



3302 Canal Street, Suite #36
Houston, Texas 77003
Tel: 832.409.3050
Fax: 267.695.9035
www.collaborate-llc.com

SERVICES:

Program/Project Management
Owner Representation
Master Planning
Site Planning
Design Phase Management
Procurement Administration
Facility Condition Assessments
Value Engineering
Facility Standards Development
Storm/Flood Restoration
FEMA Documentation Assistance

WORKING RELATIONSHIPS

Harris County
City of Houston
Houston First Corporation
Texas Department of Transportation
La Porte ISD
Houston ISD
Port Arthur ISD
Tejano Center for Community Concerns
St. Thomas More Church
Amigos Por Vida
Texas CAN Academy
Odyssey Charter School
Focus Academy
AAMA Charter Schools
Government Employees Credit Union
Chase Bank
JDW Insurance
Wachovia Securities
Thomason Hospital
University of Houston
Lone Star College System
Texas A&M University
Sam Houston State University
Houston Community College
Houston Advanced Research Center
Amerapex

Collaborate is a full service Architectural & Program Management firm based in Houston, Texas. The firm's experience encompasses a wide and deep range of project types and sizes such as commercial retail/office, restaurant, educational, institutional and technical projects of various sizes and budgets. Common to our work on each project is a commitment to clear and open communication, collaboration at all levels of the project and responsible use and management of project resources.

Martin Needle, AIA, and Saul Valentin formed Collaborate in 2011, Dwayne Mollard, AIA joined in 2012 in response to Client's requests for *a more collaborative project experience*. David Kaczynski joined Collaborate in 2015 to enrich our service offering to provide program and project Management services with dedicated Owner's representation.

Houston, TX based Collaborate serves clients throughout the State of Texas. We strive to demonstrate that *innovative, creative and elegant design and exemplary project management is achievable and deliverable through the collaboration of the project team*.

Collaborate's staff of dedicated professionals, technical and support personnel are committed to project and service excellence. Our commitment to technical excellence results in our ability to help our clients resolve complex problems. We provide services to satisfy the demands of our client's needs. These services range from conceptual planning studies and continue through the full spectrum of design, construction and post-occupancy facility administration services.

The combined experience of the Collaborate staff includes the completion of 100's of projects over the last thirty plus years. It has taught us to bring the characteristics of dedication, quality and communication to each and every project which has resulted in longstanding relationships and repeat work with our clients and project partners.

Collaborate is recognized as a HUB in the State of Texas and MBE by the Houston Minority Supplier Development Council.

OFFICE:

Collaborate
3302 Canal Street, Suite #36
Houston, Texas 77003

POINT OF CONTACT:

David Kaczynski
dkaczynski@collaborate-llc.com
(713) 416-2469 (mobile)
www.collaborate-llc.com



DAVID KACZYNSKI
MANAGING PRINCIPAL – PM
SENIOR PROGRAM/PROJECT MANAGER
HOUSTON, TEXAS

PROJECT EXPERIENCE:

Wortham Theater/Theater District Parking Garage Recovery (\$80MM)

- Sr. Project Manager, Design Team Management

Houston Advanced Research Center (HARC) Headquarters

- Owner’s Representative

Lone Star College CyFair (\$100MM, 456,000 SF)

- Campus Construction
- Student Center Addition

Lone Star College Kingwood (\$49MM, 201,00 SF)

- Health Science building
- Student & Fine Arts Building Renovation
- Fire Alarm & Intrusion Detection Systems
- Central Plant 1 Addition/Renovation
- Student Conference Center/Central Plant 2
- Music Instruction Building/Recital
- Child Care Center Renovations
- Warehouse/Storage Building
- Campus Way-finding and Signage Upgrades

Lone Star College Tomball (\$3.2MM)

- Intrusion Detection System Upgrade
- Roofing Replacements

Lone Star College Montgomery (\$76.8MM, 585,000 SF)

- Child Care Center Renovations
- Academic Classroom Building Renovations
- Health Science Building
- Music Instruction Building/Recital Hall
- Central Plant 2
- Parking Garage
- Conroe Center Satellite Campus
- Miscellaneous Renovations

Lone Star College System Office (\$1.4MM, 45,000 SF)

