

## Sub Contractor Selection

Upon being awarded the clients' contract, R. Bibler Custom Builders, will present the project for competitive bidding to qualified subcontractors. The subcontractors will return a written bid proposal for the scope of work presented. Once the written proposal is awarded, the subcontractors will notified and preliminary scheduling will be established. R. Bibler Custom Builders, Inc. understands the importance of **value to cost** ratios. Awarding your project is based not only on initial cost but we also use the following criteria in choosing a subcontractor:

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Competitive Cost to Value Comparison

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Complete Scope of Work Summary

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Fully Insured, both General Liability and Workers Compensation Certifications in our office file

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Proven ability to complete the Scope of Work awarded

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Financial stability

-

History of meeting scheduling requirements

-

History of fulfilling any warranty issues

-

History of professional interaction with clients and other tradesmen

### **Project Scheduling**

Upon the receipt of the signed Fixed Price Agreement, R. Bibler Custom Builders will provide the Master Project Schedule listing all on-site and off-site work, significant dates, milestones, and estimated completion date.

The Master Project Schedule will be monitored weekly and updated as necessary to reflect an accurate time line for all events that take place during the construction project.

### **Project Meetings**

#### **Subcontractor Schedule Meetings**

Depending on the scope of the project, R. Bibler Custom Builders will meet on a weekly basis with all subcontractors to review progress and evaluate concerns and confirm completion dates. It is not uncommon to have daily meetings with subcontractors to go over the scope of work for that day and address any issues, questions or concerns.

#### **Safety Meetings**

R. Bibler Custom Builders will provide weekly on-site safety meetings and minutes of these

meetings will be available and on hand at the company office. All subcontractors will receive R. Bibler Custom Builders, Inc. Guidelines prior to work commencing. These guidelines explain R. Bibler Custom Builders, Inc.'s expectations with regards to site safety, professionalism, security, parking etc.

### Owner Meetings

Upon project commencement, the client will be provided with a Project Manual including sections for:

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Contracts, Specifications, Permits

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Change Orders

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Draw Invoices/Project Summaries – Hard Costs and Forecasted Costs

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Lien Waivers and Releases

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Allowances by Item/Amount/Significant Dates

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Monthly Notes

Weekly meetings will be scheduled with the client and or the client's representative(s).

The following information will be provided and reviewed:

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Current contract status

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Drawing and specification reviews, questions/answers

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Allowance item procurement and materials needed by dates

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Budget Summary and completion cost forecast

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Change Order review both anticipated and completed

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Schedule review and adjustments

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Questions and Concerns

## **Financial Review**

Fiscal review and control are essential in order to meet the projects desired goals. Weekly Owner Meetings will include a comprehensive summary of:

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Costs – to –Date

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Draws – to – Date

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Credits – to – Date

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Estimated Cost – to – Complete Forecasts

The summaries will include Change Orders completed and anticipated, Allowance

Reconciliation, Draws Received/Draws Remaining.

R. Bibler Custom Builders will make certain that our client is aware and understands the cost of the project as it progresses. It is our intention and responsibility to keep our clients up to date on overall project costs.

### **Project Completion Procedures**

Upon the completion of your project, R. Bibler Custom Builders will schedule a walk-through inspection with the client and/or the clients' representatives. The walk through inspection will record any unfinished work, adjustments or corrections. This is referred to a Punch List. Once the Punch List is completed and signed-off, the Scope of Work as listed in the Construction Fixed Price Agreement will be completed. A final Invoice shall be presented for payment and the project will be considered completed.

### **Warranty**

R. Bibler Custom Builders will warrant that all work shall be free of defects for a period of one year. The one year period commences on the date of completion. During that period of time any corrective measures which need to be made due to defective products or workmanship will be replaced at no additional cost to our clients.