



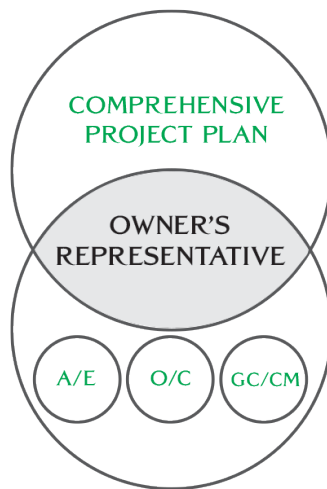
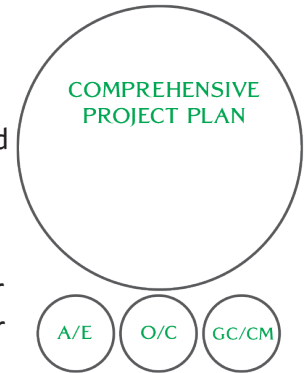
# VENN GROUP

OWNER'S REPRESENTATIVES

# INTRODUCTION

## WHAT IS AN OWNER'S REPRESENTATIVE?

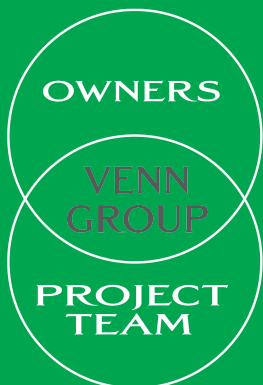
Construction projects require a range of professional services across many disciplines to bring your vision to fruition. Architects and engineers (A/E) translate your vision into a set of drawings. Contractors (GC/CM) bid and build your project based on the drawings provided by the architects and engineers. Other consultants (O/C) provide surveys, expediting, inspections, and other necessary services. Each of these professionals, while expert in their field, are often operating in a bubble, unaware of how their portion of the work interacts with the comprehensive project plan.



Owner's representatives provide 'big picture' coordination among all of your design professionals, contractors, and consultants, ensuring that each professional's activities are in harmony with the comprehensive project plan. As your Owner's Representative, Venn Group provides pre-construction consulting and advice, construction phase services, and additional pre/post occupancy services to ensure that your project meets and exceeds your quality, cost, and schedule expectations. As your representative, we ask critical questions, find innovative solutions, and deal with unexpected issues before they become costly problems.

The Venn Group principals have over 30 years of experience planning and executing complex construction and relocation projects. Our detailed approach to providing client support and risk mitigation allows you to step away from the day-to-day management of your construction project while remaining firmly in control of the overall vision, direction, and design elements so important to the final outcome.

We look forward to meeting with you to discuss how you can leverage our expertise to successfully plan and execute your next project.



## VENN GROUP: PROTECTING YOUR INTERESTS

In a world in which almost every product and service has been commoditized, the Venn Group understands the importance of developing and maintaining trust and confidence among the multiple individuals and disciplines required to achieve the best possible project outcome. We strive to deliver a successful project in a positive, mutually respectful collaboration with each member of your project team.



Our in-depth knowledge and understanding of the trades, scheduling, costs-to-construct, and administrative functions provide you with the expertise you need to confidently manage every detail of your construction project and ensure that it stays within your quality, schedule, and budget constraints - without an overwhelming commitment of your limited time and attention.

We protect your interests with experienced, hands-on project and risk management, schedule and budget coordination, and focused attention to detail that ensures a successful outcome for your project.

In our role as your representative, Venn Group becomes your advocate for the entire lifecycle of your project. It's a responsibility we take seriously. We work diligently to ensure clear and open communication with all project team members and to provide outstanding coordination of all phases of the project. Our goal is to keep all team members focused on your objectives and goals in order to achieve a productive, collegial, and successful undertaking.



Our involvement in a project can begin at any point in the process but the most value is realized by engaging Venn Group at the beginning of the process before other design professionals are engaged. The following pages provide a detailed overview of our capabilities and expertise for every phase of your project.

