

## (Construction Services) S.T.A.R. Situation – Task – Action – Results

**Situation:**

Owner manages their own foundry renovation, project but needs additional skilled staff for all facets of construction coordinated to support them.

**Task:**

Staff the project for 2 ½ years with qualified designers and construction coordinators. Provide information management for all project related data.

**Action:**

ESi provided 24/7 support to the factory and acted in a role directed by the owner performing the following tasks:

- Construction coordination. Weekly meetings communicating with all contractors on access to the building, laydown areas and design and logistics issues resolution.
- Managed the project schedule.
- Met daily with contractors to communicate specific information related to the owners operations and requirements.
- Managed a central file system for all incoming and outgoing project data.
- Coordinated all designers on the project to meet owner design requirements and deadlines.
- Compiled all construction documents and worked with supply management to set up bid meetings and qualified providers. Produced all RFQ's and distributed to the bidders.
- Ran contractor pre-bid meetings and coordinated all RFI's during the bid process.
- Provided all owners stakeholders with weekly progress reports.
- Acted as the eyes and ears of the owner in the field.
- Worked with owner's access control team to assure workers were allowed access to their work site.
- Worked with international vendors to coordinate their information and logistical needs.

**Results:**

The project was completed with 2013 and is currently in operation. The client was able to save 3.5% on the cost of construction management by using ESI as an extension to their staff rather than hiring an outside firm to manage the project. As a result the owner had more control and were up to date on what was really happening on their project.

