

Construction Management Services	Description of Services	Percentage of Time Spent on Each
<b>Scope of Work Development</b>	Clients often ask us to help them determine what are the most important construction items that need to be completed at their property. These items are determined by the needs of the Client, and they can differ tremendously. For example, Client needs can range from construction projects that will preserve the asset, increase energy efficiency, give the property a much needed facelift, make changes that will allow for increases in rent, complete refinancing repairs required by a financial institution, make emergency assessments and containment, then needed repairs due to a catastrophic event, and even changing the entire look and persona of a property and therefore the clientele. Trilogy will help determine the need and then define the scope necessary to achieve the goals of the Client.	5%
<b>Preliminary Construction Budgets</b>	Based on the needs of the Client and the scope developed to achieve those needs, Trilogy will determine "general costs" associated w. the scope of work items for the Client's review. After reviewing the general scope costs the Client will have a much better understanding of the total construction budget associated w. the project. Trilogy will discuss each construction item and its pricing w. the Client so the Client is fully aware of what is involved and why each item cost is what it is.	5%
<b>Prioritizing Construction Items</b>	Often a Client cannot afford the entire "scope of work" associated with the desired construction project. Trilogy will prioritize the construction items on a Must Do - Should Do - Want To Do basis so the Client can choose what to accomplish immediately and what to defer for future completion. Trilogy will also assist the Client with value engineering options and the associated alternate pricing.	5%
<b>Specific Construction Budgets</b>	Once a specific scope of work has been determined, Trilogy will solicit bids from several Contractors for each construction line item so the Client will have a well researched determination of the specific cost per item. Trilogy will never determine a specific cost based on one bid. Generally three bids are obtained.	10%
<b>Writing Contracts to Protect the Client</b>	Construction proposals provided by the Contractor are almost always written to protect the Contractor and not the Property Owner/Manager. Prior the choosing of a Contractor, Trilogy will write the specific contracts (called RFP's) that will protect the Client. The RFP's limit project time frame, detail how the property, staff and residents are to be treated, include a detailed scope of work, require the Contractors to provide the proper insurances, rearrange the monetary distributions to jkeep resources in the Owners control, specify cleanliness, protection, OSHA compliance, as well as many other requirements that benefit the Client.	15%
<b>Recommending Proper Contractors</b>	Once the specific scope is determined and RFP's are signed by the Contractors and returned to us, Trilogy will make recommendations to the Client of which Contractors to use and the reasons why.	3%
<b>Reviewing Contracts Provided by Contractors</b>	Often on smaller projects Clients may choose to use a Contractors proposal instead of having Trilogy create an RFP. In these situations we will review the contractors bids and make sure that all contractors are bidding the same scope. We will also make sure the cost associated w. the work is fair and there are items that are a detriment to the Client.	5%
<b>Obtaining Permits</b>	Trilogy has vast experience in obtaining building permits in many states. As a result we understand how to navigate through the tedious bureaucracy that can exist, we are often able to expedite the permit process and limit protracted permitting time frames.	2%
<b>Managing the Construction Projects</b>	Construction projects are varied and require different management tools and techniques. Trilogy has expertise in all these items. We are "on site" and "hands on" managers that work closely with the Contractor and Client from preconstruction through obtaining final building inspections and certificates of occupancy at the completion of the job. Our management team ensures that the contractors are doing the proper scope of work, are completing those items to the terms of the contract, and are adhering to all applicable Building Code standards. We also insure that the Contractors are limiting the disturbance to the Residents and their guests, are finishing the work safely and are completing the project on time and on budget.	35%
<b>Limiting Change Orders</b>	We dislike Change Orders as much as you do. Although they are sometimes unavoidable, by having a comprehensive understanding of the project, knowing what the Client expects and writing the construction contracts ourselves, we limit the Change Orders to as few as possible.	n/a
<b>Managing Construction Payments</b>	Anytime the Contractor is expecting a financial draw from the Client for work completed, Trilogy will make sure the completed items are finished correctly and all necessary permits and inspections have been approved by the applicable Governmental Dept. and all necessary completion certificates have been obtained. This will be done prior to making payment to the Contractor.	5%
<b>Tracking Moneys Spent by Client</b>	Trilogy has a complete accounting department that will monitor the budget, keep track of all expenditures and present the Client w periodic financial spreadsheets explaining exactly what has been spent on every line item, and will explain any variance from the budgeted amount, as well as immediately notifying the Client of any overages during the project.	5%
<b>Organizing and Hosting Construction Meetings w. Client</b>	On regular intervals determined by the Client, Trilogy will coordinate and participate in construction progress meetings with the Client and the Contractor. During these meetings many items are discussed including by not limited to construction scope, schedule, issues, concerns, costs, progress, and completion dates.	5%
<b>Mediate Misunderstandings between Client and Contractor.</b>	If there are any misunderstandings, or disputes between the Client and the Contractor, Trilogy will help mediate these issues and can often mitigate them quickly and without escalation.	n/a