



Washington Parish

scenic rural beauty



STATEMENT OF QUALIFICATIONS

FEMA Hazard Mitigation Grant Program
Project Management Services

July 16, 2010



THE
SULZER
GROUP

July 16, 2010

Thomas Thiebaud
Washington Parish Office of Homeland Security and Emergency Preparedness
703 Pearl Street
Franklinton, LA 70438

RE: STATEMENT OF QUALIFICATION TO PROVIDE PROJECT MANAGEMENT
SERVICES FOR THE FEMA HAZARD MITIGATION GRANT PROGRAM

Dear Mr. Thiebaud,

It is with great pleasure that we submit to WPOHSEP for review and consideration this Statement of Qualifications to provide project management services for the FEMA Hazard Mitigation Grant Program. We are convinced that our team can provide the leadership and management skills necessary to successfully meet the needs of the WPOHSEP.

For the WPOHSEP project, our team includes three full-time general contractors with over 50 years experience in residential housing construction. In addition to the construction team, we offer a complete accounting department to review pay applications, change orders and cost estimates along with a compliance team to monitor procurement activities, prepare reimbursement requests and ensure compliance with program requirements. Our team offers legal support along with design and engineering services to assist in the management of the program. We have the Federal Public Assistance program experience necessary to ensure compliance with Federal guidelines and success of the project.

We invite you to review the enclosed for a better understanding of the services available. Currently, we are managing a one million dollar FEMA hazard mitigation project in Houston where we manage over 250 project worksheets relating to hurricane Ike damage. In addition, we have recently been selected by the United Way to manage their federally funded residential rehabilitation program of over 60 homes throughout South Louisiana.

Again, we appreciate the opportunity to submit this proposal and look forward to the opportunity to be a part of this exciting project.

Sincerely yours,

Deborah M. Sulzer

Executive Summary

our team at work for you
managing your project from inception to completion



The Sulzer Group, L.L.C. is a Louisiana woman owned business offering extensive services in the areas of project management, disaster recovery, advocacy before regulatory boards and agencies, procurement and administration of contracts, construction management and regulatory compliance. We are qualified and able to meet rapid project timeframes, as history with our previous clients show.

We have provided similar successful services for a number of other groups. More importantly, our representation of clients through the Federal Public Assistance Program has resulted in successful recovery projects. Our team offers:

- A wealth of experience gained from managing over \$90 million of Federally funded construction projects;
- An in-depth understanding of the Federal Public Assistance program and Hurricane Katrina specific directives including Hazard Mitigation;
- A "hands on" project approach in which principals actively are involved in all aspects of your project. While you will see support staff, you will never see support staff without a principal present. Our references will attest to the continuous involvement of our principals;
- A complete understanding of the State and Federal reimbursement requirements for the Hurricane Katrina Disaster including Federal guidelines and policy relating to the Hazard Mitigation Program;
- An understanding of construction operations that allows us to prepare accurate budgets and schedules for planning;
- An understanding of and experience with the appeal process in the event local FEMA decision makers disagree with the WPOHSEPs position;
- A certified woman owned business employing a diverse group of local residents committed to the rebuilding of our City and region;

Moreover, over the last year we have represented the Archdiocese of Houston-Galveston in connection with its Federal Public Assistance application. The firm is currently managing over 250 project worksheets for over 50 different locations relating to damage sustained as a result of Hurricane Ike. Currently, the firm is managing a one million dollar hazard mitigation grant through the Federal Public Assistance Program. In addition, the firm has assisted in the development of numerous HMP projects in connection with repair of damaged facilities.



Proud members of the
International Association
of Emergency Managers

background and experience

managing your project from inception to completion

administration

The Sulzer Group has extensive experience in the administration of projects for facilities similarly situated as WPOHSEP. Since 2006, the firm has assisted numerous clients in the administration and procurement of Federal Disaster Assistance Grants. Over the last several years, our firm has prepared, solicited and assisted in the selection of key members of the construction team including architects, engineers and general contractors for projects similar in scope and complexity. We have overseen the construction process ensuring that the interest of the owner is protected at every level.