# VENN GROUP

VISION

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EXPERTISE

# SERVICES OVERVIEW

ADVISE

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ASSIST

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## PRE-CONSTRUCTION SERVICES

- Inspect and document existing conditions of the site
- Understand your vision, time constraints, and budget
- Assist in the selection of design and construction professionals and consultants
- Develop and monitor the critical path schedule for pre-construction tasks
- Identify long lead items and procurement strategies
- Develop and issue pre-purchase packages when necessary
- Develop the project budget and cost-tracking protocols
- Chair and provide minutes for regular pre-construction progress meetings
- Review design drawings for value engineering suggestions, constructibility, and budget discipline
- Review final construction documents to ensure coordination between the various design entities
- Develop milestone timelines
- Develop and issue RFPs for architectural services, GC/CM services, and other consultants, as warranted
- Perform contractor bid analyses
- Assist in permit procurement

## CONSTRUCTION PHASE SERVICES

- Monitor the construction schedule with particular attention paid to the critical path
- Liaise with owner-direct vendors/subcontractors to ensure their scope of work is incorporated into the GC/CM's construction schedule
- Conduct and provide minutes for weekly job progress meetings
- Issue regular project reporting inclusive of:
  - Cost reports
  - Change order logs
  - Long lead item reports
  - Request for Information logs
  - Weekly lists of current drawings and specifications
  - Submittal / approval logs
- Coordinate and oversee the master punchlist for completion
- Monitor compliance with any special requirements, i.e. LEED, WELL, or Energy Star ratings
- Prepare and issue project close out package

## ADDITIONAL SERVICES

- Relocation management, including move-ins/move-outs
- Arrange and accept deliveries of furnishings and other 'post-construction' items
- Oversee installation of IT/AV components
- Other pre/post occupancy services, as requested

## UNDERSTANDING YOUR VISION AND GOALS

Our first step is to meet with you to thoroughly understand your requirements, including your overall objectives, timeframes, and any constraints that may need to be taken into account. We believe that in order to effectively manage your project, these goals need to be clearly defined and communicated to all members of the project team.

We work with you to review and refine your physical and operational requirements and objectives to arrive at a high-level understanding of the project. In the absence of definitive design documents, an extensive description of the work is created, identifying both included and excluded work.

This high-level description will provide an overview of the project tasks and a basis to estimate costs required to execute and complete your project, including, at a minimum:

- Design Professional and Consultant fees;
- Technology and other specialized requirements;
- Initial decommissioning plan for existing space (if any)
- Moving/Relocation cost estimates;
- Temporary construction costs;
- Estimated costs of construction
- Post occupancy phase and additional services (if any)

## DEVELOPING A PROJECT PLAN

Based on existing documentation, we coordinate with all stakeholders to prepare a preliminary budget and schedule for use as a baseline. As part of these comprehensive planning services, we:

- Assist you as required in the remaining consultant selection process, including (but not limited to) preparation of requests for proposals, contract negotiation, determination of scope of services, development of schedule milestones, and any necessary coordination.
- Advise you on the cost of alternatives and their impact on scheduling, constructibility, general conditions and maintenance, and coordinate preparation of mock-ups to help in making qualitative decisions, which are sometimes difficult to make based on drawings.
- Formalize the scope of work to be completed with regard to the relocation management process (if any) and timing of all items to be relocated to the new space.
- Produce a relocation schedule plan, which will include step-by-step procedures established to implement the relocation. Coordination plans and timetables will be prepared and published to minimize disruption of your daily operation.

# PRE-CONSTRUCTION

OBJECTIVE

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OUTCOME

## FINALIZING THE DESIGN DOCUMENTS

Upon completion of 50% of the construction documents by your design team, we suggest modifications to any details that may adversely affect cost or the ability to deliver an acceptable finished product. Design phase services include:

- Coordinating efforts with the design professionals and contractors so that the completed drawings and specifications incorporate efficient and cost effective construction methods.
- Reviewing the construction feasibility of systems and materials to ensure the drawings and specifications have been properly coordinated among all design professionals.
- Determining elements that may benefit from value engineering and relate them to cost, schedule, quality, and aesthetic issues. Performing the value engineering exercise at this step in the design process yields the greatest savings to you and minimizes reworking elements of your design in the field.

## MANAGING THE GC/CM BID PROCESS

We advise you relative to the selection process for your GC/CM. Bid services include:

- Creating the RFP and bid package
- Determining the best-qualified candidates and inviting them to participate
- Analysis and clarification of all submitted bids
- Interviews with candidates to determine 'best fit'
- Detailed leveling analysis to ensure that the required services are all inclusive, bids are compared to one another on a level playing field, and that the vendors are all treated fairly.
- Reviewing and advising the construction contract format



## PROJECT MANAGEMENT AND DOCUMENTATION

Venn Group manages your project using cutting-edge digital documentation via the Procore system. Seamlessly share vital information through a simple, online portal that can be accessed from your desktop or mobile device by every member of your project team.

