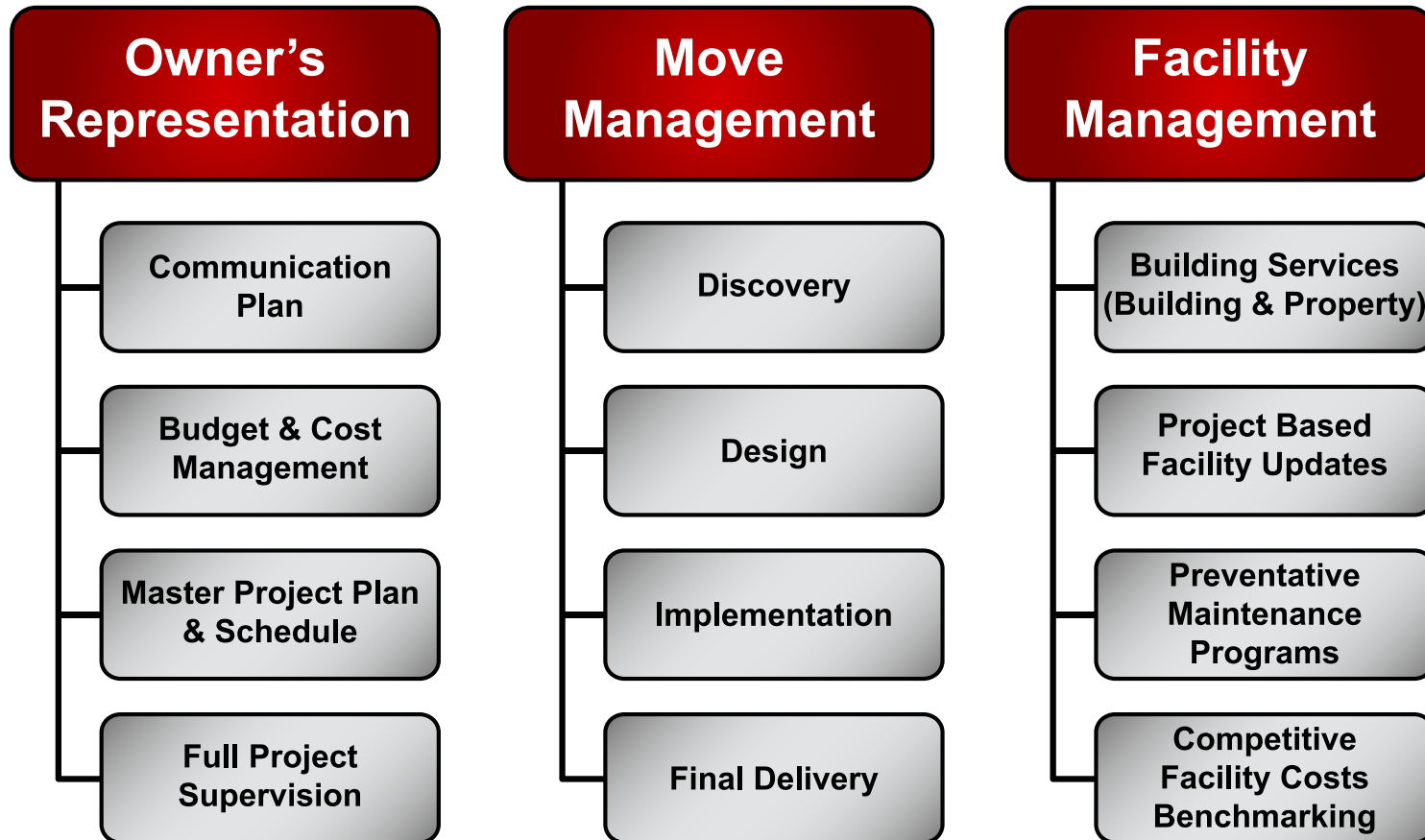


LEE FACILITY SERVICES GROUP



Service Deliverables



What We Do For You

**Owner's
Representation**

**Move
Management**

**Facility
Management**

Owner's Representation

Managing Construction and Move Projects Efficiently & Effectively

PROJECT COMMUNICATIONS

- Establish Effective Communications
- Provide Accurate Info for Every Phase of the Project
- Project Data On-line in a Secure Location

