

QUALIFICATIONS

OF FULL SERVICE PROJECT MANAGEMENT





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SECTION 1. FIRM INFORMATION

Locations

Company Headquarters

Holm & Associates, Inc.
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Westford, Massachusetts 01886
978 692-9276

www.holm-associates.com

New Hampshire Office

Holm & Associates, Inc.
5 Tina Avenue
Pelham, New Hampshire, 03076
603 635-9740

Mission Statement and Corporate Profile

Holm & Associates, Inc. is an independent women-owned (SOMWBA/WBENC-certified) full service Owner's Rep Project Management firm that specializes in project management and strategic real estate planning services. Our mission is to help our clients navigate through their real estate needs and provide services that deliver projects on-time and on-budget. With a keen focus on quality, flexibility, and team work, Holm & Associates is committed to the successful completion of projects. We believe that collaboration and communication help forge the relationships that are critical for Client satisfaction.

Founded in 2007, our owners developed the firm to be versatile which allows us to deliver the highest quality product to our clients, while responding agilely to their needs and finances. You will quickly see, this isn't a job to us, this is a passion. With over 35 years of combined experience in Fortune 500 companies and large consulting firms, all team members have senior experience. We have experience in portfolio optimization and have assisted clients in preparing their long-term real estate strategy, then work on all aspects of executing those plans by managing site selection, design, construction, procurement and relocation - a true end to end solution. Since our inception three years ago, we have secured /completed \$85 million (850,000 sf) in projects for numerous clients, our largest being Covidien (formerly Tyco Healthcare).

What Sets Us Apart

- Principles of the company will be working the day to day activities of your project
- Flawless history of successful projects – on time, on budget
- True end to end solution for your real estate needs – strategy through relocation
- No committed affiliations – we select the right talent for each specific project
- LEED accredited, SOMWBA and WBE certified.
- Experience in office, retail, R&D, manufacturing, and technology build outs, we are prepared to oversee all aspects of your complex project
- Emphasis on a cohesive team, collaboration, and communication
- Unparalleled passion and commitment to client, project team and vendor relationships

Business Objective

Project Management is Holm & Associates core business. Our growth is predicated on our continued ability to provide exceptional service to our expanding client list and to ensure our passion; values and integrity are never compromised.

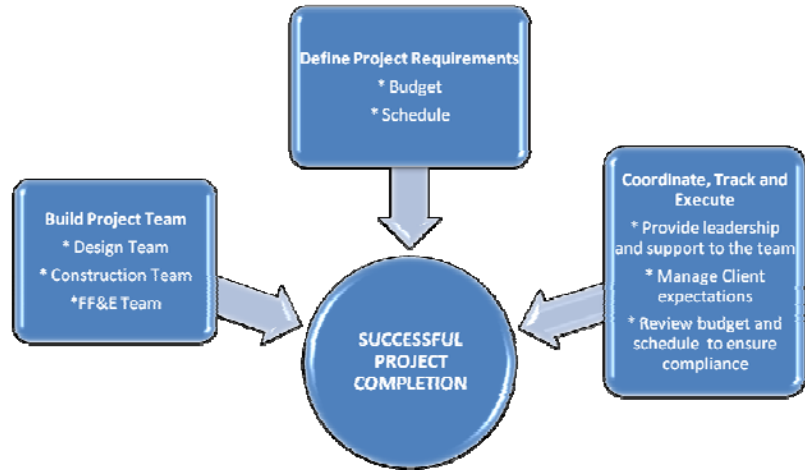




SECTION 2. PROJECT METHODOLOGY

Project Management Approach

Christina Holm provides project executive support for all assignments. **Patricia Pellerin** acts as the project lead and is supported by **Dina Smith** as needed.



