



DOCUMENT CONTROL COORDINATION SERVICES

Great Hall Builders (GHB) is inviting qualified firms, especially MWBE firms, to participate in the Request for Qualification (RFQ) for the Electrical Engineering Services for the Denver Great Hall remodel project (remodeling of Jeppesen Terminal).

Scope of Work

Consultant will perform document control functions as described below:

- Maintain internal document management system.
- Manage organizational documentation throughout the documents' life cycle.
- Work with internal managers and personnel, client, and lower-tier contractors to efficiently manage document flow and storage.
- Ensure that internal document controls are established and followed.
- Ensure security, accessibility, and distribution of documents.
- With the Document Control Manager, assign and maintain user privileges.
- Compile and maintain control of records and related files to release blueprints, drawings, and engineering documents to production and other operating departments.
- Examine documents, such as blueprints, drawings, change orders, and specifications for general completeness and accuracy of data.
- Confer with document originators or appropriate personnel to resolve discrepancies with documents.
- Post changes to documents, especially construction drawings and related construction documents to maintain the most up-to-date construction documents for use by construction personnel (internal field personnel, client, and lower-tier contractors).
- Prepare requests for reproduction of documents.

Requirements

- Prior experience with Electronics Document Management System (EDMS), ACONEX, TeamBinder and Adobe Acrobat.
- Prior experience with setting up and maintaining FTP sites (or comparable sites).
- Experience working on large public projects preferred

For more information, please email info@greathallbuilders.com.