

CAPABILITIES MENU

REQUIREMENT ANALYSIS AND FEASIBILITY

Occupancy Plan

Based on your organization's mission and long term objectives, we perform a strategic analysis of your existing real property, short-term and future needs, and potential economics and business consequences of various real estate scenarios.

Space Programming/Program of Requirements

In collaboration with you and your representatives, our team determines your requirements: overall square footage, personnel workstations, storage space, amenities, critical adjacencies, etc.

Market Survey & Site Selection

We perform an in-depth market survey to source potential sites, deploying our site selection team to physically survey unique or remote markets.

Market Analysis

We develop a thorough overview of relevant office, retail, or other markets including market rents and availability. We then run an analytic comparison of specific candidate sites.

Valuation

A licensed appraiser determines the value of your assets based on comparables.

Fire and Life Safety Survey

Our qualified Fire Protection Engineers conduct a fire life safety survey to evaluate the safety of both existing and new space. Included in the survey is a Findings and Recommendations Report from your qualified engineer.

Building Assessment Reports

We thoroughly inspect your space, systems, and components for local and federal code compliance, maintenance history, and projected useful life. Our Fire Protection Engineers evaluate fire and life safety issues. We then develop a comprehensive summary, which highlights all physical deficiencies and possible solutions.

Feasibility Analysis

We analyze the results of all surveys, reports, and estimates then compile a comprehensive report to determine the feasibility of your project.

Independent Estimates/Budget Estimates

We provide a qualified estimator to determine construction costs of your project based on Landlord and Tenant responsibilities per the lease document and proposed Construction Drawings. We create a Cost Sheet itemizing all relevant cost considerations including FF&E and telecommunications.

Energy Performance Assessment

Our energy experts review existing buildings to determine the most cost effective way to achieve higher energy efficiencies throughout the building and provide your organization with a comprehensive summary of solutions.



REAL ESTATE PROCUREMENT

Develop Solicitations for Offers

We prepare an SFO to clearly outline your minimum requirements, evaluation factors, and specifications.

Review and Evaluate Offers

We evaluate offers for compliance with the SFO minimum requirements and review floor plans, safety and security requirements, and other pertinent information. We develop written negotiation objectives for the overall acquisition as well as individual negotiation points for each offer.



Negotiate and Review Best & Final Offers

We conduct independent negotiations with each offeror within the competitive range, resolving any weaknesses or deficiencies to help them create a Best and Final Offer. We then perform a comprehensive analysis, organize the information in a Price Negotiation Memorandum and make a recommendation with detailed supporting analysis.

Test Fit

We provide a high level concept drawing based on your Program of Requirements within potential building foot prints to determine feasibility within each potential building.

Lease Documentation

All documents including a lease, a copy of the SFO, riders, floor and site plans, and other pertinent information are prepared by our team. We then coordinate internal approvals to ensure timely lease execution. We also prepare a lease summary so that all parties, including end users, and verify that the documents are fair and complete. This summary may include: SFO review; building quality, efficiency, and security analysis; comparison of program requirements to test fit; financial analysis and occupancy cost projections based on lease obligations.

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DESIGN PHASE

Design Drawings

Based on your Program of Requirements (POR), our experts can help prepare a Design Intent drawing, a Schematic Design, or a Design Development (35% CDs). We can also review and provide commentary on drawings prepared by others.



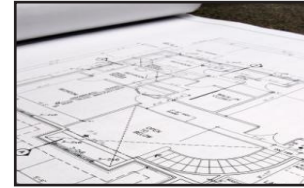
CONSTRUCTION MANAGEMENT

Construction Drawings (CDs) and Construction Bid

From the Design Drawings and program information, our team prepares construction drawings, incorporating applicable local and federal building codes or review CDs prepared by others. Once CDs are complete, we coordinate approval of the drawings by all parties; conduct a pre-bid conference for qualified contractors; analyze contractor quotes, bids, and/or proposals; assist in final contractor negotiations.

Construction Quality Control

The Construction Manager compares completed construction with the Program of Requirements and CDs, resolves any inadequacies, and ensures that the space is fully operational, ready for move-in.