We are familiar with the strict requirements associated with the Federal Public Assistance Program, as well as the Hazard Mitigation Grant Program (HMGP) and can assist WPOHSEP in developing and maintaining specific project files that track budget, schedule, reimbursement and funding mechanisms for each hazard mitigation project. In addition, we have experience in maximizing a facilities' funding under the program. We are available to assist in maintaining detailed project worksheet files for future closeout audits and are available to attend and if required chair regular progress meetings with FEMA and GOSHEP team members regarding progress of the project.

We have represented clients at every stage of the Federal Public Assistance Program. Over the past three years our firm has assisted in obtaining and administering over \$100 million in Federal grant funds including grants under the Stafford Act, Louisiana Foreign Contribution Grant and Louisiana Restart Grants.

Our staff includes professionals with experience in architecture, law, accounting, construction, Federal Public Assistance grant management, engineering, procurement policies and project management. The firm has established excellent working relationships with numerous contractors and subcontractors all with specific experience in providing services and trades in the context of the Federal Public Assistance Program.

With these resources our firm is uniquely qualified to advise WPOHSEP as to the best consultants to retain to ensure a successful project that is completed on time and within the determined budget.

Our team is able to solicit qualified firms that will meet the expectations of the Parish and comply with the complicated requirements inherent in any project utilizing Federal Public Assistance funds. We have and are able to prepare and administer all Request for Proposal solicitations for the selection of the General Contractor, Professional Design Services and other Vendors as may be required by the project. The firm is very familiar with and has experience procuring professional services in accordance with the Federal Emergency Management Agency's procurement requirements. Further, we will oversee the aforementioned professional services and report progress to WPOHSEP. Additionally, the firm is available to review and submit for reimbursement through the Louisiana Public Assistance Website all invoices associated with such consultants. Proper procurement of eligible services is essential to insure full reimbursement under the Federal Public Assistance Program and HMGP.

The Sulzer Group's role as project manager will be to ensure the Parish's compliance with all aspects of the hazard mitigation grant program. We will work closely with the Parish, State and Federal representatives and homeowners to make sure of quality and compliance. We will work with the selected construction contractors to insure the highest quality of construction and monitor pay applications for work completed in order to insure compliance with all federal and state grant program requirements.

background and experience

managing your project from inception to completion

We have specific experience and are prepared to:

- Attend the grant kick-off meeting with the State and Parish;
- Assist property owners by facilitating homeowner meetings to educate about policies and restrictions, valid documentation gathering, reviewing of construction plans to ensure that grant requirements are met, development of approved construction bid documents, as well as review and execution of elevation construction contracts;
- Assist the Parish Project Manager in establishing and monitoring individual project files that demonstrate compliance with all regulations;
- Respond to requests for information from State and FEMA officials;
- Assist in the Parish Project Manager in the preparation of requests for payment/reimbursement to ensure consistency with grant guidelines;
- Conduct financial tracking of program funds and homeowner payments;
- In all administrative and construction tasks, we will ensure compliance with all grant program mandates and documentation requirements.



proposed project staff

our team at work for you

KAREN M. SULZER

Principal, Graduate Architect/Project Manager



Ms. Sulzer received her Bachelor of Architecture from Louisiana State University. She has over 16 years of experience leading dynamic project teams in the residential, commercial, hospitality and non-profit industries. Moreover, Ms. Sulzer is among the area's leading experts with recovery efforts in post-Katrina South Louisiana. She has worked closely with representatives of the Federal Emergency Management Agency, Louisiana State Governor's Office of Homeland Security and the Louisiana Recovery Authority to maximize disaster recovery assistance.

