

Services Provided by ARC

Full Project Support Team Available

ARC has a very qualified and highly motivated team prepared to provide full project support from project initiation through on-going facilities management after completion. The services below are grouped by type, and each bullet is a distinct level of effort. Narratives are available to clarify the scope of work, and other questions can be answered by emailing info@arcipm.com.

Program Management & Project Controls Services

PROJECT INITIATION PHASE

- *Due Diligence Consulting Team Selection & Contract Negotiation*
- *Owner's Consultant Team Coordination*
- *Deliverables Scheduling, Distribution, and Management*
- *Initial Property Due Diligence Consultant Team Management & Report Oversight*
- *Market Research & Feasibility Team Selection & Contract Negotiation*
- *Schedule & Deliverable Management for Financing, Marketing/Sales & Legal Team(s)*
- *Production of Project Information & Agreement Exhibits for Legal Team*
- *Lender Solicitation, Analysis & Award Process*
- *Lender(s) Project Submittal Package Preparation*
- *Project Justification Support to Internal Stakeholders or Third Parties*
- *Executive Board and/or Lender Presentations*
- *Coordination of Complex Entitlement Teams for Approvals, Easement(s) & Titles*
- *Loan Closing Due Diligence*
- *Ongoing Real Estate Marketing & Sales Team Support*

PRE-DESIGN PHASE

- *Underwriting & Bond Initiative Strategy, Coordination, Implementation & Management*
- *Preliminary Master Schedule*
- *Establish Comprehensive Project Budget*
- *Feasibility Studies*
- *Design Team Selection & Contract Negotiation*
- *Programmatic Construction Cost Estimates*
- *Define Project Team Roles & Responsibilities*
- *Team Organizational Chart*

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Program Management & Project Controls Services (continued)

DESIGN PHASE

- Sustainable & Environmentally Responsible Design Options & Process (including LEED™, AIA's SDRG, GBT, SBIC, Energy Star & Others)
- Conceptual &/or Schematic Construction Cost Estimates
- Preliminary FF&E and/or OS&E Budgets
- Scope Coordination & Responsibility Matrix
- Design Development Construction Cost Estimate
- Value Engineering: Cost & Information Source for Alternative Materials & Products
- Cost, Schedule & Design Control Processes
- Detailed Construction Schedule & Cash Flow Report
- Constructability & Peer Review & Analysis of Design
- Final FF&E and/or OS&E Budgets
- Final Documents Construction Cost Estimate
- Project Extranet Website Set-up & Team Training
- Technical Specification Review & Analysis
- Commissioning Specification & Plan Development & Implementation

PROCUREMENT PHASE

- Construction Procurement Strategy Analysis: Negotiated, Design/Build or Hard Bid
- Phasing & Bid Package Coordination
- Contracting Team Selection & Contract Negotiation, to include:
 - Pre-Qualification & Solicitation of Contracting Team Candidates &/or Bidders
 - Pre-Qualification & Solicitation of Subcontractor Candidates &/or Bidders
 - Contractor Pre-Qualification Based on Safety Metrics (see Safety Services)
 - Quantity Survey Bid Form Production
 - Bid/Proposal Solicitation & Analysis
 - Award Recommendation
 - Contractor's Guaranteed Maximum Price (GMP) Validation
 - Contract Language Initiation & Negotiation
- Long Lead Item Purchasing Recommendations Report
- RFPs, Bid Analysis & Award for FF&E and OS&E Purchasing Firms and Liquidators

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Program Management & Project Controls Services (continued)

ON-GOING TASKS DURING PRE-CONSTRUCTION & CONSTRUCTION PHASES

- *Team Meeting & Conference Call Leadership & Coordination*
- *Meeting Minutes*
- *Baseline & Periodic Construction Schedule Update Analysis*
- *Geotechnical & Civil Engineering Team Management*
- *Monitoring & Reporting*
- *Cost Control & Project Accounting*
- *Project Status Report*
- *Insurance & Bonding Requirements Review & Periodic Verification*
- *Communications Documentation*
- *On-site Safety Representation (see Safety Services)*
- *Project Extranet Maintenance*

