



Alberta Project Management Services

Partnership. Performance.



Platinum member



A Different Approach to Project Management

Avison Young Project Management builds value and quality into every project, regardless of size, type and location. Our full-service project management team partners with clients globally, by using their specific business objectives as a basis for creating customized solutions.

Avison Young's project management solutions are tailored to address client needs by a team of over 100 specialists, supplemented by partnered managers as required.

OUR EXPERIENCE

expertise and depth of knowledge translates plans into successful reality by meeting your business objectives, schedule and budget.

OUR GOAL

is to drive value on every project and reduce the time committed by our client's internal resources.

OUR CLIENTS

typically achieve over 100% ROI on our project management fee.

Project Facts

1,500

Projects completed annually

\$2B

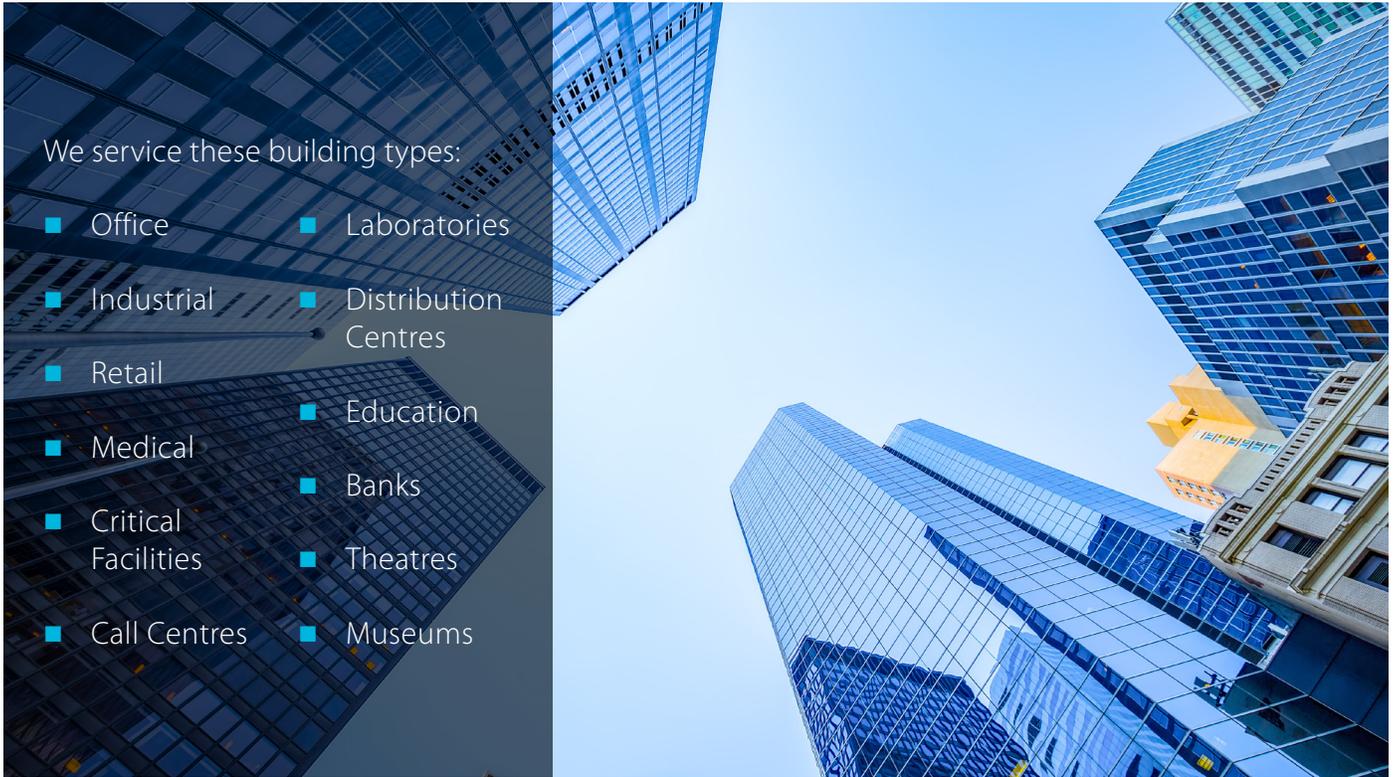
Over \$2 billion in projects managed annually