Ms. Sulzer's knowledge and understanding of the Public Assistance Program allows her to successfully see a Client's project through completion. She has developed constructive working relationships at the local, state, and federal levels, as well as with local architecture, engineering, interior design and construction firms. These relationships, combined with her outstanding organizational skills, have proved central in the recovery process.

Ms. Sulzer has been involved in establishing three successful temporary facilities for eligible private nonprofit facilities on an expedited time schedule. Concurrently, she was responsible for managing all phases of design for a new cutting edge, 18-acre, educational facility in the New Orleans area. She is currently the Executive Project Manager for the Holy Cross School project in New Orleans where she coordinates all design and construction activities on behalf of the institution. In addition, Ms. Sulzer manages the administration of the Federal Public Assistance grant funds. The Holy Cross project is one of the first actual cost replacement relocation recovery projects utilizing Federal Public Assistance funds post Hurricane Katrina. Since Hurricane Katrina, she has assisted in the procurement and administration of over \$90 million in public assistance grants.

Ms. Sulzer acts as the lead for the Holy Cross project (August 2006—Present) and for the St. Paul's project (June 2009—Present). Please see reference page for reference contact information.

Ms. Sulzer grew up in the New Orleans metropolitan area and is dedicated to the rebuilding of the region. Among several social and professional organizations, she is a member of the Women Business Enterprise National Council and The International Association of Emergency Managers.

proposed project staff

our team at work for you

DEBORAH M. SULZER

Principal, Attorney at Law



Ms. Sulzer graduated from Louisiana State University with a Bachelor of Science in Finance and a minor in Economics. After acquiring her business degrees, she obtained a juris doctorate degree from Loyola University School of Law. Ms. Sulzer has been a licensed practicing attorney in the State of Louisiana since October of 1989.

Ms. Sulzer has represented businesses and individuals in connection with damages resulting from natural disasters. She has extensive experience in the administration of public assistance through the Federal Public Assistance Program. Using her experience in law she has been able to assist clients through the difficult process of disaster recovery and in particular compliance with the regulations and guidelines of the Federal Public Assistance Program.

To date, Ms. Sulzer has assisted clients in obtaining and administering over \$90 million in Federal Public Assistance funds. She has been invaluable in advocating client's positions with FEMA and the State and negotiating the contents of project worksheets. She is currently managing the Public Assistance application process for the Archdiocese of Galveston-Houston in connection with the devastation resulting from Hurricane Ike in 2008 (January 2009—Present). The Houston project involves the administration of over 250 project worksheets, including hazard mitigation projects, and dispute resolution over eligibility and insurance issues.

Furthermore, in the city of New Orleans Ms. Sulzer is assisting the Holy Cross School Project Management Team in obtaining the Federal Funds needed to continue the school's recovery efforts. Ms. Sulzer has also worked with the Our Lady of Lourdes School in Slidell, Louisiana (January 2009—Present) in connection with the replacement of its two school buildings which were destroyed in Hurricane Katrina, and has been selected to manage the school's new gym and cafeteria projects. Additionally, she is the Project Executive for the St. Margaret's Daughters Home relocation project (February 2010—Present). Both the Lourdes and St. Margaret's projects are funded through the Federal Public Assistance program.

Ms. Sulzer is a life-long resident of New Orleans and is a member of the Women Business Enterprise National Council, The International Association of Emergency Managers, and various other professional and social organizations.

proposed project staff

our team at work for you

GREG SCARPELLI

Licensed General Contractor/Construction Manager



Mr. Scarpelli is a licensed general contractor with over 12 years of experience in the field. Mr. Scarpelli graduated from Emory University with a Bachelor of Arts degree in History. He obtained his Louisiana General Contractor's License for Residential construction in 1996 and his Commercial Contractor's License in 1997. He has extensive experience in both residential and commercial construction projects and has specific experience in post disaster demolition, new construction, renovation and restoration. In addition he currently serves as the owner's representative and project manager for the Our Lady of Lourdes school buildings construction project. The project is scheduled to be completed in the Spring of 2010. The cost of the two projects is approximately \$9 million funded through the Federal Public Assistance Program.

