

Project Solutions Group



COMPLETE REAL ESTATE SOLUTIONS
QUALIFICATIONS & EXPERIENCE

Providing Complete Real Estate Solutions



Success is much more than on time and within budget.

Choosing the right firm for your complete real estate solutions adds value to your project – saving time and money. Project Solutions Group is that firm.

PSG has overseen more than 12,000,000 SF of new construction and renovation projects for commercial offices, base buildings, institutions, retail venues, call centers and data centers. Both private and public sector clients retain our services to oversee portfolio assignments, which begin as early as pre-leasing and site selection to beyond the move into their new space.

In order to support our clients' needs we have added relocation management, facilities management, and real estate transaction advisory services. We are steadily developing impressive portfolios in each of these disciplines.

PRINCIPALS:

Michael Wolff
David Zorger
Albert Shotwell

FOUNDED:

October 2002



Schedule Holder
GS-29F-0022T



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www.projsolgroup.com

BUSINESS ORGANIZATION

HEADQUARTERS:

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OFFICES:

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Fort Lauderdale, Florida
Irvine, California
Los Angeles, California
Murrieta, California
San Jose, California

AREAS OF EXPERTISE:

Project Management
Construction Management
Relocation Management
Facilities Management
Real Estate and
Transaction Advisory Services

MAJOR CLIENTS:

Capital One
CARFAX
Computer Sciences Corporation
Exxon Mobil
Gap
Google
Lincoln Financial
NII Holdings
Sprint/Nextel
U.S. Department of Interior
U.S. Department of Transportation
U.S. Immigration and Customs Enforcement
U.S. Patent and Trademark Office
U.S. Securities and Exchange Commission
U.S. Supreme Court
Virginia Commerce Bank
XO Communications

Project Solutions Group



Innovation



PHILOSOPHY & OBJECTIVES

Unparalleled Service and Dedication

✓ Our staff is focused entirely on your best interests.

Personalized Service on a National Platform

✓ We are committed to providing our clients with customized services regardless of their location.

The Whole is Greater than the Sum of its Parts

✓ We assemble a team uniquely qualified for your project's individualized needs.

It's Much More than On Time and Within Budget

✓ Realizing your project goals and objectives is our mission.

Guarantee of Value

✓ Our optional pricing methodology is based on your satisfaction.

Comprehensive Service Offering

- Real Estate and Transaction Advisory Services
- Planning
- Relocation management and coordination
- Design coordination
- Building permit coordination
- Construction management
- Furniture, fixtures, and equipment coordination
- IT coordination
- Security, signage and audio-visual coordination
- Food service, artwork and landscaping coordination
- Project close out services
- Facilities management
- Asset management (for FF&E)
- Property Management
- Real Estate Technology

WHAT MAKES PSG DIFFERENT?

PSG offers over **25 national purchasing contracts** at no cost or fee to our clients. This program reduces clients' overall project costs and improves lead times.

PSG's **pricing model is unique to the industry** and is not based on per square foot, hourly or managed cost percentages. It is based on the work to be performed and can be presented in a lump sum cost invoiced over the length of the project.

PSG offers **services through the entire project life cycle**, from real estate advisory services through occupancy. Our service offering extends well beyond design and construction management.

PSG includes **web-based project collaboration** as part of its standard service offering.

PSG's service delivery model, templates, documents, processes and procedures are **highly customizable** and are designed to be modified to fit the needs of the client, not the other way around.

A PSG **Principal is assigned to each project** as the Project Executive, making certain that the project and client goals and objectives are met.

PSG executives and staff have documented experience working for real estate developers, real estate service providers, general contractors, electrical and mechanical contractors and architecture firms, thus providing the capability to **evaluate project issues from the subject matter expert point of view.**



Commitment to Excellence



National Purchasing Programs

Project Solutions Group has negotiated proprietary National Purchasing Contracts with over 25 major manufacturers and suppliers of construction and office furnishing and equipment. These contracts have been established utilizing the volume of work that we process annually, to provide our clients with access to materials that can be routinely procured at pricing below subcontractor level or with expedited lead times.

Our National Purchasing Program benefits all three parties involved: our clients receive the benefit of high volume purchasing, our manufacturing partners have access to new markets and clients, and we have a program that significantly differentiates us from our competition. In addition, we have never received a fee from our manufacturing partners for their access to our clientele.

A list of our manufacturing partners and their respective products follows:

- Supplemental Cooling Units - *Manufacturer*
ATS- Stulz, Liebert
- Uninterruptable Power Systems (UPS's):
MGE, APC, Liebert
- Emergency Generators (1,000 kw and larger): *Caterpillar*
- Power Distribution Units (PDU's): *Liebert, MGE, United Power*
- Carpeting: *Shaw, Mannington, Bentley, Milliken, Masland*
- Light Fixtures: *Finelite, Lithonia, Focal Point*
- Ceiling Systems: *Armstrong*
- System Furniture: *Haworth, Herman Miller, Steelcase, Knoll*
- Case Goods: *Gunlocke, Paoli*
- Sprinkler Systems: *Grinnell*
- Fire Alarm Systems: *ADT, Simplex Grinnell*
- Security: *CCTV: ADT*

Client-Focused Services

PSG's client-focused service relies on these unique service delivery principles:

The client is an integral member of the project team.