100

Professionals globally, supplemented by partnered managers

YOUR BENEFITS

- Experienced **single point of contact** responsible for all project needs
- **Best practices** adapted to client-centric procedures - professional approach and deliverables
- **Scalable delivery** across the continent with representatives in multiple markets globally
- **Save you time and resources** - we actively manage the project and report back to you
- **Drive value** - through on-time delivery, active management and leveraging our experience and active cost controls
- **Reduce risk** through proper contracting and proven oversight practices.



We service these building types:

- Office
- Industrial
- Retail
- Medical
- Critical Facilities
- Call Centres
- Laboratories
- Distribution Centres
- Education
- Banks
- Theatres
- Museums

Building On Excellence & Experience

Close involvement - from early strategic planning and visioning through design, construction oversight, and move management - drives savings to the bottom line and supports "best in class" service. Our experience, expertise, and depth of knowledge translates plans into successful reality by meeting your business objectives, schedule and budget.

Through this value-added process, we build for your success.

On behalf of our clients, we manage these types of projects:

- Development services
- Tenant improvements
- Developer monitoring
- National programs
- Due diligence
- Renovation and rehabilitation projects
- Program management
- CM at Risk projects
- Maintenance Asset Planning
- Cost Control

Avison Young's Project Management provides a structured and comprehensive approach to coordinate, control and manage our clients' projects that include:

- Strategic planning
- Goals & objectives definition
- Due diligence
- Site selection & multi-site analysis
- Workletter evaluation
- Team selection
- Budget and schedule development
- Service and materials procurement
- Design and construction oversight
- Relocation oversight

Areas of Expertise



Brian Stephenson, Senior Vice President & Practice Leader

780.702.0698

brian.stephenson@avisonyoung.com

Background: Project Construction Management

Brian's professional career is diverse and includes operational and leadership roles at ATCO Electric, Stantec, Canadian Utilities, MacEwan University, and Telus. Prior to joining Avison Young, he founded JRL Development Corp., a commercial project and construction management firm servicing the Province of Alberta and the greater Edmonton area. JRL clients include the University of Alberta, Northern Lakes College, Arrow Engineering, and Chrysalis.

Mr. Stephenson delivers focused Consulting, Project and Construction Management Services by combining and aligning client corporate strategies and goals with annual real estate activities and business unit operational plans. Working together with the client and all Avison Young lines of business, the Project Management Team ensures success with achievable forecasting, concise execution, and ongoing long and short term portfolio and program performance review.



Scott Varga, Senior Project Manager

780.720.3101

scott.varga@avisonyoung.com

Background: Project Management/Architecture/Planning

Scott Varga is a dynamic design and architectural project specialist with residential and commercial projects built around the globe. Leading large teams with a focus on collaboration and client satisfaction, Scott has been able to achieve innovative results helping businesses maximize their space and the impact it has on their people, clients and their technologies.

Scott was the driving creative force for changing how 13,000 employees worked by creating innovative workplace strategies tied to real estate, HR, and IT. This strategic alignment led to increased collaboration and improved communication among staff while reducing corporate operating costs.

Over the course of his career, Scott has driven to achieve results through creativity and comprehension of how change can impact people. By employing design thinking strategies, Scott has been able to reduce the perceived negative impacts of change while improving employee buy-in through strong design, communications and change management approaches.



Dayton Savard, Project Manager

780.953.4148

dayton.savard@avisonyoung.com

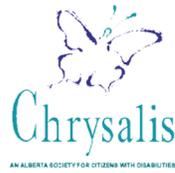
Background: Project Management/Architecture/Planning

Dayton Savard is a construction engineering and project management specialist that has a background in commercial, residential and institutional work around western Canada. As a results-driven individual his areas of expertise are in solving current challenges, and driving to achieve a higher results for success.