ADDITIONAL ON-GOING TASKS - CONSTRUCTION PHASE ONLY

- *On-site Owner's Representation (either Full Time or Part Time)*
- *Construction Project Initiation*
- *Coordination of Contractor Mobilization & Site Logistics with Operations*
- *Contract Administration with Cost & Schedule Emphasis:*
 - *Establishment of Standard Procedures*
 - *Establishment of Project QA/QC Plan*
 - *Quality Control Oversight & Report Distribution*
 - *Coordination of Owner's Inspection & Testing Firms*
 - *Provide QA/QC (by project-specific quality assurance-control personnel)*
 - *Contractor Safety Program Verification & Review*
 - *Periodic Site Review*
 - *Field Monitoring & Reporting*
 - *Project Photographs & Video Documentation*
 - *Submittal Log & Submittal Review Action Plan, Schedule & Monitoring*
 - *Change Order Cost & Schedule Impact Review & Validation*
 - *Pay Application Analyses*
- *Project Liaison*

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Program Management & Project Controls Services (continued)

ADDITIONAL ON-GOING TASKS - CONSTRUCTION PHASE ONLY (continued)

- *Furnishing, Fixtures & Equipment (FF&E) Liquidation, Scheduling & Management*
- *FF&E Acquisition & Installation Management*
- *Punch List Review, Negotiation & Follow-up*

PROJECT OCCUPANCY & CLOSEOUT PHASE

- *Owner Start-up, Occupancy & Move-in Coordination*
- *Formal Building Commissioning Process Implementation & Management*
- *Closeout Data Acquisition & Presentation*
- *Follow-Up Reporting:*
 - *Budget Analysis*
 - *Expense Analysis*
 - *Payment Status Report*
 - *Contract Status Report*
 - *Expenditure Validation & Audit at Completion*
- *Project Extranet Closeout*
- *Contractor(s) Performance Review*
- *Warranty Follow-up*

OTHER VALUE-ADDED SERVICES

- *Provision of Customized Project Controls Systems (including hardware & software)*
- *Custom Residential Project Support:*
 - *Owner Training Seminars*
 - *Large Custom Home Team Management*
 - *Custom Home Specific "Tool Kits"*
 - *Interior Design & Architect Scope Clarification*
 - *Guaranteed Maximum Price (GMP) Validation & Management*
- *Enterprise-Wide Peer Review of Program Management Processes*
- *Design & Implementation of Enterprise-Wide Program Management Best Practices*
- *On-going Quality Control of Program Management Best Practices Usage*

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Safety Management & Coordination Services

SAFETY SERVICES

- *Provide & Assist with Oversight of Safety*
- *Provide Daily Pre-Job Orientations*
- *Monitor Subcontractor Compliance with Local, State & Federal Regulations*
- *Review of Safety & HAZCOM Programs*
- *Ensure NFPA, ASTM, ANSI, OSHA & EPA Compliance*
- *Chair Safety Committee*
- *Near Miss & Accident/Incident Investigations*
- *Hot-work, LO/TO, Permit Required Confined Space & Other Procedure Conformance*
- *Pre-Bid & Pre-Mobilization Meetings*
- *Daily or Weekly Jobsite Audits*
- *OSHA Paperwork Audits*
- *Disruption Avoidance Plans*
- *Coordination of Safety Processes per cGMP Requirements*
- *OSHA Training*
- *First Aid/CPR/AED/ Training*
- *Asbestos Awareness*

RISK MANAGEMENT & OCIP/ROCIP SERVICES

- *Provide Feasibility Studies*
- *Assist with Contractor Selection*
- *Monitoring & Reporting*
- *Project Liaison*
- *Periodic Site Review*
- *Assist with Selection of a Medical Provider*
- *Develop Substance & Alcohol Abuse Program*
- *Develop Safety Incentive Program*
- *Follow-up All Doctor Visits*

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Facilities Management Services

FACILITIES OPERATIONS & MANAGEMENT

- *Facilities Overviews (Rapid Report)*
- *Facilities Assessments(Report after Multi-day Visit)*
- *Facilities Audits (Full Due Diligence Team Report)*
- *Comprehensive Facilities Maintenance Future Planning*
- *Facilities Staff Training Programs*
- *Quickly Add a Predictive Maintenance Program*
- *Electronic Material Inventory Control Processes*
- *Identify Methods to Prolong Facility & Equipment Life*
- *Identify Corrective & Deferred Maintenance Deficiencies*
- *Streamline Workflow Processes (from maintenance request to completion)*
- *Maximize After-hour Facility Utilization*
- *Provide Back-up for Rental Usage Rates*
- *Standardized Reports for Committees/Boards*
- *Justification of Capital Funding Requests*
- *Energy Management Program Development & Implementation*
- *Lead Nationwide Facility Director Search*
- *Enterprise-Wide Peer Review of Facilities Management Processes*
- *Design & Implementation of Enterprise-Wide Facilities Management Best Practices*
- *On-going Quality Control of Facilities Management Best Practices Usage*