

OUR PROCESS

Our Project Management Team will lead the execution of a project and will assist on keeping this one moving according to plan. Our main objective is to manage every project to its completion on schedule, within budget, meeting all building requirement codes, safety guidelines, plans, and specs.

We are a highly skilled team on problem solving, time management, teamwork, leadership, strong communication skills and ability to work with different groups of people, from project owners to crew members; document management, and more. Part of the services we provide include bill of materials, buyouts process to ensure the material purchase is under budget, RFIs, construction schedules, change orders.

Project Analysis

- Review plans, specs, contracts, scope of work, estimate, change orders, and RFIs previously submitted, to have a full understanding of the job and its installation process.
- Ability to coordinate and oversee a project from start to finish.
- Analysis of construction schedule.
- Prepare documentation needed before work commencing.

Project Execution

- Prepare Bill of Materials.
- Perform Buyout process(request quotes from vendors, manufacturers and suppliers) to award the lowest bidder.
- Identify opportunities for optimization using in-house stock materials.
- Place material orders and arrange delivery dates with vendors, manufacturers and suppliers.
- Invoices prices and quantities verification according to quote.

Project Execution

- Team coordination (Client, Division Manager, Project Manager, Superintendent and Crews) for material delivery dates, important indications, and day-to-day work.
- Preparation of RFIs.
- Elaborate take offs for material needed along the job progress.
- Implementation of material tracking at the job start and finalization.
- Perform change orders.

OUR SERVICES



PLANIFICATION AND
COORDINATION



PROCUREMENT



FINANCES