Competitive Advantages

- **Design and Implement The Best Possible Organization.** Project Management will be performed by resources local to the project site. The Project Management Team will therefore be familiar with the local market and available to visit the site and to meet with Client, Contractors, Consultants, and Equipment Vendors as necessary to assure efficient project execution.
- **Assemble a Proven Project Management Team.** Holm & Associates Project Managers have a proven track record of success. The individuals who will staff this assignment have worked together for over 10 years on over 1,000,000 square feet of property.
- **Leverage Holm & Associates Vendor / Contractor relationships.** With over 15 years in the Boston market, Christina Holm has worked with many of the top consultants and vendors in the area. She has a reputation of integrity and fairness, and has successfully managed over 250 projects.
- **Tailor a Communication Plan.** Holm & Associates will devote equal attention to the flow of information among the design professionals and vendors of the project team, and the timely and accurate reporting of the project status to Client. Holm & Associates understands that perception is critical in the corporate environment, and we work with Clients to establish a defined communications protocol at the outset of the project.
- **Maintain Relentless Focus.** Schedule, budget, and quality are the cornerstones of every project. Holm & Associates Project Managers constantly strive to balance these three goals in Client's best interest and communicate the sense of urgency essential to success.

Challenges

- **Perception.** To overcome the perception that a small firm is not capable of handling large complex, multi-phased projects. Having worked in a large firm in the past, our principals understand the importance of a one on one relationship with a project team. We understand this relationship is not interchangeable throughout a firm.
- **Client Staff Relationships.** To assure the clients internal team that we are acting as a service provider and are there to assist and support the process.





SECTION 3. LEADERSHIP

Christina Holm
Managing Partner



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T. 978.692.9276
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CLIENTS REPRESENTED

Covidien
Cengage Learning
Fuld and Company
Kewill
Turbine
DCAM
PTC
Kronos
Pitney Bowes
Philips
Boston Scientific
Kennedy Associates Real Estate
Spear Street Capital
Concentra
Eli Lilly
Emulex Corporation
AT&T Broadband
CVS
Tyco Simplex Grinnell
MKS

As Managing Partner of Holm & Associates, Christina Holm actively participates and oversees every project Holm & Associates undertakes. Prior to starting the firm, Ms. Holm was a Vice President with Trammell Crow Company’s Boston Project Management Team. She began her career in 1996 and has represented corporate and retail clients in all phases of construction and project management. This includes developing and managing budgets and schedules associated with the timely execution of commercial construction, renovations and relocations. Her responsibilities include coordinating the activities of contractors, suppliers, architects, engineers and client personnel as well as managing internal resources and staff.

As Trammell Crow Company Account Manager for Pitney Bowes and PTC, Ms. Holm has overseen numerous projects of various size and complexity. She has directed the activities of several project managers nationwide to ensure project quality and client satisfaction.

SIGNIFICANT ASSIGNMENTS

PROJECT	SF	DETAILS
Covidien - Building Five Mansfield MA	115,000 SF	\$25 Million—Major renovation of industrial space to create a state of the art R & D Innovation Center. Space includes a 10,000 SF Fitness / Wellness Center.— Providing full service project management services.
Covidien - Building Two Mansfield MA	88,000 SF	\$7 Million—Phased renovation of occupied office and conference space.—Provided full service project management services which included the phased relocation of 450 employees (including an active call center).
Covidien - Building One Mansfield, MA	64,000 SF	\$7 Million—Major renovation of class A office space, included a café, main lobby renovations and relocation of 150 employees— Provided full service project management services.
Covidien-Bio Medicine Bedford, MA	70,000sf	\$8 Million—Major renovation of class A office and lab space, included cafe and a fitness center.
Covidien - Building Four Mansfield	120,000sf	\$22 Million—Major renovation of a class A office space to create Covidien’s Corporate Headquarters. The project included an addition to the front entrance, full commissary cafeteria and state of the art video conferencing areas.
Boston Advisors - Boston MA	12,000 SF	\$1 Million— Renovation of office and conference space.— Provided full service project management services.
Air Worldwide - Boston MA	30,000 SF	\$4 Million—Major renovation and relocation of class A office space, included a fully redundant data center—

