



# Project Management Support Capabilities

## **CONSTRUCTION SUPPORT SERVICES**

**easySERVICE™**

8(a) | SBE | WOSB | EDWOSB

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## *About Us*

At easySERVICE Construction Project Management Support Services started in 2012 as a sub-contractor, we take pride in taking responsibility of our core service of Quality Control Plan (QCP), Quality Assurance Surveillance Plan (QASP), Office Administration and Project Management as part of our Construction Support Services offerings.

In all of our past projects, we have been responsible for providing executive oversight for related fields of strategic planning, project planning, project development and programming, design services, and construction management services.

### *Quality Control Plan (QCP) support*

As part of our QCP support services, we develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. Our QCP is the means by which our client assures itself that its work complies with the requirements of the contract. As part of our QCP we also develop QC procedures that address the areas identified in Technical requirements of any project to measure and ensure its successful completion.

### *Quality Assurance Surveillance Plan (QASP)*

We help clients follow and build their Quality Assurance Surveillance Plan (QASP) to evaluate the contractor's performance under this contract in accordance. This plan is primarily focused on what we must do to ensure that the contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and acceptable quality level(s) (defect rate(s)).

### *Project Engineer*

Our Project Engineer take responsibilities include project document management; quality assurance; review of shop drawings and material submittals for compliance with plans and specifications; assisting with quality assurance, managing requests for information; field verifying conditions per project specifications; preparing regular reports on project status; assisting in the development of scopes of work for future projects; managing closeout

documentation and project transition packages, preparing contract amendments, managing reviews and execution of design review processes.

Manage suspense of all submittals, RFI, changes, estimates, and daily QA and safety reports, ensures all documentation received is logged and maintains all electronic documents on a network shared drive, ensures D/B contractor is meeting submittal deliverable requirements per the specifications and their submittal register is accurate and updated, prepares contract amendments and manager reviews, executes design review processes, and gathers requirements. Attends and participates in site orientation visits, meetings, and conferences.

### *Office Administration*

Our office administrator keep records of legal documents, property deeds, construction plans, member rosters, financial statements, contracts, meeting minutes, and annual reports for our clients and develops recommendations on how to maintain effective compliance procedures and provides possible courses of action to take during dispute resolution.

Our team maintains preventive maintenance records as required by facility engineers. We not just maintain but we are also accountable for assigned projects, vehicle daily log sheets while keeping them in clean safe working condition. We report all accidents and incidents to the respective person in charge and keep job site clean and in safe working condition. We also host safety meetings to ensure everyone's safety for the entire duration of project.

### *Project Management*

Our project managers, oversees the work of others within the specific functional areas. We have Researched, developed, established, maintained, and interpret processes, procedures, policies, and guidelines associated with specific functional areas and can hold responsibilities in various areas to include quality assurance, facility engineering, scheduling, estimating, requirements gathering, A/E design, and construction management.

We conduct in-depth evaluations and makes recommendations for improvements, corrective actions, and provides detailed reports to senior managers and supports government litigation. We prepare recommendations and review technical and engineering drawings, specifications, shop drawings and other submittals. We use Global Positioning Systems (GPS) and Geographic

Information Systems (GIS) to facilitate building and facility construction, maintenance, renovation rehabilitation, modernization projects and for services.

Prepares and develops work orders for maintenance and repair of facilities with guidance and input from Client. We have successfully performed following tasks:

- (1) Conduct engineering and construction repair and renovation that comply with applicable State and Federal contracting laws, rules, and regulations.
- (2) Ensure all maintenance and repair work performed complies with industry standards, fire and safety codes, and OSHA.
- (3) Conduct compliance and inspection project visits during all phases of construction, to ensure compliance with scope of work/proposal, contractual requirements, and all applicable laws and regulations are being met.
- (4) Provides technical support, to include conducting field surveys, taking media samples, monitoring hazardous material/POL spill clean-up and develops and maintains project folders.
- (5) Report all findings of non-compliance to the government, (COR or CFMO federal employee) immediately, and all other findings no later than the next weekly meeting.

## *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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