Dayton has a background that encompasses a focus on integration management, procurement, project management, cost management, and quality assurance and quality control. The scope of services that he can provide include Workplace Strategies, vision planning, project planning, construction management, estimating, scheduling, documentation control/approval, change management, new building construction, building renovation, sustainability, environmental control, hazardous material management

One of Dayton's project highlights is the Mosaic Center, which is Alberta's first net-zero, LEED Platinum Certified commercial building. A building and project that aims to be a model of sustainable construction to inspire others to build more collaboratively and include deeper thought into the lifecycle of the materials used.

Clients



"The success of Avison Young is a **reflection of the confidence** placed in us by our clients."

– GRAEME YOUNG, FOUNDER

Project Management

CONSULTANTS

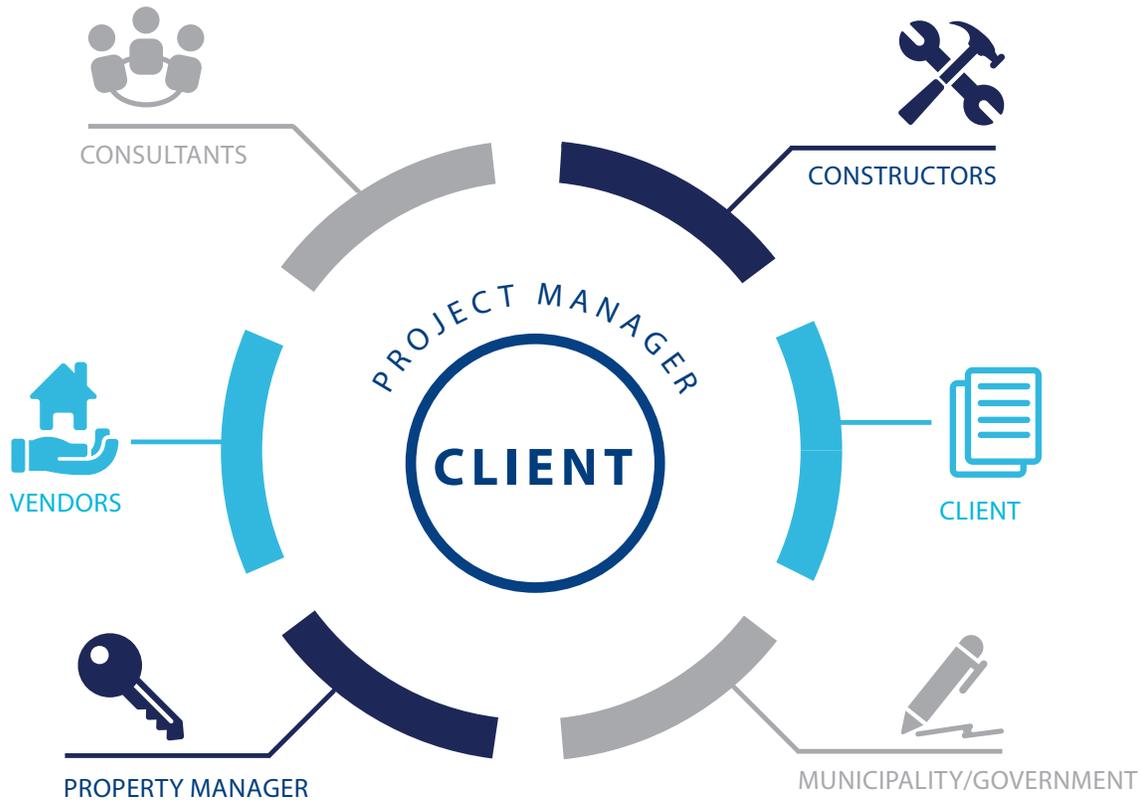
Architect
 Electrical Engineer
 Structural Engineer
 Interior Designers
 Mechanical Engineer
 AV Designer
 IT Consultant
 Environmental Quality Surveyor

CONSTRUCTORS

Construction Manager
 Structural Contractor
 IT Contractor
 Electrical Contractor
 Comms Contractor
 Security Contractor
 AV Contractor
 Food Service Contractor

VENDORS

Construction Manager
 Furniture Installer
 AV Installer
 Telecom Vendors
 Walls Supplier
 Walls Installer
 IT Installer
 Signage
 Movers



