



Project Quick Facts

Client

- *The First*

Owner

- *Bigelow Laboratory*

Facility

- *Phase One construction of a new 25,600 square foot, 3-story building*

Size

- *25,600 square feet*

The Results

The project has remained on schedule and under budget due to:

- *Increased project controls*
- *Early risk identification*
- *Appropriate (measurement) metrics*
- *Improved communication*
- *Better scope identification*
- *Continuous improvement*
- *Repeatable results*
- *Customer satisfaction*



The Solution

The First retained Cordjia Capital Projects Group (“Cordjia”) as an independent third-party consultant to provide them with commercial construction loan monitoring services for the construction of Bigelow Laboratory’s new Center for the Collection of Marine Phytoplankton in Boothbay Harbor, Maine. The new building, which consists of 25,600 square feet of various laboratories, offices, a café, and conference space, is due to be complete in November 2011.

Cordjia is providing The First with a variety of tasks that include:

- **Payment Application Disbursement Review.** All payment applications submitted by the contractor are reviewed and recommended for approval or disapproval.
- **Sufficiency of Funds.** The sufficiency of funds for the completion of the project is evaluated and reported monthly.
- **Change Orders.** Signed change orders are reviewed and submitted to The First with a recommendation for or against written approval.
- **Quality Control.** Pre-funding requisition meetings with the Contractor and Architect are attended by Cordjia.
- **Reports.** A written report to document all findings and recommendations is provided monthly.
- **Certificate of Insurance/Bonding.** Provide verification monthly that all contractor and sub-contractor certificates of insurance and bonding are maintained current.

Results

- By reviewing payment applications submitted by the Contractor, Cordjia ensures that the percentage of work complete is in line with the payment requisition requested to date. Ensuring that The First is not releasing funds for items not yet completed.
- Lien releases from Contractor and Sub-Contractors are received and reviewed monthly. This ensures that all parties are receiving their funding in appropriate timeframes.
- Review of change orders has ensured that funding was available within the budget to cover any changes.
- By attending monthly meetings with the Contractor and Architect, Cordjia has been able to document progress with photos and ensure quality, workmanship, and on-site management remains on-track.
- By providing a monthly written report, The First has documentation and photographs of all stages of construction thus ensuring that the project stays on track.
- By providing monthly verification of certificates of insurance and bonding, Cordjia is protecting The First and Bigelow Laboratory against claims.

we don't just deliver solutions | we lead them™