- Human Resource Renovations
- Chancellor’s Office Renovation
- Office of Technology Services Renovations
- Marketing & Publications Renovations
- HVAC Upgrades
- Roofing Replacements

Lone Star College University Park (\$3MM, 37,000 SF)

- Core Building Improvements
- Classroom Renovations (Multiple Projects)
- Tenant Office Build Outs (Multiple Projects)

EDUCATION:

Master of Business Administration
LeMoyné College, Syracuse, New York

Bachelor of Science
Industrial Distribution
Clarkson University, Potsdam, New York

Associate of Science, Math and Science
Hudson Valley Community College
Troy, New York

YEARS OF EXPERIENCE: 33+

NOTEWORTHY PROGRAM EXPERIENCE:

Program/Project Management
Owner’s Representation
Program/Project Budget Development
Facility Condition Assessments
Master Program and Project Scheduling
Bond/Capital Planning
Campus Master Planning
Facility Standards Development
Programming Guidelines
Construction Standards
System-Wide Energy Efficiency
Upgrades-Performance Contracting
Computerized Maintenance
Management System (CMMS)
Storm/Flood Restoration Management
FEMA Documentation Assistance

Memberships:

A4LE (CEFPI) – Southern Region, Board
Secretary & Board Member since 2009



MARTIN NEEDLE, AIA
PRINCIPAL
HOUSTON, TEXAS

FUNCTIONAL ROLE AND RESPONSIBILITIES:

Martin is a Principal at Collaborate and serves as the Principal In-Charge of the Architecture practice. His extensive experience and the subsequent “lessons learned” in Commercial facilities, both new and renovated assist the team in making the responsible and best choices.

Martin has served as Architect for diverse projects for higher education, commercial, faith-based, transportation projects, municipalities and institutional office facilities. He is perceptive to site conditions and style varies as per the client’s needs and requirements. Keeping projects within budget, best quality, exciting, beautiful, and on a human scale are important issues to Martin.

EDUCATION:

Texas Tech University
BA Architecture, 1987

REGISTRATIONS AND

MEMBERSHIPS:

Registered in the State of
Texas

Texas License No. 13686

American Institute of
Architects

Texas Society of Architects

YEARS OF EXPERIENCE: 32+

CAREER HIGHLIGHTS:

Martin has received awards from the American Institute of Architecture for outstanding Architectural design for the Texas Department of Transportation El Paso District Headquarters, The Pebble Hills Regional Police Command Center, the Northeast El Paso Transit Terminal, the Union Plaza downtown streetscape project, and the Oregon Street Transit Pedestrian Mall.

PROJECT EXPERIENCE:

GECU Office Headquarters
Wind Energy Office Headquarters
Mesa Hills Office Development
JDW Insurance New Office Headquarters
Peek Road Luxury Apartments development
Santa Teresa Town Center Development
Spring Mixed Use Development
Liva Nova Office Renovations
Rice Village Retail Renovations
Spring Retail Development
The Shops on Mesa
Accurate Meter & Backflow Office Development
South West Plaza Retail Renovation
Sterling Center Retail Renovations
Holzwarth Retail Development
Tony Luke’s Franchise Development
Clinical Trial Network Medical Office Building
TXDOT Office Headquarters
City of Houston General Services Department
Harris County
Texas Can Academy
Lone Star College System
Texas A&M University System
Sam Houston State University System
University of Houston
Houston ISD
Aldine ISD



SAUL VALENTIN
PRINCIPAL
HOUSTON, TEXAS

FUNCTIONAL ROLE AND RESPONSIBILITIES:

Saul is a founding Principal at Collaborate and serves as the Managing Principal. His experience and involvement in learning facilities, both new and renovated support the team in achieving the goals of the firm in regards to collaboration and resources management of the project.

Saul's experience in the AEC industry spans over 20 years with educational systems around the country in both new construction and renovations. Saul has served in diverse projects for higher education, commercial, faith-based, transportation projects, municipalities and institutional office facilities. He understands technology; foresees problem areas and listens and acts to the client's needs and requirements; keeping projects within budget, schedule and quality.

EDUCATION:

Southwestern Union College, BA
Information Systems, 1996

EXPERIENCE: 20+

REGISTRATIONS AND

MEMBERSHIPS:

IFMC

NAMC

Buffalo Bayou Partnership

Lone Star College Foundation

Latino Learning Center

Talento Bilingue De Houston

Texas Society of Architects

CAREER HIGHLIGHTS:

Saul has served on numerous bond committees and planning boards within the State of Texas.

