Upon Award
Complete constructability and overall site plan review
Establish clearly defines areas of construction and areas of District use during project
Establish and/or confirm overall budgets with Owner and Architect

Construction Documents
Complete phase cost estimate in the CSI format at 50% and 95%.
Complete constructability review at 50% and 95%.
Review the drawings and project manual relative to the bid packages and notify Owner and Architect of inconsistencies.
Develop procurement package requirements, phasing, work restrictions.
Determine procurement date and time.
Publish advertisement for proposals.
Schedule and conduct pre-procurement conferences.
Update project budget and schedule consistent with final construction documents.

Proposals and Negotiations
Distribute documents to plan rooms, subcontractors and suppliers.
Solicit proposals from subcontractor and suppliers on advertised day.
Negotiate with subcontractors as necessary to meet the current budget.
Compile list of subcontractors and suppliers to form Guaranteed Maximum Price.
Present the GMP Amendment to the School Board for action.
Scope and execute contracts with selected subcontractors and suppliers.
NBISD shall be involved in the buyout process and review/approve all best value letters.
Design Development
Review the design development documents with the Owner and Architect.
Revise and update the critical data schedule sheet.
Develop and arrange pre-proposal packages.
Prepare a site use study to be used for allocation of space for construction storage, lay-down areas, parking and temporary facilities.
Prepare a cash flow analysis for both the design and construction phases.
Complete constructability review.
Prepare a detailed estimate based on available design drawings in a CSI or subcontractor bid format.

Construction Documents
Complete phase cost estimate in the CSI format at 50% and 95%.
Complete constructability review at 50% and 95%.
Review the drawings and project manual relative to the bid packages and notify Owner and Architect of inconsistencies.
Develop procurement package requirements, phasing, work restrictions.
Determine procurement date and time.
Publish advertisement for proposals.
Schedule and conduct pre-procurement conferences.
Update project budget and schedule consistent with final construction documents.

Proposals and Negotiations
Distribute documents to plan rooms, subcontractors and suppliers.
Solicit proposals from subcontractor and suppliers on advertised day.
Negotiate with subcontractors as necessary to meet the current budget.
Compile list of subcontractors and suppliers to form Guaranteed Maximum Price.
Present the GMP Amendment to the School Board for action.
Scope and execute contracts with selected subcontractors and suppliers.

NBISD shall be involved in the buyout process and review / approve all best value letters.