BUDGET COST AND MANAGEMENT

- Reduce Facility Budgets & Costs
- Prepare Comprehensive Project Budget
- Develop and Manage Competitive RFP Process
- Provide Timely Budget Updates
- Actual Costs vs Budget Analysis

What We Do For You

**Owner's
Representation**

**Move
Management**

**Facility
Management**

Owner's Representation

Managing Construction and Move Projects Efficiently & Effectively

MASTER PROJECT PLAN & SCHEDULE

- Full Project Schedule Including All Client/Owner Responsible Items (FF&E, Network, etc.)
- Client Maintains Control of the Project
- Manage & Minimize Project Change Orders
- Zero Downtime Build & Move Planning
- Proper Punch List Close-out for Client Sign-Off

Let Us Handle it ALL FOR YOU!

What We Do For You

**Owner's
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**Facility
Management**

Owner's Representation

Managing Construction and Move Projects Efficiently & Effectively

FULL PROJECT SUPERVISION

- Assist Your Broker in Sale/Lease Negotiations
- Establish Total Project Budget
- Assist in Selection of Qualified Project Contractors/Vendors Through RFP Process
- Oversee Construction and FF&E Deliverables
- Review Network, IT & Telecom Plan
- Support Project From Design to Occupancy
- Transition New Facility to You Properly

Let Us Handle it ALL FOR YOU!

What We Do For You

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Owner's Representation

Managing Construction and Move Projects Efficiently & Effectively

OUR PHILOSOPHY

- Lower Project Budget & Costs While Maintaining Project Quality
- Maximize Purchasing Power For Each Deliverable
- Allow Client to **Focus on Core Business**
- Allow Client to Maintain an **Excellent Quality of Life** Throughout the Project Lifecycle
- Continually Search Out **Value Engineering** Savings
- Create a **WOW FACTOR** for 1st Day of Occupancy

Let Us Handle it **ALL FOR YOU!**

What We Do For You

Owner's
Representation

Move
Management

Facility
Management

Move Management

Total Move Management Services & Supplemental Assistance

DISCOVERY & DEVELOPMENT

- Define Scope of Project
- Provide Customized Solutions

DESIGN

- Develop Detailed Project Plans including Staging and/or Phasing
- Define Resource Requirements- Internal and External
- Create Proposed Budget & Cost Outline

Let Us Handle it ALL FOR YOU!

What We Do For You

Owner's
Representation

Move
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Move Management

Total Move Management Services & Supplemental Assistance

IMPLEMENTATION

- Implement the Defined Project Plan
- Train Your Team in Proper Labeling and Packing
- Provide Timely Updated Schedules, Financial Reports and Change Order Updates
- Communicate Effectively to Minimize Delays
- Execute the Plan with LFSG On-Site Managing the Move Event
- Ensure All Systems Have Been Tested

Let Us Handle it ALL FOR YOU!

What We Do For You

Owner's
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Move Management

Total Move Management Services & Supplemental Assistance

FINAL DELIVERY

- Provide Final Documentation
- Review and Sign-off of Vendor Invoices
- Extend Support Throughout Transition
- Review Project & Financial Goals Attainment
- Ensure Total Compliance
- Stay Involved Until Final Client Approval

Let Us Handle it ALL FOR YOU!

LEE FACILITY SERVICES GROUP

What We Do For You

Owner's
Representation

Move
Management

Facility
Management

Facility Management

Maintain Your Property at First-Class Levels

BUILDING SERVICES

- First-Class Building & Property Maintenance

PROJECT-BASED FACILITY UPDATES

- Coordinate Facility Updates Based on Project Scope

Let Us Handle it ALL FOR YOU!

What We Do For You

Owner's
Representation

Move
Management

Facility
Management

Facility Management

Maintain Your Property at First-Class Levels

PREVENTATIVE MAINTENANCE PROGRAMS

- Coordinate Pre-Emptive Maintenance on Facility Systems

COMPETITIVE FACILITY COSTS BENCHMARKING

- Collect Facility Data to Compare Costs and Services
- Determine and Implement Potential Cost Saving Practices

Let Us Handle it ALL FOR YOU!

