

In many instances, we are working with facility departments or university procurement offices. Once they receive the specifications, they assume the responsibility for the bid award and monitoring of the furniture packages.

COMMUNICATION METHODOLOGY

Clients

During the CD phase, our clients are kept updated on the progress of the documents through frequent drawing reviews. Although the design is complete, final details and finishes selections are proceeding throughout the CD phase. It is important that our clients participate in the CD meetings so that they are fully aware of any adjustments that are a result of value engineering, found building conditions, or material modifications. These meetings usually consist of a pin-up of all drawings and finishes and a walk-through of each drawing.

Outside Consultants

With the advent of e-mail it is simple to keep the entire project team, including outside consultants, updated on the day-to-day progress of the contract documents. Broadcast e-mails and faxes are used to inform the entire project team, both in-house and consultants, of important drawing changes and meeting dates and to issue meeting minutes.

This is the most critical phase in which to have coordination meetings with the consultants to assure that they are working with the most current base plans and that the design concepts developed in previous phases are being correctly executed. We communicate drawing changes through meetings that result in red-line drawing sets that coordinate all our work. Outside consultants participate in the client drawing reviews and are responsible for presenting their work to the client.

Landlord/Builder

If a landlord is involved, we continue to issue progress documents for their review to assure them we are abiding by the building rules and regulations.

We keep the landlord informed with regards to the Building Department reviews and our schedule for document issuance and to ask for recommendations for qualified contractors to bid on the project. Usually, the contractor is not yet selected. We are communicating with potential bidders with regards to scope of work and schedule, but generally frequent communications with the contractors do not start until the drawings are issued.