



Project Management + Finance & Budget + Sustainability + Retrofitting & Modernization + Energy Efficiency

Construction Management Process

The following is a “brief” overview of our management process. When the time comes, you’ll find our proposal-contract to be a comprehensive document describing our project services and milestones, prepared specifically for your association’s unique set of circumstances.

Act Now

For every client we represent, we recognize the paramount importance of swift actions in securing cost savings for your association’s improvement project. Our specialized “virtual” design and bidding phase process is meticulously crafted to expedite your project, positioning your association for optimum cost savings.

Embracing a collaborative “all-hands on board” approach, coupled with our efficient virtual design slash bidding process, we significantly shorten the time required to secure a contractor, project cost and a construction start date. While the nature and scope of improvements vary, each project undergoes a customized virtual design/bidding phase with defined schedules and milestones achievements

Throughout construction, our oversight services ensures adherence to plans and specifications and maintaining the construction schedule. Weekly progress meetings, on-site inspections, and monthly bank disbursements are just a few of the integrated parts of our comprehensive oversight services. Upon completion, a digital copy of all project documents is provided to your association.

Understanding the challenges of living in a construction zone, we aim to engage with every condo owner, incorporating a “project specific” process to minimize disruption and prioritize owner safety. Your peace of mind is always a priority of ours throughout your construction journey.

Timing

A significant Capital Improvement Project (CIP) will take a minimum of two years to complete. And if your project includes multiple scopes of work, there may be opportunities to combine work efforts but it will take even longer.

A much needed improvement can be challenging due to cost and delaying an expensive project is not always unreasonable. However, sometimes there’s more involved than what people realize.

For example, an expensive CIP will take 2-3 years to complete and owners don’t make payments until the project has been completed and permanent financing is in place. Giving those folks who believe they’ll be financially challenged ample time to consider their options. All the while respecting how associations have to operate on the philosophy for “the greater good.” Without the appropriate experts involved and a smart Board of Directors, delaying a project might seem reasonable but, ultimately, you’re in the exact same position 3 years later only with a substantially higher project cost.



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Part 1: Design Overview

Laulima Asset Management (LAM) offers a streamlined virtual design phase tailored to prevent unnecessary delays in your construction project. To align with our suggested timeline, we recommend creating a mechanism for the Board of Directors to make approval decisions outside of monthly meetings.

Throughout the virtual design phase, we furnish the board with essential project information. Written details are provided in advance, complemented by live zoom meetings for clarity. We guide discussions and seek the board's approval to proceed throughout the project. Approvals fall into various scenarios, ranging from straightforward decisions by the board to more complex situations where LAM's assistance adds valuable insights.

Stage 1, involves the gathering of data and project initiation. LAM will present a project statement for defining the scope of work for your board's approval.

Stage 2, encompasses material testing and designer selection. If material testing is needed, LAM will solicit proposal on behalf of your association and provide the necessary proposals for board selection.

Stage 3, plans and specifications are developed. LAM will seek the necessary engineer/architect proposals for your project. Your board will then select the designers from our comparison analysis. LAM will conduct design progress meetings with the association and presents value engineering options. After the plans/specs have been completed and the board has approved them, plans will be submitted for building permit approval.

Stage 4, involves preparing bid documents, contractor bid walk, bid review and contractor qualification, and submitting a contractor bid analysis for board selection.

Stage 5, LAM prepares an overall project budget for board review and approval.

Stage 6, LAM will assist the association's legal representative in the construction contract negotiation process, advise the association on the progress and expedite the overall process.

In general, the design phase takes approximately a year. However, the building permit approval process will still be active and not yet approved.

Part 2: Construction Overview

Stage 7, begins after the construction contract has been executed and is the beginning of the construction phase but it's not the beginning of the work. LAM will start our collaboration process with designers, contractors, the association, and other stakeholders to ensure a smooth transition into construction.

The issuance of the Notice to Proceed (NTP) officially signals the start of construction. Monthly invoicing may occur before construction starts, depending on lead timer for equipment and materials.



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All building materials require approval from the designer(s), overseen by LAM. An ownership townhall meeting is scheduled approximately 90 days before construction starts, providing insight from various professionals involved.

Stage 8, the construction phase, LAM acts as the association's representative during construction, ensuring the Contractor's adheres to the contract documents. Key approvals, including Board of Directors' approval of the NTP, play a crucial role. LAM provides continuous construction management services such as onsite logistics finalization, contractor oversight, progress meetings, photo documentation, and handling homeowner concerns.

Stage 9, post construction, involves finalizing closeout procedures. This includes punch list inspections with the Designer of Record, assembling warranty manuals, and providing all project documents for your association's records.

Laulima Asset Management remains committed to guiding clients through every stage, ensuring a successful and satisfactory construction experience.

