



Project Management Services

Colliers | Columbus

Colliers

Project Management Services

We will provide overall strategic leadership to our clients supporting tenant improvements, renovations and ground-up construction. Our professionals are accountable to complete projects successfully - on time and on budget.

Project management can make or break a real estate strategy. Poor management can delay a major event or product launch, put the brakes on a planned renovation and add layers to cost and confusion.

Our project management results in cost savings, time savings, proactive risk management, and profitable strategies for sustainability. Across varying product types and assignments, we anticipate project hurdles and are ready with proven solutions to meet each of our clients' needs.

Our Team

- Leverages wide-ranging expertise in design, development and construction disciplines
- Delivers projects on time and on budget
- LEED AP certified

Our Tools

- Deliver proactive risk management
- Manage design and construction process to minimize disruptions or delays
- Provide market conditions and trends analysis
- Competitive construction price evaluation

Our Technique

- Executes seamless integration with each of our clients
- Delivers total support, whether it is a one-time requirement or full management of the project
- Empowers a dedicated project leader working on your behalf

Do I Need a Professional Project Management Team?

Project managers are trained to prevent future problems and are critical to the success of a real estate construction. If a small issue is not caught early on by an experienced project manager, significant problems can arise, delaying timelines and increasing budgets.

Do you have the time and resources to:

- Select the correct project team (Architecture/ Engineering, General Contractor, Technology, Etc.) for the project? Organize & lead project team to a successful delivery of the project?
- Plan all phases of the project effectively?
- Manage the design and construction to control and mitigate changes to budgets?
- Manage design, construction, and move-in schedules & adapt to actual conditions as they occur to ensure an on-time delivery?
- Review and modify the scope of project as required to meet the needs of your business and keep the project within the budget and on schedule?
- Manage expectations of the tenant and ensure compliance with the landlord's rules and regulations.
- Hold the project team accountable to achieve project milestones on time and on budget?

5 Key Questions To Ask

1. Do you have the **TIME TO MANAGE** the project effectively?
2. Do you or your resources have the **REQUIRED A/E/C INDUSTRY EXPERIENCE**?
3. Does your resource have the **MARKET KNOWLEDGE** needed?
4. Do you have the **PROPER BUSINESS TOOLS** to manage the project?
5. Does your resource have the ability to **HOLD THE PROJECT TEAM ACCOUNTABLE**?

What Does a Project Manager Do?

Throughout the project life-cycle, the project manager is responsible for the day-to-day leadership of your commercial real estate project. They are responsible for getting it done on time and on budget.

Creates Strategic Plan

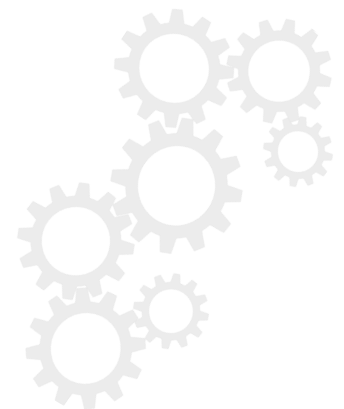
- Identifies & analyzes preliminary business needs & objectives
- Understands fiscal considerations & plans budget
- Sets timelines based off resource estimates
- Defines project scope
- Provides direction & structure for project
- Establishes clear, precise goals, and objectives
- Creates contingency plans for possible problems or issues
- Identifies roles, responsibilities, and accountabilities of team members

Implements Plan

- Controls project budget, and schedule
- Reviews bid documents
- Monitors construction, and delivery management
- Administers contracts and manages integrated cost controls
- Monitors performance, resolves team and project conflicts
- Identifies, tracks project problems and issues
- Evaluates sustainability options, and LEED
- Manages risk, and assures quality throughout process

Implements Plan Communicates With Client

- Reports progress & acts as single point of contact for both landlord and tenant clients.



