Our Role in Project Management

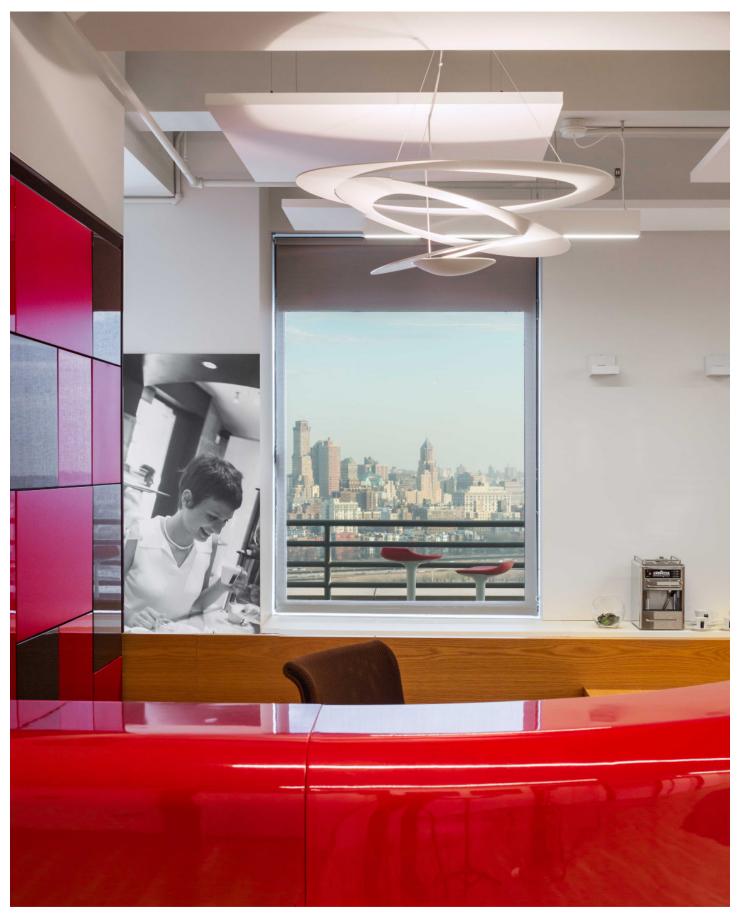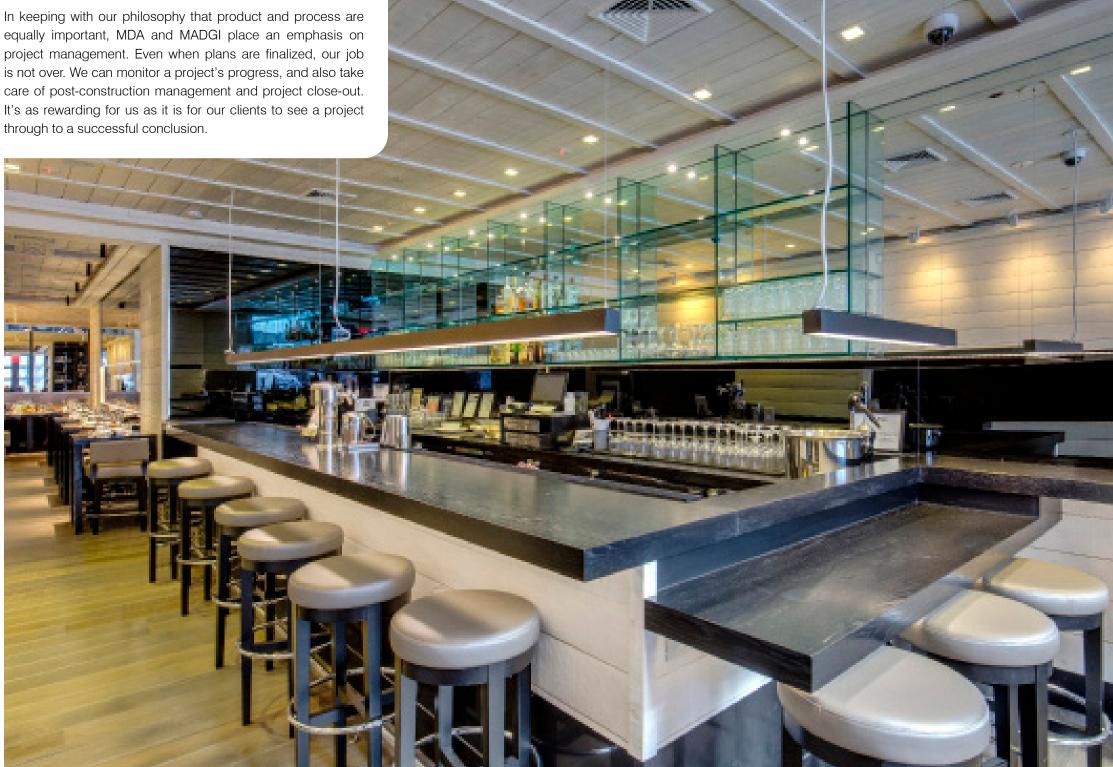In keeping with our philosophy that product and process are equally important, MDA and MADGI place an emphasis on project management. Even when plans are finalized, our job is not over. We can monitor a project's progress, and also take care of post-construction management and project close-out. It's as rewarding for us as it is for our clients to see a project through to a successful conclusion.