His specialization is custom residential construction and restoration of historical buildings. Notable projects include McGuire Residence in Mandeville, Brown Residence Restoration in Covington, Roth Residence Reconstruction in Mandeville and the Kelly Residence Elevation/Reconstruction.

Mr. Scarpelli is a native of Louisiana and St. Tammany Parish. He and his family were personally affected by the destruction caused by Hurricane Katrina. He has rebuilt his home in Mandeville, Louisiana and has first hand experience in the effects of a disaster the size and scope of Hurricane Katrina.

MAURICE RHEAM

Construction

Prior to joining the Sulzer Group, Mr. Rheam spent three years as a Technical Assistance Contractor to FEMA in connection with the Hurricane Katrina disaster. While working for FEMA, Mr. Rheam served as the Public Assistance Coordinator (PAC) for numerous private not for profit organizations. During his tenure with FEMA, Mr. Rheam assisted organizations devastated by Hurricane Katrina obtain over \$556 million in Federal public assistance funds to assist in the recovery and rebuilding effort. Mr. Rheam brings significant hands on experience dealing with the Federal Public Assistance Program from the inside. In addition he is familiar with the needs of victims of natural disasters seeking to recover following the devastation of an event. He is uniquely qualified to assist applicants move through the complicated Federal process.

He has over 15 years of experience in all phases of residential construction, including multi-unit projects. His strengths lie in quality control and construction of homes, from conception to completion.

Prior to his position with FEMA, Mr. Rheam served as the independent government estimator and chief negotiator for change orders in connection with the new Census Bureau in Maryland and prior to that for the National Archives in Washington D.C. He was the President of a commercial construction company in Baltimore Maryland and has significant experience in project management and construction estimating relating to damage costs.

proposed project staff

our team at work for you

RICK BESSELMAN

Construction



Mr. Besselman is a local construction expert with over 23 years of experience. He began his career in residential construction in 1987 and opened Besselman Construction in 1994. His business specializes in specialty residential construction, renovations, additions and inspections.

We invite you to view two of Mr. Besselman's favorite residential projects:

Mike Barrol, 421 38th St., Lakeview, LA 70164

Larry Jacobi, 6930 Colbert St., Lakeview, LA 70164

CHARLES J. SULZER

Program Compliance



Mr. Sulzer provides extensive expertise in the areas of procurement, billing, collections and finance. Mr. Sulzer served as the Director of Purchasing for the city of Kenner for over 15 years before joining the Sulzer Group. Prior to overseeing the multimillion dollar budget for the state's fifth largest city he was a senior vice president of Banker's Trust.

Mr. Sulzer has hands on experience in procuring goods and services in accordance with the procurement requirements of the State of Louisiana and the Federal Government. In addition, Mr. Sulzer has extensive relationships with local and national contractors for goods and services essential in the recovery effort of the area. Mr. Sulzer is a lifelong resident of the region with deep ties to the metropolitan area who was personally affected by the devastation of Hurricane Katrina. Mr. Sulzer is committed to the rebuilding of the entire region.

LILA FOX

Project Assistant



Ms. Fox is a civil engineer with program and project management experience, primarily in the Utilities, Land Development and Construction industries. She comes to the Sulzer Group after managing an extensive array of projects all over North America. She has experience in the field and in diverse capacities. Ms. Fox is familiar with the requirements of the Federal Public Assistance program and will be crucial in assisting with compliance and documentation issues. Additionally, given her extensive large project management experience, Ms. Fox is an invaluable team member in connection with scheduling and cost management. Ms. Fox received her Bachelor of Science degree in Civil Engineering from the University of Louisiana at Lafayette. She has experience with projects using Federal Disaster Grant funds as well as private funds.

proposed project staff

our team at work for you

CHAD PRIMEAUX, C.P.A.

