

SCOPE OF SERVICES

HOLISTIC PROJECT MANAGEMENT

As an extension of our customers' team, we dive deeply into business drivers & organizational culture. We believe in a holistic understanding of a company to help create a space that supports each unique group. We are accountable and flexible with project management:

We:

- adapt to the preferred method of communication
- analyze work environments and workflow challenges
- provide measurable results through benchmarking & metric review

The result is delivering a successful project on time and under budget.

SPECIFICATION AND PRE-ORDER ENTRY

- Prepare preliminary furniture project budget.
- Provide furniture selection options to meet the furniture budget, design aesthetic and required lead times, when requested.
- Assist Architect/Designer in the furniture selection process, providing the pros and cons of different types of freestanding furniture and systems' furniture (i.e. – lead time warranties, performance, etc.).
- Send various selections directly to the Client for their review.
- Establish critical furniture path to adhere to the move-in date and avoid any deviations from the schedule.
- Perform take-off from Architectural floor plan(s) to verify accuracy and produce specification documents to include: manufacturers, quantities, item descriptions, item codes, locations, unit costs, finishes, etc.
- Meet with manufacturers prior to submitting the order to review the project scope, discuss critical dates and review all necessary information required for prompt order entry at the manufacturer's end.
- Coordinate and submit samples of finishes with shop drawings for Architect/Designer approval.
- Confirm approval of COM (customer's own material/fabric) with various manufacturers and reserve yardage with fabric mills.
- Submit CFA (cutting for approval) to Architect/Designer on all COM selections.
- Conduct complete survey of existing furniture indicating quantity, size, finish and condition, including pictures of each piece with code numbers (to identify each piece).
- Provide cost analysis of refinishing/refurbishing existing furniture vs. purchasing new product.



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MANUFACTURING

- Establish cut-off dates and possible penalties for change orders and/or cancellations.
- Reserve production time with manufacturers as required to adhere to the schedule.
- Expedite and monitor orders through the factories.
- Issue weekly project updates to Architect/ Designer and Owner communicating the order entry dates, ship dates, changes, problems and other pertinent information.

NEGOTIATIONS

- Establish project discount (phases, locations, time frames).
- Procure discounts for furniture purchases.
- Discuss price increases and payment terms.
- Provide client with all product warranties.
- Establish freight, cartoning and detention charges.
- Establish lead times and provide commitment letters if necessary.
- Establish cut-dates and possible penalties for change orders and cancellations.
- Discuss ability to produce special product/finishes and maintain the availability for future orders.

PRE-INSTALLATION PLANNING

- Establish job site checklist consisting of: loading dock conditions, access for oversized furniture, staging areas, elevator sizes, trash facility accommodations and/or removal, installation of wall and floor protection materials, and list of responsible parties who will sign for the furniture when delivered.
- Review electrical plans to verify that the furniture placement coordinates with the location of the electrical devices. Locate core drill and base feed locations for General Contractor and Architect/ Designer approval.
- Provide documentation on all electrified furniture to the appropriate consultants (i.e. electricians and telecommunications installers).
- Prepare installation plans including coded furniture plans, workstation drawings, seating chart, etc.
- Determine appropriate trade unions, delivery times, electrical requirements and costs. Collect necessary certificates of insurance from project contractors and file with the building management.
- Prepare bid documents for warehousing, delivery and installation to include full scope of work required.
- Attend project meetings and be available to coordinate with other trades such as electricians, carpet installers, telecommunications consultants.
- Verify critical field dimensions prior to installation.



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DELIVERIES & INSTALLATION

- Provide client with a schedule including delivery and installation dates.
- Reserve loading dock and freight elevator time as necessary.
- Arrange a walkthrough with Client, Architect/Designer, Contractor and Installation Company to review the status and condition of the space.
- Tag areas at job site for staging and installation of furniture.
- Supervise all deliveries and installations to ensure adherence to scope of work, installation standards, and accurate placement of furniture to plan locations.

POST INSTALLATION

- File freight claims for any damages with freight carriers.
- Produce a master Punch List including schedule for resolutions.
- Arrange for various manufacturers to provide on-site demonstrations to the end users on how to properly use and manipulate their new furniture (i.e. seating, storage components, keyboard trays).