PROFESSIONAL ACCREDITATIONS

Construction Management Certificate – Northeastern University

Facilities Management Certificate – Northeastern University





Patricia Pellerin
Partner



ppellerin@holm-associates.com
T. 603.635.9740
F 978.349.6064

CLIENTS REPRESENTED

- Covidien
- Boston Advisors
- Cobham Defense Systems
- Synergy Investment & Development
- MKS Instruments
- Aspect Medical
- Pitney Bowes
- Philips
- Boston Scientific
- Concentra
- Eli Lilly
- Comerica Bank
- Kaplan
- Career Education Corp.
- Sentient Jet

As a Partner in the firm, Tricia heads up the FF&E and Relocation Division of Holm & Associates. She has worked extensively with both Corporate and Institutional clients effectively coordinating and execute a verity of complex relocations. With this experience, she has developed tools and techniques to ensure a smooth transition. Tricia understands the importance of the activities being conducted in the lab and support space and how minimal impact is key to project success. Becoming involved with the various departments and understanding the research milestones, she can provide a comprehensive move plan to allow for successful coordination of all project activities.

Tricia began her project management career with Trammell Crow Company in 2003 and was there until 2007. Her duties included managing the construction of tenant improvements for various clients. Additional responsibilities include coordinating the activities of contractors, architects, engineers and the other members of the project team. Ms. Pellerin also managed client relocations, including Tyco Healthcare, Aspect Medical, Boston Scientific and EarthTech.

SIGNIFICANT ASSIGNMENTS

TYCO INTERNATIONAL

Location	Square Feet	Project Type
Tyco Healthcare Mansfield, MA	400,000 SF	Major Campus Restack and Renovation
Earth Tech Concord, MA	51,000 SF	Tenant Improvement Project

ASPECT MEDICAL

Location	Square Feet	Transaction Type
Norwood, MA	100,000 SF	Major Class A Renovation Project and Relocation

BOSTON SCIENTIFIC

Location	Square Feet	Transaction Type
Marlborough, MA	350,000 SF	Phased Relocations

MKS INSTRUMENTS

Location	Square Feet	Transaction Type
Andover, MA	40,000 SF	Phased Relocation

PROFESSIONAL ACCREDITATIONS

- University of New Hampshire – Bachelor of Science
- Construction Management Certificate – Northeastern University
- LEED Professional Accredited – US Green Building Council





SECTION 4. DETAILED SCOPE OF SERVICES

Site Analysis and Selection

During the **Site Analysis and Selection Phase**, the Holm & Associates Project Manager will work with the Client to:

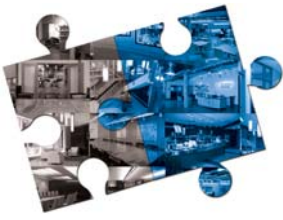
- Review existing conditions and space utilization.
- Review existing lease terms for special requirements, allowances, and expiration dates.
- Work with Client to determine future requirements, such as square footage, geographical location preference, parking and loading requirements.
- Work with the Client to understand capital and expense budgets for the transaction on a multi-year basis (length of the lease).
- Work with Broker to conduct a site survey and review all available properties meeting Clients future requirements.
- Accompany Client on site tours of viable locations and develop a short list of properties.
- Provide support to Client's Real Estate Team by reviewing Broker developed RFP's to ensure that desired lease terms, expansion capabilities, renewal options, improvement allowances, and other rental concessions are included.
- Review Broker provided financial analysis of short listed sites to ensure all pertinent economic factors are included.
- Work with Client to develop draft documentation for any internal approvals required for lease and/or project.
- Review drafted lease documents to ensure accuracy of financial and non-financial business terms.
- Develop Change Management program with Client to ease adjustment to new space.

Pre-Construction Management

During the **Base Building Due-Diligence and Pre-Construction Phase**, the Holm & Associates Project Manager will:

- Analyze the scope of the project to gain a full understanding of all Clients requirements.
- Work closely with Client to assemble a team of consultants (architect, engineer and contractor). Develop and issue Requests for Proposal for the selection of project vendors. Evaluate bid proposals, coordinate candidate interviews (as required) and provide recommendations to Client as appropriate.
- Coordinate efforts to determine space programming requirements.
- Conduct a base building systems review of the proposed site and provide recommendations on the systems and prioritized schedule of repairs, if needed.
- Work closely with the consultant team (architect and engineer) to develop a full MEP and Architectural due diligence report for the proposed site.