LEE FACILITY SERVICES GROUP

Project Budget Summary

	Total Budget	Actual Costs	Variance	Note
Construction				
Architect/Engineering Services	\$75,000.00	\$110,092.00	\$44,092.00	BE Engineering out versus DB approach
Construction	\$2,000,000.00	\$1,549,281.00	\$(450,719.00)	includes construction, millwork, lighting, doors
Exterior Signage	\$90,000.00	\$36,830.00	\$(53,170.00)	Canopy and monument sign
Interior Signage	\$12,000.00	\$8,852.00	\$(3,148.00)	Completed
Total	\$2,148,900.00	\$1,718,473.00	\$(432,022.00)	
Medical Equipment & Furniture				
Medical Equipment	\$310,000.00	\$210,000.00	\$-	
Lab Equipment	\$285,000.00	\$285,000.00	\$-	
High Density Filing System	\$16,000.00	\$7,938.00	\$(8,064.00)	HD Filing to be used only for patient files
Total	\$611,000.00	\$502,938.00	\$(108,064.00)	
Physical Move				
Move Vendor Fee	\$8,000.00	\$9,754.75	\$1,754.75	Fee includes patient file transfer
Total	\$8,000.00	\$9,754.75	\$1,754.75	
IT/AV/Security				
Cabling (Network Runs)	\$43,000.00	\$48,000.00	\$5,000.00	
Security and Access System	\$40,000.00	\$40,879.00	\$879.00	Identify and status provided in:
Information Technology Services	\$109,000.00	\$100,000.00	\$(9,000.00)	
Muzak Sound System	\$3,900.00	\$3,220.00	\$(680.00)	
Total	\$241,900.00	\$293,334.00	\$51,834.00	
Total Expenses	\$3,153,000.00	\$2,966,701.37	\$(186,298.63)	

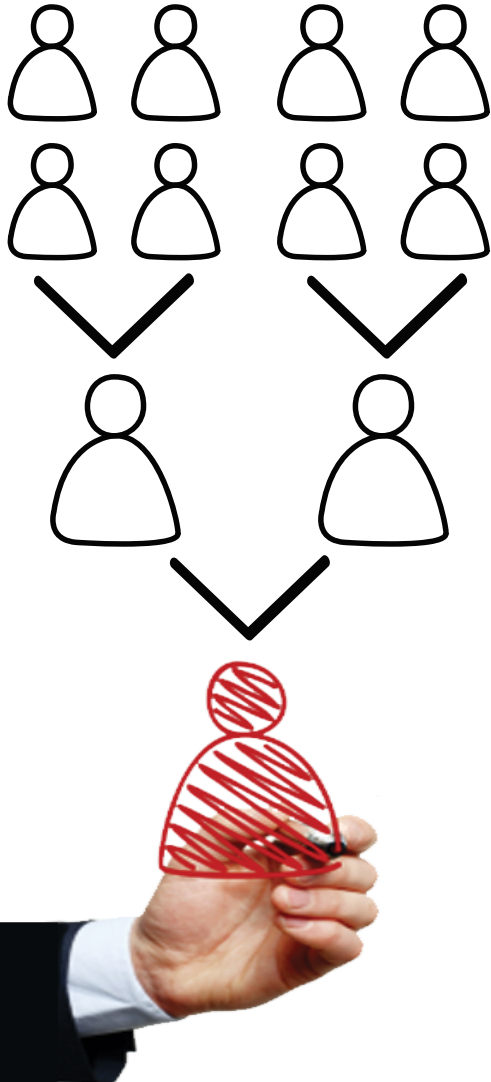
The Process

Professional Project Management - Every Step of the Way

DEVELOP PROJECT BUDGET

- Use Our Experience and Resources to Develop a Manageable, Working Budget
- Evaluate Project Details to Eliminate any Redundancies or Inefficiencies
- Provide Client Continuous Budget Updates Throughout the Project