PROJECT EXPERIENCE:

Harris County

City of Houston General Services Department

Clinical Trial Network

Ophthalmology School, University of Houston

Lone Star College Atascocita

Lone Star College Cypress

Lone Star College Conroe

Lone Star College Victory Center

Sam Houston State University

Texas A&M University

Houston ISD

Tejano Center For Community Concerns

Odyssey Academy

Texas CAN Academy

Focus Academy

Amigos Por Vida Charter School

Inter-Faith Studies Institute

Houston Community College System

Texas Department of Transportation

GECU Office Headquarters

Wind Energy Office Headquarters

JDW Insurance New Office Headquarters

Peek Road Luxury Apartments development

Santa Teresa Town Center Development

Spring Mixed Use Development

Liva Nova Office Renovations

Rice Village Retail Renovations



DWAYNE MOLLARD, AIA
PRINCIPAL
HOUSTON, TEXAS

FUNCTIONAL ROLE AND RESPONSIBILITIES:

Dwayne has been involved in all phases of various projects from start to finish and brings a unique perspective to the design process. In most cases, he will anticipate issues before they become problems and he enjoys working with each client to produce aesthetically pleasing projects.

PROJECT EXPERIENCE:

Wind Energy Office Headquarters
JDW Insurance New Office Headquarters
Peek Road Luxury Apartments development
Spring Mixed Use Development
Liva Nova Office Renovations
Rice Village Retail Renovations
Spring Retail Development
Accurate Meter & Backflow Office Development
South West Plaza Retail Renovation
Sterling Center Retail Renovations
Holzwarth Retail Development
Tony Luke's Franchise Development
Clinical Trial Network Medical Office Building
Odyssey Academy
Tejano Center
Amigos Por Vida
Texas Can
Houston Community College System
Stephen F. Austin University
Lone Star College System
Texas A&M University System
Sam Houston State University System
University of Houston
Houston ISD
Spring Branch ISD
Aldine ISD

EDUCATION:

Master of Architecture, Texas
A&M University, 1979
Bachelor of Environmental
Design, Texas A&M
University, 1976

EXPERIENCE: 30+

REGISTRATIONS AND
MEMBERSHIPS:

Registered in the State of
Texas No. 8316

American Institute of
Architects

Program/Project Management Service List

- ❖ Program Level Planning and Management
 - Program Development
 - Project Identification and Prioritization
 - Project Scheduling
 - Budgeting
- ❖ Site Selection/Acquisition Assistance
 - Site Due Diligence
 - Consultant Selection and Management
 - Environmental Assessments
 - Survey
 - Utility Review
 - Site Plan Conceptual Development/Site Constraint Analysis
 - Facility Condition/Life Cycle Assessments (Existing Buildings)
- ❖ Project Planning and Management
 - Site/Facility Master Planning
 - Project Scheduling
 - Programming Coordination
 - Consultant Selection & Coordination
 - Geotechnical-Construction Material Testing
 - Survey
 - Architect/Engineering
 - Specialty Consultants
 - Test, Adjusting and Balancing
 - Commissioning
 - Waterproofing
 - Acoustics
 - Information Technology
 - Kitchen/Food Services
 - Security (Cameras, Card Access, Intrusion Detection)

- Furniture and Furnishing Selection and Procurement Support
- Facility Condition/Life Cycle Assessment (Existing Buildings)
- As-built Facility Survey and Documentation (Existing Buildings)
 - Building Information Modeling (BIM)
- ❖ Design Phase Management
 - Selection Process Management and Contracting Support
 - Standards Compliance Review
 - Programming Validation
 - Value Engineering/Scope Refinement Exercise Facilitation
 - As-built Facility Survey and Documentation (Existing Sites/Buildings)
- ❖ Project Delivery Method Selection
 - Contracting Strategies, Contracting Negotiations
 - Procurement Support
- ❖ Construction Phase Management
 - Project Scheduling
 - Construction Observation/Issue Resolution
 - Cost Management, Change Order Management
 - Claims Avoidance/Dispute Resolution Assistance
 - Commissioning/Recommissioning Management
 - Project Close-out Services
 - As-built Drawings, Record Drawings
 - Warranty Phase Management Services
- ❖ Asset and Improvement Program Management (Existing Buildings)
 - Building Information Modeling (BIM)
 - Computerized Maintenance Management System Implementation
- ❖ Tenant Relations/Management
 - Buildout/Renovation/Project Support
 - Move In/Out Coordination
 - Ongoing Management
- ❖ Site/Facility Exit Support (Existing Buildings)
 - As-built Facility Survey and Documentation

