

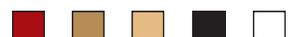


THE SUCCESS OR FAILURE OF YOUR PROJECT  
OFTEN RESTS WITH HOW IT'S MANAGED...



OPTIMIZE YOUR TIME, MONEY AND VISION

LINDA HERMAN CONSULTING  
*Your Project on Time. On Budget. On the Mark.*





# TWO DECADES OF SUCCESSFUL PROJECTS: ON TIME, ON BUDGET AND ON THE MARK

Big projects involve a lot of moving pieces. New construction, expansions and large-scale remodeling require capital, careful planning and ongoing coordination between all your stakeholders and providers.

Many things can go wrong. Successfully managing the process is much like herding cats. This is not the time for on-the-job learning or occasional attention.

## ■ OUR MISSION

*The mission of Linda Herman Consulting is to facilitate the process to help you achieve complete success with your project so that it's done on time, within budget and meets your expectations.*

*Fa-cil-i-tate:*  
-to make easier or less difficult; free from impediment or difficulty; lessen the labor of;  
**EASE.**

If your company or organization has a large project in the making, you're going to need a professional project facilitator to help you successfully manage it. We can help.

We accomplish this by becoming your partner from the beginning and supporting you every step of the way with highly qualified advice and professional assistance. As our client, you can count on us to:

- Facilitate the smooth flow of your project, while respecting and meeting your high expectations.
- Act as your liaison with your team, project designers and construction professionals.
- Continually ask questions on your behalf and recommend appropriate solutions whenever and wherever they're needed.
- Provide you with regular reports and communication that keep you in control and on top of important details.

This approach helps you make the wisest choices throughout the entire process. You will maximize value and benefit from your decisions, while minimizing financial and scheduling risks. Best of all, it makes your project easier. We do the work, yet you stay firmly in control!

## ■ WHAT WE BELIEVE

Our practice is founded on four inter-dependent principles:

1. **Large projects need a neutral party**—an advocate—whose only agenda is the overall well-being of the project. This advocate must maintain objectivity, and balance the different issues around the table.



2. **Every team needs a leader.** Just like a sports team, your team will function more efficiently, cooperatively and decisively with a leader who not only directs and manages, but also supports their efforts.
3. **A collaborative environment promotes mutual respect.** Collaboration allows for honest dialogue and the highest levels of integrity, both of which are essential to a successful team. True collaboration minimizes misunderstandings and errors that cost you money, and it inspires teams to perform their best.
4. **You can enjoy your project experience!** True, there is a lot of work to do, but the entire journey can be rewarding, satisfying, and—dare we say it—fun!





# HOW WE MANAGE THE PROCESS

Every project is unique. We use a highly organized process that is customized to each project and client's needs. Following is an overview of steps we typically take:

## ■ DEFINE THE PROJECT

Establish the business objectives for this project, both quantitative and qualitative.

Understand your organization's structure and culture.

Establish the three component goals and criteria for the project: Design, Schedule and Budget.

Prepare a comprehensive Project Plan, with clear objectives, creating the overall structure in which the project will progress.

## ■ THE TEAM

Identify all consultants and contractors required for the project.

Select list of candidates appropriate for the Project and prepare, receive and analyze Requests for proposal

Facilitate owner evaluation and selection process

Assist with fee negotiations and contracts.

## ■ DESIGN PHASE

Review your goals with team and establish strategy to meet those goals.

Manage the design process to ensure compliance with schedule and budget.

Lead team meetings and prepare notes for distribution to team.

Represent owner and assist with design decisions.

Receive, review and organize all documentation from all consultants.

## ■ DOCUMENTATION PHASE

Manage process for compliance with schedule and design.

Review plans and specifications for compliance with budget and schedule.

Identify potential cost savings.

Manage the bidding process.

Evaluate all bids and make recommendations.

## ■ CONSTRUCTION PHASE

Assess progress of work for compliance with design and schedule.

Monitor critical path schedule and coordinate with the contractor as needed.

Review documentation from contractor and architect.

Review all costs and manage change order process, as well as any additional work authorizations.

Manage the punch list process.

## ■ OCCUPANCY

Coordinate and manage the move into your new facility.

Coordinate receipt of all drawings, warranties, and manuals.

Coordinate staff training for operation of building systems.

Review all final requests for payment.

Close out all contracts.





# ABOUT LINDA HERMAN CONSULTING

Linda Herman Consulting serves a broad range of businesses, non-profit organizations, government agencies and individual clients.



With more than two decades of experience managing successful projects, Linda Herman has built an impressive roster of satisfied clients and high-profile projects throughout Northern California. (Visit our web site for client list.)

Linda is recognized as an exceptional team leader and articulate communicator with strong organizational and

problem-solving skills. Her long-term relationships within the professional community translate into outstanding design, with equal attention to beauty and budget, schedule and strategic plan.

A designer at heart and a realist by nature, Linda is adept at balancing all aspects of your project with a pragmatic focus. She is outcome-oriented, highly organized and able to think 20 steps down the line without sacrificing quality to expediency or cost.



## ■ ASK FOR AN ASSESSMENT

If you are planning a significant project that involves new construction, expansion or large-scale remodeling, it's likely you will benefit from working with a professional project facilitator.

Feel free to contact us for an assessment at no cost or obligation. We'll review your preliminary plans and objectives, and provide you with a project proposal.



## ■ LINDA HERMAN PROFILE

- Successfully completed more than 1 million square feet of interior projects.
- Managed more than \$50 million in total budgets.
- Background includes 15 years as senior project manager with prestigious San Francisco design firms.
- Accredited Professional- Leadership in Energy and Environmental Design (LEED AP)
- Completed USC Lusk Real Estate Development Intensive in Dec 2009
- Member- Architects, Designers, Planners for Social Responsibility (ADPSR)
- Member- United States Green Building Council (USGBC)

## ■ FOR MORE INFORMATION

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