Pre-Construction Management (continued)

- Assist with the development of a comprehensive interior tenant fit up design criteria.
- Chair planning/project meetings with Client, consultants, and landlord representative's as required.
- Develop Master Project Schedule and timelines – identify critical path milestones based on Client occupancy requirements.
- Develop Master Project Budget. Provide budget pricing for all project costs including leasehold improvements, design and management, FF&E and relocation and occupancy.
- Work with Client and Pre-Construction Team to outline a clear project path for implementation, coordination and completion of all Project Phases. This will include chairing weekly design meetings and developing project necessary control documents.

Construction Management

During the **Construction Management Phase**, the Holm & Associates Project Manager will:

- Act as advisor to, and representative of, Client, provide administrative, management and related services as required to coordinate the work of the entire Project Team. Holm & Associates will concentrate its efforts in the coordination of the Contractors, Subcontractors, and all other consultants contracted to perform services on the project in order to complete the project in accordance with Client objectives for cost, time and quality.
- Assist Client, Contractors and Design Team with development of a schedule of values for payment that is realistic and that conforms with the expected cash flow of work.
- Develop and implement control systems for monitoring the project's progress with respect to cost, schedule and quality and that provides early warning of impending problems. Prepare contingency plans for corrective action(s), and with Client approval, implement such plans for corrective action as required. All cost reporting formats to be per Client standards or subject to Client approval.
- Schedule and conduct regular construction and progress meetings to discuss matters such as procedures, progress problems, and scheduling. Prepare and distribute the Action Items list of these meetings to all parties in a prompt manner. Holm & Associates shall prepare written meeting minutes for weekly project/planning review meetings. The General Contractor shall prepare meeting minutes for weekly construction progress meetings.
- Maintain the master project schedule and incorporate the construction schedule prepared by the Contractors. Update schedules monthly to show current conditions and revisions based on actual progress. Monitor the activities of the Contractors, Subcontractors, and Consultants on processing of shop drawings, project data and samples, and delivery of products requiring long lead-time procurement.
- Expedite and participate in Client review of project submittals when the Design Team requests such review.
- Endeavor to obtain satisfactory performance from the Contractors and each Subcontractor. Recommend courses of action to Client if the requirements of the contract are not being fulfilled and the non-performing party will not take satisfactory corrective action.
- Provide regular monitoring of all project costs, showing actual costs for activities in progress and estimates for tasks to remain. Identify variances between actual costs of labor and materials and other work requiring accounting records, such as preliminary change order requests.





Construction Management (continued)

- Advise Client of necessary or desirable changes to the project, assist in negotiation of the Contractor's proposals for these changes, submit recommendations of the Design Team and Client, and, if accepted, prepare or cause the Contractors to prepare change orders for the Design Team's approval and Client authorization. Establish and implement a change order system to monitor and report job cost events, including approved change orders, pending change orders and anticipated change orders. Establish a timeline for the change order process that does not interfere with the progress of the work.
- Develop and implement procedures for prompt review and processing of applications for payment from the Contractors for progress and final payments. Make recommendations to Client for payment. Provide review and certification in connection with the Contractor's scheduled Application for Payment.
- Review the activities and responsibilities of the Contractors in order to assist in maintaining schedules, controlling costs, assuring quality, minimizing disruption, and monitoring compliance with the various contract requirements.
- Keep Client advised of all significant project developments, including conditions and circumstances that may cause delay in the project schedule, or that otherwise may be inconsistent with the project requirements or Client expectations. In these cases, provide Client with a proposed contingency to avoid or mitigate possible or actual delays or negative consequences.
- Coordinate and monitor the progress of separate but related infrastructure work for all project related activities as required.
- Assist Client in selecting and retaining professional services of testing laboratories, if necessary, and coordinate these services.
- Review and coordinate quality assurance, testing and inspection programs. Develop and implement procedures for consistent and rapid feedback to the Contractors and Subcontractors of observations and recommendations of the Design Team.
- Monitor all proper record keeping by the Contractors, including progress prints, manuals, samples, cut sheets, handbooks, etc., related to the quality and nature of the construction in progress. Ensure all records are being maintained on the job site for the immediate use of the Design Team, Consultant and Client.

