



Real Estate Services

Site

Site Selection Analysis
Transportation Alternatives
Traffic / Access Study
Demographic Study
Competitor Analysis
Phase I Environmental Report
Geotechnical Analysis

Planning / Legal

Land Holding Options
Acquisition / Brokerage
Purchase / Lease Agreement Review
Contract Review / Negotiation
Business Planning
Entity Establishment
Concept Development

Financial

Development Cost Proformas
Operating Cost Proformas
Development Bond Alternatives
Financial Feasibility Analysis
Break-even Analysis
Construction Financing Arrangement
Long Term Financing Arrangement

Governmental

Zoning Ordinance Review
Federal Regulation
Local Development Guideline
Neighborhood Group Meetings
Historical Group Reviews
Planning Commission Presentations
City Council Presentations

Design and Engineering Services

Conceptual Planning

Preliminary Site Analysis
Site Survey
Conceptual Studies / Plans

Design Development

Design Development Drawing
Outline Specifications
Agency Coordination

Schematic Design

Schematic Programming
Schematic Equipment Layout / List
Schematic Drawings

Construction Documents

Final Construction Plans
Final Project Manual
Technical Specification

Construction Services

Design Phase

Construction Management Plan
Project Definition & Programming
Team Responsibility Definitions
Preliminary Schedule
Project Procedure Manuals
Preliminary Budget Estimate
Monitoring Design to Budget
Value Engineering
Budget Estimate Updates
Project Coordination Meetings
Contracting Strategy
Coordinating Long-lead Purchases

Construction Phase

On-Site Project Supervision
Obtain Permits/Bonds & Insurance Certificates
Pre-Construction Meetings
Quality Control
Monthly Status Reports
Expediting Material Deliveries
Cost Control
Preparing Monthly Application for Payment
Construction Scheduling
Monitoring Site Safety Programs

Bid/Award Phase

Scope of Work Descriptions
Invited Bidders List Development
Evaluating & Pre-Qualifying Contractors
Final Budget Estimate
Monthly Cash Flow Projections
Encouraging Bidder Interest
Pre-Bid Information Meetings
Pre-Award Interviews
Bid Evaluation & Award Recommendations
Preparing Contracts & Purchase Orders
Establishing Cost & Schedule Control
Contractor Bidding Schedule

Post-Construction Phase

Punch List Completion
Building Systems Start-Up
Move-In Coordination
Contract Closeout
Warranty Work Follow-Up