Our Responsibilities

As project manager,our team is here to assist over the duration of your project. Each role we play lightens your load as the client while we continue to uphold your best interest, from budget to schedule and everything in between.

Client Point Person

- Act as **point person** between consultants, general contractor, and client
- Provide **administrative support** with meetings & correspondence with landlords
- Manage the **close out and move-in process** between the design team, general contractor, and expeditor
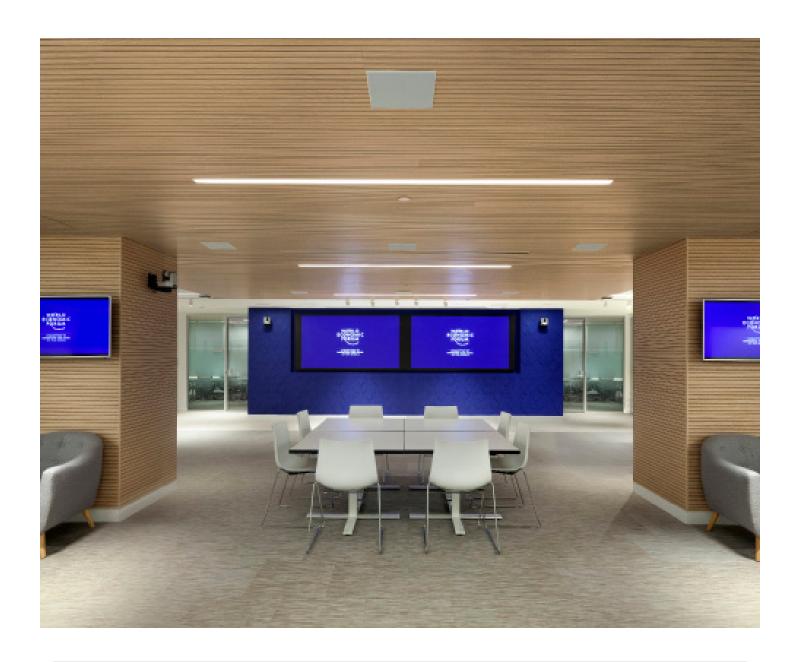
Managing of Consultants

- Coordinate and manage consultants to obtain the **best performance** from all
- **Recommend consultants** for each trade
- **Request proposals** from consultants
- Review proposals to **confirm alignment with scope**
- Monitoring construction

Tracking Budget & Schedule

- Create a **general budget** and update as needed to keep aligned with scope
- **Request and level bids** from general contractors
- Review and coordinate **finances** invoices, payment requests, & change orders
- **Create a general schedule** and update throughout project to stay on track

How Can
We Help?

P: (212) 481-5900
E: info@mdallp.com & info@madgi.com
W: montroydemarco.com & madgi.com

With over 30 years of experience, we understand the various phases and needs for each project. As Project Managers, MADGI and MDA are engaged every step of the way, from Pre-Design to Close-Out. We approach every project with dedication and commitment to delivering a project that meets your needs, schedule, and budget.

Let us act as your point person on your next project and see it through to a successful completion.

Montroy ■ Andersen ■ DeMarco   Montroy ■ DeMarco Architecture LLP