

# PROJECT MANAGEMENT

TENANT SERVICES

## PRE-LEASE SERVICES:

- › Schedule – We will develop a realistic project schedule for the client and the real estate team including critical dates, tasks and schedule timelines.
- › Programming – Our experienced managers will work closely with the client to understand and document its occupancy needs including space types, sizes, equipment requirements and adjacencies. The programming plan serves to accelerate the building search process by filtering out impractical properties, resulting in finding the best solution in the least amount of time.
- › Building Short List Review – We will tour each building on the short-list to confirm that the clients' needs can be met.
- › Fit Planning – We will engage professionals to develop a CAD space plan overlay to verify spatial fit and building efficiency.
- › Work Letter Review – Our team will review the lease agreement and work letter to protect the client from unnecessary landlord charges.

## STRATEGIC PLANNING:

- › Budget – Our project managers will create a project budget that identifies typical project costs for construction, security, IT, audio visual, data cabling, furniture and signage to ensure that the project meets the clients' objectives.
- › Schedule – We will identify critical project milestones including design development, permitting, procurement, construction and the final relocation to the new premises.
- › Risk Assessment – Our professionals will confirm the configuration and review existing conditions of the building to ensure that the building and systems are compatible with the overall scope of the project. We

focus on identifying any special technical issues and/or unexpected costs before the property is acquired or leased.

## TEAM DEVELOPMENT & CONTRACT NEGOTIATION:

- › Team Development – We will develop RFPs for design and construction services using a standard bid form and a competitive bid process. We will then evaluate all vendors, review contractor bid packages and bid-level for best value.
- › Design – Our team will assist with the selection of the architect and the negotiation of the contract.
- › Design Management – We will manage the design process from Schematic Design through Design Development and Construction Documents to ensure that the design is compatible with the approved budget.
- › Vendor Management – Our project managers will select vendors and negotiate contracts for security, IT, audio visual, data cabling, furniture, signage and other required work.
- › Construction – We will select contractor, negotiate contract and set project goals.

## CONSTRUCTION:

- › Management – Our experienced team will manage all facets of construction including contractor bidding, schedule management, value engineering, quality control and change order management to ensure that the client's budget and schedule goals are met.
- › Administration – We will oversee the administration of the contractor including attending weekly project meetings with the contractor and all vendors. We will track all critical project dates to keep the project on schedule.

We provide leadership in the full range of pre-lease and project management services.



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## FURNITURE & TECHNOLOGY REQUIREMENTS:

- › Procurement – We will assist the client with its furniture procurement and power and data requirements.
- › Technology – Our project managers identify all technology needs through in-depth planning meetings with client's IT staff and the project team for connectivity, audio visual, security, data cabling, telephone and other equipment receiving power/data.

## RELOCATION MANAGEMENT:

- › Moving Company – We will confirm project scope. Develop RFP and bid process for related vendors and moving companies. Bid level for best value and negotiate contract.
- › Before the Move – We will lead pre-relocation meetings with the client's team. Confirm packing instructions, tagging and equipment disconnects, oversee telecommunications and IT switchover to the new service.

- › Relocation – Our team will supervise the moving company; confirm protection of client furniture, equipment and proper placement of items.

## PROJECT COMPLETION & CLOSE OUT:

- › Testing – Our professionals oversee the testing of building systems and ensure client's staff is familiar with its operation.
- › Punch List – We will monitor the architect's and contractor's completion of the punch list to client's satisfaction.

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