



Westling & Associates offers a wide array of construction project management services that can be tailored to any type of project including new ground up construction, hotel renovation, tenant improvements and building/site re-imaging. Below are the most common services requested by our clients, which can be modified as required for your project needs.

Available Services

PRECONSTRUCTION

- Coordinate architect, engineering team and appropriate consultants during preparation of construction documents
- Develop qualification package and assist in pre-bid contractor selection
- Assist design team with proper agency submittals
- Finalize bid document package
- Assist in bid coordination, analysis of bids and recommend contractor
- Assist in preparation of contract documents

CONSTRUCTION

- Establish managerial procedures with owner, contractor, architect and engineering team
- Attend job meetings as representative of owner
- Interface with contractor and resolve job related issues
- Review, approve and track all job related invoices for payment by owner
- Review and approve change order requests
- Provide management and cost reports as required
- Provide updated schedule on regular basis
- Provide progress, financial and photographic reports on a monthly basis unless required more frequently
- Coordinate and manage tenant improvement construction if applicable

PROJECT COMPLETION

- Continued review of project to insure all contractual work is completed
- Coordinate final inspections, sign-offs, and certificates of occupancy by agencies
- Assist in preparation of punch list and completion of remedial work
- Manage commissioning of building equipment
- Review and approve final invoices and lien release documentation
- Review and acceptance of contractors close-out package including "as built" documentation, warranties and manuals.
- Move coordination, if applicable
- Finalize job cost reports

ADDITIONAL SERVICES

- Owner representation and management of punch-list
- Management, tracking and installation coordination of FF&E (Furniture, Fixtures & Equipment)