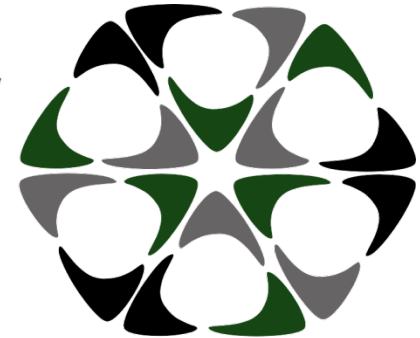


Owner's Representative

***Contractor
Manager***



*Will Oswald, President
Contractor Manager Inc.*

Definition

Owner's Representative

A person designated to represent the owner in clearly defined components of a construction project. The owner's representative requires the authority to act in behalf of the owner in defined matters normally requiring the Owner's approval or authorization.

My Background

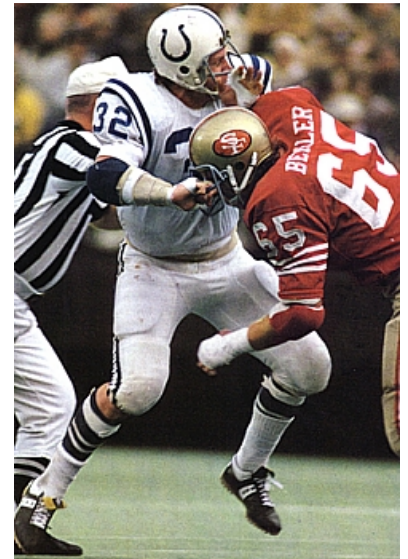
- 20 Years of construction administration and finance experience.
- Worked as an Owners Rep on several multi-million dollar projects
- Worked at the CFO level for successful construction companies
- Currently own and operate a construction management firm responsible for managing \$100M per year in sales

My Family

Married for 16 years with 3 beautiful daughters



Father & Father In-Law



Personal Honors and Achievements

- Desert Storm Veteran, US Air Force
- Recipient of the Secretary of Defense Joint Service Achievement Medal
- Recipient of the United States Air Force Achievement Medal of Honor
- Recipient of Multiple Fire Department Awards For Life Saving Measures
- Excellent Public Speaker and Leader
- Married For 16 Years and Father of 3 Girls
- Excellent Work Ethic and Leader

Key Players

- ❖ Owner
- ❖ Owner's Representative & Staff
- ❖ Architect
 - Interior Design & Furniture Consultants
 - Acoustical & Lighting Consultants
 - Utility Representatives
- ❖ Contractor
 - Construction Manager
 - Project Superintendant
- ❖ Sales Team

The Preconstruction Procedure

- Meet With All Key Players
- Define Roles, Responsibilities and Expectations
- Establish Timelines and Schedules
- Pre-Design Review
- Establish Project Documents
- Design Development
- Establish Construction Documents
- Establish Budget & Schedules
- Site Visits & Security Plan

Construction Terms

- RFI: Request For Information
- PCO: Proposed Change Order
- PR: Proposal Request
- DR: Draw Request
- PL: Punch List
- OR: Owners Rep

Our Process: Owners Rep

Weekly On Site Meetings

- Attendees: Contractor, Owners Rep, Project Manager, Sub-Contractors Architect and Owner: When required
- ***Typical meeting agenda:***
 - Construction schedule
 - PCO log
 - Old business
 - New business
 - RFI log
 - Submittal log
 - Minutes

Key Project Elements

***Owners Rep Must Be Thoroughly Familiar With All Aspects of The Project:**

- Demolition plan
- Construction Plans
- Elect/Tele/Data Plans
- Finish Schedules
- Parking Plans
- Commercial Space Plans
- Furniture/Appliances Schedules
- Window & Door Schedules
- Sales & Leasing Plans
- Budget & Contracts

Key Responsibilities of the Owner's Rep

- Construction Oversight That Is Consistent With The AIA Contract & Working Drawings
- Managing All Project Related Insurance Documents
- Coordinating The Owner's Vendors With The Contractor's Vendors.
- Managing The Budget And Schedules
- Managing The Pay Applications
- Keeping The Owners Informed

Team Process

Responsibilities of the Owner's Rep

- Daily Meetings Internally With Staff Members
- Site Visits Multiple Times Per Week
- Conference Calls With Owners
- Organizing & Maintaining Contracts
- Organizing Insurance Certificates For Contractor and All Sub-Contractors
- Managing Schedules & Timelines
- Managing The Budget
- Cost Control
- Managing Pay Applications & Accounting

My Guaranteed Work Standards

- Clear Communications With Your Team
- Defer To The Professionals
- Don't Settle For Something That Isn't Right
- Make Decisions And Be Ready To Explain Them To Your Superiors
- Monitor Budget And Schedules (DAILY)
- Maintain Excellent Public Communications & Relations.
- Maintain Excellent Relationships With The Owners, Contractor, Architect and Community

In Summary

- I believe I have all the skills and attributes you are looking for. My extensive background in construction and construction administration will positively impact many areas of your project.

I am a loyal and hardworking individual able to multi task and thrive under pressure. My clients use words like these to describe me. I look forward to the opportunity to work for you.

- **Honest**
- **Hardworking**
- **Integrity**
- **Smart**
- **Funny**
- **Knowledgeable**
- **Problem Solver**
- **Team Player**
- **Multi Tasker**
- **Leader**