

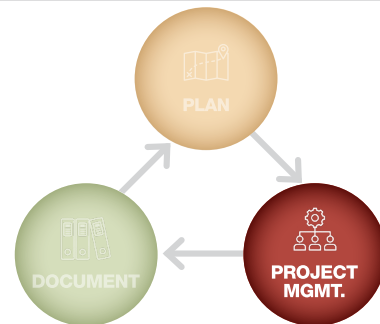
# Project Management Services

## Using **Our** Design Team



Bring more than 20 years of experience to your next technology project with our in-house technology systems design and project management expertise that saves time and money while avoiding surprises.

Take advantage of our technology systems design capabilities for Capital Projects that need an experienced, proactive Design Team. Our Project Management services coordinate, oversee, and monitor the efforts of our designers with your staff, contractors, and installers to ensure that what's designed is exactly what's installed. Our Technology Construction Management services are scalable based on the size, complexity, and schedule of the project. These technology project management services can be provided directly to owners or as part of a Capital Project team.



*Trusted services for every phase of your technology projects.*

SERVICE	DELIVERABLES	
<b>Technology Systems Design</b> Leverage our 20+ years of technology infrastructure and building systems design.	<b>Schematic Design (SD)</b> <ul style="list-style-type: none"> <li>Project Narratives</li> <li>Site Surveys &amp; System Reviews</li> <li>Documentation of existing technology systems</li> <li>Review of Fixed and Movable Equipment Lists</li> <li>Cost Estimate</li> <li>SD Drawings and Documents</li> </ul>	<b>Design Documentation (DD) &amp; Construction Documents (CD)</b> <ul style="list-style-type: none"> <li>T-Series drawings for Technology Systems</li> <li>Cost Projections</li> <li>Project Specs</li> <li>Bid forms</li> <li>Construction documents including specs and drawings</li> </ul>
<b>Technology Construction Bidding</b> Gather all of the information required for bidding documents that are part of a larger construction project.	<ul style="list-style-type: none"> <li>Stakeholder meetings with action items and notes.</li> <li>Front-end document development including Bid Packages.</li> <li>Bid Advertisement guidance.</li> <li>Pre-Bid Meeting and site walk-through.</li> <li>Bid period activities such as RFI and issuing Addenda.</li> <li>Bid Opening, Bid Review/Qualification and Tabulation.</li> <li>Recommendation to client</li> </ul>	
<b>Construction Management and Administration</b> Avoid costly surprises while saving time and money during construction.	<ul style="list-style-type: none"> <li>TCM communication plan</li> <li>Schedules and Sequencing</li> <li>Jobsite Reports</li> <li>Field Orders and Change Orders</li> <li>Project budgets</li> <li>Deficiency Reports &amp; Punch Lists</li> </ul>	<ul style="list-style-type: none"> <li>Submittals</li> <li>Field Observations</li> <li>Punchlists &amp; Field Orders</li> <li>Proposal Management</li> <li>Change Orders</li> <li>Payment application review</li> </ul>
<b>Technology Systems Commissioning</b> Ensure the interoperability of your facility's IP-connected systems from Day One.	<ul style="list-style-type: none"> <li>Theory of Operations Guide</li> <li>Safety, Security, and Communications systems integration documentation</li> <li>Planning document with components and overview</li> </ul>	
<b>Project Closeout Documentation</b> Get digital capital project Record Drawings for facility management usage.	<ul style="list-style-type: none"> <li>Project record drawings provided via an Electronic Facility Records Management System</li> <li>Technology T-series drawings from site, serving zones, and riser logicals to specific IP-connected and AMEP systems</li> </ul>	

**BUILDING SYSTEMS OF EXPERTISE:** **Communications Infrastructure** (Pathways and Spaces, Structured Cabling, and Technology Rooms); **Communications** (Voice and Data systems); **Distributed AV** (Public Address, Cable TV, and Synchronized Clocks); **Integrated AV** (Classroom Instructional Systems, Conference Rooms, Auditoriums, and Operating Room AV); **Security** (Video Surveillance, Access Control, and Intrusion Detection), and; **Clinical** (Nurse Call, Patient Elopement, and Infant Protection).

For more information about these technology consulting services, please visit [www.archi-technology.com/pm-ours.html](http://www.archi-technology.com/pm-ours.html). Then call **585.785.4429** to discuss your specific needs and which services would most benefit your organization.