- Drawings are digitally maintained throughout their lifecycle, ensuring all stakeholders have access to the latest revisions, sketches, and annotations.
- Bidders are invited to submit their bids through Procore, where they are easily reviewed by all decision-makers for completeness and competitiveness.
- Requests-for-Information, Submittals, and Change Orders can be reviewed online and downloaded into condensed reports that are easily shared.
- Meeting agendas are compiled with prior meeting minutes included, providing a dynamic roadmap to evolving discussions about issues, areas of concern, and the decision-making process from inception to completion.

## MONITORING THE CONSTRUCTION PROCESS

We closely monitor the construction process, including frequent site visits to assess field conditions. We not only identify potential problems early in the process, but also suggest workable solutions to be considered by the design and construction teams as part of a collaborative solution-seeking process. Monitoring activities include:

- Reviewing and incorporating the contractor, consultant, and vendor schedules into the master project schedule
- Establishing and implementing cost control systems and change order procedures, detailed project management and financial reporting, anticipated cost reporting, and change order management
- Holding regular and frequent meetings with the design professionals, GC/CM, consultants, and regulatory agencies to keep on top of the construction process and make sure all issues are raised and resolved in a timely manner.



# CONSTRUCTION

ANALYZE

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VERIFY

## MANAGING QUALITY, COST, AND SCHEDULE

We work diligently throughout the lifecycle of your project to ensure that the goals and objectives defined by the comprehensive project plan are being met. Controls implemented include:

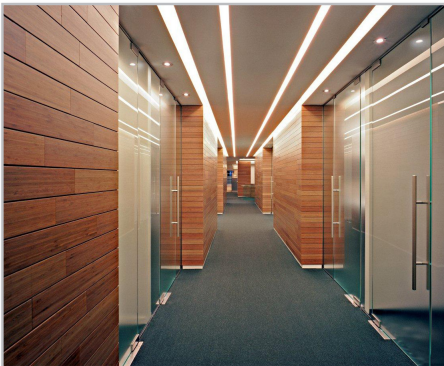
- Analyzing and verifying the need for change orders.
- Seeking creative alternatives to change orders in order to eliminate or reduce costs and negotiating their cost where the change is necessary.
- Walking through the jobsite weekly (at minimum) to observe the execution of the work.
- Monitoring the progress of the work, the level of quality, cleanliness of the site, potential safety issues, and any irregularities or field conditions that may adversely affect progress.
- Establishing procedures for submission and verification of payment requisitions
- Managing the scheduling and installations of your direct vendors and suppliers, monitoring their submission of information and fabrication schedules, and coordinating their installation schedules with your GC/CM.



## COMPLETION AND CLOSE-OUT

Venn Group believes the close-out process is critical to a successful project. Our approach is to begin the close-out process early, while still in construction. We work with all parties in order to track the project close-out deliverables. Other close-out activities include:

- Coordinating inspections and sign-offs
- Observing final testing and start-up of utilities, operational systems, and equipment.
- Preparing final punchlists and ensuring their completion
- Securing and transmitting to you the as-builts, warranties and other documentation required by the contract documents and delivering all keys, manuals, record drawings, and attic stock.
- Providing you with a comprehensive close-out package in a digital format that contains all documents pertaining to your project.



# COMPLETION

COMPLETION

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CLOSE-OUT

# PRINCIPALS

## REPRESENTATIVE EXPERIENCE

- Morgan Stanley
- NBC Universal
- Newscorp
- Fox News
- The Rockefeller Group
- Silverstein Properties
- American Institute of Certified Public Accountants
- Brown Brothers Harriman
- West LB
- Sirius XM
- JP Morgan Chase
- Empire State Building
- United Nations International School
- Cooper Union for the Advancement of Science and Art
- Luria Academy of Brooklyn
- Inwood Academy of Leadership
- New Water Street Corporation
- Lending Tree
- HanesBrand/Champion
- Boston Properties
- Praytell
- St Peter's Church
- St Cecilia's Church

### MICHAEL GOLDBERG

Monitors construction progress, leverages experience and expertise to ensure project remains on schedule and within budget. Reviews and refines all work product relating to pre-construction, construction, and close-out. Attends all weekly meetings and actively participate in all major meetings and negotiations with the GC/CM, vendors and consultants. Provides high-level coordination with owners and design team for all construction-related activities.

### MELISSA RAULSTON

Responsible for implementing all tracking, reporting, financial, and information systems. Coordinates and maintains all project information in digital formats including all construction-related documents and close-out materials, coordinates all insurance-related documents, prepares meeting minutes and agendas, reviews all requisitions and change orders against the baseline, and maintains the master schedule.





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