance or full-service outsourcing "bundled service" agreements that can be tailored to individual client needs.

#### SERVICES:

- Building Repairs
- Lease Restoration
- Decommissioning
- · Janitorial Services
- · Property Condition Assessments
- · Stationary Building Engineers
- · Web Based Work Order Management



Headquartered in Silicon Valley, we serve a broad range of commercial construction projects. We stand ready to collaborate with you and your team for all your project's needs!









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