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## Procurement Services

Vendor Selection

Value Engineering

Verifying Counts

Verifying Specifications with Design Team

Vendor Coordination

Sample Review and Approval

Issuance of Purchase Orders

Verifying Acknowledgments

Assigned Procurement Direct Contact

Coordination with Installation Team

Freight logistics and Rate Management

Freight Claims

Accountability Reports

Tracking Reports

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## Design Services

Conceptual Design and Analysis

Areas of Responsibility

Design Development

Furniture and Fixture Selections

Graphics, Signage, Art, Lighting and Accessories Design

Color, Material and Finishes Design

Electronic Design Presentation

Presentation with Samples

CAD Space Planning of Guest Room and

Public Space

CAD tagged Furniture Placement for Guest Rooms & Public Space

Cost Estimate and Final Budget

Specifications

Final Design Submittal

Specification Manual

Installation Manual

Coordination with General Contractor

FF & E coordination with Installation Team

6800 SW 105th Avenue, Suite 101 Beaverton, Oregon 97008

**TF** 800 241 3668 | **P** 503 469 0505 | **F** 503 469 9878



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# Project Management Services

Scope and Project Definition

Cost Estimation and Budgeting

Scheduling

Professional Team (Sub-Contractors) Identification and Qualification

Contract Negotiation

Architectural and Design Guidance & Coordination

Design Specification and CAD/Plan Review

Permitting Support

Project Accounting and Draw Preparation

Bidding and Cost Management

Value Engineering

Change Order Control and Management

FF&E Installation

Punch

Project close out documentation

Warranty Support

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