Statement of Services:

Collaborate PM LLC (CPM) was established to provide project management services on capital construction programs and individual projects. CPM's primary service is to provide building and business Owners a truly dedicated team of professional project managers who are singularly focused on representing "only" our client's best interests when delivering projects on schedule, within budget and in a manner that meets the functional and other specific needs of our clients.

Services provided by Collaborate include but are not limited to the skilled tasks required for project development, the management of all phases of the design and construction processes for a project from conceptual development, site evaluation and selection, procurement of design professionals, specialty consultants, construction management, project close out and post occupancy support for the Owner. Exacting project control, document control, program coordination, master and individual project scheduling, program and project budget development and management, and construction inspection services are key to the successful delivery of Collaborate's services.

Collaborate's experienced staff collectively brings over 100 years of diverse professional project management experiences, having directed the development of short and long-term facility construction capital and maintenance expense planning, conducted facility condition assessments, facilitated numerous campus master planning exercises and conducted facility utilization studies that have resulted in successful building programs of approximately \$1 Billion in new and renovation construction projects as well as critical building system upgrades to reduce utility consumption, while improving energy and facility operational performance and efficiency.

In addition to delivering dedicated project management/Owner's representative services, which allows project Owners to focus on their core business processes, Collaborate can lead the development and administration of procurement efforts to select architects, engineers, specialty consultants and construction contractors to complete assigned projects. Collaborate's team strives to increase the efficiency, reduce the implementation timeframe and increase the cost effectiveness of planning, design, construction and facility management operations.

Planned and implemented Owner system-wide initiatives for computerized work order system, standardization of building systems, development of facility space standards, construction standard specifications and construction documentation can be provided when requested or required by the project Owner.

Service Offering:

- Program Planning and Management
 - o Master Program Schedule and Budget Development
- Project Planning and Management
 - o Site Selection/Acquisition Assistance
 - o Project Delivery and Contracting Strategies
 - o Consultant and Contractor Selection
 - o Project Scheduling
- Design Phase Management
 - o Consultant and Contractor Selection
 - o Value Engineering/Scope Refinement Exercises
- Construction Phase Management
 - o Construction Observation/Issue Resolution
 - o Cost Management
 - o Change Order Management
 - o Claims Avoidance/Dispute Resolution Assistance
 - o Commissioning/Recommissioning Management
- Asset Management and Improvement Program Management
 - o Facility Condition/Life Cycle Assessments
- Tenant Buildout and Move In/Out Coordination
- Site/Facility Exit Support

Program and Project Management Services:

Program and Project Management is the core of our business service offering. As an independent third party, we serve as the Owner's dedicated representative, identify the best design and construction team for the project, manage project risks, assuring high quality results consistent with the project design documentation and always acting in the Owner's needs first and foremost.

We manage every aspect of the design and construction processes, from the conceptual design all the way to Owner or tenant occupancy and beyond to track and resolve any warranty issues. Throughout the project, Collaborate PM maintains constant communication between all project stakeholders, while specifically keeping the best interests of the Owner as the guiding principle when providing services.

By adopting the viewpoint of the Owner, Collaborate PM focuses our attention on the complete process of project management for new or existing facilities rather than the historical roles of various specialists such as planners, architects, engineering designers, constructors, fabricators, material suppliers, financial analysts and others. To be sure, each specialty has made important advances in developing new techniques and tools for efficient implementation of construction projects. However, it is through Collaborate PM's understanding of the entire process of project management that these specialists can respond more effectively to the Owner's needs for their services, in marketing their specialties, and in improving the productivity and quality of their delivered work.

Collaborate offers a wide range of program and project related management services to its clients. Services are selected and contracted for based on the unique needs of the individual Owner, program or project. Collaborate PM assists the Owner with defining their project objectives, developing the scopes of work, identifying and engaging the stakeholders to manage project costs, functional and financial outcomes. This broad view leads to successful building programs.

