



REGENT CAPITAL
OWNERS REPRESENTATION

01

Pre-Construction Phase

02

Construction Phase

03

Post Construction Phase

Pre-Construction

- Provide GC Selection and Qualification review.
- Review Contractor's Inclusions and Substitution's advise owner on content.
- Develop Request for Proposals for General Contractor and any additional consultants that may be needed for the project.
- Review and advise on Bonding.
- Create Value Engineering options for Owner review.
- Provide a complete analysis of proposing contractors/consultants RFP responses.
- Provide Review of Contractors constructability plan and preliminary schedule.
- Work with General Contractor to prepare a project schedule, incorporating pre-construction and proposed construction activities.

Construction Phase

- Provide Monthly Project Status report (MSRP) listing Changes, Schedule analysis, Contractor's billing, non-conforming work and inspection reports.
- Establish and implement financial and administrative controls.
- Oversee RFI and Submittal process through Procore.
- Monitor updates/changes to the schedule based on impacts due to field conditions and code required issues and other related impacts.
- Assist Owner with monthly billing to the Lender.
- Review and approval of Contractors monthly billing and change orders.
- If Bond is required manage Consent of Surety monthly as part of the financial review.
- Track Owner testing and threshold inspector report and logs for submission.
- Approve Time Impact Analysis (TIA) advise Owner on net affect.
- Coordinate with Lender's cost consultant.
- Manage the Project Budget and monitor the GC's Anticipated Cost Report ensuring that all project related costs are tracked.

Post Construction Phase

- Coordinate with Contractor and Municipality for Substantial completion.
- Develop closeout procedure and maintenance manual turnover.
- Provide Punchlist with Owners and Project consultants.
- Secure and transmit to the Owner required guarantees, affidavits, releases, bonds, and waivers.
- Final Consent of Surety.
- Process Contractors final payment with final releases from all Sub-contractors, suppliers, and Consultants.

Compensation:

- Monthly fee of \$6,550.00 paid by the 10th of each month in advance of services. Prorated at \$1,637.50 per week for partial months.
- Reimbursable expenses limited to the following:
 - IRS milage from our office to/from jobsite @ .665 per mile based on google maps.
 - Postage for required paper documents.
 - Parking or other transportation (Brightline)

J Stephens

Jeff Stephens - CGC - LEED Green