

# Mongiove Associates: Dependable Facilities Development

Planning, designing and construction office facilities is a difficult and complex process. This is especially true in the dynamic and ever changing services industry, where correct site selection, detailed planning and programming, functional and attractive design, provision for the latest in operations technology and professional management are all needed to achieve successful results.

It was in response to the need for high quality, comprehensive and competitively priced real estate services specially tailored to the Financial Community that Mongiove Associates began offering its services.



# Comprehensive Services: Diverse Experience Worldwide

Mongiove Associates specializes in dealing with every aspect of creating space tailored to each client's particular needs for functional, efficient and attractive working environments. From operations and computer centers and executive offices to staff service areas, research and conference facilities.

## Project Management from A to Z

Through its fully staffed office and worldwide associates, Mongiove Associates offers a comprehensive range of services for overall project development. These services are available as a complete package or in part, depending on each client's needs. These services include:

- Site location, building evaluation and lease analysis and negotiation
- Comprehensive planning and design
- Assurance of conformance to local building codes
- Recommendations of outside consultants, including engineers, contractors or other specialized professionals
- Furniture, furnishings and equipment specification
- Construction management
- Coordination of move-in and occupancy



## Superior Resources

Mongiove Associates coordinates the whole process of office construction, from planning to move-in. From the outset, each project is under the direction of a principal with years of experience. This principal coordinates the process from start to finish and working closely with the client, draws upon Mongiove Associates professional staff to turn the client's goals into a reality.

This system, developed through many projects over the years, ensures effective scheduling, monitoring and control of work within the established parameters of cost, quality design and schedule.

Clients can be assured that their major long term investment of time, resources and money in a new and often distant location is in good hands and will be well manage.

# Planning and Design: Keys to Project Success

The greatest opportunities for cost savings and project success occur at the outset, during planning and design. Mongiove Associates puts special emphasis on this pre-construction stage so that problems can be identified and solved before they become costly mistakes in design or actual construction, as well as lay the groundwork for a smooth running project overall.

## Planning Function Critical

Mongiove Associates' complete range of planning services include:

- Space programming and planning to define space requirements, configurations and performance specifications, including data processing/telecommunications and electrical requirements.
- Space utilization, layout, traffic and workflow/communications studies to set department adjacencies.
- Preliminary budget and cost analysis to identify cost that will exceed budgets and to consider alternatives.
- Scheduling to develop a thorough start-to-finish map of the project, as well as track progress against the schedule.



## Design the Projects

During design development, Mongiove Associates, using information and decisions reached earlier, assist client and his consultants and oversee the preparation of complete working drawings.

Walls and partitions, department layouts, lighting and electrical plans and engineering factors are all made part of the overall plan. Furniture, furnishings and equipment, from individual desks to paint colors, floor coverings and telephones are also specified to provide attractive, functional work environments. All these decisions are made in close consultation with the client.

# Construction: Implementing Planning and Design

Mongiove Associates' comprehensive construction services include overall project monitoring of schedules, cost control, team coordination and job-site liaison. Whether working with a contractor under a competitively bid or negotiated contract, Mongiove Associates is the same: superior results within cost and schedule constraints.

## **Schedule, Budget Control Critical**

As construction proceeds, many other sub-contractors and vendors, from telephone, computer, furniture and office equipment supplies to security artwork and planting consultants, are on the job. Their progress is continually checked against schedule and specifications.

Costs are reviewed constantly and carefully to maintain tight budget control with each contractor scrutinized for accuracy and conformance with cost incurred and work completed before forwarding for client payment.



## **Completion to the Last Detail**

Finally, as construction and project installations are concluded every aspect is carefully reviewed by Mongiove Associates to be certain that it conforms to specifications and pre-set quality standards.

Any still-to-be-completed details are "punch-listed" for follow up and are monitored until they are completed or corrected. Meanwhile, any and all equipment guarantees, warranties, maintenance manuals and operating instructions are assembled for future client reference and use.

In addition, all approvals, including inspections by local building authorities to assure conformance with building codes, are coordinated by Mongiove Associates prior to the project being turned over to the client as completed.

Throughout the process Mongiove Associates acts as the client's representative to ensure a successful project ready on time for move-in and occupancy.

# Facilities Development: Why Choose Mongiove Associates?

In a word, "Performance". Mongiove Associate's success in providing dependable and reliable facilities development performance has been demonstrated by its many projects throughout the world. This performance is demonstrated by the record: over 95 percent of projects delivered on schedule and within budget.

Our broad spectrum of services, structured to best meet our client's needs, provides assurance of a job well done from start to finish.

To choose Mongiove Associates is to select a highly qualified team with a long history in meeting the specialized facilities needs of the financial industry.

