

## PROGRAM MANAGEMENT SERVICES

### GENERAL

Multi-Lynx Companies, Inc. has the capability to provide services for all planning, scheduling, cost control, and all program development activities necessary for total project implementation. Multi-Lynx provides services in the following specific program management areas.

### PROJECT DEFINITION and PLANNING

- Preparation of Project Master Schedule
- Establishing project administration structure and lines of authority
- Establishing project procedures and controls
- Verification of project scope
- Preparation of Project Control Budget based on the agreed project scope

### TENDER and AWARD OF PROGRAM CONTRACTS

- Establishing tendering strategy
- Preparation and issuance of tender documents
- Issuance of formal addenda during tender period
- Review of tenders and recommendation of award of contracts
- Preparation and issuance of contract documents

## ENGINEERING DESIGN AND CONSTRUCTION

### RANGE OF SERVICES

#### Design Development and Working Drawing Production

- Conduct weekly design co-ordination meetings
- Monitor drawing production to confirm compliance with schedule. Initiate corrective action if required
- Carry out formal check estimates to confirm the design is evolving in compliance with the approved Project Control Budget. Initiate corrective action if required
- Review design for constructability and compliance with the design criteria and standards. Initiate corrective action if required
- Carry out pre-tender estimates.

#### Pre-Construction

- Obtain all necessary permits and approvals for the work
- Conduct and minute job start-up meetings with the successful trade contractors
- Advise the trade contractors of special considerations with respect to working in and around an operating facility
- Obtain and review all trade contract submittals, such as bonds, clearances, insurances, etc
- Maintain a shop drawing tracking record and expedite submittal and review of shop drawings by the contractors and design consultants

#### Construction

- Co-ordinate site set-up and assign areas for site offices, storage and receiving
- Direct and coordinate the day-to-day activities of the trade contractors
- Coordinate, on a daily basis, all field activities
- Control the progress of the work on site relative to the Project Master Schedule. Initiate corrective action to maintain project schedule
- Update, on a weekly basis, the Project Master Schedule
- Conduct and minute a weekly coordination meeting with the project contractors
- Conduct and minute a regular job site meeting to coordinate the efforts of the trade contractors, and design consultants
- Monitor the effectiveness of the trade contractor's safety programs.
- Coordinate testing and inspection of the work by the design consultants and independent testing firms. Issue and follow up on inspection reports

#### Post-Construction

- Assist in commissioning the work
- Expedite correction of deficiencies
- Expedite submission of maintenance manuals and as-built drawings

#### **FOR MORE INFORMATION, PLEASE CALL:**

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