

The
PMG
Guide To Managing
Capital Improvement Projects
And
Building Greening Projects



A Publication of

PMG

PROJECT MANAGEMENT GROUP, INC.
*Exceptional Residential, Commercial,
and Industrial Project Management*
NEW YORK • FLORIDA



Leslie Kaminoff
Chief Executive Officer

Dear Reader:

As a decision-maker for your property, you have many responsibilities. Your property, its owners, residents, and/or tenants, depend on you to oversee the financial, structural, and quality-of-life issues that impact the building in which they live and/or work. In the case of shared-interest communities, it is a property in which they have invested as well.

Major capital improvement projects – especially those that involve structural and/or construction activity – typically call for significant cooperation and coordination among property decision-makers, owners, outside professionals, and management. Such projects demand time, scrupulous financial oversight, and hands-on involvement to ensure that they are done properly, in accordance with all laws and regulations, and with the least possible disruption to your building's day-to-day operation.

Additionally, you and your colleague decision-makers may be contemplating how to take your building green. As you are aware, green buildings – that is, buildings that are eco-friendly – offer a sustainable environment that is in great demand in the real estate marketplace. Green buildings are a source of pride for their owners and residents. They are very attractive to potential purchasers and tenants. And, done properly, greening your building can result in reduced operating costs. However, knowing what your building's realistic greening options are, and how to go about implementing them, is a challenge that requires professional guidance.

Project Management Group – PMG – is pleased to offer expert project management and greening assistance to residential, commercial, and industrial properties in New York and South Florida. Through PMG, a custom-designed Capital Improvement Project Management program and/or Building Greening program will be created exclusively for your property. Your PMG program will steward your property and your property's associated professionals every step of the way, from project inception to satisfactory completion.

The purpose of this introductory booklet is to explain the role of the Project Manager in general, to introduce Project Management Group, Inc., and to discuss how engaging PMG as Project Manager will benefit your property for many years to come. I invite you to consult with us at 212-271-0306 in New York and 561-208-0052 in Florida for answers to your questions and to explore how Project Management Group, Inc. can be of service.

Sincerely,

A handwritten signature in black ink, appearing to read 'L. Kaminoff', written over a light blue horizontal line.

Leslie Kaminoff
Chief Executive Officer

Why Your Project Needs A Project Manager

Whether it is a mechanical, structural, or aesthetic improvement, there are many factors to consider when a major capital project is undertaken. Who will draw the specification for the project? Which contractor or contractors will be engaged to execute the project? And, most important, who will monitor and oversee the project to ensure that the work is performed properly, that it is done in accordance with all local and other laws and regulations, that it causes the least possible disruption to the building, and that it is completed on time and on budget?

For significant capital improvement projects, it is always prudent to engage the services of an objective, expert Project Manager who will provide ongoing oversight and management of all phases and aspects of the project.

Project management includes but may not be limited to:

- On-site, in-person inspection of work procedures, code compliance, and progress throughout the project duration;
- Ensuring the safety, security, and housekeeping of the job site, surrounding area, and individual units both inside and outside;
- Establishing, coordinating, and monitoring time schedules and other logistical considerations with all project participants, including engineers, contractors, building staff, building residents/tenants, and others, through all stages of the project;
- Attending all project-related meetings of engineers, contractors, other project professionals, property decision-makers, and others;





- Serving as communication liaison between decision-makers, contractors, engineers, and other project professionals, building staff, building residents/tenants, and all others involved with and/or affected by the project;
- Arranging for timely advance notification to building residents/tenants of each project phase;
- Securing applicable sign-offs from professionals and governing agencies as necessary and in a timely manner;
- Reviewing all contractor requests for payment to monitor progress and schedule of values;



- Reviewing performance and product guarantees and warranties, and filing all guarantees and warranties for future access and reference;
- Arranging for, and securing, all manufacturers' inspections and approvals;
- Inspecting the project prior to intermediate and final sign-offs;
- Providing written, documented progress and other reports to the appropriate parties; and,
- Creating, maintaining, and providing to the property decision-makers a Project Close Out Book that includes all project documentation and required paperwork.



In light of the functions described above, the rationale is clear for engaging a competent, professional Project Manager who will serve as the ultimate point-person throughout the project, attend to day-to-day concerns, and provide continuity throughout the project's duration.

About Project Management Group, Inc. (PMG)

Project Management Group, Inc., (PMG), offers total management for all capital improvement and green projects in residential, commercial, and industrial properties.

Through a Project Management program designed specifically for your property's project, PMG can provide the following services:

Job Specifications and Bidding

During this process, PMG will work with your other retained professionals to prepare specifications, establish a bidders list, and create spreadsheets to help in determining how to award the project and to whom. All bidding overseen by PMG will be conducted according to a sealed bidding procedure, which guarantees the integrity of all bids solicited and received.

Job Coordination and Inspection

During this phase, PMG will administer and oversee the job and job site. Services will include pre-job phasing, resident/tenant coordination, and site inspection. Weekly inspections and job meetings will be held to ensure schedule conformance, specifications compliance, and job site safety and housekeeping. PMG will prepare and provide written reports, as well as notification of any schedule changes or plan deviations, and will do everything possible to ensure the highest quality of workmanship while keeping additional work in check. PMG also will review all requests for payment to monitor both payment requisitions and schedule of values prior to making payment. No payment will be issued without prior approval from the authorized property decision-maker.

Job Close-Out and Finalization

Upon completion of the physical job, PMG will coordinate job close-out and finalization. PMG will ensure that applicable sign-offs from all professionals and governmental agencies are received; that the job site is secured and left in a clean and professional manner; that all guarantees and warranties are obtained in their proper form; and that all manufacturers' inspections and approvals (if necessary) are on record. A final Project Close-Out Book, including full documentation and all required paperwork, will then be prepared and provided to the authorized property decision-maker.