Certified Public Accountant/Attorney at Law



Mr. Primeaux is a Certified Public Accountant and an attorney licensed to practice law in the state of Louisiana. He obtained his Bachelor of Arts in History in 1991 and earned his Certified Public Accountants license in 2002. Mr. Primeaux graduated from Loyola School of Law in 2005 where he was a member of the Law Review. Mr. Primeaux has extensive experience in the area of commercial litigation and insurance litigation specifically relating to disaster claims.

He has specific experience working with compliance issues in connection with the Public Assistance Program. He has extensive experience with the State's reimbursement process and has assisted in the management of millions of dollars in Federal Public Assistance Funds. In addition, Mr. Primeaux has played an integral part in the reimbursement process in connection with eligible private nonprofit organizations. He is a member of the Louisiana Society of Accountants and the American Institute of Certified Public Accountants.

SHANNON LUCAS

Graphic Designer/Project Management Assistant



Ms. Lucas has over 13 years experience in the field of marketing and management, with a specialty in the building process and strategic marketing of community centers. She obtained her Bachelor of Arts degree in Psychology in 1999 from the University of Texas in Arlington. Ms. Lucas has experience in grant writing and grant follow-up. Most notably, she wrote a grant that resulted in a City/YMCA partnership for quality after school programs that took a failing program to a 100-site grant-sponsored child care program.

Before joining the team at The Sulzer Group, Ms. Lucas was the Regional Marketing director for the Collin County YMCAs in Dallas, Texas. Through her proven marketing techniques, she became well-known for turning around financially troubled YMCAs and making them into successful ventures. She was selected by the YMCA of the USA to be a part of the National Advertising Review Board. Only four employees were invited to be on the team.

BERNADETTE PATTERSON

Assistant



Bernadette Patterson is a native New Orleanian, with over 30 years of experience in the marketing and project management industries. Ms. Patterson is instrumental in the creation of business processes, documentation and overall project supervision.

recent projects

managing your project from inception to completion



LIVE UNITED



The United Way for the Greater New Orleans Area (UWGNOA) is the lead grantee on two (2) collaborative projects funded by the Louisiana Housing Finance Agency (LHFA) under the Nonprofit Rebuild Pilot Program. The purpose of the projects is to rehabilitate residences for Orleans, Jefferson and Plaquemines Parish homeowners still struggling to return to their homes almost five years after losing them to Hurricanes Katrina and Rita. The current

project includes the rehabilitation or reconstruction of over 50 homes at an estimated cost of 4.2 million which is set to begin this summer. The UWGNOA selected the Sulzer Group to provide professional project management services to provide the following:

- Project Management for Residential Rehabilitation and Construction
- Design Coordination
- Construction Management
- Contract Procurement
- Establishment of Change Process – Documentation, Review & Submission
- Review and recommend all requests for Payments under Vendor Agreements
- Administration of the Analysis, Selection, Delivery & Installation of all FF&E
- Quality Control / Quality Assurance
- Lead on all Applications for all Federal / State / Local Public Assistance Grant Programs
- Preparation for Project Closeout



In early 2009, The Sulzer Group was retained to assist the Archdiocese of Galveston-Houston in its application for Federal Disaster assistance in connection with the devastation caused by Hurricane Ike in late 2008. The firm has assisted in the drafting of over 250 project worksheets covering damaged facilities at 50 different locations. Eligible Archdiocese facilities receiving Federal Disaster Assistance include school buildings, cafeterias, gymnasiums, community centers, low income housing facilities and various Catholic Charities facilities. The Sulzer Group has assisted in damage assessment and eligibility dispute resolution. Most recently, the firm has been asked to assist in the management of several repair projects including a \$1 million hazard mitigation project.

related projects

managing your project from inception to completion

HOLY CROSS

SCHOOL EST. 1849

After Holy Cross School decided to leave its flood-ravaged Lower 9th Ward campus and rebuild in Gentilly, the project has been a symbol of hope for recovery. The Sulzer Group led the way through the FEMA-funded process of:

