



**Menlo Group**  
COMMERCIAL REAL ESTATE

## OUR PROJECT MANAGEMENT SERVICES

## CONTACT US



480-771-4433



[www.menlocre.com/project-management](http://www.menlocre.com/project-management)



## ABOUT US

Menlo Group achieves excellence when managing our client's commercial real estate projects. We develop lasting relationships by guiding clients through the complexities of creating their business spaces.

While we have the tools to manage any project, we specialize in tenant improvements, focusing on dental, veterinary, medical & professional office spaces.

Our project management team will help develop your budget, scope, and project team while overseeing the coordination, logistics and completion of your project.





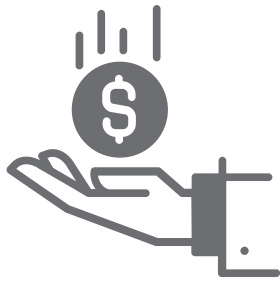
As project managers, we improve project efficiency by leveraging our expertise and resources in the industry to ensure your project runs smoothly. From the beginning, we work to understand your goals and objectives, developing a game plan everyone is in agreement with, to create your dream business space.

# OUR SERVICES

- Project Team Sourcing & Development
- Ground Up Project Management
- Budget/Schedule Administration
- Architectural Design & Documentation Review
- Tenant Improvements
- Property Renovations
- Property Design & Engineering Consultation
- Interior Design Material & Finish Coordination
- Millwork Planning & Design
- Contractor Selection & Procurement
- Construction Contract Consultation
- Signage Development & Design Consultation



# **BENEFITS OF HIRING A PROJECT MANAGER**



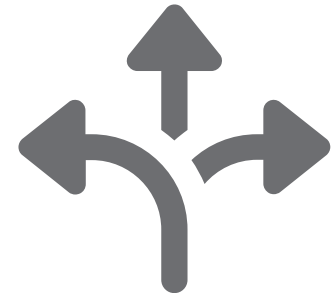
## **COST & TIME SAVINGS**

We help you create a budget that is up-to-date throughout the life of your project. We also review and ensure the accuracy of all invoices and change orders.



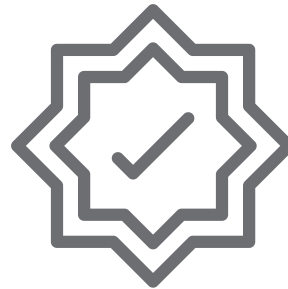
## **REDUCED STRESS**

Our expertise not only includes dealing with day-to-day oversights, but also developing solutions to problems that will bring relief to our clients.



## **FLEXIBILITY**

We have the skills and experience to problem solve, offer guidance and recommend a variety of approaches when facing critical decisions during your project.



## **QUALITY**

By monitoring and supervising your entire project closely, we make sure standards are kept at the highest quality.



## **CONTROL**

By acting as your representative, we are able to help you achieve greater control and understanding of every aspect of your project.

# WHY YOU NEED PROJECT MANAGEMENT CONSULTATION

There will be many aspects of your project that vary in complexity and difficulty, such as determining your project scope, materials, budget, schedule and stakeholders.

We help you determine the aspects critical to the success of your project. We represent you throughout the entire process, offering support and expert advice.

**Our team guides you  
through the entire  
construction process.**

## PRE-CONSTRUCTION

The planning and development phase is essential for setting goals and expectations, and anticipating problems before they happen.

- ◆ Ensure the timely and proper involvement of architects, general contractors, subcontractors and equipment specialists to develop a consensus as to budget, schedule, design and objectives.
- ◆ Assist with the coordination of the permitting process with selected architects and general contractors.
- ◆ Review and consult with the client regarding proposals received from vendors, contractors and other relevant stakeholders.
- ◆ Participate in planning sessions with the client, client's counsel and other involved groups.
- ◆ Review specifications and drawings as they are developed. Provide recommendations to the architect, designer, contractors, or subcontractors on effective alternatives to current design intent, drawings and proposals.





## CONSTRUCTION

Once construction begins, we work with you and your project team to ensure everything goes according to plan.

- ◆ Use best efforts to obtain satisfactory performance from each contractor and design firm. Recommend courses of action to the client when requirements of a contract are not being fulfilled.
- ◆ Maintain your project budget.
- ◆ Review construction schedule to ensure project is on time and deadlines are met.
- ◆ Determine that work performed by any contractors or design firms is in accordance with the requirements of the contract documents. Endeavor to guard the client against defects and deficiencies in the workmanship.
- ◆ Meet with the client to review revised drawings, change orders, submittals and other critical construction documents.
- ◆ Regularly communicate with all relevant project stakeholders through written and verbal means.
- ◆ Monitor the close out of the general contractor, design firm architect and other relevant stakeholders upon completion of the project.

**Our relationship with our clients is based on trust. We strive to put their needs first to ensure their expectations are met.**

