

## PROJECT MANAGEMENT



**Spectrum Real Estate Advisors** has more than 25 years of experience in all facets of commercial real estate. We bring this expertise to Project Management. By allowing our clients to focus on their core business, we save them time and money. We have renovated office buildings; facilitated tenant improvements from building shell; and transitioned projects from developer to operator as owner's representatives. Our experience allows us to bring a thorough understanding of the real estate cycle to each and every assignment.

**Managed** renovation of lobby and common areas of a 270,000 square foot downtown high rise, including material selection with client and designer. Worked with selected general contractor in the bid and award process.

**Represented** the Tenant in a 110,000 square foot Class A office building renovation. We helped define program scope; created detailed internal construction and project master budgets; and competitively bid and awarded the project in concert with the Landlord representative. Spectrum led the Tenant team in vendor selection and oversight of Security, Low Voltage/IT, Audio Visual, and Move Management services; and managed the LEED certification process, targeting LEED Gold CI – application is pending.

**Oversight** of 65,000-square foot, four floor tenant improvement as Owner's Representative, including coordination with contractor, tenant representatives and design team. An open staircase design connecting each floor and a rooftop terrace necessitated the development and coordination of specific standards for cleaning, security and workflow. We took the project through construction, punch list and occupancy.

- **Team Selection**
- **Master Scheduling**
- **Bid Analysis**
- **Contract Administration**
- **Construction Monitoring**
- **Punch List Completion**
- **Contractor Close Out**
- **Final Inspection**
- **LEED Project Management**



To learn how we can help,  
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