

REICH COMMUNICATION AND REPORTING

Our communications are based on three (3) elements. These systems and procedures provide orderly communications, distribution of information, effective coordination of activities and accountability. Our procedures are described as follows:

- Communications/Meetings
- Computer Generated Management & Information Reporting
- Operations Reports

COMMUNICATION/MEETINGS

WE FIRMLY BELIEVE COMMUNICATION IS CRUCIAL TO THE SUCCESS OF A PROJECT. REGULARLY SCHEDULED MEETINGS ARE A KEY FORUM FOR COMMUNICATING. THEY INCLUDE:

Partnering Meeting

Upon award of the project, Reich will conduct the partnering meeting which will lay the foundation necessary for developing a successful long-term relationship. Attendees will include the Owner, Reich, and the architect. Project objectives and goals will be developed and established during this meeting.

Pre-Construction Meeting

Within 45 days of the approved GMP, partial GMP, or issuance of a work authorization, Reich will facilitate the pre-construction meeting. The team members and all subcontractors “kick-off” the project with discussion of the following topics:



Snow Cloud Ski Resort
Beaver Creek, CO

Project Overview

- Project objectives
- Critical project elements
- Milestone dates

Lines of Communication and Protocol

- Document Control Register
- Request for information (RFI)
- Field Schedules and Updates
- Shop drawings processing and handling

Building Safety and Housekeeping

- Crew working hours
- Maintenance of life safety exits
- Material deliveries
- Debris removal
- Security

Job-Site Safety

- Parking
- Unloading and storage
- Hazardous materials communications
- Use of illegal substances
- Accident reporting

Quality Assurance

- Preparatory meetings by trade
- Wall and ceiling closure teams
- Pre-punch
- Final punch



Ben Hill Griffin Stadium
Gainesville, FL

Monthly Owners Meeting

The Owner team members, Reich, and the architect will meet on a monthly basis to discuss the following:

- Project narrative monthly report
- Life safety and building access
- Document control register
- Shop drawings
- Three-week schedule
- Overall schedule & milestones
- Other issues/opportunities

Monthly Managers Meeting

Attendees include the Reich project manager, and the subcontractor's project managers. This meeting generally follows the same agenda as the weekly field coordination meeting described below, but on a higher level to ensure coordination and administrative support of field operations.

Weekly Field Coordination Meeting

At the inception of the team construction process, a fixed day and time for this meeting is established. The project superintendent directs this meeting with all field superintendents and lead men in attendance.

Discussion includes the following issues and their coordination:

- Overall project schedules
- Three-week look-ahead project schedules

CONSTRUCTION MANAGEMENT

- Manpower and materials requirements
- Critical elements/issues
- Safety
- Other relevant topics

Detailed meeting minutes are prepared and promptly circulated for each and every meeting held.



The Village at Northstar
Lake Tahoe, CA

COMPUTER GENERATED MANAGEMENT & INFORMATION REPORTING

To monitor and evaluate our performance in controlling costs and managing the project, we employ several forms of reporting. The following reports provide team members up-to-date information on the status of each aspect of your project, including cost.

Budget Report

This report establishes the final budget by summarizing our operational plan for the project. It includes commentary on the major risk areas of the project and the plans for effectively managing them.

Cost Commitment Report

This is the most detailed job cost report available. It allows the project team to track not only already incurred job costs, but cost commitments as well. The end of the report also allows the same comparison by type (i.e. materials, subs, etc.). The accounting department checks open purchase balances bi-monthly, and generates the report weekly.



Sandy Lane Resort
Barbados, West Indies

Project Status Report

This report allows the project team to re-forecast anticipated job costs on a monthly basis. It consolidates job costs and cost commitments while incorporating cost projections for work yet to be completed.

Labor Plan Report

The labor plan report contains a plan for the self-performance of a particular trade along with manpower and productivity rates for each activity. Actual progress hours are compared to budgeted hours to evaluate productivity.

Document Register

This document directs everyone to the most current set of drawings. By reducing the possibility of someone using outdated drawings, the document control register also functions as an effective cost-control tool.

Project Schedule

This is a thorough CPM schedule developed for the entire project. It is updated monthly, incorporating input from team members attending monthly managers meeting and monthly owners meetings.

Submittal Log

This is a log of all review, approvals, and selections necessary for proper procurement and/or fabrication of project materials. It is dynamically linked to the needs of the project schedule.

Correspondence & Filing Systems

All project correspondence are filed two ways:

- Hard copy in a three-ring binder in the project manager's office.
- Electronic copy on computer diskette.

OPERATIONS REPORTS

Safety Meetings & Safety Inspection Reports

Reich diligently adheres to our safety procedures through meetings and inspections. All activities with regard to safety are thoroughly documented and retained for reference and follow-up. Procedures include but are not limited to:

- Scheduled and unscheduled on-site inspections
- On-site training and awareness motivation
- Off-site training and awareness motivation

- Scheduled on-site safety meetings
- Reporting and documentation
- Follow-up for detected violations
- 100% pre-employment drug testing
- Random annual drug testing
- On-the-spot testing for cause

Project Daily Log

The project superintendent keeps a comprehensive daily log of all on-site activities.

Vendor/Supplier Log

The project superintendent logs all deliveries made to the site to all subcontractors. This log informs the project accountant in the home office of each subcontractor's financial obligations and gives us additional identification capability beyond "Notices to Owner". This ensures proper payment under the state lien laws.



Renaissance Hotel
London, England

BUYING OUT THE PROJECT

Removing contingency dollars from the subcontractor's estimate before agreeing to a price is critical to cost control. Reich buy-out procedures begin before the subcontractors submit their bids. Through our process of pre-qualifying subcontractors, defining detailed subcontract scopes and educating the subcontractors of the overall project requirements, we eliminate contingency dollars that subcontractors typically include in their bids. Through our procedures, we obtain the highest value subcontractor bids and are able to provide our customers with a low overall project cost.

After the project bids are obtained, we re-verify scopes and ensure that all required elements of the subcontract scope of work are included. Prior to finalizing the subcontract amount, we will verify that we have provided the maximum value.

AN OPEN-BOOK POLICY ON ESTIMATES AND COSTS

We organize our project meetings and reporting methods to ensure all team members including the Owner and the architect have access to all estimates and costs throughout all phases of construction.

Our success as a contractor relies heavily on the trust our clients have in us. It is in our best interest, as well as yours, to have an open-book, transparent process.