TYPICAL PROJECT MANAGEMENT SCOPE OF SERVICES

This document, in summary form, is the typical Project Management Services available from AMAPM. These services are undertaken in whole or in part dependent on the project type, the stage at which AMAPM is hired as the Project Manager, the client's in-house capabilities, and their need for assistance. All of the following duties are undertaken in consultation and with the consent of the Client. As the Project Manager, AMAPM acts as a virtual extension of the Client's own staff, which enables the Client to be in control of the project at all times while ensuring that the management role within the project is fulfilled. A more detailed version of this document will be included in our project proposal.

1.0   PROJECT ANALYSIS PHASE:

    1.1 Assess the status of the project and develop with the Client, the required monitoring and reporting criteria. This may involve a determination of:

        1.1.1   Organizational Structure

        1.1.2   Working Procedures

        1.1.3   Meeting Schedules/ Types of meetings required/ Attendance at Meetings

        1.1.4   Reporting requirements, particularly for Client approvals, budget issues and schedule.

        1.1.5   Communication channels and methods of coordinating design with operating requirements, FF&E/ OS&E Purchasing, Client equipment installation, Client move/ relocation, construction, and project completion on hand over.

        1.1.6   Assess with the Clients personnel needs related to the project's logistics during construction. This may include site security, construction parking and access requirements (which could be phased depending upon the stages of construction).

        1.1.7   Assess with the Client the impacts to any adjoining property from construction, and safeguard the Clients interest.

    1.2 Following an assessment of the demands for the project, AMAPM will propose to the Client the proposed project organizational structure, operating procedures, etc., needed for the successful management of the project.

2.0   MASTER PLANNING/ ENTITLEMENTS APPROVALS PHASE:

    2.1 Where the project scope requires this service, AMAPM undertakes the following typical services:

        2.1.1 Access the status of site zoning/ community development plan entitlements to define the allowable development options. Check this against the Client requirements to determine any variance to the existing Land Use Approval.

        2.1.2 Undertake "focused meetings" with the Client to address the development options within the existing Land Use Approvals or through pursuing zone changes/ variances etc. by which the existing Land Use Development zoning status can be modified to allow the Client's proposed development to be approved.

2.1.3 Assemble the team for the Client that is required to effectively pursue the Client's development options and study the options and potential goals including:

(a) Analyze options for development including FAR limits, allowable land uses, space mix, parking, noise, shade/shadow and traffic impacts and other potential environmental impacts.
(b) Assess operational impacts on the Clients business day resulting from the development process and the associated timescale and costs of the entitlements, design and construction process.
(c) Assess easements and utility services availability and location.
(d) Assess site topography.
(e) From the above, determine the Clients program, the preferred options, the potential approvals process, its schedule and cost.

2.1.4 A the completion of this phase, prepare an RFP for Architects defining the scope and phasing of the project for a design team to bid on Master Planning, Entitlements Approvals and subsequently Shell/ Core and T.I. Design.

3.0 PRE-DESIGN PLANNING:

3.1 During the phase the role of the Project Manager is to assist the Client with the following:

3.1.1 Defining overall development objectives and options.

3.1.2 Determine the project team's organizational structure, operating procedures, etc.

3.1.3 Consultant selection process (define the selection criteria/ interview Architects, Engineers, Interior Designers etc.).

3.1.4 Negotiate the consultant's contract, scope and fee level on behalf of the Client.

3.1.5 Coordinate the design team's initial due diligence investigations.

3.1.6 Test fit analysis including Lease negotiation involvement and Tenant Work Letter input.

3.1.7 Definition of Land Use/ Entitlements Issues and in the selection of applicable consultants.

3.1.8 Development of a Master Plan for the site.

3.1.9 Develop a master schedule for the entire project.

3.1.10 Define the role for the Client's Engineer/ Facilities Manager in the projects design and construction phases prior to handover.

3.1.11 Develop a preliminary total project budget.

3.1.12 Consult with the Client to determine the appropriate contractor selection method.

4.0 DESIGN PHASES:

4.1 Oversee the design phase of the project to ensure that the Clients requirements are met for:
a) Budget
b) Schedule
c) Function

d) Aesthetics
e) Low maintenance and running costs

4.2 Instruct the Design Team to modify/ change design as necessary to meet the Client's objectives.

4.3 Ensure that the Client Operation Equipment requirements are integrated into the design.

4.4 Monitor the design progress with respect to project schedule, budget, etc.

4.5 Develop a FF&E/G.C. Differentiation List.

4.6 Provide for the Client the pre-qualification of the Contractors.

4.7 Select a FF&E/ OS&E Purchasing Agent if appropriate and necessary.

4.8 Review bidding documents prior to issue.

4.9 Develop a tight and clearly understandable Construction Contract to minimize Change Orders.

4.10 Assist in the building permit approval process.

5.0   BIDDING/ NEGOTIATION PHASE:

5.1 Arrange a project site walk-through as part of a Contractor's pre-bid conference.

5.2 Evaluate the bids and prepare a bid comparison matrix of the Contractors bids.

5.3 Finalize contract amendment requirements for inclusion in the bid process.

5.4 Continue to qualify Contractors/ Sub-contractors.

5.5 Assess value-engineering opportunities solicited from bidders.

6.0   BID ANALYSIS STAGE:

6.1 Interview bidding Contractors.

6.2 Finalize the review of value-engineering suggestions.

6.3 Solicit comments from all bidders regarding areas of concern, omission or ambiguity in the contract documents identified during bidding.

6.4 Cause the contractor to develop a detailed progress schedule.

6.5 Define the Pay Application process for the Contractor.

6.6 Define the project administration procedures for the Contractor.

6.7 Define Change Order substantiation procedures as stipulated in the Contract.

6.8 Negotiate final contract language with the Contractor.

6.9 Refine the project budget and schedule.

6.10 Refine the project's cash flow projections for the Clients.

7.0 <u>**CONSTRUCTION PHASE SERVICES -ADMINISTRATION OF CONTRACT:**</u>

7.1 With the Architect, provide administration for the construction contract.

7.2 Oversee developments of the Contractor's detailed critical path method schedule.

7.3 Monitor schedule progress and budget compliance throughout the contract process.

7.4 Evaluate, recommend for approval and process Payment Applications through the Client's staff for payment.

7.5 Assist the Architect, as required in quality control of the design and construction process as it proceeds.

7.6 Chair and minute weekly site progress meetings.

7.7 Evaluate and resolve any Change Order applications.

7.8 Cause the Architect and the Consultants to action their punchlisting of the work as it progresses.

7.9 Assist in T.C.O./ Certificate of Occupancy and other governmental/ regulatory agency approvals from the Authorities.

7.10 Settle any outstanding claims on the project, Construction and FF&E and other sources.

7.11 Coordinate close-out documentation for the project.

7.12 Select a Move Coordinator and Moving Company and oversee the relocation of the staff and their Fixtures, Furniture and Equipment.

7.13 Debrief with the Client's staff at completion to ensure that all outstanding problems are solved and a smooth operations start-up is achieved.