



Owner Responsibilities on Construction Projects

- 1) Developing project program and goals
 - a. What type and size of building are being developed?
 - b. What type of function is performed on the project site/facility?
 - c. What type of design goals does the Owner have? Is the building going to be more functional and budget conscious or design oriented?
 - d. Does the building require any special features, like LEED design?
 - e. Is the building speculative or build-to-suit?
- 2) Developing project schedule and milestone dates
 - a. Is the schedule used to account for selection methods for design and construction teams?
 - b. Is the schedule very strict or is their flexibility?
 - c. Does the schedule include site development requirements (site procurement, surveying, platting, geotech?)
 - d. Does the schedule include realistic permitting timeframes based on real municipality review times?
 - e. Does the schedule provide timeframes for bidding and contract negotiations if required?
 - f. Does the schedule take into account local requirements and special circumstances like engineering delays or special approvals (design committees?)
 - g. Ensure schedule contains milestones for Owner review documents and review timeframes to ensure project goals are met along the CD development. Owner approval of documents should be provided in writing to proceed to the next phase of documentation
- 3) Determining project budget
 - a. Is budget comprehensive? Does it include hard and soft costs?
 - b. Construction budget should be part of the A/E contract. This protects the Owner from design overages and redesign fees and also protects the A/E from Owner scope creep
 - c. Budget should remain consistent and milestone estimates on the design should be included in the schedule and contracts to ensure budget stays on track
- 4) Establishing a project team, including Owner's Representative, Architect, Engineers, and Contractor
 - a. Is an RFP/RFQ process required?
 - b. Is the Owner considering the compatibility and experience of consultants and contractors selected?
 - c. What is the GC procurement method desired? Are all options weighed and pros and cons considered?
 - d. Owner should provide clearly defined roles of their own project team members. This should include the final decision maker along with any other sub member roles (like the facilities staff, shop manager, office manager, etc). All project communication should run through a single controlling person
 - e. Provide a complete list of all consultants and deliverables to be supplied by the Owner (geotech, surveying, materials testing, technology, security, etc)