LEE FACILITY SERVICES GROUP

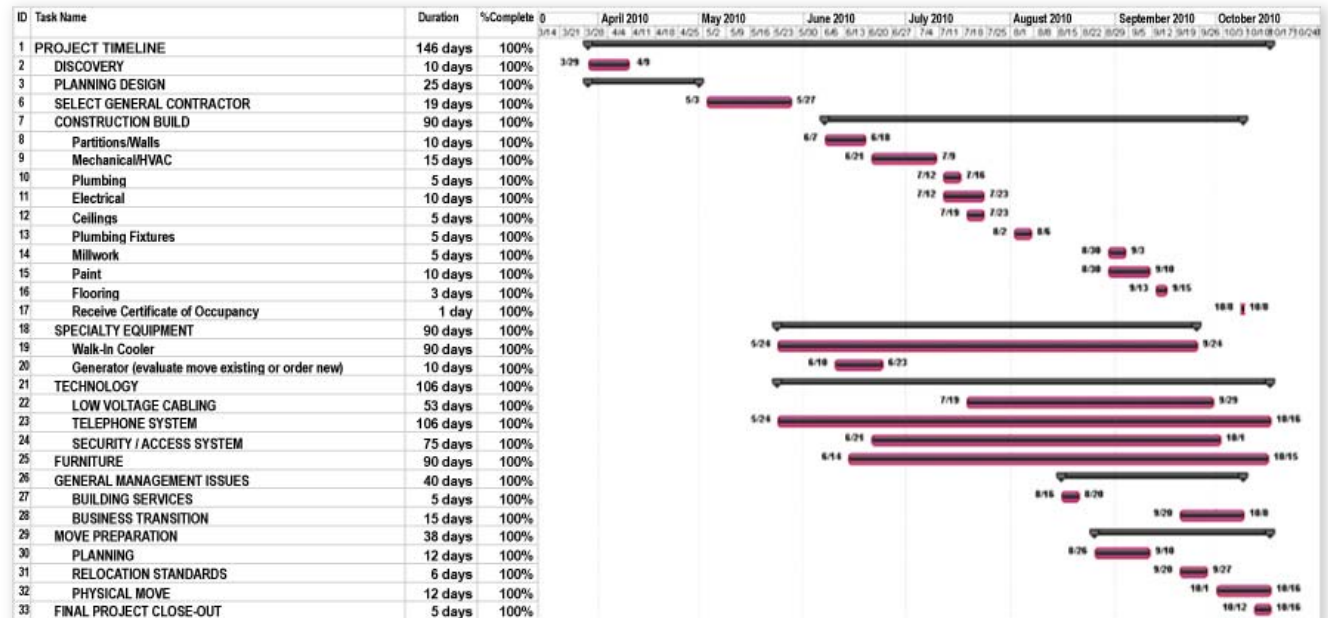


The Process

Professional Project Management - Every Step of the Way

PROJECT SCHEDULE

- Plan Every Task
- Manage Project from Discovery to Close-Out



LEE FACILITY SERVICES GROUP

The Process

Professional Project Management - Every Step of the Way

RELOCATION STRATEGY

- **Develop Detailed Relocation Plans**
- **Every Person and Asset is Accurately Relocated**





