



## HP Properties, LLC

### Summary of Scope of Basic Services

#### **POTENTIAL SCOPE OF BASIC SERVICES FOR HOSPITALITY PROVIDED BY HP PROPERTIES, LLC**

The following is a summary of the potential services provided by HP Properties, LLC. As every project is unique and requires varying services, the following list should not be considered applicable or complete for any specific project. HP Properties, LLC customizes its services as required by each Client.

#### **PROJECT OVERVIEW**

- I. General Information gathering
- II. Site Review/ Plan
- III. Prepare a conceptual budget/ Proforma
- IV. Prepare a conceptual project schedule
- V. Architectural Bid process/ selection
- VI. General Contractor RFP process/ BID
- VII. Construction
- VIII. Financial Monitoring
- IX. Punch List/ Project Close-out
- X. Follow-up

##### **I. General Information Gathering**

- a. Collect, organize and understand all project related data and information
- b. Develop an understanding of the Client's needs, site requirements, restrictions, issues and constraints which will define the project.
- c. Establish project goal objectives.
- d. Identify resource requirements.
- e. Evaluate communication and information management requirements.
- f. Evaluate cost control requirements.
- g. Evaluate schedule control requirements.
- h. Coordinate consultants and contractor/ vendor/ supplier contracts with the Client.
- i. Review the "Building Rules & Regulations" for the property. If none exist, assist the Client in the development of such regulations for the property.
- j. Prepare and distribute weekly project updates for project team and Client.



**HP Properties, LLC**  
Summary of Scope of Basic Services

**II. Site Review/ Plan**

- a. Perform a site due diligence report. This phase includes conducting an existing physical conditions analysis for conformance with the Client's project requirements (Phase I)
- b. Identify potential Site Requirements/ Limitations
- c. Conceptualize methods/ ideas that may provide help in achieving the goals of the project.

**III. Prepare a conceptual Budget/ Proforma**

- a. Work with the Client to identify levels of finishes, planning requirements, conceptual sizes for required spaces/ uses and amenities
- b. If required perform a budget matrix with Client.
- c. Identify the project approval process and the development costs.
- d. Identify the Client's required systems and required redundancies for these systems. i.e. emergency generator, life safety, HVAC – environmental.
- e. Identify all IT requirements/ systems.
- f. Finalize the Conceptual Budget

**IV. Prepare a conceptual project schedule**

- a. Identify any local and government agency approval that impacts the project.
- b. Review approval process with the Client to ensure they have a full understanding of filing and approval process.
- c. Establish milestone dates with the Client for presentation of key project requirements for review and approval.
- d. Review with the Client any long lead items that the project may require and indicate in the schedule when specifications, purchase orders and approvals have to be submitted in to order to ensure timely delivery.
- e. Establish the project schedule and update the schedule throughout the life of the project.

**V. Architectural Bid process/ selection**

- a. Identify Architectural firm to complete the project.
- b. Secure contract.
- c. Begin architectural process for Brand & City approval



**HP Properties, LLC**  
Summary of Scope of Basic Services

**VI. General Contractor RFP process/ BID**

- a. Discuss with the client all consultants that are required for the project and/ or review the consultant contracts that may already be in place in order to understand their roles and responsibilities. For any consultants not on board prepare Request for Proposals for their services.
- b. If required prepare a responsibility matrix for the project.
- c. Prepare detailed RFP's incorporating project information, conceptual budget information and scheduling requirements.
- d. Prepare a bidders list of the required consultants, obtain Client approvals and issue requests for qualifications as required.
- e. Upon receipt of bids, obtain copies from the Client. Review the bids, prepare a bid spread sheet and recommendations for the Client.
- f. Once Consultants are selected by the Client, issue Letters of Intent and or agreements as required.
- g. Prepare RFP's for pre-purchase of long lead items such as FF&E – Mechanical equipment etc as required by the project design and schedule. HP Properties is familiar with various vendors in the industry and has the ability to work with the design team and the Client to provide alternate sources of materials and alternatives that may be more aggressively priced.

**VII. Construction**

- a. Work closely with the designer/ architect, engineers and all other consultants throughout the design process to ensure that the completed working drawing incorporate efficient and cost-effective construction methods. Ascertain that the working drawings have been properly coordinated with the engineering discipline so that they are as free from potential ambiguities and uncertainties as can be expected. Review the construction drawings and processes for any potential jurisdictional conflicts between the trades which could result in delays and higher project costs.
- b. Prepare detailed budget breakdowns to be utilized in the GMP negotiations with Bidders/ Contractors.
- c. Update and distribute Weekly project notes to Client.
- d. Coordinate with all the consultants all value engineering efforts.
- e. Review and track monthly applications for payments from the GC.
- f. Provide the Client with a budget status report from M-3.
- g. Advise the Client on all budget impact issues.



**HP Properties, LLC**  
Summary of Scope of Basic Services

**VII. Construction Continued**

- h. Discuss with the Client the development of specifications for ordering long lead time items as well as any direct Purchase items that the GC contract will not include.
- i. Review the Contractor's schedule for the Project. Make any observations and adjustments as required.
- j. Incorporate the Contractor's schedule and incorporate it into the overall project schedule.
- k. Coordinate and establish with the hotel the permissible times to perform work and or testing of core building systems. Similarly coordinate the start-up/ testing process of any new equipment or systems.
- l. Monitor all Change orders, pending or approved with the Client and Contractor.
- m. Implement and monitor change order procedures.
- n. Analyze and verify the need for change orders, negotiate their cost and verify any contractor claims of Client delays or conflicts arising from field conditions.
- o. Implement and monitor procedures for submission and verification of requisitions.
- p. Obtain full contract compliance for matters such as production of "as built" drawings, all required sign-off approvals from agencies, Lien Wavers.
- q. Monitor the construction progress against the construction schedule, and advise the Client on all related project activities to achieve the established completion dates.
- r. Update and distribute Weekly Updates to the Client on the construction progress.

**VIII. Financial Monitoring**

- a. Monitor the project costs, construction, FF&E, Soft Cots and keep up to date records of cost through M-3 reporting.
- b. Review contractor/ vendor invoices and make recommendations as to payment of requisitions, allowances, change orders and other Client work.
- c. Monitor the budget and commitments and update as necessary.

**IX. Punch List/ Project Close-out**

- a. Coordinate with all the consultants and the GC. The punch list should be completed within a reasonable time from the date of substantial completion of the construction.
- b. Coordinate all subcontractors' schedules for completion of punch list items with GC.



**HP Properties, LLC**  
Summary of Scope of Basic Services

- c. Prepare a final cost summary and reconciliation of the actual costs versus estimated costs of the project.
- d. Issue close-out notices to all parties involved with the project.

**X. Follow-up**

- a. Perform a facility performance and warranty review 11 months after the completion of the project.
- b. Perform a site due diligence report. This phase includes conducting an existing physical conditions analysis for conformance with the Client's project requirements (Phase I)