
THE PROCESS: MGB DEVELOPMENT MANAGEMENT

MGB Development Management provides a comprehensive “Turnkey Approach” to deliver effective and seamless execution of your real estate strategy. Our team of experienced development and construction personnel will carefully manage every phase of your project from project planning through project closeout as outlined herein:

Client Needs Assessment

- Complete Understanding of Client Objectives, Schedule Requirements, Budget Expectations
- Transaction Structure Alternatives: Financial & Ownership / Project Capital Sources
- Complete Understanding of Project Scope
- Execute Client/Developer Agreement

Pre-Design Activities

- Establish Project Team Members: Civil, Architectural, Structural or Design-Build Contractor
- Site Evaluation & Selection: Required entitlements, onsite-offsite infrastructure, detention, encumbrances
- Feasibility Analysis
- Land Contract Negotiation
- Due Diligence
 - Evaluate-understand planning, zoning & code review for property
 - Evaluate-understand any Covenant, Codes and Restrictions affecting the property
 - Meet jurisdictional authorities to understand governmental requirements and timing for approvals
 - Soil testing & recommendations (geotech) for subgrade, paving, foundations, and slab design criteria
 - Site environmental testing
 - Complete an ALTA survey for property to understand existing utilities, topo & property boundaries, legal access to public right-of-ways
 - Title commitment & exceptions review to confirm no legal encumbrances affect the development
- Establish preliminary project schedule
- Establish preliminary project budget
- Develop site plan with ingress / egress & location for buildings / parking / storage
- Review property to determine potential future building capacity
- Financial Administration – Progress Pay Draw Preparation/Audit Review Process

Project Design Development - Entitlements

- Design-Build project delivery system
- Develop Outline Specification, Site Plan, Elevations

- Refine Project Budget
- Refine Project Schedule
- **Client Review & Approval** of Outline Scope of Work, Preliminary Budget and Schedule
- Subdivision Processing: Plat/replat
- Zoning Entitlements
- Site Plan Approval
- Special Use Permits

Prepare Bid Package for contractors to price the Client Facility

- Select 3-4 high quality building design-builders (general contractors)
- Create design-build bid package including the outline scope of work, specifications, and due diligence reports.
- Design-build bidding and RFI Process Management
- Evaluate bids with Client to determine most competitive design-builder with regard to price, schedule, scope of work, and experience of proposed project team
- Conduct detailed value-engineering with 2 finalist design-builders
- **Client Review & Approval** of Design-Builder & its Construction Costs Budget, Scope of Work & Schedule
- Prepare the design-build construction contract and negotiate it with design-builder

Design-Build Architectural & Engineering Design Coordination

Conceptual Design (40% set): Value Engineering at Each Stage:	Client Review
Design Development (80% set): Value Engineering at Each Stage:	Client Review
Construction Documents (100% set): Value Engineering at Each Stage:	Client Review

Civil

- Prepare grading-earthwork plans
- Prepare site utility plans, SWPPP and Erosion Plan Registration with EPA
- Prepare paving plans

Landscaping

- Landscaping & Irrigation Design per City/County/ CC&R Requirements

Architectural

- Review building codes and zoning as it pertains to the building program and design requirements.
- Develop building / parking layouts with floor plans and elevations
- Provide building design drawings that incorporate Client design and programming criteria and define the general building configuration
- Develop detailed project specifications
- Assist in space allocation and programming of interior spaces with Client
- Coordinate with Client the material handling designers, if applicable, and incorporate equipment plans provided by them on the drawings
- Finalize detailed architectural drawings and specifications for construction and permitting

Structural

- Development Structural Drawings, Details and Specifications

Mechanical, Electrical, Plumbing and Fire Protection

- Coordinate the design and construction documents for structural, mechanical, electrical, plumbing and fire protection engineering subcontractors

Building Permit Process with City/County based on 100% Construction Documents

- Manage and Coordinate all Required Governmental Permits

Client's Furniture, Fixture & Equipment Planning

- Assist Client with FF&E provider coordination
- Delivery lead time planning and installation scheduling
- Identify equipment/room specific HVAC requirements
- Coordinate special needs: electrical, voice, data, structural, etc.

Construction Management

- Notice to Proceed to general contractor
- Construction Coordination Meetings
- Make sure all materials testing is complete and documented
- Coordinate and resolve construction issues
- Track allowance expenditures
- Review proposed changes and recommend appropriate action
- Review and approve all payment applications to assure work complete for amount billed

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- Procure/Review GC and Subcontractor Lien Releases for each Pay Application
 - Construction Draw Processing and Draw Submission to Capital Source
 - Monitor construction schedule status
 - Client Reporting
 - Site Improvements
 - Shell Building Improvements
 - Tenant Improvements
 - Jobsite Inspections – Progress Monitoring
 - Tenant Fixturing and Operations Setup
 - Establish and monitor Substantial Completion criteria
 - Develop all contractor & vendor punchlists
 - Secure certificate of occupancy and inspection final tags from general contractor
 - Secure final release of lien from contractors
 - Verify Record Document(as built) plans
 - Punch List Completion
 - Tenant Move-in Coordination
 - Project Close-out
 - Warranty Manuals
 - Operation & Maintenance Manuals
 - Record Documents

Asset-Warranty Period Management

- Manage Warranty Repairs with Design-Builder
- Establish 1 year Warranty Punch List Creation and Completion
- Warranty Period Close-out, transition to permanent operations