Program Management Methodology:

The following paragraphs, developed from over 100 years of collective construction program planning and execution experience, describe in general terms, Collaborate's understanding and guiding principles for effective program management and control. Central to all successful programs is the management of relationships, the creation, acceptance and control of the program Scope, Budget and Schedule, referred to herein as the baseline plan.

Program initiation includes all the necessary tasks to establish and certify the program's baseline documents (i.e., scope, schedule and budget). Upon completion of each of the design phases, the program parameters will be tested to insure compliance with the program budget and operational objectives. The program will be designed and construction bid documents prepared in such a manner that provides the Owner with options to consider during the evaluation of construction bids and to adjust for any variations relative to the established budget limitations. Phasing allows the program team to review, adjust and approve (go/no) decisions to proceed on a periodic and predictable basis.

The Program Management team will establish and use program baseline documents to manage and control the program's operations from start through completion during the design and construction phases. The baseline documents form the "program plan" of which all future project work is managed to meet the plan.

Building Effective Relationships:

Collaborate believes that building positive long-term relationships is just as important within the project team as it is in personal life. Good relationships can be the distinct difference between exceptional success and utter project disaster because it's all about getting people to like and trust you so that they will deliver what you need them to deliver at the right time, the right cost and in quality manner.

Collaborate's project managers develop a good sense of community within the project team who share a common purpose, that being the delivery of a successful project that exceeds the Owner's expectations. One of the best methods for project managers to improve their team relationships is to develop loyalty among the project stakeholders. Loyalty as we know it is a two-way street and must be earned. Earning it includes being professional and respectful in dealings with all stakeholders, being efficient in every request or instructions and working one-on-one

when the team members need it to successfully deliver the project for the Owner.

Collaborate cultivates team member loyalty through open and honest communication, keeping stakeholders informed about major decisions, project progress and delays as well as showing team members that our project manager have thought about how decisions will impact them and the overall success of the project.

As with anything that involves people, establishing program/project processes to encourage good communications, establishing clear expectations of all stakeholders and building solid, long-term relationships provides the foundation for success in any project.

Scope Documentation:

Development of a scoping document for the program provides the program team with descriptive narrative of the Owner's expected operational outcome for the project(s), identifies project limitations and the basis of the design requirements, drives the project budget, along with the timeframe for delivery and subsequent occupancy by the Owner.

The greatest risk and negative impact to a program can be tied to scope and schedule changes. Collaborate understands the critical nature of scope change the inherent impacts of scope creep. Once the initial scope is developed and approved by the Owner and subsequently subscribed to by the project team, changes can have significant and detrimental material consequences throughout the balance of the program.

The time at which major cost savings can be achieved is during initial planning and design for the program and projects. During the actual construction, changes are likely to delay the project and generally lead to cost increases. Collaborate's focus of program/project control is on fulfilling the Owner's specific project requirements through planning, design, construction and ongoing operations.

Budget Control:

The most critical aspect of any program is the Owner's budget, once established, must be sufficient to complete the program and project scope, which in turn satisfies the operational parameters and goals for the program at conclusion. Collaborate's program methodology includes significant attention to initially establishing the project scope and budget, then immediately testing the available budgets for sufficiency.

As each phase of the program is completed, the program budget is tested against the current project requirements to insure adherence to the operational and budget constraints. As the program proceeds, portions of the projects are finalized and the budget allocations can also become final. Estimates for non-final project elements can be made, accumulated and measured against individual budget line items and the full budget for the program. Go/No-Go decisions and adjustment can be made at the completion of each step, followed by approvals to proceed by the Owner. It has been Collaborate's experience that the continual evaluation and approval processes assures that the team's progress and ongoing effort remains in alignment with the Owner's desired results.

For cost control purposes on a program, the construction plan and the associated cash flow estimates can provide the baseline reference for subsequent program monitoring and control. This detailed cost estimate provides a basis for the assessment of financial performance during the program when earned value methodology is utilized to manage the program. Budget can be effectively managed through continually measuring the progress made by a team member relative to the budget for the corresponding work completed. Variances in the budget of the work scheduled (collectively equal to the s budget) against the cost at completion of the individual scope element can be utilized to determine if work is proceeding according to plan. Negative variances may indicate non-compliance, require team analysis and corrective activity must occur immediately to eliminate the negative impact of the non-compliant activities on the program.

