



General Contracting Corporate Capabilities

CONSTRUCTION ADMINISTRATOR

easySERVICE™

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Duns Number: 031762894 Cage Code: 6PZR1

About Us

At easySERVICE Construction Administration started in 2011 as a sub-contractor, we take pride in taking responsibility of our core service of Project Management and Professional Audit Duties as part of our Construction Administration offerings.

So far we have worked on many different types of projects and have offer our clientele services like Construction Management Software Support, Field Service Management, Customer Management, Accounting, Program and Portfolio Management, Project Scheduling, Project Management, Bid Management and Project Estimation.

Construction Management Software support

Construction management software helps construction companies manage all details right from materials takeoff and estimating to job costing and project management. In recent years, construction management apps went all the way from desirable to essential, having in mind that it is almost impossible to track progress and liaise with contractors without one. We have also improved our expertise and results year after year. Regardless of size, pitch, structure, or budget, easySERVICE can provide you the right solution for your construction management requirement. So far we offer our clientele support in following

- Quickbooks Contractor edition
- Sage 300 Construction
- Procore
- Oracle's Primavera P6
- Oracle's Aconex
- Microsoft Works

Other Offered Services

At easySERVICE, we cover all the aspects of construction Project Management and Professional Audit Duties like

- AIA Forms G702 & G703 for Contractor's Application & Certificate for Payment
- OSHA application for injury and illness recordkeeping forms (OSHA 300A) etc.

Role of Construction Engineering:

- Maintain extensive, daily contact with key contractor representatives to promote an atmosphere of partnering and cooperation and to quickly resolve problems and maintain construction schedule
- Coordinate temporary utility and communication hook-ups for contractor
- Coordinate lay-down area and storage areas as required
- Coordinate utility outages and road closures
- Coordinate excavation, hot work, burn and other construction-related permits as required
- Monitor contractor's best management practices including verification of any permit required activities including inspections, repairs and testing
- Act as main point of contact for daily Supported Command interface/coordination in the field
- Support collateral equipment installation and phone/data/communication
- Assist with coordination of warranty work if requested by facility owner/occupant
- Coordinate the installation of key cores with key facility and turnover keys to owner/occupant
- During design development and constructability review, provide technical knowledge of local conditions including availability of construction materials and skilled labor. For problems found, make solution recommendations for designer consideration.
- Monitor the construction contractor's performance of required material testing and analysis in accordance with the contract requirements, review for compliance and make recommendations for corrections.
- Conduct labor standard interviews with construction contractor personnel as required by labor standards and provide inputs to Construction Manager (CM).
- Actively participate in partnering sessions depending on the nature and scope of the construction contract.
- Facilitate effective relationships and processes between contractors, Supported Command, and government team members
- Attend and assist with issues discussed during the post-award kickoff meeting (as applicable) and pre-construction conference, as well as all other mandatory meetings
- Support the review/approval of all government approved technical and administrative submittals including but not limited to the schedule of prices, contractor's baseline critical path schedule, accident prevention plan, activity hazard analyses, safety and health plan, quality control plan, test plans/reports, performance verification tests of major systems, etc.
- Assist in coordinating the delivery, storage, and use of government furnished equipment
- Review contractor invoices for accuracy against actual work-in-place. Recommend approval/disapproval/partial payment to CM
- Review, endorse and annotate as required contractor daily reports

- Review and verifying the accuracy of as-built drawings on at least a monthly basis
- When applicable, coordinating with CM and issue non-compliance notice to contractor
- Ensure safety information, labor law information and all other required administrative information is properly posted at the jobsite
- Support issuance/lifting of work suspensions
- In conjunction with the CM, review Activity Hazard Analyses (AHAs) and ensure these are discussed by the prime contractor and their respective subcontractors prior to beginning each work activity or when a new work crew is to perform the work in accordance with the three phases of Quality Control (QC).
- Plan and actively enforce compliance by the contractor
- Coordinate road and utility outages with security, facility managers and police department.
- Ensure contractor is conducting monthly site safety self-evaluations and submitting the information with the pay vouchers/invoices; Perform worksite safety assessments
- Take appropriate, timely action to ensure contractor compliance of safety and health requirements, including leading safety stand-downs as required and recommending dismissal of key contractor staff due to non-performance or recurring violations.
- Attend coordination and mutual understanding meeting, selected quality control, preparatory and initial meetings, and monitor three-phase checklists for accuracy and thoroughness
- Review and administer the government QA plan on assigned projects and prepare government QA reports.
- Validate quantity, condition, and approval of materials on site prior to invoice payments
- Coordinate support to review and witness successful testing and commissioning/certification of critical systems (ie. mechanical-HVAC/TABS/DALTS/DDC, electrical-Pad Mounted Transformers/High-Voltage Systems/Switchgear/Automatic Transfer Switches/Frequency Converters, fire and life safety/fire protection systems, roofing systems, and underwater structures). Assure quality workmanship in accordance with specifications and industry standards on concrete/masonry/stucco/structural steel/bolting/welding and other building materials/structural systems as required
- Ensure contractor certifies as required boilers and other pressure vessels, vertical transport systems, and crane systems