Construction Close Out

During the **Construction Close Out Phase**, the Holm & Associates Project Manager will:

- Upon receipt of notice by the Contractors of substantial completion of the project, submit a recommendation to Client, in conjunction with the Design Team, as to whether to accept the project as substantially completed.
- Develop, with the Design Team, a punch list of those items remaining to be completed at the time of substantial completion. Recommend an amount sufficient to complete these items to be withheld from payment to the Contractors to ensure the completion of this punch list and follow up with corrective actions.
- Once the Contractor makes notice of final completion, verify with the Design Team whether the project is in fact complete, and submit a recommendation to Client stating whether the Consultant concurs and, if so, identifying the specific steps which Client must undertake.





Construction Close Out (continued)

- At the conclusion of the project, within sixty (60) days of issuance of a Certificate of Substantial Completion and a Certificate of Occupancy by the appropriate authorities, transfer to Client all as-built drawings, warranties, Operation and Maintenance Manuals, and all other construction related documents and materials necessary for occupancy and full operation of the facility. Coordinate Contractor-provided training, as specified, with Client employees.

Furniture, Fixtures and Equipment

During the **FF&E Phase**, the Holm & Associates Project Manager will:

Furniture:

- Meet with designated Client personnel to determine furniture needs.
- Develop a comprehensive list of furniture requirements based on those needs.
- Develop furniture budget.
- Review parameters for furniture delivery and installation.
- Prepare and distribute furniture RFP documents to furniture dealers.
- Review responses to RFP and prepare a Recommendation to Award.
- Meet with Client to review vendor quotes and discuss alternatives.
- Review purchase orders and sales order acknowledgements for accuracy and consistency with the RFP.
- Present options for disposition of existing furniture inventory.
- Manage entire process of delivery and installation of furniture, in coordination with the various subcontractors at the project site.
- Ensure a timely and complete installation of all products.
- Develop furniture punch list in cooperation with Client and pursue prompt completion.
- Review and approve furniture-related invoices.

Fixtures & Equipment:

- Review fixtures & equipment (tel data, security, audio visual, high-density filing, etc.) requirements with Client.
- Prepare and distribute equipment RFP documents to Fixture and Equipment vendors.
- Review responses to RFP and prepare a Recommendation to Award.
- Meet with Client to review vendor quotes and discuss alternatives.
- Review and process vendor invoices for accuracy.
- Manage entire process of delivery and installation of fixtures & equipment, in coordination with the various subcontractors at the project site.





Relocation

During the **Relocation Planning**, the Holm & Associates Project Manager will:

- Develop comprehensive Move Checklist identifying activities, responsible parties, and deadlines.
- Conduct regular planning meetings with designated representatives of each group or department (Move Team) to track action items. Prepare agenda and distribute meeting notes for these meetings.
- Review existing sites with a representative of Client to determine which furniture, fixtures and equipment are to be moved and which are to be liquidated.
- Draft and distribute a Request for Proposal to three moving companies, including any specifically requested by Client. Conduct a site tour with each of the bidders.
- Prepare Bid Comparison and Recommendation to Award, and present to Client for approval.
- Meet with department/group leaders to determine individual seating assignments and locations for common furniture and equipment.
- Create a move plan with location codes and placement information.
- Participate with Client representatives in developing a presentation for employees regarding the new site and the move plan.
- Meet with the Move Team to review packing procedures, and provide written packing instructions for distribution to individual employees.
- Organize a recycling, archiving, and disposal effort prior to the move.
- Arrange delivery of packing materials to each existing site.
- Ensure that the moving company provides appropriate insurance coverage and obtains all necessary permits.
- Arrange loading and elevator access at existing and destination sites.
- Label destination site including location codes, orientation maps, and directional signage.
- Provide supervision during the move.
- Be on-site the day following the move, and provide on-call support to employees for ten days following occupancy.





