



*Eliminating Pitfalls
in
Project Management*



Presented to
Aging Services of ME and NH
May 19, 2010



Presenters

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Getting Started

➤ *Comprehensive Project Plan*

- *Establish Goals*
- *Consider Your Options*
- *Create Your WISH LIST*



Know Thy Boundaries

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➤ **PRIORITIZE!!!**

- *Are there any Property or Plant constraints?*
- *(Know how the shoe fits...)*



Know Thy Boundaries

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- *Are there any Property or Plant constraints?*
- *Who is responsible to shepherd this project?*



Know Thy Boundaries

➤ **PRIORITIZE!!!**

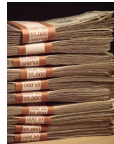
- *Are there any Property or Plant constraints?*
- *Who is responsible to shepherd this project?*
- *What's the Time Frame?*



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- *Who is responsible to shepherd this project?*
- *What is the Time Frame?*
- *How Big is the Stack of Cash?*



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- *How Big is the Stack of Cash?*

Know your Budget and Stick to It!!

Budgets

- *Be Realistic*
- *Don't Underestimate the Costs (especially in an "occupied" project)*
- *Anticipate the Unanticipated (Contingency Budget is essential!)*



Build the Internal Team

- *Primary Decision Makers*
 - *Examples:*
 - *CEO/Administrator*
 - *CFO/ Staff Accountant*
 - *Operations*
- *Identify a Single Point Person for Communications*

Build the Internal Team

Be Sure Team Members are Ready and Able

- *Experience Counts*
- *Time Availability*
 - *is Essential*



Know Thy Codes


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Principal Codes to be concerned with

*IBC -- International Building Code
enforced by Municipality
Contact: Code Enforcement Officer*

*LSC -- Life Safety Code
enforced by State Fire Marshall
by way of local Fire Chiefs*

Know Thy Codes

Avoid Surprises 

- *All new work must meet the codes for new construction (fire rating)*
- *All modifications must be fully accessible under IBC and ADA*

Know Thy Codes

Avoid Surprises

➤ *Everything you Need to Know about Bathrooms, but Don't Know Enough to Ask.*



Know Thy Codes

Moral of the Story

For smaller projects, where you may not have the expertise of a design or engineering professional, be sure to review your plans with your municipal Code Officer and/or Fire Chief.



Know Thy Codes

Specific requirements to keep in mind



Seeking Professional Help

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Professionals

- *Project Management Consultants*
 - *Owners Representative*
interface with designers, officials, contractors
- *Registered Professionals (Architects, Engineers)*
 - *for Stamped Drawings, Specifications*
required for permits and building
(examples: Accessibility, Fire Alarm Systems, Structural Changes)

Creating Good Will

Creating Good Will

- Communicate
- Communicate
- Communicate



Contracting the Work

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- *Construction Management*
 - *Early Pricing*
 - *Guaranteed Maximum Price (GMP)*
 - *Choice of Subcontractors (subs)*
 - *Potential for Shared Savings*
 - *Coordination of Services*



Contracting the Work

- *Obtaining Bids*
 - *Allows for Comparison Shopping*
 - *May Allow for Choice of Subcontractors if there is no General Contractor*
 - *Requires detailed documentation*

Contracting the Work

- *Set Clear Procedures*
 - *Hours of Operation*
(How early can the workers arrive?)
(How late can they stay?)
 - *Use of Restrooms*
 - *Parking and Storage*
 - *Smoking*

Case Study *Stella Maris House* *Rockland, Maine*

Resources

Codes

➤ *International Building Code (IBC)*

• www.iccsafe.org

➤ *Life Safety Code - NFPA 101*

• www.nfpa.org