The Process

Professional Project Management - Every Step of the Way

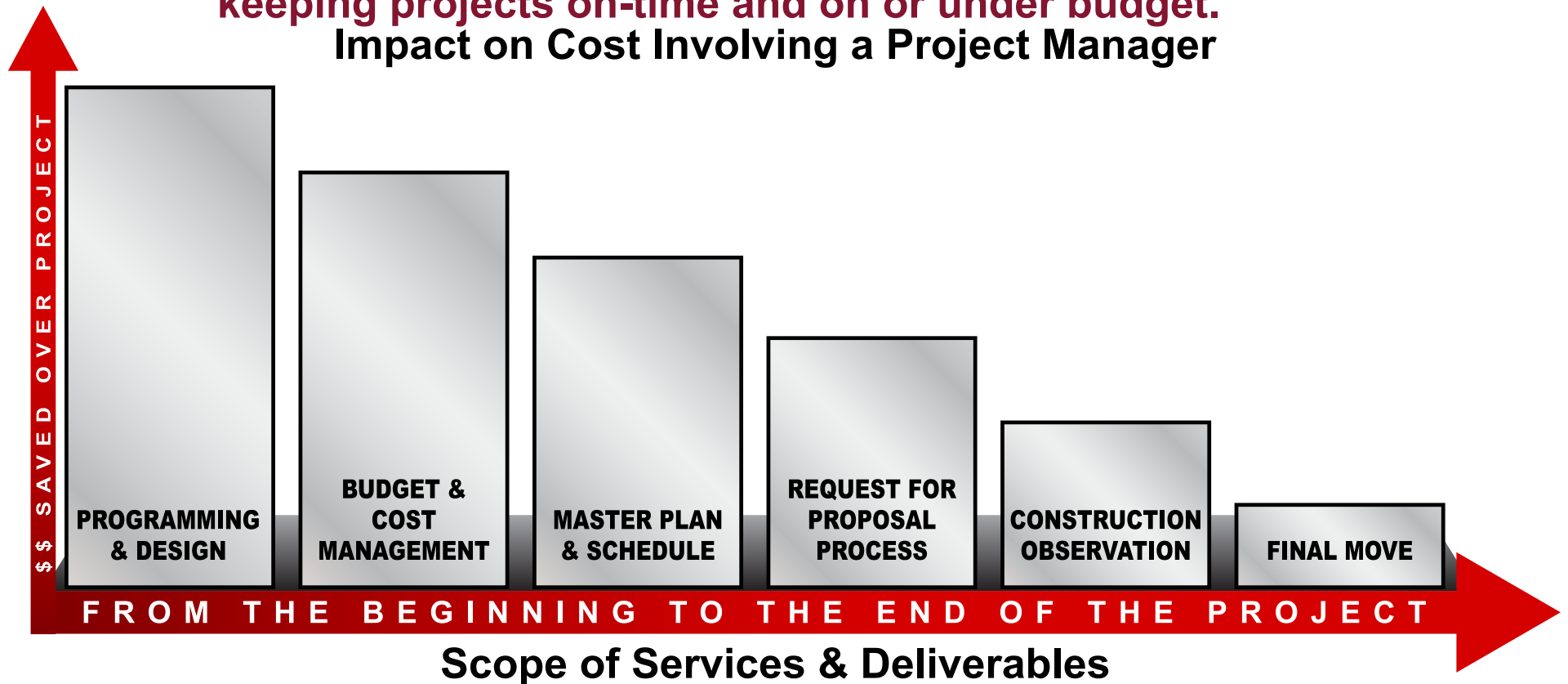
PROJECT CLOSE-OUT

- Create Punch List at Project Completion
- Client Sign-Off and Approval Required

<i>Construction Punch List</i>					
Subject:	Company	Date:	10-29-11	Time:	9:00 AM
Punch list for Project					
Items/Tasks					
Action Item	Items	Priority	Expected Comp.	Status	Assigned To
1	Supply air register in work room bent	M		Comp	Adam
2	Need (3) 12" deep base panels for shelving at Pick-up Area	M		Incomp	Steve
3	Scratch on main counter millwork at fill area	H		Incomp	Rick
4	Base missing on main counter between drop-off and fill area	M		Comp	Rick
5	Outlet cover missing in office	H		Incomp	Adam
6	Need data outlet moved to west or south wall in office	M		Incomp	Adam
7	Move panic button in office to under the desk	H		Incomp	Identify
8	South inner door header needs painting on pharmacy side	M		Comp	Steve
9	Small ceiling tile missing in SE corner of office	M		Comp	Adam
10	Touch up paint on west wall above window	L		Incomp	Rick
11	Touch up paint of inner soffit of pharmacy side	L		Comp	Rick
12	Need filler pieces at left of sink	M		Comp	Steve
13	Cover missing on box in work area	M		Incomp	Adam
14	Multiple nicks/scratches on laminate by fill & pick up areas	H		Incomp	Steve
15	Fluorescent bulbs to be cool white throughout suite-replace	M		Incomp	Adam

