

# *Blue Print for Success*

## *Introductory Meeting – One hour – No charge!*

- Review and discuss Project Scope, Identify existing Project team*
- Establish TMC credentials - Present “**Blue Print for Success**”*
- If client desires conceptual estimate then schedule Discovery Meeting*
- Assign client participation requirements for next meeting*
- Questionnaire – “Help me, help you” – establish email connection*

## *Foundation Meeting – One hour*

- Review and Discuss Owner’s Supplemental project input sheet*
- Review TMC Conceptual Estimate itemized in CSI Format*
- Verify Owners Time Frame to start and complete the project*
- Verify Owners Financing plans or payment intent*
- Review finish schedule for owners participation*
- Shopping list for actual cost estimating, or*
- Agreement on schedule of allowances – differs final cost estimating*

## *Building Meeting – Two hours*

- Review and Discuss Owners secondary input*
- Review any and all TMC scope parameter issues*
- Present outline Construction Specification*
- Review Labor, Material and Equipment Estimates*
- Review Subcontractor Quotes*
- Review draft Construction Contract*

## *LET’S GET TO WORK !! – One Hour*

- Review Final Construction Specification*
- Review Final Schedule of Allowances*
- Review Proposed Construction Schedule – Bar Chart*
- Present Construction Services Contract Proposal*
- Execute Contract*