

TENANT REPRESENTATION

PROCESS OVERVIEW



STRATEGY & TEAM
DEVELOPMENT



WORKPLACE
STRATEGY



DUE
DILIGENCE



FINANCIAL
ANALYSIS



SITE
SELECTION



TRANSACTION
MANAGEMENT



RFP's
PROFESSIONAL
SERVICES



CONSTRUCTION
MANAGEMENT



MOVE/FF&E
MANAGEMENT

DEFINE & DEVELOP



CHANGE IN THE WORKPLACE

REASONS FOR CHANGE

Current space constraints
Low or inefficient space utilization
Demographic swings
Maturing market capabilities

RESULTS FROM CHANGE

Attract and retain top talent
Accomplish business objectives
Reduce real estate costs
Enhance flexibility
Enable collaboration and innovation
Improved performance

THE FUTURE OF THE WORKPLACE



ATTRACTIVE
ENVIRONMENTS
WHERE EMPLOYEES
WANT TO WORK



ENABLING
ORGANIZATIONS TO
FULFILL THEIR STRATEGIES
AND EMPOWER
ORGANIZATIONAL
CULTURE



GENERATE
SUBSTANTIAL
FINANCIAL AND
ENVIRONMENTAL
SAVINGS



SHOWCASE WHAT
ORGANIZATIONS CAN DO
FOR THEIR CLIENTS;
CREATING HEALTHY
ENVIRONMENTS



HELPING
ORGANIZATIONS
SHAPE THEIR
FUTURE

DEFINE REQUIREMENTS

UNDERGO PROGRAMMING SESSIONS

Meet with a Steering Committee / Business Unit Representative to:

- IDENTIFY PROGRAM DRIVERS
- UNDERSTAND BUSINESS UNITS
- CREATE PROGRAM OBJECTIVES
- OBTAIN LEADERSHIP BUY-IN



CREATE A WORKPLACE STRATEGY FROM DATA COLLECTION



Observation Studies



Interviews conducted on Business Unit Leaders



Employee Workplace



Utilization Analysis

PREVIEW OF WORKPLACE STRATEGY SOLUTIONS

UNDERSTANDING SPACE UTILIZATION & FUTURE REQUIREMENTS



How do you currently use your space?



Are you optimizing natural light?



How do you want to use your space?



How much of each type of space will you need?



FOCUS SPACE

PRIVACY

Individual Desk
Private Office



COLLABORATIVE SPACE

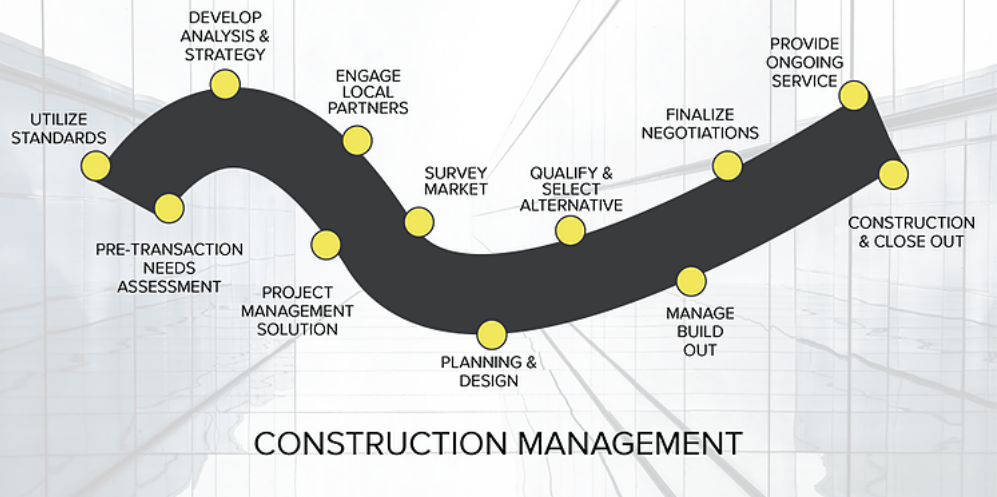
INTERACTION

Huddle Room
Conference Room

Community Area
Pantry/Kitchen
Work Area

PROJECT MANAGEMENT

TRANSACTION MANAGEMENT



CONSTRUCTION MANAGEMENT

OUR PROJECT MANAGEMENT PROCESS

1. PROGRAM DEVELOPMENT

- Project brief
- Project budget, scope and schedule
- Project procedures
- Project planning strategy
- Develop Outline Building Specification to be included in the RFP
- Building evaluations

2. CONTRACTOR SELECTION

- RFP development
- Create qualitative and quantitative matrices to compare proposals
- Value engineering
- Project cost plan
- Interface with authorities
- Contract documentation
- Schedule management

3. DESIGN, ENGINEERING & PROCUREMENT

- Document review
- Construction feasibility review
- Design process management
- Bid documentation review
- Bid process & contract awards oversight
- Procurement strategy

4. CONSTRUCTION

- Site organization
- Reporting
- Construction management
- Site logistics
- Submittal process oversight
- Project cost management
- Performance measurements
- Change order management

5. TECHNOLOGY, FURNITURE & SPECIAL SYSTEMS

- Design, procurement assistance and coordination
- Coordination with move consultant
- Relocation action list
- Commissioning management

6. PROJECT CLOSEOUT & AUDIT

- Move coordination
- Punch list
- Closeout training program assistance
- O&M manuals and "as-built" drawings