



Name: Joe Smith

Type: Client Contact  
Comptroller for the City of Carlsbad, California.

Goals: Looking for architecture and construction firms that have experience in designing and building large scale public buildings designed to withstand earthquakes. The appropriate candidates should have a history of coming in on budget and schedule.

online

offline

High Level Research

Locate Ellerbe Becket Online

Case Studies

Client List \*

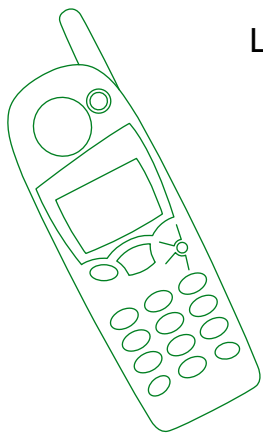
Contact Information

Links to client sites

List of awards \*

Locations

Photographs\*



Detailed Research

Case Studies

Client interviews \*

Client List

Current projects

Drawings

Links to news articles

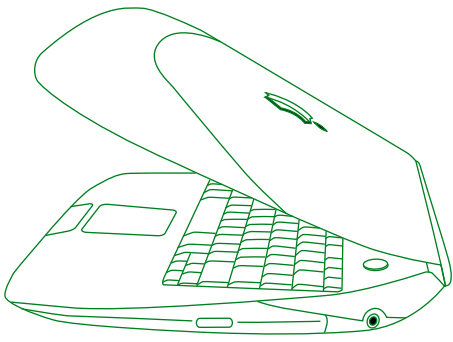
Links to related industry sites \*

List of publications

Methodology \*

Models

Blueprints \*



Project Management

Drawings \*

Models \*

Projects Extra-net

Blueprints

Client Project

Meeting to discuss building a new public administrative building

Initial project team appointed to investigate feasibility of project

Perform a needs analysis

\* Review similar projects

Provide written reports

Development of proposal and budget

Present project goals

Project is given the green light

Awareness / RFP

In-depth review of client list and projects of potential bidders

\* Request Referrals from Firm Clients

Research all applicable codes and standards

Review similar projects

Perform field visits

Provide written reports

Review concept design drawings

Review construction estimates

Create a short list

Contact firms to request a bid

Develop bidders' interest in the Project and establish bidding schedules. Issue bidding documents to bidders and conduct pre-bid conferences with prospective bidders. Answer questions from bidders and issue required addenda.

Present project specifications and goals to potential bidders

Prepare a Project construction schedule, including phasing of construction, times of commencement and completion required of each Contractor, ordering and delivery of products requiring long lead time and the occupancy requirements of the Owner.

Receive bids, prepare bid analyses and make recommendations to the board for the award of Contracts or rejection of bids.

Consideration / Shortlist

\* Present bids and proposals to board including models, drawings, and specification documents

Board approves project and selects firm  
Prepare Construction Contracts, building permit applications and government agency approval documents.

Break Ground

Project Management Schedule and conduct meetings to discuss sub matters as procedures, changes, progress and scheduling and coordinate the sequence of construction in accordance with the Contract Documents and the Project construction schedule.

Review and process applications by Contractors  
Determine that the Work of each Contractor is being performed in accordance with the requirements of the Contract Documents

At the conclusion of the project, prepare a list of incomplete or unsatisfactory items and a schedule for their completion. Secure warranties and similar submittals for delivery to the Owner.

Ribbon Cutting Ceremony

Favorability / Project Management