

# PROJECT & CONSTRUCTION Services

## Project Management

We're able to assist the client with all phases of project management through identification and recommendation of professional service providers, such as architects, engineers, designers and contractors. We have an overall management approach, from proposal solicitation to review and negotiation to assure maximum project savings, while allowing the client to continue their normal business.

## Construction Management

We provide construction management on all types of commercial construction from new build-outs, renovations, expansions and new construction through vendor selection, contract negotiations, schedule management, construction meetings and job site visits. We use efficient and effective job cost controls from beginning to final punch list completion. Testing of systems and confirmation of warranties are essential to all of our projects.

## Furniture Coordination

We coordinate furniture services with all types of furniture systems and operational needs through vendor selection, proposal cost, service analysis and contract negotiations. We directly manage the scheduling and installation of furnishings all the way to final punch list completion and confirmation of warranties.

## Telecom/Data Coordination

We provide communications and network coordination services for all types of systems and technical needs. Competitive vendor selection, proposal cost, service analysis and contract negotiations are ensured for quality control on installation and implementation. Final punch list completion, testing of systems and confirmation of warranties are standard for all projects as well.

## Move Coordination

We provide move coordination services with all types of office environments by vendor selection, proposal cost, service analysis and contract negotiations. On-site management and inspection throughout the actual move process, final cost reporting and move punch list completion are provided on each project.

## Project Services Provided

- Project Specification Development
- Architect Selection and Coordination
- Space Programming and Standards
- Space Planning Input
- Project Timeline Preparation
- Construction Management
- Project Scheduling and Monitoring
- Building and Remodeling Cost Containment
- Value Engineering
- Build-to-Suit/Development Analyses
- Construction Cost Estimates
- Competitive Standardized Bidding
- Vendor Selections
- IT/Data/Telecom Coordination
- Disaster Recovery Coordination
- Move Coordination and Bidding
- Punch-list Walk-Thru
- Furniture Acquisition/Disposition

## Project Services Provided

- Cost savings by:
  - Value Engineering
  - Effective Negotiating
  - Volume Pricing
- Time savings
- One reliable source of information
- Experience, qualified and dependable professionals
- Project Documentation:
  - Budgeting and cost control
  - Scheduling and schedule management
  - Total Project Coordination
  - Project close out

# OUR PROVEN PROCESS YEARS OF PROVIDING RESULTS

- 1 STEP** **Pre-Design/Strategic Planning**
- Confirm existing and projected headcount
  - Establish “must haves” and understand culture
  - Evaluate standards and benchmarking
  - Establish project protocols

- 2 STEP** **Budget, Schedule and Phasing**
- Develop project schedule
  - Determine project budget
  - Formulate work plan
  - Phasing studies and strategies
  - Collaborate with general contractor
  - Develop project team

- 3 STEP** **Space Planning**
- Test-fit studies
  - Implement program
  - Complete workflow and adjacency
  - Develop space plan alternatives
  - Develop phasing plan alternatives
  - Price alternatives

- 4 STEP** **Design Development**
- Value engineering allows management of cost and leveraged purchasing power.
- Project management tenant advocate to ensure process and leverage time and money.
- Integrate building systems and technologies
  - Identify finished palette
  - Select and specify furniture
  - Manage budget

- 5 STEP** **Contract Documentation**
- Confirm existing and projected headcount
  - Establish “must haves” and understand culture
  - Evaluate standards and benchmarking
  - Establish project protocols

- 6 STEP** **Contract Management**
- Monitor construction
  - Lead weekly construction meetings
  - Coordinate with design/construction team
  - Manage budget and constructability issues
  - Obtain agency approvals and permits

- 7 STEP** **Move Management**
- Coordinate move-in
  - Assist with relocation logistics
  - Implement phasing strategies
  - Conduct post-occupancy evaluation
  - Manage punch-list
  - Ensure property closeout

- 8 STEP** **Life Cycle Management**
- Confirm existing and projected headcount
  - Establish “must haves” and understand culture
  - Evaluate standards and benchmarking
  - Establish project protocols

Every step of our **structured process** has **proven** to be **beneficial and adaptable** to our **clients’ needs**. This allows our clients to **focus on operating** their **business** while we administer the project.

**NAIPartners**

HOUSTON | AUSTIN | SAN ANTONIO

[www.naipartners.com](http://www.naipartners.com)