In addition...

Inspection and Planning

Whether or not you are contemplating a capital or greening project, PMG can perform a full roof-to-basement inspection of your property, and submit a photographic record and written report. We will then meet with you to discuss priority and long-range planning or specific areas requiring attention and action, review items requiring engineering and/or architectural expertise, and present recommendations for the engagement of such professionals. Upon your direction, PMG will issue a Request for Bids, collect proposals from the professionals solicited, and work with you and your colleague decision-makers on evaluation and selection of these professionals.

Taking Your Building Green

Project Management Group, Inc. – PMG – is proud to offer expert professional assistance in the greening of residential, commercial, and industrial properties. By greening, PMG refers to the ways that eco-friendly, sustainable, and resource conservation initiatives can be introduced and implemented in existing buildings.



Through a PMG Greening Program designed exclusively for your building, PMG will identify and report:

- ***The ways in which buildings like yours are becoming greener and more energy efficient.*** PMG will present to you a comprehensive list of green-related initiatives currently being implemented in buildings similar to yours.
- ***The specific options available to your building to become greener and more energy efficient.*** PMG will present an authoritative list of structural, mechanical, and operational greening initiatives appropriate for your building. PMG also will design and facilitate educational programs for your residents to raise their awareness and understanding of the greening initiatives your building decides to undertake.
- ***The anticipated cost/benefit relationship of the various greening initiatives that are appropriate for your building.*** PMG's greening audit will include a detailed cost analysis of the greening initiatives that are identified as viable for your building. This analysis will be complemented by specialized recommendations on how to reduce energy costs for electricity, fuel, and other purchased energy, and with guidance regarding government and other incentives that can result in reduced cost for your greening programs. The PMG cost analysis also will show the specific anticipated cost/benefit relationship for your various greening options so you will have an informed projection of how a greening program will impact your property's bottom line in the years to come.

A PMG Greening Program can help your building save money. PMG manages many of the greening options we are able to recommend and help buildings implement so that substantial cost savings are realized while working toward your building's sustainability.

PMG is experienced in presenting and managing the implementation of every type of greening initiative in every type of building. We have inside industry knowledge about new and emerging options so our recommendations will always be current. Once PMG has performed an audit of your building and presented a comprehensive report, complete with costs, cost/benefit analysis, and long-range considerations, you can rely on us to manage the implementation of your greening plans with the same meticulous attention we give to every PMG project.

The Benefits Of Engaging Project Management Group, Inc.

Your property will benefit in several significant ways by engaging PMG as your Capital Improvement Project Manager.

Our Experience in Capital Improvement Management and Greening Project Management
Project Management Group, Inc. is experienced in all types of capital improvement and greening project management. We have successfully managed many such projects for residential, commercial, and industrial clients, varying in scope and complexity from the installation of building amenities such as health clubs and swimming pools to implementing greening initiatives in landmark buildings.

Since many projects typically require one or more permits, PMG also offers expert expediting to obtain municipal approvals and permits, landmark approval, agency sign-offs, violations removal, and building research.

We offer our expertise and professionalism to you.

Our Reputation for Service, Honesty, and Integrity

Project Management Group, Inc. is an organization characterized by an unwavering commitment to service, honesty, and integrity.

Project Management Group, Inc. has no direct affiliation with any architectural, engineering, or construction company.

All PMG programs and services exceed industry standards for project management involvement and thoroughness.

Our Flat Fee Arrangement

Most professional Project Managers enter into agreements on a percentage basis. That is, they charge a percentage of the project's total paid amount, a sum that can increase significantly throughout the course of the project owing to change orders and other unknown variables.

In contrast, PMG will enter into an agreement with your property based on a flat fee, which will be paid in phases coinciding with phased payment to contractors, and which will not increase under any circumstances.

Project Management Group, Inc. pledges to do everything possible to ensure that your project is executed properly and to your complete satisfaction. To learn more about the services of PMG, please contact Mark Weil, Principal, at 212-271-0306 in New York and 561-208-0052 in Florida.



"I want to thank PMG for making this incredibly difficult process a great deal easier. Your honesty and integrity have shown through since Day One. As Board President I can honestly say that hiring PMG has been the easiest and best decision on this project so far."

President
400-unit high-rise community in New York City

"I have been quite satisfied with the service PMG has provided. In particular, I am happy about the assistance we received with the elevator modernization program and are currently receiving for four major projects: the Local Law 11 arrangement and work; the design and renovation of the entire plaza; the installation of an upgraded electric sub-metering system; and the resurfacing of two roofs. Thank you for your fine work."

First Vice President
New York Cooperative Corporation

"This is an especially difficult project because it affects owners, hotel guests, and a landmark hotel. There are so many different elements that other projects typically don't have, making this project especially complex. At PMG, they have the unique ability to pull everyone together in a calm and confident manner. It's just been a pleasure working with them. I've been involved in other easier projects at other buildings but they didn't go as smoothly as this one. I would have PMG manage any project. Really, I don't know what we would have done without them."

Renovation Committee Member
Landmark hotel and residential condominium

"Project Management Group has definitely made a big difference in the way jobs run. While working with property managers works well, they have myriad responsibilities outside those for the construction project. As a result, the construction project can't always take first priority and there are sometimes resulting delays. It makes a really big difference having someone from PMG whose responsibilities and energies are focused solely on the project. As a result, the jobs are better organized with fewer delays and missteps, and communication, record keeping, and quality control are all vastly improved. From a contractor's perspective, it's a real benefit."

President
Major restoration company

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