

Process Approach

Stage 1

Project Initiation and Assessment

(30 – 60) Days

- Initiate the Project
- Analyze Current Environment
- Review Current Real Estate Market Conditions*
- Define Business Needs & Confirm Real Estate Strategy
- Develop Preliminary Project Schedule and Team

Stage 2

Analysis of Options

(30 – 90) Days
(2 – 5) Months

- Validate Staffing and Space Needs
- Conduct Detailed Market Survey*
- Complete Property and Site Tours*
- Issue RFP's to Selected Sites and Landlords*
- Analyze RFP's*
- Complete Test Fits and Due Diligence
- Develop Budget

Stage 3

Approvals and Negotiations

(30 – 90) Days
(3 – 8) Months

- Issue Counter Proposals*
- Complete Financial Analysis*
- Issue Recommendation
- Secure Approval
- Review, Negotiate and Execute Documentation*

Stage 4

Design and Construction

(90 – 360+) Days
(6 – 20+) Months

- Complete Design Development
- Finalize Construction Documents
- Integrate IT, Furniture and Equipment Needs
- Bid and Award Construction Contract
- Construction Phase
- Complete Furniture & Cabling Installation
- Complete Move-In

Stage 5

Project Closeout

(30 – 90) Days
(7 – 23+) Months

- Complete Punch Lists
- Reconcile Project Accounting
- Issue Project Closeout Report
- Complete Project Evaluation and Document Lessons Learned

* Completed in conjunction with real estate agent/broker