Comprehensive documentation is necessary, but the documentation must be tailored to each client's individual needs. Our proprietary templates allow us to complement our client's workflow process.

The project is run as an entire team. Project success is collective to all team members.

We "landmine" our assignments in the beginning to foresee any future problems and make adjustments accordingly.

Communication is key and must be thorough and comprehensive. Project specific websites are part of our standard offering on all assignments.

Numbers never tell the entire story. Our proprietary "Project Success Plan" defines the methodology for realizing the different factors that our Clients require for a successful project.

Our representation and advisory efforts are designed to guarantee that on the first day in a new space, the computer logs on, the telephone rings, and there is a trash can under every desk.

"Project Solution Group's ability to promote the development of a high performing team was absolutely critical to the success of this project."

Debbie Landesman,
Vice President
XO Communications, National Real Estate





SCOPE OF SERVICES - REAL ESTATE & TRANSACTION ADVISORY SERVICES

Preliminary Goal and Needs Analysis

- Determine client business strategy and how real estate coordinates with strategy
- Create team approach to determine “Best Practices” approach to project
- Review with client space programming analysis – determining interior needs analysis
- Establish with client preliminary financial budget and macro direction
- Determine with client overall goal of project and schedule

Acquisition Services

- Macro / Micro Location Studies
- Lease / Purchase Analysis and Needs Assessment
- Market Surveys / Research
- Qualitative / Quantitative Site Analysis
- Transaction Management
- Create RFP and establish competitive market
- Negotiate key business
- Negotiate letter of intent and final lease document

Disposition Services

- Market / Property Assessments
- Best Use Analysis
- Subject Due Diligence
- Comparative Analysis
- Marketing Strategies / Implementation
- Create market brochure
- Listing in MLS/COSTAR data base
- Negotiate letter of intent and transactional document

Financial and Strategic Consulting Services

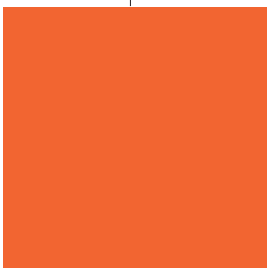
- Financial Strategy and Business Strategy related to real estate
- Capital Markets Transaction Structuring & Implementation
- Business & Economic Incentives Negotiation
- Ownership & Disposition Analysis
- Strategic Planning
- Utility Consulting

Contract Negotiations

- RFP
- Letter of intent and Legal documents support
- Post project documentation

Post Move-In Review

- Review dashboard for performance and follow up review after occupancy





SCOPE OF SERVICES - LEASE ADMINISTRATION

Initial Lease Review

- Perform a complete review and analysis of existing leases
- Ascertain information in real estate database to properly reflect underlying leases
- Abstract all pertinent information for proper management of leases including locations, contacts, square feet, critical dates, costs, and options
- Compare analyzed information with existing Lease Database

Population of Data

- Determine specific database fields and organizational structure appropriate for portfolio
- Ensure appropriate data is being captured and recommend adjustments
- Assist in identifying any areas that need to be customized to suit specific needs

Lease Management

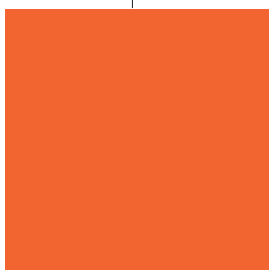
- Update database with new information
- Serve as a point of contact for client questions about lease details
- Maintain a tickler system for identifying and notifying the appropriate client personnel of impending action(s)
- Review and match monthly invoices/payments with lease terms
- Produce and distribute daily/weekly/monthly activity and ad hoc reports as needed

Lease Administration Software

- Utilize Lease Harbor's Harbor Flex, 100% web-based and secured, real estate database as the portfolio administration system
- Comprehensive set of standard and ad hoc reports is contained in Harbor Flex
- Portfolios in Harbor Flex have Key Date Notification (tickler system) to meet specific business requirements as well as entitlements allowing contacts to be automatically emailed on critical dates and occurrences
- Structure and organization of your real estate data tailored to your business

Reporting

- Supply and or create various levels of reports based upon your specific needs
- Develop and publish on a regular basis a Master File Report; which is an all-inclusive report containing all pertinent lease information
- Develop, analyze and publish a Lease Renewal Report that is generated for all leases three months prior to a specific Notice Date or six to twelve months prior to a Lease Termination Date
- Develop, disseminate and publish Termination Report for all leases scheduled to terminate within the next three to six months
- Develop, analyze and publish Financial Reports (i.e. monthly base rent costs and expenditures) which can be consolidated by region or areas of responsibility



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Known By The Companies We Keep