



The Office Maximizer Report™

Information to help you get maximum value from your office leases and facilities

Technical Lease Issues: The Benefits of a Project Manager

Remember the old lawyer quote that states, "the lawyer that represents himself has a fool for a client", well the same can be said for the company that assumes the role of Project Manager for their construction project. In a typical and conventional construction project, there are three basic entities represented: the tenant/user, the architect and the contractor. Each of these has their own agenda and each agenda is not necessarily compatible with the other. Usually, it is the tenant/user that is negatively impacted as a result of these clashing agendas and quite often they are a key participant in the fray. ***Having a seasoned Project Manager on board is critical in avoiding this costly and painful situation.***

The project management process starts early with a well documented program which outlines and specifically sets forth all of the tenant's or user's requirements. This program will be the basis for all to refer to as the project progresses regarding the expectations of the tenant/user, and will include a detailed budget and schedule.

The selection process for the architect and then the contractor is also a very important process. The selection criteria for what type of architect to hire is very important and if done thoroughly will get you closer to selecting the "right" architect for the specific project. The same can be said for the selection criteria for the contractor but may be even more critical.

An ***assertive and aggressive*** Project Manager will take you through this process and achieve the highest value and quality for your construction dollar, while fulfilling the role of an objective and proactive advocate. Following is a brief list of some of the services that should be available from a competent Project Manager:

- Establish environmental Base building standards for air and water.
- Obtain Asbestos Letter from Landlord verifying building is asbestos free.
- Define Base Building services and facilities, common areas, HVAC, electrical, telephone cabling and data services, security and trash disposal.
- Define Tenant Improvement Work Letter relative to quality and quantity of interior finishes: carpet, ceiling, base, walls, light fixtures, window coverings, doors and hardware, graphics, electrical outlets, watts per square foot, HVAC, telephone and data, coffee bar, elevator service, etc.
- Verification of Useable vs. Net Rentable Area and common area add-on factor with lease terms.
- Project planning, programming, selection, and contracting with the architect, engineers, and other required consultants and contractors.
- Assist tenant/user with development of the schedule and budget.
- Review Construction Documents for completeness and constructability.
- Coordinate and monitor city permitting and inspection reports.
- Chair weekly meetings and facilitate coordination between architect and contractor and RFI, RFP and Change Order process.
- Collect all close out documents including Certificate of Occupancy, track completion of the punch list, as-built drawings, guarantees, keys, training, contractor affidavit, lien releases, certificates of substantial and final completion, Bond terminations and other lender required documents.

For past e-newsletters on Technical Lease Issues, visit our website at www.thepinnaclegroup.org or [click here](#).

This e-newsletter is provided by The Pinnacle Group, creators of The Office Maximizer Method™

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