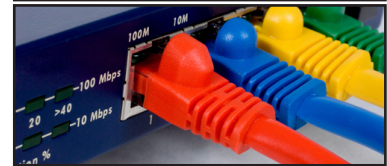
FURNITURE, FIXTURES AND EQUIPMENT

Furniture and Equipment Procurement Assistance

Using an extensive network of furniture vendors and equipment companies, we help you develop and refine your furniture standards to reflect your company or agency's culture and price point. We then help coordinate requests for proposals and ordering of furniture, fixtures, and equipment based on these standards.

Furniture Installation Oversight

We provide one point of contact for all furniture and equipment delivery and installation, coordinating with building management and various vendors. We ensure that furniture and equipment is properly placed and fully operational in time for scheduled move-in.



RELOCATION

Relocation Planning and Oversight

Our relocation experts create a scope of work and bid it to competitive moving companies; plan a detailed move day schedule; oversee relocation of existing equipment; coordinate with building management of your existing and new building.



STAFF AUGMENTATION AND RECRUITING

Staff Augmentation

Our team provides staff augmentation solutions from entry level through well seasoned veterans in any professional arena at every level of security clearance and in any region of the United States. From IT Administrators to Construction Managers to Financial Analysts to Administrative Assistants, our team has found success in on-site staff augmentation and recruiting for the government on both a task and hourly basis.

Recruiting

Our recruiting staff helps you increase your staff for new projects or especially challenging positions. Like our Staff Augmentation services, our team provides recruiting services for all skill levels in any professional arena at every level of security clearance and in any region of the United States. We have a thorough recruiting process that makes hiring easy as we deliver prequalified candidates, shortening the time your HR department has to spend on hiring.

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DEVELOPMENT

Site Selection

Our experienced site selection team uses our proprietary software to manage the site selection process, incorporating demographic data, traffic count, accessibility, and other site requirements to identify and vet potential sites within the desired market.



Due Diligence

Our due diligence team provides environmental analysis; identifies existing zoning, wetland and floodplain issues; estimates site work and verifies usable acreage; creates site plan test fits; and provides any other due diligence required to bring your project through the entitlement process.

Acquisition and Finance Sourcing

Based on years of acquisition, leasing, and disposition projects, our financial experts have developed a variety of finance sourcing options to respond to a wide range of projects, regardless of size or complexity.

Design

Our in-house staff combines its expertise with external professionals to design your development from site plan and infrastructure through construction drawings for each unique building.

Construction

Our seasoned Construction Managers and Development Managers can oversee the construction of any size project from site work and infrastructure construction to the construction phases whether it be for office, hotels/hospitality, retail or other commercial use.

LANDLORD REPRESENTATION

Acquisition, Leasing and Disposition of Real Property

We begin with a detailed marketing plan for acquiring, leasing, or disposing of real property. Our brokers are fully licensed and have represented both the Federal Government and private entities as Exclusive Seller/Buyer Representative.

LEASE ADMINISTRATION

Vacant Premises Services

To assist in occupancy cost reductions for tenants of buildings, we verify vacant square footage and analyze the data to identify potential operating cost savings or reduction of rent. We also identify unused space which can be marketed for sublease.

Operating Cost Analysis

As operating costs change, our team computes Operating Cost adjustments (CPI adjustments) in accordance with the terms and conditions of each lease to ensure that costs are correct and all proper documentation has been received. Our analysts compute the tax increases/decreases within each lease to ensure that proper documentation (paid tax bill) has been received.

ADVISORY SERVICES

Computer-Aided Facilities Management (CAFM)

Our Spatial Data Management team provides top-down CAFM support to provide accurate spatial measurements for federally and privately owned buildings. The resulting deliverables are accurate sets of building plans, CAD files and data that are used as a standardized basis for providing accurate rent bills and space assignments.

Public/Private Ventures

With experience in PPVs, Enhanced Use Leasing (EULs), Highest and Best Use Studies, Portfolio Rationalization, and Market Analysis, our team of highly skilled advisors has the ability to make sure your Public/Private Venture is successful, making the best use possible of the land and buildings involved in a way that is fair and equitable for all involved on both the public and private side of the venture.

Financial Management

Our financial management professionals review your organizational needs and help develop strategic financial solutions. These services include financial analysis, auditing, budgeting, financial planning, sourcing, and reporting.