- Establishment of temporary facilities
- Selection of New Site
- Assessment of School Needs
- Program for Replacement Facilities
- Planning for Temporary Facility Needs
- Transitioning from Temporary Facilities to Permanent Facilities
- Demolition of Lower Ninth Ward Campus
- Temporary Campus Demobilization
- Construction of state of the art new permanent campus complying with all BFE and code requirements

This Middle/High School for 1000 students for New Orleans' historic Holy Cross School (founded 1849) was designed and constructed on a fast-track basis to replace Holy Cross's Katrina-destroyed 9th Ward location. The facility includes:

- New High School/Middle School Buildings
- New Administration Building with Library
- 8th Grade Center of Excellence
- Student Center with a gym capacity for over 2000
- Athletic Fields
- Central Plant

The new Gentilly neighborhood campus is on a 20-acre site and was designed by the joint venture of Blich/Knevel Architects and Broadmoor Design Group to replicate the historic campus. The classroom and administrative buildings are approximately 103,000 square feet and are valued over \$70 million.



Holy Cross recently expanded our contract to manage construction of the new \$28 million Student Center/Gymnasium.

recent projects

managing your project from inception to completion

ST MARGARET'S

In the wake of Hurricane Katrina's storm surge, the lower ninth ward's St. Margaret's Daughters Nursing Home had over six feet of standing, contaminated water for over two weeks. After relocating to a temporary facility after the disaster, St. Margaret's is planning to use an existing hospital to replace the original facility and make a new home for their elderly residents. The FEMA funded replacement facility will provide 116 residents homelike rooms in a warm atmosphere. The anticipated cost for the new facility is \$20 million.

Early this year, the firm began assisting St. Margaret's in determining its needs in the new facility along with obtaining the necessary FEMA approvals for change of location and improved project. The firm is involved in all aspects of design and construction of the new facility as well as demolition of the original facility and transition from temporary facility to the permanent facility.



St. Paul's Episcopal School



St. Paul's Episcopal School, located in the Lakeview area, was inundated with nearly 12 feet of flood waters following Hurricane Katrina. The Sulzer Group is currently the project manager for the replacement project. St. Paul's plans to build a 10,000 square foot replacement educational facility using several consolidated FEMA funded project

worksheets. The Sulzer Group is currently working closely with the school and the design team to assess needs while ensuring compliance with the Federal Public Assistance Program.

The firm will manage the design and construction of the replacement facility. Additionally, the firm has successfully established temporary facilities for the school and is reviewing reimbursement opportunities for repair of additional facilities.

Construction of the new FEMA funded consolidated facility will begin this year and is expected to cost \$2.5 million and be completed in 2011.

recent projects

managing your project from inception to completion

Our Lady of Lourdes School in Slidell sustained devastating damage to its campus during Hurricane Katrina. The entire campus was deluged by floodwaters during the disaster. Several of the school buildings were determined to be beyond repair and eligible for actual cost replacement under the Federal Disaster Assistance program. The first of those buildings to be replaced are the North and South School Buildings. The Sulzer Group was selected to be the Owner's representative and project manager in connection with the two FEMA funded projects. We have experience managing numerous

FEMA funded projects including Hazard Mitigation projects.

The school received more than \$8.0 million to construct the new facilities. As the chosen project manager, our firm is representing the Owner through the construction process. As part of the project management, we are:

- Monitoring construction through daily site visits to ensure quality and compliance with approved plans and specifications for eligible work
- Reviewing invoices for accuracy and compliance with FEMA procedures to insure reimbursement of eligible costs
- Overseeing scope of work changes and cost adjustment version requests to FEMA.



The firm was recently selected to assist the school in management of the two new FEMA replacement projects which are expected to be complete in early 2012 at a collected cost of approximately \$8 million.



recent projects

references

The firm has an outstanding reputation for integrity, judgment and performance and provides references for WPOHSEP's consideration. The members of the firm have years of experience in the community and outstanding reputations for excellent service and results.