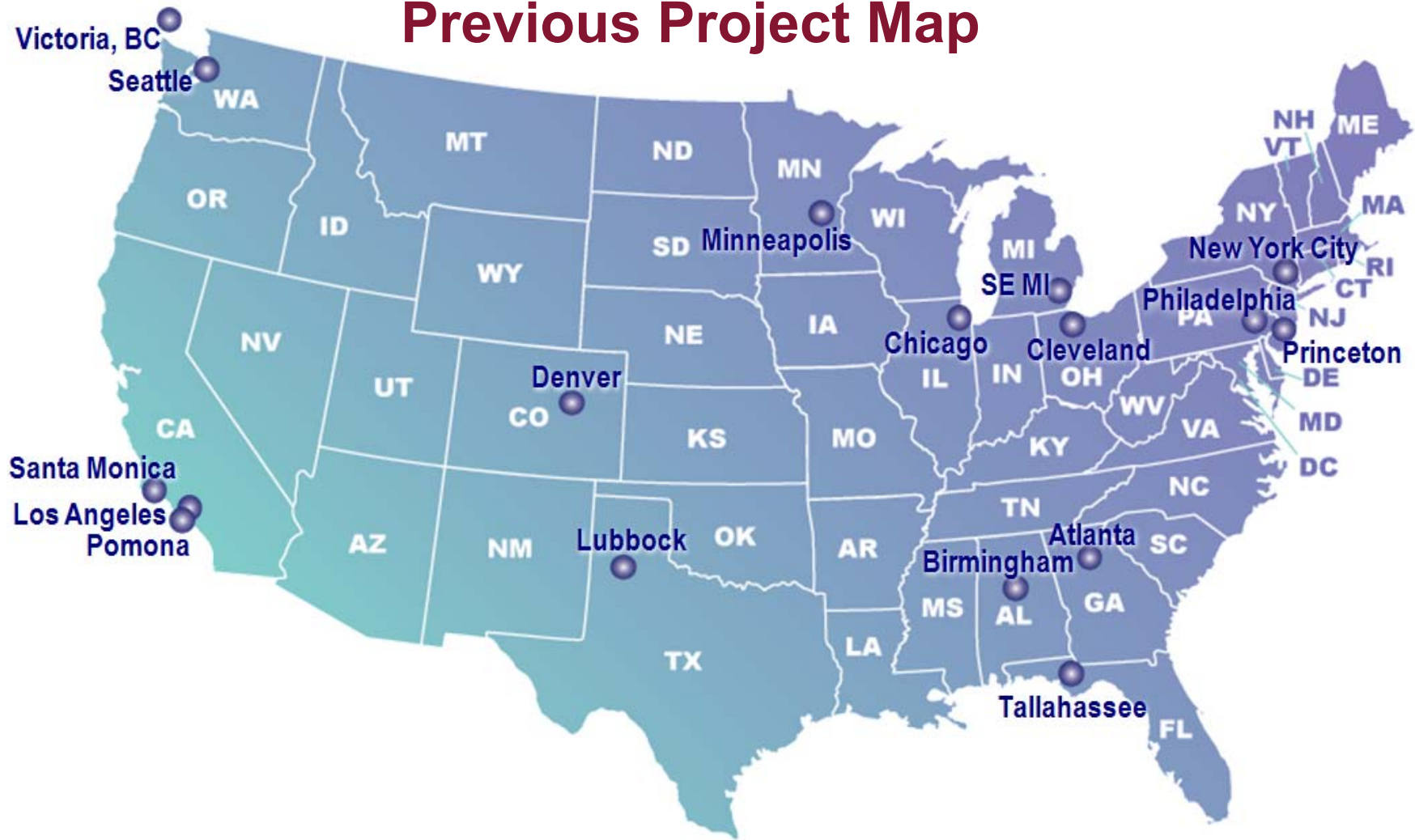
Early Involvement Saves \$\$

We can reduce overall project fees and costly change orders, keeping projects on-time and on or under budget.
Impact on Cost Involving a Project Manager



LEE FACILITY SERVICES GROUP

Previous Project Map



Client List Sampling

Medical

Neuro Pain Consultants
Presence Healthcare
Henry Ford OptimEyes
Henry Ford Pharmacy
Oakwood Hospital

Life Sciences

NSF Laboratories
Assay Design
HandyLab

Financial

Quicken Loans
Jackson National Life
Community Choice
Credit Union
E & A Credit Union

Data Center

Audatex
ADP
Covenant Health System

Commercial

SDE Business Partners
i3Logic
BossDev

Industrial

Venture Industries
Kennametal
ExtrudeHone

Automotive

Cadence Innovations
Continental Plastics
Brose N.A.
General Motors

Educational/Gov't

Oakland University
Detroit Public Schools
School District of Pontiac
Washtenaw Community
College
Wayne County

