There are many occupancy components of the space acquisition project to be properly planned, coordinated and implemented. Cresa’s Project Management and Relocation Group can provide additional project management services encompassing the entire project or selected components. Our staff will respond quickly to meet client needs on a local or national basis. Our corporate and practiced experience enables our clients to save time and money, and to meet targeted occupancy dates.
Design Management *(As Requested)*

Cresa will solicit multiple proposals and, along with the client, select the appropriate design team for the project. We will manage the project team, allowing for a seamless process.

Construction Management

Construction contractor selection and project management services will be provided by Cresa’s Project Management Team. We will manage the day-to-day construction process with the contractors and vendors.

Project Team Development

A successful project is a direct result of a strong project team of consultants and vendors. Cresa has a reputation for developing and selecting the best team for each project. Every project is different, and the appropriate team will insure its success.

Relocation Management

We will provide relocation management and work closely with the client to minimize business disruption. We will coordinate the moving companies, telecommunications companies and other key vendors.

Build-to-Suit Management

For larger complex projects, Cresa provides a team to manage and coordinate the process, including permitting, project programming, design, construction and move-in.

Project Permitting

Project permitting requires a focused approach. We can provide the detailed support necessary to obtain all project permits.

Standards and Policy Development

Cresa can develop corporate standards, policies and procedures for a company’s real estate department, which will lead to a streamlined process and ultimate cost savings.
Cresa will implement a process to assemble and coordinate the appropriate team of external consultants such as architects, engineers, vendors, contractors, etc., required to assist in implementing the project.
How Service Is Delivered

Comprehensive Project Management (CPM) services are delivered in six phases.

**Phase I**
Team Assembly Process
- Project Team Composition
- Project Team Selection
- Assist with Design Team selection
- Communication Plan to address specific issues
- Document Weekly Activities
- Define Team Roles and Responsibilities
- Create Team Directory

**Phase II**
Strategic Planning Process
- Develop Programmatic Requirements with Project Team
- Review Programmatic Requirements
- Preliminary Project Schedule
- Preliminary Project Budget
- Site Evaluations and Due Diligence
- Comment on/ Revise Work Letter

**Phase III**
Design Process
- Ensure Design Achieves Program Requirements

**Phase III - (Cont'd)**
Design Process
- Provide Vendors for Furniture, Fixtures, & Equipment
- Manage proposal and bid evaluation for FF&E
- Project Schedule Updates
- Project Budget Updates
- Preliminary Value Engineering
- Conduct Weekly Project Meetings
- Document Weekly Activities

**Phase IV**
Construction Process
- Advise Internal Project Team
- Review GC Contract Proposals
- Review GC Cost Proposals
- Project Budget Updates
- Create Cash Flow Projections
- Direct Value-Engineering
- Project Schedule Updates
- Attend Construction Site Meets
- Attend GC/Subs Meetings
- Conduct Weekly Site Inspections
- Resolve Field Coordination Issues
- Conduct Weekly Project Meeting
- Conduct Periodic Site Tours

**Phase IV - (Cont'd)**
Construction Process
- Punch List Walk-Through
- Coordinate Detailed Close-Out Documentation

**Phase V**
Move-in Process
- Coordinate FF&E installation
- Move Vendor RFP Process
- Recommend Move Vendor
- Negotiate Move Vendor Contract
- Monitor Relocation Planning and Deliverables
- Coordinate with Move Vendor
- Conduct Move Orientation Meetings
- Move Vendor Close-Out

**Phase VI**
Project Accounting Process
- Final Punch List Completion
- Project Close-Out Activities
- Final Budget Reconciliation
- Final Project Documentation