The Collaborate team understands program risks and the associated project tasks of the design team, construction contractors as well as material, furniture and equipment suppliers, etc. Our program control methodology is used effectively to control the program as well as form the basis for progress payments to the consultants and construction contractors.

Schedule Control:

The program schedule must be developed in appropriate detail including major milestones early in the program to set the deliverable schedule for all project team members and stakeholders. Scheduling begins with identifying activities that must be completed along with the associated sequence, activity relationships and completion durations.

Initially the forward pass from the first activity to the last generates the longest project timeframe and identifies the sequence of critical activities that must be completed on schedule to meet the project and collectively the program delivery deadline. Once the program and project schedules are developed, all team members must agree and strictly adhere to or improve their performance relative to the schedule approved baseline.

For schedule updates, progress on individual activities and the achievement of milestone completions can be compared with the project baseline schedule to monitor the progress of activities. Collaborate's project managers continually synthesize a comprehensive project status view from the various reports on the project plus utilizing their own field observations to draw conclusions on the overall project status. This focuses their attention on eliminating negative variances from the baseline plan to ensure satisfaction of the Owner's project requirements.

Programs and projects are extremely dynamic creatures and they require continuous management, monitoring, identification of variances from plan and corrective action taken when required. Collaborative planning at the initiation of the project and establishment of the baseline project scope, budget and schedule, along with team buy-in and effective project control from beginning to end is effective planning and provides for a successful program delivery.

MASTER PROGRAM/PROJECT BUDGET DEVELOPMENT:

Based on conceptual plans or if available, the approved facility program, Collaborate PM prepares, for the Owner's review and approval, an overall project budget. This budget is developed for the program and for each individual project. Costs for all anticipated broad budget categories such as land, design, construction, furniture, etc. are estimated. These budgets are re-evaluated and updated over the life of the project by Collaborate PM to ensure that budgetary limitations are not exceeded in any cost category or the overall project budget.

PROGRAM AND PROJECT SCHEDULING:

Collaborate PM can manage the complete building program or individual projects. Project schedules include milestones and specific detailed activities as needed for the various phases of design, the construction process and pre-occupancy of the Owner or tenants. Establishment of the baseline schedule, acknowledgment and adherence by

the effort. Schedules are managed during the project and evaluated against the baseline to insure that established project milestones and delivery dates are met satisfactorily.

SITE SELECTION/ACQUISITION ASSISTANCE:

Site selection and acquisition services involves evaluating the needs of a project against the merits of identified potential locations. Site selection considerations should begin early in the capital development process and play a significant role in pre-planning discussions. The selection/acquisition services may include the following:

1. Defining the project site criteria/requirements
2. Identifying and creating a short list of communities/locations based upon defined project criteria
3. Identifying potential sites within each finalist community/locations
4. Analyzing site constraints
5. Selecting a recommended site(s)
6. Initiating site acquisition

SITE/FACILITY MASTER PLANNING:

Collaborate assists the Owner in identifying sites which are most appropriate for the specific project. Sites are evaluated for utility services, access, zoning, restrictions, etc. Local, state and federal regulations are referenced to ensure that no environmental or other local issues will negatively impact the ability to fully develop the proposed site. Conceptual plans can be developed as the master plan for current and future construction projects.

CONSULTANT AND CONTRACTOR SELECTION:

Collaborate PM assists the Owner in selecting the most qualified consultants by preparing requests for proposals or qualifications, evaluating the proposals and making recommendations to the Owner. Following this process, With Collaborate PM's criteria for consultant selection, the Owner is better able to make the best consultant selection for the project.

PROJECT DELIVERY AND CONTRACTING STRATEGIES:

Collaborate PM provides guidance and will manage the process to identify the most appropriate project delivery method for the program or individual project(s). Strategies to contract the work in the most cost and time efficient manner will be developed to ensure that the Owner is afforded the best possible project outcome.