SECTION 5. REFERENCES

Client References

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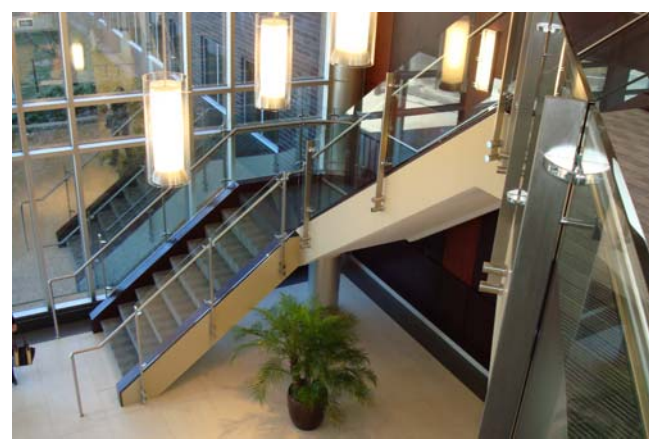
Alan Popkin
AHP Architects
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FULL SERVICE PROJECT MANAGEMENT

**15 Hampshire Street
Mansfield, MA**



PROJECT STATISTICS

CLIENT
Anonymous

SIZE:
64,000 SF

PROJECT SERVICES:
Pre-Construction Management
Construction Management
Procurement Management
Relocation Management

DESIGN TEAM:
ahp Architects
RG Vanderweil Engineers

**CONSTRUCTION
MANAGER:**
Erland Construction

PROJECT VALUE:
\$7,000,000.00

CLIENT OVERVIEW: Headquartered in Mansfield, MA with US campuses in North Haven, CT and St Louis, MO our client is a large global healthcare company that is a leading manufacturer of medical devices and supplies, diagnostic imaging agents and pharmaceuticals. With over 41,000 employees in 59 countries, and products sold in over 140 countries worldwide our client is dedicated to R&D, spending more than \$350 million in R&D during 2009 alone, with that amount expected to increase in 2010.

PROJECT OVERVIEW: Our client renovated 64,000 SF of existing space located at 15 Hampshire Street in Mansfield, MA. This site was renovated to accommodate the newly acquired vascular sector of the business. Features include a 500 SF procedure room and an enhanced Grab n' Go cafeteria as well as class A office and common spaces. Holm & Associates worked on the project from November 2009 thru March 2010.

HOLM & ASSOCIATES SCOPE OF WORK: Holm & Associates was hired to perform full service project management. During the pre-construction phase, Holm & Associates worked closely with client end user groups to coordinate programming, establish requirements and assemble a world class team of project vendors. Our involvement continued through design and construction where we lead value management sessions and budget reviews to ensure maximum savings. Throughout the project we have provided project administration services including request for proposals, meeting notes, budget updates, invoice tracking and approvals. We negotiated all FF&E packages including furniture, audio visual, security, artwork and way finding signage. The project completed in the March of 2010 with an on campus relocation of several hundred employees.



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**FULL SERVICE
PROJECT MANAGEMENT**

**20 Channel Center
South Boston, MA**



**PROJECT
STATISTICS**

CLIENT



SIZE:
100,000 SF

PROJECT SERVICES:

Pre-Construction Management
Construction Management
Procurement Management
Relocation Management

DESIGN TEAM:

ahp Architects
RG Vanderweil Engineers

**CONSTRUCTION
MANAGER:**

Erland Construction

PROJECT VALUE:

\$7,000,000.00

CLIENT OVERVIEW: Cengage Learning is a leading provider of innovative teaching, learning and research solutions for the academic, professional and library markets worldwide. The company's products and services are designed to foster academic excellence and professional development, increase student engagement and improve learning outcomes. Cengage Learning's brands include Heinle, Gale, Wadsworth, Delmar, Brooks/Cole and South-Western, among others.