CLIENT

Executives
 Asset Manager
 Finance/Accounting
 Operations
 Project Manager
 Marketing
 Legal
 IT
 Steering Committee
 Purchasing
 Security
 Building Systems

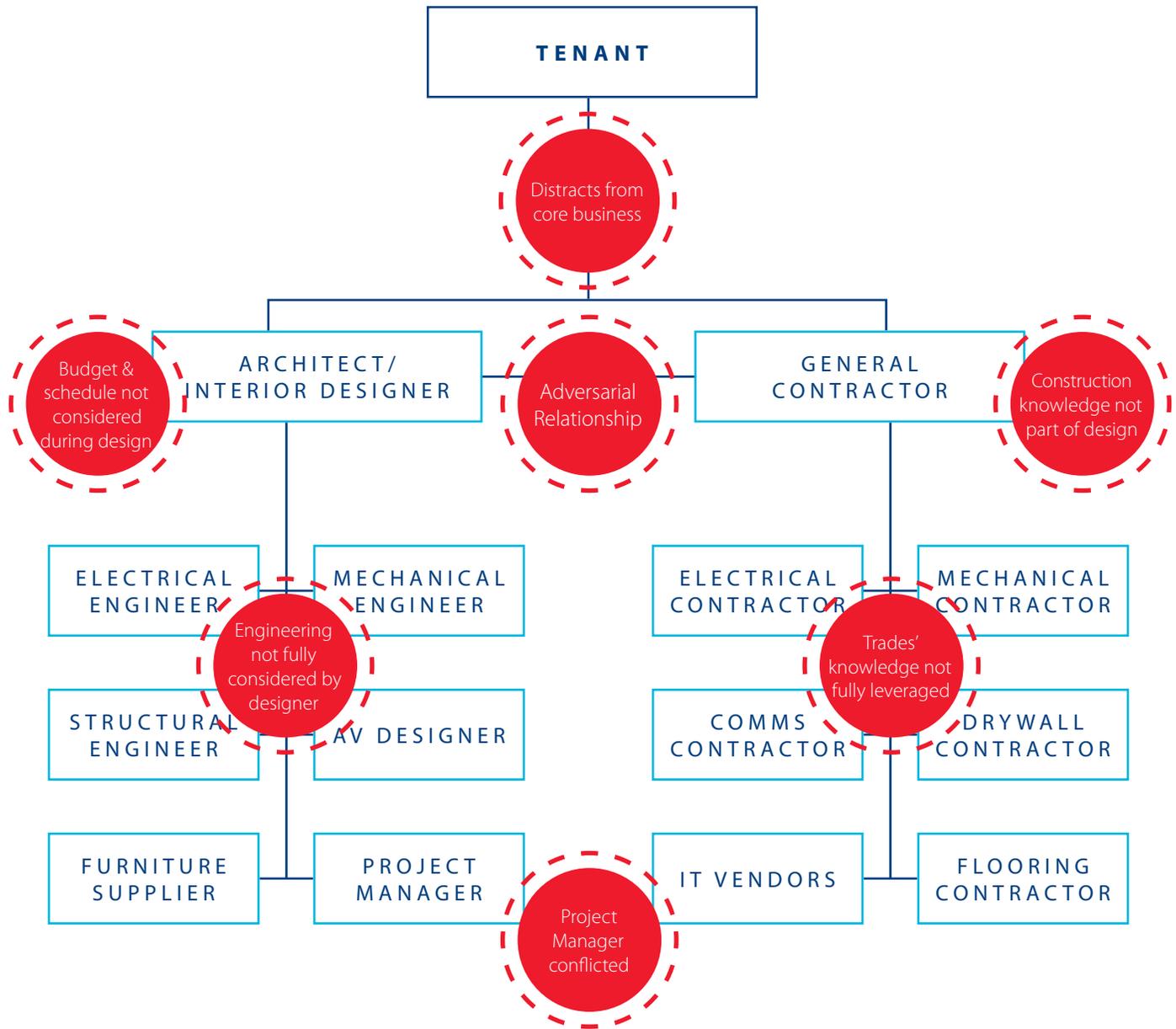
PROPERTY MANAGER

RE Manager
 Mechanical Systems
 Maintenance Manager
 Operations Manager
 Security
 Utility Manager

MUNICIPALITY/GOVERNMENT

Mayor & Council
 Planning Dept
 Engineering Dept
 Legal Dept
 Special Projects
 Communications

Risks to Project



 Risks to project objectives, budget, and schedule

GAPS

1. Who coordinates between design and engineering?
2. Who directs furniture supplier from specification to installation?
3. Who manages move?
4. Who is contact with landlord and property manager?
5. Who attends to change management and employee communications?

