



## Introduction to Matter Real Estate

List of Services

## Feasibility and Project Vision

### Tasks:

- Understand project objectives and plans for growth
- Estimate a capital budget and annual occupancy costs, gathering market data as needed
- Define several feasible options that meet the client's criteria

### Deliverables:

- Document detailing key programmatic and site requirements
- Project schedule that details important milestones
- Project budget and estimate of annual occupancy costs

## Site Search

### Tasks:

- Identify a catchment area that meets the client's criteria and feasibility requirements
- Identify and evaluate real estate brokers and negotiate a favorable agreement
- Attend site tours and evaluate potential locations for suitability

### Deliverables:

- Request for Proposal (RFP) to identify a highly qualified real estate broker
- Financial model evaluating the financial feasibility of potential opportunities
- Written summary evaluating the qualitative feasibility of potential opportunities

## Due Diligence

### Tasks:

- Identify and evaluate skilled vendors and negotiate favorable agreements
- Complete environmental due diligence and engineering studies (geotechnical, structural, etc.)
- Evaluate due diligence reports, identify important findings and recommend best way to proceed

### Deliverables:

- Request for Proposals (RFPs) to identify highly qualified environmental consultants and engineering firms
- Written documentation highlighting important findings and specifying recommendations

## Acquisition / Lease

### Tasks:

- Work with financial advisor to respond to lender requests and participate in calls and meetings
- Work with legal counsel to respond to provide information and participate in calls and meetings
- Update capital budget and financial model to reflect lender feedback

### Deliverables:

- Written documentation supporting financial advisor and legal counsel
- Updated capital budgets and financial models

## Design

### Tasks:

- Manage architect and engineer to meet deadlines and budget
- Evaluate construction documents meticulously
- Direct the quality control process and provide feedback to value engineer the project, as needed

### Deliverables:

- Agendas and meeting minutes to manage calls and meetings with architects and engineers
- Written communication directed at the design team to make suggestions for materials, building systems, and equipment that meet the client's need
- Updated project schedule detailing important milestones

## Bidding

### Tasks:

- Identify and evaluate contractors against criteria (bonding capacity, insurance coverage, etc.)
- Level bids, participate in calls and meetings with contractors, and make a recommendation
- Negotiate agreement with selected contractor

### Deliverables:

- Request for Proposals (RFP) to identify a highly qualified contractor
- Document leveling contractor bids and highlighting important findings
- Written documentation detailing feedback concerning the contractor agreement

## Construction

### Tasks:

- Assist client by directing project meetings and managing the team
- Track and evaluate requests for information, submittals and change orders
- Develop recommendations and work plans to help the client
- Monitor and update the project budget and schedule
- Manage lender requests and construction draws

### Deliverables:

- Written communication directed at the contractor summarizing updates and outlining next steps
- Updated project budget and schedule
- Construction draws for submission to the lender

## Project Close-Out

### Tasks:

- Work with design team to create a punch list and monitor its timely completion
- Verify the contractor provides as-built documents, warranties, and maintenance manuals
- Close-out project by obtaining lien waivers and reconciling the project budget

### Deliverables:

- Final punch list
- Written documentation summarizing requests to the contractors
- Final, reconciled project budget