Mr. Charles DiGange

Holy Cross School

Headmaster

504.942.1866

Mr. Tony Mills

GOHSEP

Lead Public Assistance Coordinator

225.379.4037

Mr. Stanton Vignes

Holy Cross School

Current Board Chairman

504.598.9414

Mr. William Chauvin

Holy Cross School

Past Board Chairman

504.304.2107

Mr. David Hessel

Archdiocese Houston/Galveston

Chief Financial Officer

dhessel@archgh.org

Ms. Merry Sorrells

St. Paul's Episcopal School

Head of School

msorrells@stpauls-lakeview.org

Mr. Jason Hemel

St. Margaret's Daughters

Chief Operating Officer

504.399.5666

project approach

our team at work for you

A) Meeting the requirements of the FEMA Hazard Mitigation Grant Program funding.

The Sulzer Group has continuously offered clients unique approaches to the disaster recovery process. The diverse background of team members offers clients alternate approaches to project funding. In addition, our experience representing clients in all phases of the Public Assistance Program and the relationships developed have proven valuable assets to our clients.

Every project managed by the firm has been FEMA-funded and our approach is to comply with all regulations set forth by FEMA. We have been successful in adhering to all federal regulations.

B) Quality Control/Quality Assurance

Our construction managers have excellent reputations in the matter of quality control and are experienced in the residential construction field. In addition, our office staff has experience in grant management and management of multiple individual FEMA funded projects. This experience is critical for the Parish's compliance with Federal and State policy and guidelines. We have a hands-on approach that provides clients with weekly, even daily, if-needed, site visits to insure progress and quality.

C) Work Plan

Once construction begins we have specific experience and are prepared to:

- Organize, chair and represent WPOHSEP at regular project meetings (including the State's monitoring visits) and provide advice that will help facilitate economical, efficient and desirable development and construction procedures to ensure that all potential project related issues are addressed and that members of the project team are aware of their roles in resolving those issues.
- Act as liaison with the team in connection with, and assist in the obtaining of building permits, and other governmental approvals, authorizations, and sign-offs necessary for the construction and operation of the project.
- Prepare and review project status reports for WPOHSEP's approval. We will keep the Parish informed with timelines reflecting projected vs. actual cost, as well as a summary of communication with participants. A quarterly reports will be submitted to the state and parish. Our team includes a certified public accountant which allows for preparation of comprehensive budgeting and forecasting tools.
- Establish a process by which all changes will be documented, priced, submitted and reviewed. We will prepare necessary contract modifications to insure compliance with program requirements.
- Review and submit with recommendations all requests for payment under vendor agreements, provided that all such payments shall be subject to WPOHSEP's approval.
- Submit to WPOHSEP any suggestions or changes that could improve the design or reduce costs. We will work closely with all consultants and professionals in the construction process to "value engineer" all aspects of the project to make sure efficiencies are maximized.

project approach

our team at work for you

- Oversee and monitor progress of the project construction with onsite visits to maintain the project schedule and program compliance. We are also prepared to monitor the shop drawing review process to assure timely turnaround of shop drawing submittals by architects as well as vendors. In addition to ongoing construction site visits, we'll conduct a final inspection and recommend reimbursement/payment to homeowners for approved cost.
- Coordinate the design and construction professionals to prepare project closeout documentation including as-builts, bonds and warranties, etc., to ensure WPOHSEP receives final costing and project information. As the project nears a conclusion, the Firm will coordinate the appropriate closeout documentation.
- Oversee any post-construction issues and conduct a post occupancy survey. The Sulzer Group will be available to assist in any post-construction issues and documentation related to grant closeout.





S | THE
SULZER
GROUP

650 poydras street suite 2828

new orleans louisiana 70130

504.299.3380

www.sulzergroup.com