PROJECT OVERVIEW: Holm & Associates was hired by Cengage Learning to assist with the coordination of design and construction of their new office space encompassing 3 floors in the historical mill building located at Channel Center in South Boston. The project consisted of 100,000 SF of fast track construction of office and common spaces. Holm & Associates worked on the project from May 2008 thru November 2008.

HOLM & ASSOCIATES SCOPE OF WORK: Holm & Associates was hired to perform project management services for Cengage Learning. During the pre-construction phase, Holm & Associates worked closely with the client to coordinate programming, establish requirements and assemble a team of project vendors. Our involvement continued through design and construction. Throughout the project we have provided project administration services including chairing project / relocation meetings, request for proposals and meeting notes. We negotiated and coordinated furniture procurement and installation. The project completed in the November 2008 with a multi site relocation of 500 + employees.



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FULL SERVICE PROJECT MANAGEMENT

9-11 Hampshire Street Mansfield, MA



PROJECT STATISTICS

CLIENT

Anonymous

SIZE:

160,000 SF

PROJECT SERVICES:

Pre-Construction Management
Construction Management
Procurement Management
Relocation Management

DESIGN TEAM:

Margulies Associates
RG Vanderweil Engineers

CONSTRUCTION

MANAGER:

Erland Construction

PROJECT VALUE:

\$22,000,000.00

CLIENT OVERVIEW: Headquartered in Mansfield, MA with US campuses in North Haven, CT and St Louis, MO our client is a large global healthcare company that is a leading manufacturer of medical devices and supplies, diagnostic imaging agents and pharmaceuticals. With over 41,000 employees in 59 countries, and products sold in over 140 countries worldwide our client is dedicated to R&D, spending more than \$350 million in R&D during 2009 alone, with that amount expected to increase in 2010.

PROJECT OVERVIEW: Our client leased 160,000 square feet of space at 9-11 Hampshire Street in Mansfield, MA. This site was renovated to become their US Corporate Headquarters. Features include a restaurant quality full service kitchen / cafeteria that services the entire 500,000 SF campus and a 2,000 SF front entrance addition, as well as class A executive office and common spaces. Holm & Associates worked on the project from June 2006 thru August 2007.

HOLM & ASSOCIATES SCOPE OF WORK: Holm & Associates was hired to perform full service project management. During the pre-construction phase, Holm & Associates worked closely with client end user groups to coordinate programming, establish requirements and assemble a world class team of project vendors. Our involvement continued through design and construction where we lead value management sessions and budget reviews to ensure maximum savings. Throughout the project we have provided project administration services including request for proposals, meeting notes, budget updates, invoice tracking and approvals. We negotiated all FF&E packages including furniture, audio visual, security, artwork and way finding signage. The project completed in the December of 2007 with an on campus relocation of several hundred employees.



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FULL SERVICE PROJECT MANAGEMENT



15 Crosby Drive - Bedford, MA

PROJECT STATISTICS

CLIENT

Anonymous

SIZE:

70,000 SF

PROJECT SERVICES:

Due Diligence
Pre-Construction Management
Construction Management
Procurement Management
Relocation Management

DESIGN TEAM:

ahp Architects
RG Vanderweil Engineers

CONSTRUCTION

MANAGER:

Erland Construction

PROJECT VALUE:

\$8,000,000.00

CERTIFICATIONS:

LEED Silver Certified

CLIENT OVERVIEW: Headquartered in Mansfield, MA with US campuses in North Haven, CT and St Louis, MO our client is a large global healthcare company that is a leading manufacturer of medical devices and supplies, diagnostic imaging agents and pharmaceuticals. With over 41,000 employees in 59 countries, and products sold in over 140 countries worldwide our client is dedicated to R&D, spending more than \$350 million in R&D during 2009 alone, with that amount expected to increase in 2010.

