

**Magazine Publishers
of America
810 Seventh Avenue
New York, NY**



Project Management: Janet R. Duggan & Associates, Inc.

CASE STUDY –

Magazine Publishers of America 810 Seventh Avenue New York, NY

Design / Project Management
15,000 Square Feet



Project Description:

The clients' lease was expiring and wanted to redefine the corporate identity, update work space standards and build a state of the art audio visual conferencing center. The client also required assistance on all site selection, lease review, tenant allowance and negotiation. JD&A prepared an analysis and strategic facilities plan that led to decision to relocate to 810-7th Avenue. All work was completed on schedule in a fully occupied building.

Strategic Planning

- Developed program and space requirements
- Evaluated current work flow processes
- Worked with the real estate broker to determine space requirements, tenant allowances and review available office sites.
- Managed the consultant team to evaluate the architectural, engineering and code upgrades.
- Developed cost estimates for build out, upgrades and enhancements.
- Developed audio visual conferencing program.
- Developed a telecommunication/IT plan.
- Developed workstation standards including a universal office size and two workstation sizes.
- Developed the project capital budget.

Design

- Developed schematic designs
- Prepared design elevations and finishes palette.
- Prepared furniture bid specifications, managed mock-up installations, analyzed proposals and made recommendation.
- Negotiated furniture contract including initial pricing and later add on work.
- Developed competitive bidding strategies for carpeting, furniture, construction, equipment and telecommunications.

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Construction

- Value engineer the project
- Develop construction budgets
- Negotiated and Administered General Contractor's contract
- Managed construction team
- Negotiated and approved change orders
- Managed the installation of building owned electrical closets and core toilette renovation

Furnishing and Telecommunications Management

- Develop furniture inventory
- Develop new furniture and fabrics selections
- Prepare furniture manifest and manage procurement
- Prepared move RFP, analyzed bids and made recommendations to Senior Management
- Managed on-site multi-stage move.
- Managed furniture deliveries and installation
- Prepare punch list and final close out

Financial Control/Status Reporting

- Developed and Maintained Project Budget
- Developed Variance Financial Report
- Developed Status Report for Senior Management
- Managed the Project Team for Quality Assurance
- Developed cash flow analysis
- Obtain Work Letter Credit from Landlord