

The **AXIS Group, Inc** **Facility Project Management Services**

ABOUT US

The AXIS Group, Inc was incorporated in 1994 by Howard Smith after his 15 year career in project management at the DuPont Co. Howard is the Principal and currently the sole employee.

The firm is in the business of offering Facilities Project Management Services to business and Not-For Profit organizations to meet their new or expanding facilities needs. Services can include as needed based on the Client's needs:

- **Program Development**-assist the Client in determining their facility's Program – the needs, size, capabilities, uses, etc. The Program is what is used by the Design Team for the project's design.
- **Project Scope Definition**- assist with defining the overall physical scope of the project
- **Site Selection Assistance**- work with Realtors to analyze and select an appropriate site
- **User Group Involvement Strategy**-determine how the Client's Users will be involved in the process
- **Project Timeline Development**-help determine *realistic* time frames for projects based on the scope of the project and other relevant factors
- **Budget Development**- help Clients determine a *realistic* budget for their projects. Realistic at the start means a much higher chance of success.
- **Resource Acquisition Planning / Procurement Strategy**-plan for what resources are needed for each project and determine how to best to acquire them.
- **Resource Management and Implementation**-manage the resources needed for each project toward the project's objectives.
- **Acquisition of Professional Services**- assist in the process to obtain design (architects and consulting engineers) and/or construction management services - prepare RFPs and assist with the interview and evaluation process for architects, engineers and construction managers.
- **Project Design Oversight**-manage / review the design process and drawings throughout the design life of a project.
- **Coordination of Professional Consultants** work to assist in the coordination of various Design consultants as needed toward the objectives of the project.
- **Project Implementation Strategy**- assist the client to determine what is the best way to have the project designed and built.
- **Project Bidding / Negotiation**- assist with the bidding and / or negotiations with general contractors or construction managers.
- **Construction Follow up**- oversee the Client's project during construction working toward assurance that the construction is per appropriate contract documents.



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The AXIS Group, Inc also offers Related Services that are often required to help advance projects along toward reality and completion. These can be:

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| Feasibility Studies | Determine the feasibility of facility expansion, relocation, or new construction by preparing a preliminary Program, Space Plan, Budget, and Schedule. |
| New Site Research | Analyze potential building sites. Includes considerations for zoning, environmental issues, geographic locations, scheduling, Owner program requirements, budget, etc. |
| Facility Standards | Develop or upgrade facility design or construction standards |
| Design Reviews | Review design and construction plans from architects (that 2nd set of eyes) |
| Accessibility Assessments | Review your facility for compliance with the Americans With Disability Act (Title III) |
| Facility Condition Appraisal | Analyze your existing facility to determine its condition relating to structure, building envelope integrity, mechanical and electrical system conditions, etc. (Note-additional resources may be needed for these services) |
| Partial Project Assistance | Augment your in-house resources for portions of a project- or for those 'spin-off' projects that often accompany large projects- freeing your staff to concentrate in the main target |