

I BIO

Our expertise is in guiding clients through property research, planning, permitting, budgeting and construction with a focus on team oriented facilitation and management. . We are a smaller company. We cater our work to the needs of your unique needs and specialized program.

As a company, we pride ourselves in seamlessly fitting into the client's infrastructure. We know how important it is to immediately understand the project history, program needs and your short and long term goals. This way any recommendations and guidance will align with the client's ultimate vision.

ALLIANCE's relationships are extremely successful because of open communication and discussion of issues when they first arise. This allows problem solving to occur as a team. Please consider us as partners for your project.

2 SCOPE

Typical services ALLIANCE provides:

- **Pre-Planning:**
 - Research and analyze potential property prior to acquisition.
 - Provide Feasibility Studies with regard to enrollment or projected growth.
 - Capital campaign planning and strategy.
 - Create initial budget for the planning of construction and facilities projects.
 - Produce AutoCAD drawings for furniture, fixture and equipment for client review.
- **Communication and Coordination:**
 - Coordinate owner consultants such as survey, testing, roofing, abatement inspection and commissioning.
 - Coordinate permits, connection fees with the jurisdiction and project team.
 - Complete board updates and weekly meetings with the Business Manager, Board, Superintendent/Head of School and/or Facilities Team.
- **Pricing:**
 - Update overall budget including construction costs (hard costs) and misc costs (soft costs).
 - Approve and provide recommendations for payments.
 - Maintain and communicate weekly contingency log.
- **Construction:**
 - Coordinate initial pricing and / or bidding process and contract negotiations
 - Meet weekly with the construction team including the architect, contractor and subcontractors
 - Meet weekly with the client or send out email updates on weekly progress.
 - Update change order log and maintain filing for the duration of the project.
 - Coordinate all furniture, fixture and equipment (FF and E) purchased by Owner.
- **Owner Occupancy and Move In:**
 - Owner occupancy and move in
 - Coordinate move in and installation of furniture and owner provided items
 - Coordinate close out documentation including owner manual coordination
 - Coordinate remaining items in the warranty period with the school staff and general contractor
 - Coordinate staff request after project has been occupied.
- **Other Services:**
 - Public school process for receipt of state matching funds.
 - Grants for lighting, energy efficiency and green building techniques.
 - Value engineering and constructability review.

3CONTACT

Thank you for checking us out!

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