

Project Management Services

Servicing our Clients

TBS has the ability to provide the critical service of Project Management to its development clients. Our staff works together using each member's expertise to manage our client's projects in every phase of development. The following is a description of these efforts at each stage of the development process.

PROJECT DEVELOPMENT

TBS assists its clients/partners in analyzing potential project sites to determine the viability of each project. This assistance allows our clients/partners to review potential business opportunities from the large number of tracts that become available on an ongoing basis. In addition to assisting our clients/partners with sites being offered, TBS also brings sites to our clients/partners that we have already triaged. This entrepreneurial spirit is what separates TBS from the competition.

- Identify project sites (client, third party)
- Analyze potential teaming and investment opportunities
- Determine financing options
- Suggest land assembly possibilities
- Due diligence analysis of existing Project
 - Governmental Map review
 - Zoning Code review
 - Meetings with appropriate agencies
 - Current construction position of Project
 - Evaluate existing condition of Project
 - Entitlement status
- Recommendation to Clients/Partners



Sketches of Potential Land Uses

PROJECT NEGOTIATION

As projects move forward into the negotiation phase with the existing land owner, TBS' project management efforts shift from analysis of the subject property to analysis of the proposed project proforma. This early effort to assist our clients/partners in understanding how a deal might be structured can greatly affect the quality of the development and the financial results of the deal. Additionally, working with our sister company, Lily Realty, TBS is capable of drafting Term Sheets, Letters of Intent, and Land Contracts. TBS works with our clients/partners to craft a development deal that benefits all parties.

- Due diligence analysis
 - Governmental maps review
 - Zoning and municipal code review
 - Meetings with appropriate agencies
 - Project hardship map
- Procure and manage conceptual land plan
- Create proforma (multiple iterations)
- Construction cost analysis (concept level)
- Create LOI
- Draft and negotiate contract with attorneys.

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PROJECT ENTITLEMENT

Once a project has been negotiated and the land is under contract, TBS understands that the focus shifts from assisting our clients/partners with determining viability of a project to managing the successful entitlement and sale of the project to the end user. In order to accomplish this, TBS takes a project management position in the development team. The most important aspect to this effort is keeping the project on budget and on schedule. TBS has many of the services necessary for entitlement in house which allows for the integration of objective and innovative master planning, engineering and design.

- Create and maintain Project Schedule
- Create and maintain Action Item List
- Create and maintain Proformas
- Create and maintain Funding Packages
- Procure and manage consultants
 - RFP's
 - Invoices
 - Consultant contracts
 - Schedule deliverables
 - Certificate of Insurances
 - Waivers of Lien
- Analyze and Negotiate Impact Fees & Incentives
 - Village/Municipal
 - Park
 - School
 - Transportation
- Prepare Cost analysis
- Assist with Grant writing
- Facilitate Annexation Agreements
- Prepare Financing and Hardship Packages



From Land Plan to Final Plat



CONSTRUCTION PROJECTS

Projects that complete the entitlement process and move into construction continue to require project management. TBS can play several roles during this phase:

- Full-time Construction Management
 - Engineer on-site in trailer with full client representative role.
- Part-time Construction Management
 - Engineer making site visits at specified intervals with client representative role.
- Continued Project Management
 - Maintain Project Schedule
 - Maintain Action Item List
 - Maintain Proformas
 - Manage remaining consultants
 - Invoices
 - Prepare and Review Certificates of Insurance / Waivers of Lien