

relocation/renewal timeline

updated February 2008

Tenant Relocation/Renewal Process

Planning & Objectives

1. Review of existing commercial property lease and propose appropriate exit strategies as required
2. Establish relocation parameters and specific needs analysis to include:
 - a. Headcount projections and the operational space requirements and office space standards for now and into the future
 - b. Optimal adjacencies and density layout and design for operational efficiency
 - c. Geographic considerations for site selection criteria
 - d. Financial objectives and an alignment of the business plan to that of various real estate scenarios
3. Critical path timeline and budget planning
4. Provide detailed real estate plan and needs assessment for senior management's review and approval; make presentations to senior management as requested
5. Circulation of project data and review of space selection factors as they develop and change
6. Equipment/Vendor selection activities and review

Site Selection, Negotiations, & Due Diligence

7. Continuous market survey of available building candidates and report updating
8. Building touring activities
9. Development of request for proposals for alternative buildings of interest
10. Prioritize property preferences and material deal terms for each. Continuing negotiation of short list properties
11. Draft and submit non-binding letters of intent for short list properties
12. Conduct due diligence review of existing HVAC, electrical, mechanical, roof membrane and structure, and other building systems to include seismic studies as required for each building of interest
13. Review counter deal point proposals and available building systems data for continuing negotiations in the best interest of Client
14. In concert with legal counsel, negotiate the final lease document
15. Develop detailed project cost and start coordinated move and project management of various vendors required to perform move

Move Management and Procurement

16. Finalize space plan and pricing plan
17. Ready move schedule
18. Solicit pricing and bidding for tenant improvement plan
19. Final contractor/vendor selections
20. Furniture and procurement activities
21. Integrate architectural and furniture space plan to produce one comprehensive plan
22. Establish documentation process
23. Project management of all contractors and vendors to include construction management
24. Integrate MIS and telecommunications services with move process
25. Publish and maintain move schedules and move lists
26. Supervise physical move and employee presentation
27. Staff help desk for post move services

