



The Burns Companies

Real Estate Development Consultants

The Role of the Owner's Project Manager (OPM)

The Owner's Project Manager (OPM) is a member of the project team under separate contract to the Municipality, Owner, Developer, Partnership, and/or Lender (Main Stake Holders) with responsibility to provide design and construction phase oversight on behalf of the Main Stake Holders for the entire planning, design, construction, commissioning, and closeout process. The OPM does not duplicate any of the responsibilities of the planning, design, or construction team members contracted by the Main Stake Holders.

A professional OPM augments the Main Stake Holders' staff by providing pre-planning, design, construction, engineering and management expertise, and advisory services. The OPM acts as the Owner's Representative and is directly responsible to the Main Stake Holders, acting in their best interest and at their direction, at every stage of the project.

The OPM provides unbiased, informed advice on such critical matters as:

- ✓ Optimization of available funds
- ✓ Entitlement coordination and oversight
- ✓ Architect selection and Fee negotiation
- ✓ Oversight of the programming phase and development of the Scope of Work
- ✓ "Green" programming assessments
- ✓ Coordination and continuous management of communications among all Project Team Members
- ✓ Development of the Project Budget
- ✓ Pre-Construction plan & specification reviews
- ✓ Development of potential Project Delivery Options
- ✓ Permitting coordination and oversight
- ✓ Contractor/Subcontractor prequalification
- ✓ Contractor bidding, leveling, analysis, and recommendations for procurement
- ✓ Value engineering and cost estimating
- ✓ Project schedule development and control - Identification of Long-Lead, and Critical-Path items
- ✓ Management of changes and conflict resolution during construction to avoid costly delays
- ✓ Expediting the decision making process to avoid costly delays
- ✓ Attending Project meetings, reviewing Progress Reports, advising Main Stake Holders when progress and/or quality mitigation actions are necessary
- ✓ Managing payment procedures
- ✓ Interfacing with Lenders and legal advisors, responding to inquiries, and providing documentation as required
- ✓ Managing the Project Close-Out and Commissioning processes - Including the collection and distribution of pertinent Sign-Offs, Guarantees, and Warrantees

Because projects and project teams vary, the role of the Owner's Project Manager must respond to the specific requirements and constraints presented by the Project.

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