

BENCHMARK

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SERVICES AND EXPERIENCE

Services:

The following outlines a partial list of the advisory and management services Benchmark Advising is experienced in providing that can lead to successful expansion, remodeling, and repositioning.

Real Estate:

Broker introductions and kickoff meetings
High-level market & location strategy
Delivery conditions allowances & site assessments
LOI, lease, and work letter review & comment

Design:

Architect/designer introductions & kickoff meetings
Programming & space design
Key stakeholder meetings & focus groups
Drawing review, comment, & constructability reviews
Permitting & entitlements

Construction:

General contractor introductions
Bid package preparation
RFPs & bid reviews
Construction project management & reporting
Project closeout & TI allowance collections

Vendor Strategy:

Vendor RFP & review
Vendor selection & management
Scope gap identification
Contract review

Corporate Function Collaboration:

Finance & accounting
Legal & compliance
Operations & facilities
IT & security
Recruiting

Process Design:

Project management, budget, & schedule tools
Project milestone tracking tools
Best practices & lessons learned
Cost savings & value engineering tactics
Scalability & future process improvements

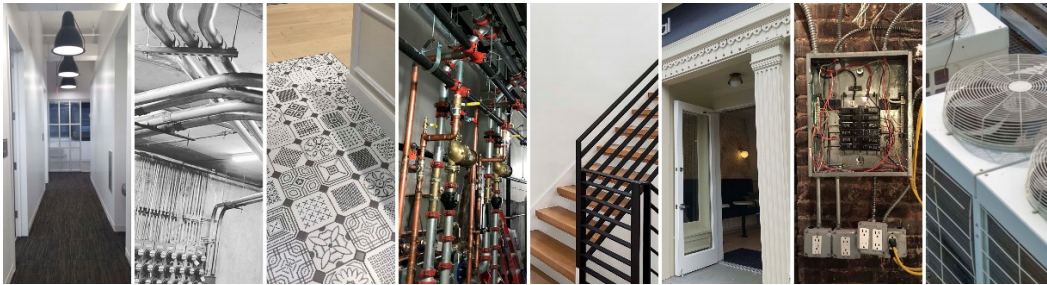
Experience:

- ≡ Client-side projects:
 - = Coordination and management of real estate, design, construction, and project closeout of over 60 commercial tenant improvement projects in cities across the U.S.:
 - High-rise buildings with challenging access and sensitive neighboring tenants (Boston Properties, Lerner, Blackstone, etc.)
 - Retail strip centers, including new storefronts
 - Indoor malls and outdoor lifestyle centers with strict design criteria (Westfield, Macerich, Brookfield Properties, etc.)
 - Stand-alone retail buildings, including structural retrofits
 - = Coordination and management of design, construction, and project closeout of 12 on-site employer-sponsored medical clinics within existing buildings on corporate campuses
 - = Coordination and management of design, construction, and project closeout of many corporate office expansions, remodels, and refreshes, up to \$14,000,000 and 60,000 s.f.



≡ General contractor projects:

- = Successful completion of over 100 projects for both tenants and building owners including:
 - Tenant improvements (both negotiated and competitive bid)
 - Exterior improvements, including façade, hardscape, landscape, and parking
 - Building lobby and restroom upgrades
 - Service work and emergency repairs in occupied spaces
 - Restaurants and food service
 - Work in historic and landmark buildings
- = Full-service project management included self-performing all of the following tasks:
 - Business development and sales
 - Bidding, estimating, and proposal writing
 - Client contracting and communications
 - Subcontractor selection, contracting, and management
 - Field employee management and scheduling
 - Accounting, invoicing, and lien waivers
 - Punch list creation, completion, and project close-out
- = Employee training and mentoring



≡ Real estate:

- = Vendor selection and onboarding
 - Broker team
 - Real estate legal team
 - Zoning expert
 - Lease administrator
- = Market selection using demographics, psychographics, and other data
- = Zoning and drive time map studies
- = Site tours and analysis
- = Letter of intent writing and reviews
- = Lease and work letter reviews
- = Delivery condition analysis
- = Experience working with the following brokerages



- ≡ Design, permitting, and entitlements:
 - = Vendor selection and onboarding
 - Architect, architect of record, and interior designer
 - Engineering team (mechanical, electrical, plumbing, fire sprinkler, fire alarm, structural)
 - Sign and graphics designer
 - Lighting designer
 - Acoustics consultant
 - Furniture vendor
 - Security, IT, and A/V vendor
 - Permit expeditor, land-use attorney and public affairs consultant
 - = Site due diligence investigation and reporting
 - = Space programming working sessions
 - = Fit plan design and review
 - = Design development preparation and review
 - = Construction drawing preparation and review
 - = Constructability analysis
 - = Permit application, submittal, and response



- ≡ Construction:
 - = Vendor selection and onboarding
 - General contractor (national and local)
 - Specialty contractor
 - Sign fabricator and installer
 - Low voltage installer
 - Millwork fabricator and installer (national and local)
 - = Estimating, budgeting, and invoice tracking
 - = Project management
 - = Project team meeting organization and execution
 - = Punch walk and project close-out



≡ Post-construction:

- = Furniture, fixtures, artwork, and equipment coordination and install
- = Move coordination
- = Facilities management
 - Vendor selection and onboarding
 - Team training
 - Janitorial and issue resolution SLAs
 - Maintenance, repair, and replacement intervals
- = Tenant improvement allowance collection



≡ Process design and management:

- = Due diligence checklist (over 120 items)
- = Project schedules and milestone trackers, including critical path
- = Project management tracker and gantt chart (over 150 tasks)
- = Budgets, invoice tracking, and budget summaries including CapEx cash-flow projections
- = Daily work reports
- = Day-by-day deployment schedules
- = Decision logs and risk reports
- = Facilities management tracking
- = Google Docs and Smartsheet setup, onboarding, and training

Project Resources		Project Contacts		Project Highlights	
[Project] Project Status		243d	01/01/20	12/04/20	0% 0
+ SITE SELECTION		12d	01/01/20	01/16/20	0%
+ LEASING		83d	01/17/20	05/12/20	0%
- DESIGN		57d	02/13/20	05/01/20	0% 72d
Design		42d	02/13/20	04/10/20	0% 20d
Schematic Design (SD)		15d	02/13/20	03/04/20	0% 20d
Schematic design (Floor Plan & RCP)		5d 57	02/13/20	02/19/20	0% 1w
Interior renderings/iterate/approval		2w 79	02/20/20	03/04/20	0% 1w
Schematic design review/approval		2d 79	02/20/20	02/21/20	0% 3w
Design Development (DD)		35d	02/24/20	04/10/20	0% 20d
DD set		10d 81	02/24/20	03/06/20	0% 3w
DD Set review/comment		2d 83	03/09/20	03/10/20	0% 1w
Final IT review		IT 2d 83	03/09/20	03/10/20	0% 3d