Collaborate will assist the Owner in determining which delivery method is most appropriate and beneficial for a particular project. In making choices, Owners should be concerned with the life cycle costs of constructed facilities rather than simply the initial construction costs. Saving small amounts of money during construction may not be worthwhile if the result is much larger operating costs or not meeting the functional requirements for the new facility satisfactorily. Thus, Owners must be very concerned with the quality of the finished product as well as the cost of construction itself. Since facility operation and maintenance is a part of the project life cycle, the Owners' expectation to satisfy investment objectives during the project life cycle will require consideration of the cost of operation and maintenance.

VALUE ENGINEERING/SCOPE REFINEMENT EXERCISES:

Collaborate PM strives to identify cost savings opportunities for the Owner through interaction with the design and construction teams. Alternate methods of construction and materials can be evaluated by the team and offered to the Owner for final decision. The focus of reducing costs while not sacrificing quality or functionality is the primary goal of the value engineering methodology. When costs continue to be a limiting factor, scope refinement will be undertaken to close any budget gaps.

DESIGN AND CONSTRUCTION PHASE MANAGEMENT:

Dividing a project into phases makes it possible to lead it in the best possible direction, allowing stop/checks at the completion of each phase to ensure that the Owner's functional, schedule, cost and quality expectations are satisfied before moving forward to subsequent phases. Traditional design processes include conceptual design, programming, schematic design, design development and construction documentation. The completion of each incremental phase review and sign-off

Owners must recognize that there is no single best approach in organizing project management throughout a project's life cycle. All organizational approaches have advantages and disadvantages, depending on the knowledge of the Owner related to design and construction management as well as the type, size and location of the project. Collaborate will help sort that out.

CONSTRUCTION OBSERVATION AND ISSUE RESOLUTION:

To finish a project on time, within budget and with the desired quality, pro-active project management on a daily basis is absolutely required. Collaborate PM continuously manages all aspects of a project, identifies problems and implements corrective tasks to keep the project on a successful track.

- Cost Management
- Change Order Management
- Claims Avoidance/Dispute Resolution Assistance
- Commissioning/Recommissioning Management

PRE AND POST OCCUPANCY SERVICES:

During final stages of project completion, Collaborate PM coordinates the final construction activities of the contractor to allow the Owner to begin their transition to occupancy of the facility. Collaborate PM can assist the Owner (or tenant) with coordination of furniture and furnishing installation, final information technology and other essential tasks required. During the warranty period, Collaborate PM continues to serve as the Owner's representative after occupancy of the facility to track and ensure that any contractor warranty claims are completed timely and correctly.

If the project is not Owner occupied, Collaborate PM can provide the same occupancy services to building Owner's or on behalf of tenants for tenant build outs, renovations and tenant occupancy tasks.

- Cost Management
- Change Order Management
- Claims Avoidance/Dispute Resolution Assistance
- Commissioning/Recommissioning Management
- Tenant Buildout and Move In/Out Coordination

Asset Management and Improvement Programs:

Collaborate PM's asset management services help Owners protect capital investments while planning for future growth and development. We do this by focusing on three key areas: Capital Improvement Planning, Facilities Management Consulting, and Facility Condition Assessments.

Capital Improvement Planning:

Our experienced staff works directly with the Owner and their team to identify and prioritize projects for capital improvement. Projects are prioritized based on the needs of the client and aligned with the client's financial and strategic objectives. In addition, we help identify creative financing sources and consult on best use of funds to maximize each project while minimizing costs.

Facility Condition Assessments:

For existing facilities, Collaborate can assist in the development of plans for ongoing building or campus maintenance and operations. These plans may include assessments of the physical condition of buildings and equipment along with a prioritized plan for completion deferred maintenance, building upgrades and enhancements.

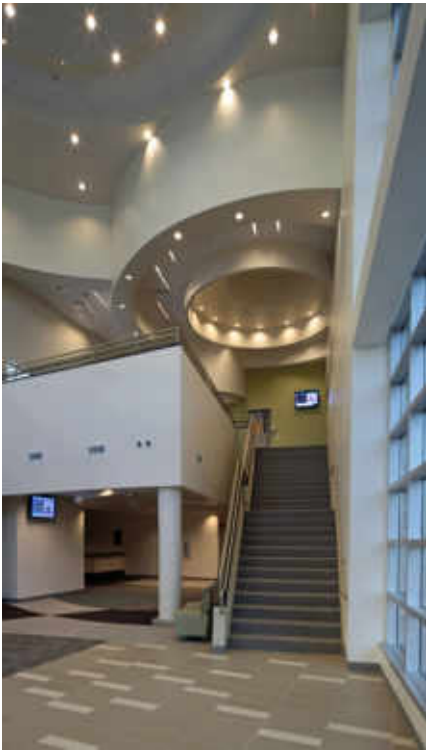
Lone Star College-Atascocita Center
Houston, Texas



