

*“Why Do I Need A  
Project Manager / Owner’s Representative  
For My New Library Project?”*



**Hill International**

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## A Project Manager/Owner's Representative is YOUR agent and advocate



Hill International is your agent and advocate as you construct or modernize your facilities. We guide you through the design and construction process from concept to completion. As experienced construction professionals, we help you proactively manage your projects to minimize risks, prevent problems and eliminate surprises to ensure on-time and on-budget completion. We monitor the entire progress, from the first glimmer of a dream through design, construction and start-up, to ensure that you get the facility you need while receiving the best value for your money.

You want the best design team and contractor for your unique situation. However, do they have your best interest as their only motivation? Or do you need your own independent expert to keep the project team focused on what benefits **YOU** the most?

Who is looking after your interests?			
	Owner's Rep	Architect	Contractor
<b>All Project Phases</b>			
Keeps focus on overall "Big Picture" through all phases	✓		
Manages all phases of the project	✓		
Manages total project budget	✓		
Manages total project schedule	✓		
Explains the design and construction processes, techniques and terminology	✓		
Manages project quality to your benefit instead of the agenda of others	✓		
<b>Pre Design / Procurement Phase</b>			
Provides expertise to navigate and implement public procurement rules	✓		
Suggest contract form and content to benefit you as the Owner	✓		
Explains the different ways that you can hire a contractor	✓		
<b>Design Phase</b>			
Design to your needs		✓	
Provides expert advice and mentoring	✓	✓	✓ <sup>1</sup>
Advises you of options and alternatives	✓	✓	✓ <sup>1</sup>
<b>Construction Phase</b>			
Provides labor, material and subcontractors			✓
<sup>1</sup> In some cases			

# Project Management / Owner's Representative Services

## 1. Program Support

- a. Act as the Owner's representative during all designated phases of the project
- b. Assist the Owner in communicating with its management, staff, community, and news media to enhance understanding and develop ongoing support for the projects
- c. Develop project management plan
- d. Develop and maintain master schedule
- e. Establish project controls and procedures
- f. Assist with developing and maintaining budget
- g. Assist with public outreach and meetings as needed

## 2. Pre Design / Procurement Phase

- a. Assist with and manage initial needs assessment and funding requirements
- b. Assist with selection of design team
- c. Assist with selection of construction Delivery Method
- d. Assist with preparation of bid documents and solicitations
- e. Facilitate pre-bid conferences
- f. Review bids and recommend awards
- g. Assist with negotiations and contract

## 3. Design Phase

- a. Manage design team
- b. Assist with design reviews
- c. Assist with design cost reviews
- d. Assist with constructability reviews
- e. Assist with value engineering studies
- f. Assist with obtaining building permits
- g. Review/recommend AE payment requests and contract modifications

## 4. Construction Phase

- a. Project Administration
  - i. Review and monitor construction schedule and budget
  - ii. Set up document control system
  - iii. Coordinate and attend project meetings
  - iv. Track submittals
  - v. Maintain Project Records
  - vi. Prepare monthly reports
  - vii. Review contractor payment requests
  - viii. Administer compliance with labor standards
  - ix. Provide testing administration
- b. Change Management
  - i. Assist with identification of appropriate changes in scope
  - ii. Assist with validating impact of changes
  - iii. Manage documentation of changes
- c. Monitor Contractor's as-built drawings
- d. Provide dispute resolution
- e. Insure contractor compliance with safety plan

## 5. Project Closeout and Warranty Phase

- a. Project Closeout
- b. Moving and Startup Assistance
- c. Warranty Services



## Case Study: Lebanon Public Library and Justice Center

Hill International, Inc. provided full Project Management services to the City of Lebanon, Oregon during design and construction for this \$18 million project to build a 19,345 sf Public Library and a 29,923 sf Justice Center, the first new civic buildings in for the community in over 50 years. The Library includes a Community Meeting Room and a special space for the genealogy collection. The Justice Center includes a police station, 9-11 call center, municipal jail and courtroom and information services data center.



The Library is the City's "gateway building" at the convergence of the two primary highways into Lebanon and is designed to be a welcoming "civic presence" representing the culture and history of the community. In addition to its light, airy vaulted main space for the collection of books and media, it has a fireplace seating area with "living room" furniture that looks out to Academy Square, the site of the city's former historic Lebanon Middle School and Santiam Grade School. The fireplace mantel and a feature wall in the lobby use wood reclaimed from the

old school that was removed in preparation for the Library. Also, to further connect the new with the old, the window design repeats the central design feature of the old school. The extensive use of wood throughout the interior recalls the forest products era of the area.

The Justice Center is a state of the art law enforcement facility that provides a safe, efficient environment for the staff. For the general public, it is a warm, welcoming place to conduct business. Records and evidence processing facilities meet all national standards. The twelve bed municipal jail is flexible in the way it can accommodate various classifications of inmates while minimizing the staff required for supervision and is closely located to the Municipal Court area for security during arraignments and trials. The new Data Center houses the City's entire modern voice, data and wireless communications equipment and supports the adjacent 9-1-1 Call Center.



The Hill-lead project team nurtured the design and construction through significant budget challenges, examining every feature and detail to ensure that the City of Lebanon received the best possible value for the money entrusted to them by the Voters and while succeeded in maintaining all originally defined program requirements even while reducing the first design cost estimate by over 25%. Further, the project was completed exactly on the date set during the initial planning.



## Hill International, Inc.,

**HILL INTERNATIONAL, INC.,** (Hill) has been in business for 33 years providing professional construction consulting services. Hill is a publically traded corporation listed on the New York Stock Exchange (NYSE:HIL).

Our mission is to help our clients minimize the risks inherent in the construction process. We accomplish this objective through a broad range of project management and construction claims services that support our clients during every phase of a project, from planning and design, to procurement and construction, to start-up and operation.

With 2,300 professionals in 80 offices worldwide, Hill has the experience and the expertise to help our clients deliver their projects on time, within budget, and with the highest quality possible. Our history is defined by thousands of successful projects. Our future is defined by the success of your next project.

Our Northwest offices are comprised of offices in Portland Oregon and Bellevue and Spokane, Washington where we have been providing services to Oregon organizations and communities since 1996.

### Our lead staff for Libraries and Municipal projects

**DOUGLAS C. ROBERTS, PE, LEED<sup>®</sup>AP**  
**Senior Project Manager**

Doug Roberts has extensive experience advising and guiding Owners through their construction projects. His approach is built on knowledge gained while managing projects directly for construction contractors. This combination of experiences has provided him with an in depth understanding of the construction process, from inception, through design and construction, to start up and warranty.

Doug's knowledge, organization, insight, flexibility and attention to detail provide the Owner with a continuing focus on the overall project objectives while resolving day to day issues. He has procured and managed the services of architects, engineers, consultants, construction managers and contractors, and other services, usually under Oregon's public bidding statutes. His responsibilities have included program and project oversight; risk management, designing and planning projects; administering owner contracts; developing and monitoring design and construction schedules; estimating construction cost; producing value engineering designs to meet budget; coordinating with governmental agencies for permits and right-of-way requirements; procuring sub-contracts and materials; and managing construction.



Doug has spent most of his career, since graduating from Oregon State University, providing services to communities throughout Oregon, both large and small. He encourages a collaborative relationship among team members to insure the most successful outcome and trouble-free construction process.

You can contact Doug at Hill International, Inc., 111 SW Columbia Street, Suite 830, Portland, OR 97201, DougRoberts@HillIntl.com, Direct phone: 971-230-6162, Cell: 503-319-6445.



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