



**Encompass's** Construction Management staff includes personnel with extensive experience represented by the following typical scope of work and project examples below:

- Prepare bid documents and administer competitive bidding process
- Schedule and supervise pre-bid meeting
- Obtain bids and review for compliance with project specifications and budget
- Provide recommendation to Owner for qualified bid selection
- Preparation of Construction Contract in consultation with Owner
- Ensure receipt of all necessary contract documents including insurance, bonds, and/or licenses
- Schedule and supervise pre-construction meeting
- Provide necessary on-site supervision to ensure compliance with design specifications
- Schedule and conduct timely completion of all necessary inspections
- Administer contract and process change orders and payment requests in consultation with Owner
- Track quantities for unit pricing
- Schedule and supervise regular progress meetings
- Prepare and maintain progress updates for construction and budget for Owner review
- Prepare punch list for any sub-standard work and ensure corrections are made by Contractor
- Assist Owner with dispute resolution, if necessary, due to performance of work by Contractor
- Ensure general site compliance including safety issues, permit conditions, and storage of supplies, materials, and/or equipment.
- Schedule and ensure all necessary final inspections
- Prepare final punch list for any sub-standard work and ensure corrections made by Contractor
- Prepare final budget and process final payment requests for Owner's review
- Prepare and/or obtain all necessary close-out documentation including inspections, lien releases, and final payment.

In order to support Department of Ecology's (DOE) efforts on implementation of Best Management Practices during construction as part of compliance with DOE's Construction Stormwater General Permit, and assist our Clients and Contractors during the construction process, **Encompass'** Construction Management staff has been certified with the DOE as Certified Erosion and Sediment Control Lead (CESCL).



### Project Examples

Sun Country Estates Water System Replacement Project Grant  
Acquisition and Design (*Cle Elum*)  
SR-903 Watermain Extension (*Cle Elum*)  
City to Canyon Trail I-90 Undercrossing (*Ellensburg*),  
West Ellensburg Park Expansion Project, Phase I & II (*Ellensburg*)  
Faust Road, Alford Road, White Road Safety Program  
Reconstruction (*Kittitas County*)  
Wilson Play Fields (*Kent*)