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OPM SERVICES

Project Inception

- Deficiency studies
- Alternative building use study
- Conceptual budgets
- Master project schedules
- Grant resource identification
- Recommend forms of contract
- Develop designers selection requirements
- Program project scope

Cost Controls

- Develop cost controls
- Grant application assistance
- Monitor project budget
- Invoicing review and accounting
- Monthly financial reports
- Anticipated total project cost

Design Process

- MGL C7: Designer Selection Process
- Conduct qualification/interview review
- Fee negotiations
- Designer/sub-consultants schedule conformance
- Value engineering reports
- Alternative systems analyses
- Document coordination, program adherence
- Coordination of MEP systems
- Technology recommendations
- Site work coordination
- Construction details and methodology
- Specification critique
- Coordinate uniform punch list system

Contractor Procurement

- MGL C149: Bid process management,
- Detailed bid analysis
- Prequalification of general contractors
- Prequalification of trade contracts
- CM-at-Risk selection process
- CM-at-Risk negotiations
- CM-at-Risk contract administration
- Analysis of bids and references
- Bid protest mitigation
- Trade contract buy-outs

Owner's Representative

- Building committee liaison
- Interface with public officials
- Public meeting presentations
- Preparation of Owner's RFPs
- Evaluation of proposals
- Coordinate with attorneys
- Public utility negotiation/coordination
- Neighborhood logistics
- Assist with permitting process
- Review professional consultant's invoices
- Procurement of furniture fixtures & equipment
- Assist with move-ins of furnishings and equipment
- Permit planning
- Coordination of utility providers

Construction Administration

- Claim mitigation and resolution
- Review contractor schedules
- Evaluating/expediting contractor scheduling
- Long lead item identification
- Monitoring of construction progress
- Change order entitlement and scope review
- Change order negotiation
- Change order forecasts
- Coordination of professional field inspectors
- Documentation control, RFIs, submittals,
- Change Orders
- Review contractor applications for payment
- Cash flow comparison with schedule
- Expedite as-built and O&M manuals
- Assist with final certificate of occupancy requirements
- Early programming of building systems startup
- Provide Clerk of Works
- Oversee independent Clerk of Works
- Monitor time & material activities
- Prevailing wage report control
- Monitor start-up, testing and turnover activities

Contact Anthony DiLuzio for more information regarding Maguire Group's OPM Services in Massachusetts.
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