Type of Construction: New
Size: 60,873 SF
Completion Date: April 2011
Cost: \$10,500,000
Team: Dwayne Mollard, David Kaczynski

Atascocita Center

The scope of work was to program, design and document a Satellite Center prototype for Lone Star College System. The prototype was implemented in several locations including the LSC-Atascocita Center. As a stand-alone facility it would provide classrooms, science and computer labs, learning commons, tutoring spaces and a library. Administrative and faculty offices, support for student interaction with the college includes registration, counseling, testing, and cashiers compliment the learning space. To enhance their campus experience, students have designated seating areas throughout the facility and vending/break areas for study, relaxation and eating. Study and relaxation areas extend to the exterior of the building with accessible patios, hardscape and landscaping. Some centers feature technical training labs tailored to the local business community of which the Center serves.



Wortham Theater and Theater District Parking Garages
Hurricane Harvey Restoration, Houston, Texas



Type of Construction: Renovation
PROJECT: Wortham Theater and Theater District Parking Garage Restoration/Mitigation
CLIENT: Houston First Corporation
LOCATION: Houston, Texas
BUDGET: \$80,000 - \$110,000,000
COMPLETION DATE: Ongoing, estimated 2021
TEAM MEMBERS INVOLVED: David Kaczynski

Wortham Theater and Theater District Parking Garages

The Wortham Theater and Theater District Parking Garages (encompassing 6 city blocks, 3 levels underground) sustained significant damage from flood waters associated with Hurricane Harvey in August of 2017. The Wortham suffered water ingress on the first level and accumulated 12 feet of water in the basement, destroying the entire basement contents and utility systems. The 3 parking structures were completely submerged in floor water, all building systems were destroyed.

The renovation project to restore the facilities is a two-year project. Services provided to the project by Collaborate’s staff includes senior project management services to the design team and primary administrative contact between the Owner, Architect/Engineering team and the Contractor. A significant portion of the project includes assistance with FEMA related recovery documentation.

The project includes the design and implementation of additional measures to replace and install flood barriers to mitigate the potential for future flooding, which will be implemented over an additional two-year period.

Houston Advanced Research Center Headquarters

The Woodlands, TX 77381



PROJECT: HARC Headquarters
CLIENT: Houston Advance Research Center
LOCATION: The Woodlands, Texas
BUDGET: Private
SIZE: 18,000 SF
COMPLETION DATE: 2017
TEAM MEMBER: David Kaczynski

Project Awards:

- ENR Texas & Louisiana's Small Projects (under \$10 MM) Award of Merit
- USGBC LEED - Platinum Certification
- U.S. Environmental Protection Agency's (EPA) ENERGY STAR®
- Urban Land Institute (ULI) -Houston Development of Distinction
- Houston Chapter of the Association of General Contractors of America (AGC) – 2018 APEX Award (Gold Level)
- Houston Business Journal 2018 Landmark Awards finalist

Houston Advanced Research Center

Houston Advanced Research Center (HARC) is a research hub providing independent analysis on energy, air, and water issues to people seeking scientific answers. HARC is focused on building a sustainable future that helps people thrive and nature flourish.

Collaborate's staff provided dedicated owner's representative services to assist HARC with the final planning, construction administration, utility coordination, furnishing/furniture selection procurement, technology and security system development, procurement and implementation as well as assisting with move in coordination and other related services as needed. This LEED Platinum project consists of a two-story structure with approximately 18,600 S.F. of office, administrative, support and meeting/conference spaces. The unique project has a 36 well geo-thermal ground loop for heating/cooling as well as a 12 KW solar photovoltaic system to offset electrical usage.

HARC was able to significantly expand its existing roof top photovoltaic (PV) solar array from 11.5 kW to just over 88 kW. Their building is now on track to become one of the first commercial net-zero energy (NZE) buildings in the whole state of Texas. They will be producing more renewable power on site over the course of the next 12 months than their overall building energy usage.