Project Management Services

The depth of the expertise present within our organization qualifies us to manage a broad spectrum of integrated services in the disciplines of:





OWNER REPRESENTATION

BASE BUILDING

- Site evaluation and due diligence review
- Develop preliminary schedule and budget
- Recommend and hire appropriate outside consultants
- Oversee site plan approval phase including, “as of right” planning board approvals, required variances, any offsite improvements and the procurement of all agency approvals
- Hire and manage construction manager
- Provide value engineering options
- Chair weekly project team meetings
- Provide monthly progress reports outlining the project status, budget and schedule

TENANT SERVICES

- Assist leasing team in the development of a building TI workletter and building standards
- Manage space planning and TI budgeting
- Coordination of design and construction services required for any building common area for capital improvements
- Provide project and construction management services for tenant build-outs



TENANT REPRESENTATION

PROJECT DEFINITION

- Site/Building search and evaluation of building systems
- Facilitate design development services including: programming, preliminary block planning for sites and development of the scope of work description
- Manage the space planning process
- Provide quantity take-offs and construction estimate for use in evaluating the tenant improvements and the workletter portion of the lease

PROJECT IMPLEMENTATION

- Develop preliminary schedule, critical dates and overall project budget
- Obtain and review proposals for professional services and make recommendations for awarding the contracts to client
- Establish bidding specifications and procedures
- Review all plans and provide value engineering recommendations
- Coordinate all pre-construction services, budget cost controls and schedules for all required vendors
- Hire and supervise construction manager, including monitoring and evaluating all change orders and schedule changes
- Provide monthly progress reports, outlining status, budget, & schedule
- Bid out, award and coordinate the installation of all furniture, IT and audio visual and relocation activities
- Post construction & closeout services including: punch list, maintenance programs and account closeouts



CONSTRUCTION MANAGEMENT

- Attend design meetings with architect and engineers to assist in the design and value engineering process
- Provide pricing of potential designs to assist clients in the decision making process
- Work with municipalities to secure all required permits and approvals
- Establish guidelines for bidders to ensure complete and accurate bids
- Compile a list of qualified subcontractors and submit RFP's
- Level all bids and make recommendations to client on awarding subcontracts
- Establish contract parameters and insurance requirements for contractors, vendors, and material suppliers
- Chair weekly owner and subcontractor schedule and provide updates to client on regular basis
- Establish safety guidelines and conduct weekly safety meetings
- Provide on-site supervision of all project activities to ensure project schedule is maintained and construction is being conducted in compliance with approved construction documents
- Obtain all closeout information including warranties, guarantees, as-built drawings, lien waivers, etc.



- Provide site evaluation, zoning analysis and due diligence review
- Develop early cost models at the feasibility stage to enable key financial decisions regarding business commitment to the project
- Define “as of right” development potential
- Coordinate the site plan approval process
- Develop preliminary schedule and budget
- Recommend and hire appropriate outside consultants
- Develop with the client, a master budget and cash flow, summarizing all hard and soft costs
- Coordinate and monitor all consultant activities during the design phase, and ensure conformance with agreed upon project goals
- Direct the Construction Manager during pre-construction services, agree on construction cost and schedule, shop drawing review and RFP process, identify insurance and warranty requirements
- Provide continuous “value engineering”
- Review subcontractor bids, along with the Construction Manager, make bid recommendations based on bidder qualifications and track record
- Analyze and make recommendations on construction manager’s evaluation of proposed change orders and requests for extension of schedule
- Provide monthly progress reports with an executive summary, outlining the project status, budget and schedule

PROJECT MANAGEMENT TEAM

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