Role of Construction Engineering Administrator:

- Maintain extensive, daily contact with key contractor representatives to promote an atmosphere of partnering and cooperation and to quickly resolve problems and maintain construction schedule

- Coordinate temporary utility and communication hook-ups for contractor
- Coordinate lay-down area and storage areas as required
- Coordinate utility outages and road closures
- Coordinate excavation, hot work, burn and other construction-related permits as required
- Monitor contractor's best management practices including verification of any permit required activities including inspections, repairs and testing
- Act as main point of contact for daily Supported Command interface/coordination in the field
- Support collateral equipment installation and phone/data/communication
- Assist with coordination of warranty work if requested by facility owner/occupant
- Coordinate the installation of key cores with key facility and turnover keys to owner/occupant
- During design development and constructability review, provide technical knowledge of local conditions including availability of construction materials and skilled labor. For problems found, make solution recommendations for designer consideration.
- Monitor the construction contractor's performance of required material testing and analysis in accordance with the contract requirements, review for compliance and make recommendations for corrections.
- Conduct labor standard interviews with construction contractor personnel as required by labor standards and provide inputs to Construction Manager (CM).
- Actively participate in partnering sessions depending on the nature and scope of the construction contract.
- Facilitate effective relationships and processes between contractors, Supported Command, and government team members
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- Assist in coordinating the delivery, storage, and use of government furnished equipment
- Review contractor invoices for accuracy against actual work-in-place. Recommend approval/disapproval/partial payment to CM
- Review, endorse and annotate as required contractor daily reports
- Review and verifying the accuracy of as-built drawings on at least a monthly basis
- When applicable, coordinating with CM and issue non-compliance notice to contractor
- Ensure safety information, labor law information and all other required administrative information is properly posted at the jobsite

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- Plan and actively enforce compliance by the contractor
- Coordinate road and utility outages with security, facility managers and police department.
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- Coordinate support to review and witness successful testing and commissioning/certification of critical systems (ie. mechanical-HVAC/TABS/DALTS/DDC, electrical-Pad Mounted Transformers/High-Voltage
- Systems/Switchgear/Automatic Transfer Switches/Frequency Converters, fire and life safety/fire protection systems, roofing systems, and underwater structures). Assure quality workmanship in accordance with specifications and industry standards on concrete/masonry/stucco/structural steel/bolting/welding and other building materials/structural systems as required
- Ensure contractor certifies as required boilers and other pressure vessels, vertical transport systems, and crane systems
- Provide support in responding to Congressional inquiries and Freedom of Information Act (FOIA) requests incumbent will be capable of tactfully and professionally communicating (orally and in writing), and be capable of engaging at multiple levels of authority to obtain decisive action from all affected parties including the contractor, Supported Commands, and other Agencies. The incumbent must understand that his/her recommendations and decisions are usually accepted as the basis for final action by field office leadership advise as to the specific status of projects under his/her administrative and technical control provide technical support for claims/disputes/terminations processing, negotiation and resolution
- Provide or populate certain contract information required in NAVFAC enterprise Information Technology (IT) systems (primarily eContracts, but also other systems as

necessary). This may include updates to the Notes field, listing the Actual Beneficial Occupancy Date (B.O.D.), and other information required by field office and NAVFAC leadership

- Provide project status updates to senior personnel within NAVFAC and Supported Commands
- Serve as coach/trainer/mentor for members who have not attained the level of expertise and experience gained by the incumbent
- When asked, actively engage as assigned on teams formed to improve processes in any area of Capital Improvements (CI) construction product line. The improvement work is managed by the CI Core and involves significant process analysis and redesign of systems and practices. The incumbent is expected to work with a team or in support of independent actions by process team leaders, lending his/her experience and expertise in the effort to improve CI processes.

Portfolio

easySERVICE has successfully worked on hundreds of projects across all types of sectors, including: Commercial, Industrial, Institutional, and Residential. If you have any questions regarding our capabilities or past work, please contact us.

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