PROJECT OVERVIEW: Our client leased 70,000 square feet of space at 15 Crosby Drive in Bedford, MA. This space was used to consolidate their newly acquired Biomedical site(s) located in Waltham MA and Sports Medicine site located in Littleton, MA. The use of the new site is considered R&D and the build out includes Wet / Dry lab space, cadaver lab space and high end general office space. Common areas include an enhanced Grab n' Go cafeteria and a fitness center. This project is has been design and constructed in an environmentally responsible way and is in pursuit of a LEED Silver rating through the USGBC.

HOLM & ASSOCIATES SCOPE OF WORK: Holm & Associates was hired to perform full service project management. Our services included an extensive due diligence phase where we identified pros and cons of short listed properties and provided a full report of building deficiencies for lease negotiations. During the pre-construction phase, Holm & Associates worked closely with client end user groups to coordinate programming, establish requirements and assemble the project team. Our involvement continued through design and construction where we lead value management sessions and budget reviews to ensure maximum savings. Throughout the project we provided project administration services including request for proposals, meeting notes, budget updates, invoice tracking and approvals. We negotiated all FF&E packages including furniture, audio visual, security, fitness centre equipment, grab and go café equipment / setup as well as facility maintenance contracts including ongoing janitorial services for our client. The project completed in the December of 2009 with a multiphase relocation effort that successfully concluded the project.



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FULL SERVICE PROJECT MANAGEMENT

One Executive Drive Chelmsford, MA



PROJECT STATISTICS

CLIENT



SIZE:

40,000 SF

PROJECT SERVICES:

Construction Management
Relocation Management

ARCHITECT:

David Saltzman Architects Inc

GENERAL CONTRACTOR:

Chapman Construction

PROJECT VALUE:

\$1,500,000.00

CLIENT OVERVIEW: Kewill delivers solutions that simplify global trade and logistics. Kewill has a suite of software solutions that significantly simplify the management of the most complex global supply chains for enterprises and logistics service providers. With over 35 years experience in global trade management and logistics, and over 600 employees worldwide, Kewill is a long-time innovator of solutions for manufacturers, distributors, retailers, freight forwarders, transport companies, customs brokers, 3PL's and 4PL's, as well as other related institutions involved in financing and underwriting global trade such as banks and insurance providers.

PROJECT OVERVIEW: Holm & Associates was hired by Kewill to assist with the coordination of construction of their office space located in Chelmsford, MA. The project consisted of 40,000 SF of office and common space. Holm & Associates worked on the project from March 2008 through December 2008.

HOLM & ASSOCIATES SCOPE OF WORK: Holm & Associates was hired to perform project management services for Kewill. Our role was to oversee the landlord turnkey construction project managed by RREEF and Chapman Construction and coordinate a phased multi site relocation of employees and equipment to the new location. The project successfully completed in the December 2008.



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**FULL SERVICE
PROJECT MANAGEMENT**

2 Tech Drive - Andover, MA



**PROJECT
STATISTICS**

CLIENT



SIZE:
40,000 SF

PROJECT SERVICES:
Construction Management
Relocation Management

ARCHITECT:
Walsh Cochis Associates

GENERAL CONTRACTOR:
Gustafson Construction

PROJECT VALUE:
\$3,000,000.00

CLIENT OVERVIEW: MKS Instruments, Inc. is a global provider of instruments, subsystems and process control solutions that measure, control, power, monitor and analyze critical parameters of advanced manufacturing processes to improve process performance and productivity.

PROJECT OVERVIEW: Holm & Associates was hired by MKS Instruments to assist with the coordination of construction of their new Administrative Headquarters located in Andover, MA. The project consisted of 40,000 SF of office and common space. Holm & Associates worked on the project from December 2007 through February 2008.

HOLM & ASSOCIATES SCOPE OF WORK: Holm & Associates was hired to perform project management services for MKS Instruments. Our role was to oversee the landlord turnkey construction project managed by RREEF and Gustafson Construction and coordinate the relocation of employees and equipment to the new location. The project successfully completed in the February 2008.



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