

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 (BID) 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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