

CMP 436 Commercial Capstone Checklist

Students wishing to substitute this internship for the capstone course program requirement are required to gain experiences similar to those included in the capstone course. Based on the nature of the student's company, students must fill out either the residential or commercial capstone course checklist prior to the onsite visit by the internship coordinator. If you are working for a subcontractor, then the commercial capstone list probably will fit your needs best.

During the site visit, the intern and internship coordinator will discuss the student's progress toward these activities. Based on the student's job assignments, it is likely that the intern's day to day activities may not match the list. In those instances, it is expected that the intern will gain exposure to these activities outside of their normal job duties. Examples could be interviewing individuals within the firm or in other departments, visiting planning commission meetings or sales open houses.

Business Organizational Phase

- Understand company core business functions (i.e., GC, CM design build etc.).
- Review and understand company vision and mission statements.
- Review and understand company organizational structure--understand departmental structure and role of key department personnel.
- Describe company facilities and equipment (i.e., warehouse, offices, and cranes).
- Company procedures and documents.
- Review and understand employee handbook/procedures manual.
- Review and understand standard correspondence formats.
- Review and understand company evaluation and promotion procedures and policies.
- How is coordination between departments achieved?
- Review a Contractor's Qualification Statement.
- Is your company bonded? For how much?
- Does your company have a Certificate of Awardability? Have you reviewed it?
- Describe company computerization and information systems used.
- Is your company ISO certified? How does it impact your company?
- Does your company have marketing materials? Have you reviewed them?

Marketing GC and CM Services

- Review a company marketing proposal.
- Review a company typical CM/owner or GC/owner agreement.

Estimating Services

- Review a company quantity takeoff and estimate. Describe the typical procedures used. Interview the estimator.
- How are general conditions items included?
- How are profit and overhead determined?
- Are there any contingencies?

Project Contract Requirements

- Review project contract documents.
- Review a trade or subcontract work scope.
- Review a subcontractor proposal form.

Project Bidding

- Review bid processes and bid packages if you are a CM.
- Review GC bid proposal, if you are a GC.
- Review an addendum issued during the bidding period how is it processed in your company?
- Review a subcontractor quotation?
- Have you attended a bid opening? Describe it.

Final project estimate/budget

- Have you reviewed an overall project budget?
- Is there a partnering agreement? Have you reviewed it?
- Review the Certificates of Insurance.
- Have you reviewed the project comprehensive schedule CPM?
- Is there a safety plan? Have you reviewed it?
- Is there a quality assurance plan? Have you reviewed it?
- Is there a site logistics and mobilization plan? Have you reviewed it?
- Review a schedule of values.
- Have you attended a project meeting and familiarized yourself with the agenda and coordination.
- Who is responsible for maintaining the minutes? How are they distributed?

Construction Phase and Reporting

- Review a daily construction log.
- Review a daily construction diary if maintained.
- Review and process RFI's.
- Review a change order and learn about change order practices.
- Review a testing report.
- Review an application for payment and lien waivers and sworn statements.
- Review and process shop drawing and data submittals.
- Learn about the permit process.
- Learn about local code inspection process.

Project Closeout

- Review a Certificate of Substantial Completion.
- Review a punch list.
- Review as-built and record documents.
- Review closeout procedures.