

# Statement of Qualifications

Design - Entitlement - Construction - Interconnect

## Design + Entitlement Phase

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### 1 Meeting Minutes and Project Tracking

Lead weekly meetings. Maintain tasks in Basecamp [secure cloud based team management tool] and administer Google document agendas and meeting minutes.

### 3 Hold Contracts with Sub Consultants

Civil, Structural, and or other necessary plans when required for plan check. Version control and coordination between plans.

### 5 Site Plan

Create a single sheet site plan with clarification details necessary to achieve entitlements and permits.

### 7 Site Lighting Plan

Create the Lighting Plan with clarification details necessary to achieve entitlements and permits.

### 2 Planning Entitlement Documentation

Production and submission of all entitlement applications and required drawings. Coordinate plan revisions generated by the city or owner for re-submittal to the city.

### 4 Architectural Drawings Suitable for Plan Check

Create all sheets and details as per municipality and state guidelines to facilitate receipt of planning entitlements, demo, and building permits.

### 6 Landscaping Plan

Create a single sheet Landscape Plan including Perimeter Wall Details with clarification details necessary to achieve entitlements and permits.

### 8 Renderings and Inspiration Images

Create two axiomatic renderings and curate 3 inspiration photos with clarification details necessary to achieve entitlements and permits.

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## Construction + Interconnect Phase

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### **9 Ongoing Project Management**

Lead weekly meetings. Maintain tasks in Basecamp and comprehensive google document meeting minutes.

### **11 Building Permit Application**

Coordinate all drawings in preparation to submit upon or before CUP approval. Lead submission of building permit documentation, pull building permit once RTI. Coordinate plan revisions for re-submittal.

### **13 Schedule**

Generation and maintenance of project schedule with weekly updates. Managing planning, entitlement, and construction progress in alignment with scheduling goals.

### **15 Furniture Procurement**

Design and Procurement of furniture systems, seating, conferencing and shared spaces. Management and execution of all installation activities.

### **10 Continuation of Planning Entitlement Activities**

Direct coordination with relevant jurisdiction(s) and their consultants. Modify existing documents as needed.

### **12 Budget**

Generation and maintenance of project budget. Weekly updates to budget in coordination with documentation received from vendors and consultants. Management of planning, entitlement, and construction progress in alignment with budgetary goals.

### **14 Construction Management**

Periodic Site Visits at least twice per month. Generation of status reports and corresponding project photography. Routing and logging of RFI and submittals

### **16 Move + Activation Support**

Participate in the streamlining of activities between construction and activation. Generate testing schedule and punchlist prioritization.