Project Management Services

We provide:

- Site/Building Evaluations
- Space Planning
- Lease/Work Letter Reviews
- Scope Development, Definitive Scope & Value Engineering
- Constructibility Reviews
- Competitive Team Selections
- Client Contract Language
- Manage Master Schedule to Avoid Costly Delays
- Milestone Performance & Monitoring
- Bid Document Review
- Budget, Contract & Change Order Management
- Service Provider Accountability
- Proper Site Logistics & Site Efficiency
- Quality Assurance
- Risk Management
- Strategic Project Consulting
- Design process management
- Building permits
- Building regulations
- Move coordination
- Power connections
- Cabling
- Telecommunications
- Furniture, fixtures & equipment
- Security
- Safety & emergency routes
- Signage
- Artwork

New Construction
Special Use Project
New Space Finishes
Existing Space Retrofits
Tenant Improvements

Cost Saving & Avoidance

Visible

- Basic design & engineering fees
- Project Manager fees
- Obvious construction costs
- Standard furniture costs
- Permit fees

Hidden

- Disruptive moves & non-productive business delays
- Poor scope reviews
- Furniture extras
- Late owner charges
- Schedule conflicts & delays
- Uncoordinated drawings
- Weak contract language

The *Process* We Follow

1	Definition + Strategy	<ul style="list-style-type: none"> • Understand requirements, define project goals + objectives • Create project strategy • Assemble project team including Architecture/Engineering (A/E) Team • Develop preliminary master budgets + schedules • Determine preliminary LEED requirements
2	Market Assessment + Site Selection	<ul style="list-style-type: none"> • Identify + evaluate site options • Provide technical support for transaction • Oversee design/engineering concepts + test fits • Support due diligence efforts
3	Design Management + Procurement	<ul style="list-style-type: none"> • Coordinate + manage A/E Teams • Assist in municipal approvals + requirements • Identify + recommend early procurements • Construction Contractor pre-qualification + selection process • Owner vendor selection process • Manage, monitor + report on master budget + schedule • Constructibility reviews + value engineering • LEED scorecards, options + pricing updates
4	Construction	<ul style="list-style-type: none"> • Oversee construction documentation issuance. Monitor permit issuance • Oversee + recommend construction pricing • Monitor A/E + Construction team contracts • Chair + manage weekly meetings • Progress reporting + issue resolution • Manage monthly billings + funding process • Field observation + quality control • LEED monitoring, documentation + commission
5	FF&E + Technology	<ul style="list-style-type: none"> • Identify + recommend early procurements • FF&E + technology infrastructure selection process • Monitor FF&E + technology infrastructure requirements • Progress reporting + issue resolution • Manage monthly billings + funding process • Field observation + quality control
6	Move Management + Relocation	<ul style="list-style-type: none"> • Develop move + decommission strategy • Move contractor pre-qualifications + selection process • Pre-move activities including logistics + phasing plans • Post-move activities • Decommission existing site, if applicable
7	Project Close-Out + Audit	<ul style="list-style-type: none"> • Coordination project delivery • Oversee punch list process and completion • Coordinate + monitor project close-out • Close out documentation (as-built documents, warranties, manuals, etc.) • Finalize + close-out all contracts

Project Management Services Process

INITIATE

- Define Project Requirements
- Identify Stakeholders
- Develop Project Team
- Develop Project Charter & Scope Budget

PLAN

- Create Project Plan
- Develop Schedule
- Procure Resources
- Establish Budget
- Determine Quality
- Assess Risk
- Establish Communication Protocols

EXECUTE

- Implement Project Plan
- Monitor Schedule
- Manage Team/Resources
- Control Costs
- Quality Assurance
- Assess Risk
- Facilitate Communications

CONTROL

- Assess and Administer Scope Changes
- Maintain Schedule
- Mitigate Risks
- Bid Control Costs

CLOSE

- Verify Project Needs are Satisfied
- Obtain Close-Out
- Documentation
- Collect Lessons Learned
- Accumulate Historical Records



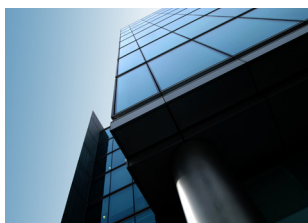
Integrated Value-Added Service:

- Occupancy & Workplace Strategies Consulting
- Programming/Design/Space Planning
- Design & Construction Document Coordination
- Furniture Procurement & Installation
- Construction Administration
- Technology Coordination/Relocation
- Move Coordination
- Decommissioning (Space Restoration)



Projected Fee Schedule based on project value:

\$0 - \$150,000	Hourly fee and /or fixed fee provided based on scope of work
\$150,000 - \$300,000	6%
\$300,000 - \$500,000	5%
\$500,000 - \$750,000	4%
\$750,000 - \$1,000,000	3%
\$1,000,000 and up	Fixed fee provided based on scope of work



Integrated services provide complete oversight of client needs from early planning to successful move-in. We also offer web-based facility support services for ongoing move/add/change requests.





Colliers | Greater Columbus Region
2 Miranova Place, Suite 900
Columbus, Ohio 43215
+1 614 436 9800
colliers.com/columbus